



**UNIVERSITETI - UNIVERSITY - UNIVERZITET**  
**“HAXHI ZEKA”** në Pejë

**EMPLOYMENT HANDBOOK FOR  
THE ADMINISTRATIVE STAFF AT  
"HAXHI ZEKA" UNIVERSITY IN PEJA**



## **THE IMPORTANCE OF INDIVIDUAL WORK RELATIONS**

Work is a vital activity of able-bodied individuals. It is the source of income that ensures their livelihood. Also, work is also a social activity for individuals of working age. Everyone who has a job wants to be protected during the time he spends doing it.

## **THE RIGHT TO WORK AND LABOR RELATIONS**

The employer in the public sector is obliged to announce a public call every time he accepts an employee and establishes a relationship of work.

The call must be equal for all the intended candidates, without any kind of discrimination, as provided by this law and other acts in force.



## **GOVERNING BODIES OF "HAXHI ZEKA" UNIVERSITY IN PEJA**

- **Steering Council:**

The Steering Council of the University is the main governing authority of the University. The Governing Council consists of seven (7) voting members. MASHTI appoints three (3) members with the right to vote and the Senate elects four (4) members of the Steering Council with the right to vote from the academic staff of the University. The Rector and the General Secretary are ex-officio members of the Governing Council, without the right to vote.

- **RECTOR:**

The Rector is the main managing authority of the University. The Rector is elected by the Steering Council through a public competition, in accordance with the provisions of Law no. 04/L-037 for Higher Education in the Republic of Kosovo and the Statute of the University.

- **SENATE:**

The University's Senate is the highest academic body of the University.

The categories of University personnel according to the Law on  
Public Officials are:

**PUBLIC SERVICE SERVANT;**

**Public Service Servant** - is the high-level managerial, managerial, professional and internal service personnel in the administration of public services, part of the state administration or in the administration of public services, part of a municipality who provide direct public services to citizens in the field of education, health, culture, art and other similar public services.

- The employment relationship for the Public Service employee is regulated according to the provisions of the Labour Law.

Public Service Servants can establish employment

- for an indefinite period and
- for a specified period
- for specific work and tasks through the development of the public competition

The opening of the competition procedure is announced by the NJBNJ, on the website of the SIMBNJ competitions, at least 30 days before the scheduled date for submitting the application by interested candidates.

The competition takes place in these two stages:

1. preliminary verification, if the candidates meet the general and special criteria, according to the competition announcement;
2. evaluation of the knowledge, skills and qualities professional of the candidates

The minimum duration of the probationary work is **6** months for contracts with an indefinite period; and **1/5** of the duration of the fixed-term contract



## **GENERAL CRITERIA AND PERSONNEL CATEGORIES**

General requirements for the admission of public officials in accordance with: Law no. 06/L-114 for Public Officials need to:

- Be a citizen of the Republic of Kosovo;
- Have full ability to act;
- Master one of the official languages, in accordance with the Law on Languages;
- Be fit in terms of health to perform the relevant task;
- Not to be convicted by a final decision for committing a criminal offense intentionally;
- Not have a disciplinary measure in force for removal from a position of a public official, dismissed according to this law;
- Have the level of education and work experience required for the relevant position, category, class or group; and
- Successfully pass the admission procedures, according to this law

## How to act before signing a work contract?

### Information

- In order to sign an employment contract, as a rule, the employer must provide the employee with a copy of the employment contract to familiarize himself with it.

### Clarific

- Every employee has the right to clarify any ambiguity arising from the employment contract.

### Counseling

- Every employee has the right to consult with an expert in the legal field before signing the contract.

### Signature

Before signing the employment contract, care must be taken:

Read the contract carefully

Seek the help and clarification of a lawyer or someone you trust;

Make a copy of your contract that you can use while keeping the original

Each employee must sign the employment contract and keep a copy of it;

Do not forget to sign on each of its pages or annexes;;

Always ask for your original copy of the contract signed by the employer

You need to understand, clarify and discuss unclear things

## Content of the Employment Contract

data on the employer (name, headquarters and business registration number)

data about the employee (name, surname, qualification and residence);

name, nature, type of work, type of services and description of work duties;

the place of work and the notification that the work will be performed in different

working hours and schedule

work start date

the duration of the Employment Contract

the amount of the basic salary, as well as any additional or other income

the duration of vacations

termination of the employment relationship

the rights and obligations which are not defined by the Labor Contract, are regulated by the provisions of the labor law, the Collective Contract and the Internal Act of the Employer

other data that the employer and the employee consider important for regulating the employment relationship

the employment contract may contain other rights and duties provided for by law

PROTECTION OF THE  
PUBLIC SERVICE  
EMPLOYEE



The public service official can complain to the employer when he claims that his rights have been violated in the employment relationship. Candidates also have the right to appeal in the competition procedure



Review of complaints is within the competence of the Complaints Commission



The appeal is submitted within fifteen (15) days from the announcement of the decision



The complaint is reviewed within fifteen (15) days from its submission.



The appellant, if he is not satisfied with the decision of the appeal body or if he does not receive an answer within the period defined above, in the following period of fifteen (15) days, he can initiate a labor dispute in the competent court



## **TERMINATION OF THE EMPLOYMENT RELATIONSHIP**

The Employment Contract, according to the legal force, is terminated:

1. upon the death of the employee;
2. upon the death of the employer, when the work performed or the services provided by the worker are of a personal nature, then when the contract cannot be continued with the successors of the employer;
3. upon expiration of the duration of the contract;
4. when the employee reaches the retirement age of sixty-five (65) years;
5. on the day of delivery of the omnipotent decision to certify the loss of work skills;
6. if the employee goes to serve a sentence which will last more than six (6) months;
7. By decision of court competent decision that follows the termination of the employment relationship;
8. with the bankruptcy and liquidation of the organization;
9. other cases determined according to the laws in force.

### **BY AGREEMENT**

The Employment Contract can be terminated by agreement between the employer and the employee in written form

## **TERMINATION OF THE EMPLOYMENT CONTRACT**

### **FROM THE EMPLOYER'S SIDE**

The employer may terminate the employee's employment contract with a notice period, when: such termination is justified for economic, technical or organizational reasons; the employee is no longer able to perform the work duties;

### **FROM THE EMPLOYEE**

The fixed-term contract employee must inform the employer in advance in writing within fifteen (15) days of the termination of the employment contract, while the indefinite-term contract employee must notify the employer within thirty (30) days

### TEMPORARY LEAVE FROM WORK

- The employee may temporarily leave work, when:
- 1. criminal proceedings have been initiated against him due to the well-founded suspicion of a criminal offense;
- 2. the employee is under detention;
- 3. commits a violation of the work obligation defined by this law,

### DISCIPLINARY MEASURES FOR VIOLATION OF WORK DUTIES

- For the violation of work duties, the employee will be imposed one of the following punitive measures:
- 1. see with mouth;
- 2. written notice;
- 3. decrease in position;
- 4. temporary suspension;
- 5. Interruption of the Work

### FREEDOM OF UNION ORGANIZATION

- Employees and employers are guaranteed freedom of association and action without interference from any organization or public body;
- The rights and freedoms of trade union organization in the Republic of Kosovo are regulated by a separate law

## THE RIGHT TO STRIKE

In order to protect the rights of employees, organizations of employees (unions) have the right to organize a strike.