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NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY
PARTIAL STUDENT EMPLOYMENT
DIRECTIVE

FIRST PART

Purpose, Scope, Basis and Definitions

Aim

ARTICLE 1- (1) This directive is intended to determine the number of students to be employed on a part-time, temporary basis, the selection of students, their employment, weekly working hours, wages and insurance transactions and other issues. edited.

(2) The purpose of applying a part-time student employment program is to make the registered students of Nevşehir Hacı Bektaş Veli University work temporarily in line with their interests and abilities in their spare time outside of class hours, to gain practical skills as well as to contribute to their growth as productive individuals who have acquired work discipline.

Scope

ARTICLE 2- (1) This directive covers the part-time student employment of all departments, units and directorates affiliated to faculties, colleges, vocational schools, institutes and rectorate that employ part-time students at the University.

Rest

ARTICLE 3- (1) This directive is based on Article 46 of the Higher Education Law dated 06.11.1981 and numbered 2547, published in the Official Gazette dated 06.11.1981 and numbered 17506, Partial in Higher Education Institutions, which was notified with the letter of the Council of Higher Education dated 20.10.2009 and numbered 33918. Procedures and Principles for Employing Timed Students, Article 5 b of the Social Security and General Health Insurance Law No. 5510, dated 31.05.2006 published in the Official Gazette dated 16.06.2006 and numbered 26200, and other related articles, dated 24.12.2003 and 25326 The relevant articles of the Public Financial Management and Control Law No. 5018 and dated 10.12.2003 published in the Official Gazette No. Based on the relevant articles of the Labor Law dated .2003 and numbered 4857 has been prepared.

Definitions

ARTICLE 4- (1) In this directive;

- a) Unit: Academic and administrative department where part-time students are employed at the university. unit of,
 - b) Unit Manager: Units where part-time students work. its managers,
 - c) Department: Health, Culture and Sports Department Presidency,
 - d) Part-time Student: A student who is actively registered at the university, who works part-time, temporarily in academic and administrative units and is not considered a worker,
 - d) Part-Time Student Selection Commission: Consists of at least 3 (three) people who choose the students who will work part-time in the units. commission,
 - e) Rector: Nevşehir Hacı Bektaş Veli University its rector,
 - f) Senate: Nevşehir Hacı Bektaş Veli University Senate,
 - g) University: Nevşehir Hacı Bektaş Veli University,
- statements are used.

SECOND PART
Procedures and Principles to be Applied in the
Determination of Students to Work Part-Time

Determining the number of students to work in the units

ARTICLE 5- (1) The number of students who will work in the units is determined as follows:

a) Units, together with the reasons for employing the student needs they want to employ part-time, are submitted to the Head of Department with the signature of the relevant unit supervisor until the end of September of each year. they report.

b) The number of students that the units can employ part-time; The duties that the units have to fulfill, the characteristics of the units, the need for human resources and the cost of part-time student employment, the budget of the fiscal year determined by the Ministry of Treasury and Finance, and the statistical information of the previous years are determined by the Department according to the units and submitted to the approval of the Rectorate. When necessary, the number of students to be given to the units is determined by a commission to be established by the Rectorate. can be determined.

Announcement

ARTICLE 6- (1) The form and principles of the announcement are as follows:

a) The part-time student needs of our university are determined by the Department on the University website and/or on the bulletin boards at the beginning of October and in the periods needed in accordance with the provisions of paragraph 1 of the 5th paragraph of the directive, depending on the nature of the student and the job. is published.

b) How many part-time students will be employed in which units and in what kind of jobs, the nature of the job to be employed, the conditions sought for the students to be employed, the weekly working hours and the fee to be paid for one hour of work, the documents required for the application, the place and date of the application are clearly stated in the announcement. is specified.

Application form and time

ARTICLE 7- (1) The student will apply to the unit he/she wants to work for, by submitting the following documents.

(2) The documents to be requested when applying are as follows:

- a) Job application form (ANNEX 1),
- b) 1 passport-size copy to be affixed to the application form photograph,
- c) Copy of identity card,
- d) A recent student transcript,
- d) Student certificate.

Conditions to be sought in students who will be employed on a part-time basis

ARTICLE 8- (1) Students who meet the conditions stated below can be employed in temporary jobs as part-time students at the University by giving priority to the students who meet the scholarship requirements by the General Directorate of Credits and Dormitories.

- a) Active registered student at the University, excluding non-thesis master's students and special students be,
- b) No disciplinary action be,
- c) Not having an income at the minimum wage level, excluding death, alimony, martyr and disabled pension,
- c) To have sufficient knowledge, skills and abilities for the job to be employed,
- d) Registration frozen and foreign student not to be
- e) Studying within the normal education period be,
- f) Working as a part-time student and not having the contract terminated in the same semester without a valid excuse, by the unit employing students and/or the Department,

(2) The conditions listed above are not required for students who document that they have children of martyrs and veterans and that they have been harmed by natural disasters such as earthquakes and floods, and students with disabilities, other than not being a foreign student and not receiving disciplinary punishment.

Selection, approval and announcement of students to be employed

ARTICLE 9- (1) Part-time students to be employed at the university; It is determined by the Part-Time Student Selection Committee established in the unit where they will be employed in terms of issues such as their financial situation, their suitability for the job they will be employed in terms of skills and abilities, the suitability of the weekly course schedule for the job they will work for, whether they meet the conditions in the 8th article of the directive and the commission decision (Annex-2) and The application documents are also attached and notified to the Department Head. The list of those who will work part-time is submitted to the approval of the Rectorate by the Department. The list approved by the Rectorate is announced by the Department on the University website.

Daily and weekly working hours and provisions regarding working

ARTICLE 10- (1) Principles regarding working hours:

a) The working time of students to be employed as part-time students is a maximum of fifteen (15) hours per week. cannot pass.

b) The distribution of the working time to the days of the week, the start and end times of the work are determined by the unit managers. determines.

c) Although it is essential not to work on days considered as national holidays and general holidays in the law, part-time students can be employed at the request of the unit manager, when the job requires, in the units that are open on weekends, nights and public holidays.

d) Part-time students can only work in one unit and cannot work in two different units at the same time.

d) Part-time Student Employment Agreement between the student who is decided to be employed on a part-time basis and the Department (Annex-3) will be signed.

e) Part-time student employment period determines.

f) Working periods of part-time students are only valid for the academic year. At the end of the spring semester (at the end of the final exams at the latest), these students will be exited.

g) 16 (sixteen) weeks more for the summer term, with the contract made with the student and the duration of the study, the request of the unit that employs part-time students, the budget possibilities of the Department and the approval of the Rectorate. can be extended.

THIRD PART

Administrative and Financial Provisions

ARTICLE 11- (1) Administrative and financial principles are as follows:

a) Students who work part-time are not considered workers because of their work.

b) In terms of social security, part-time students can only receive work accident and occupational diseases insurance (short-term insurance) within the scope of paragraph b of Article 5 of the Social Insurance and General Health Insurance Law No. 5510, dated 31.05.2006, published in the Official Gazette dated 16.06.2006 and numbered 26200. branches) and are deemed to be insured within the scope of subparagraph (a) of the first paragraph of Article 4 of the aforementioned law , and general health insurance provisions are also applied to those who are not in the position of dependents.

c) The beginning of insurance, monthly premium and service notifications and the termination of insurance of part-time students are submitted by the Department in accordance with the relevant provisions of the Social Insurance and General Health Insurance Law No. 5510. makes.

ç) The wage to be paid to students working part-time for one hour of work cannot exceed one quarter of the daily gross minimum wage determined in accordance with the Labor Law No. 4857. This fee is determined by the proposal of the Department, the approval of the Rectorate and the decision of the University Administrative Board, to cover the next financial year following the determination of the minimum wage each year.

CHAPTER FOUR

Students to start a job

ARTICLE 12- (1) Every student who will start working on a part-time basis, prepares the following documents and applies to the unit he/she wants to work in in order to complete the recruitment process. They start work in the unit they will work on the date given to them by the Department. Units cannot start students until the start date is given by the Department.

(2) The documents required from the students admitted to the job are as follows:

a) Part-time Student Employment Agreement (by the employer part, Health, Culture and Sports Department) will be signed.)

b) The IBAN of the account (updated as of the application date) opened from the bank determined by the university its number,

c) SSI attached undertaking,

ç) Health Provision Activation System (SPAS) Exemption Inquiry Document (Student will get it by himself/herself from e-Government or SGK.)

d) Occupational Health and Safety Instruction (All pages will be read and signed by students.)

Working, wage and payment, obligation to continue to

work ARTICLE 13 - (1) Working, wage and payment principles are as follows:

a) Part-time students are obliged to be at work during the specified business hours and leave the workplace without permission before the end of business hours. they cannot be separated.

b) The arrival and departure times of part-time students are tracked monthly by the units with the Part-Time Student Attendance Schedule (Appendix-4), these schedules are kept in the units. is kept.

c) The unit where the part-time student works prepares the previous month's work score (Annex-5) and submits it to the Department until the 5th of each month at the latest. No retroactive payment is made for the work schedules that are not delivered on time and the responsibility belongs to the relevant units. It is possible.

d) Payments to part-time students will be covered from the budget of the Department, and students are paid for the total time they work. Payments are made in accordance with the provisions of the applicable legislation on the subject.

d) An accrued monthly fee is credited to the accounts declared by students. is deposited.

Termination of employment contract

ARTICLE 14- (1) The Department has the authority to terminate the contract unilaterally, upon the request of the relevant unit, in cases contrary to this directive and service contract.

(2) Units are obliged to notify the Department of the contract they want to be terminated, in writing, together with the reason.

Job description and job change

ARTICLE 15- (1) The work and transactions to be carried out by the part-time student are pre-defined by the unit where he/she works and the prepared study plan is notified to the student.

(2) Unit managers can change the job of part-time students when deemed necessary. However, part-time students are responsible for cleaning, transportation, etc. in the units, especially in the student and note works of the units. cannot be used for heavy work.

Behaviors, duties and responsibilities of part-time students

ARTICLE 16- (1) Duties and responsibilities are as follows:

a) Part-time students may engage in acts and behaviors that damage the reputation and dignity of the unit they work for or the dignity of their job. cannot be found.

b) Part-time students must be respectful in their relations with their supervisors and colleagues, and do their work impartially, fully and on time. liable.

c) Part-time students are obliged and responsible for fulfilling the duties assigned to them in accordance with the relevant legislation directives and instructions given by their supervisors.

d) Part-time students must comply with the working conditions, work discipline, occupational health and safety rules, regulations, circulars, instructions, etc. determined in the workplace. has to.

d) Part-time students are required to carry out their work with care and care, to protect the government property delivered to them and to keep them ready for service at any time. has to.

e) Sharing confidential information in the unit with someone else. cannot share.

f) Students who want to leave the job must notify the relevant unit in writing at least 1 (one) week in advance with their justifications.

CHAPTER FIVE

Authority, Responsibility, Control, Execution

Authority and responsibility

ARTICLE 17- (1) Administrators, civil servants and lecturers cannot transfer their powers and responsibilities to part-time students working with them. Part-time students are obliged to contribute to the administrators, civil servants and academic staff without disrupting the working order in that unit in order to carry out work and transactions more quickly and efficiently.

(2) Students cannot be employed without the Social Security Institution employment process. The student leaving the job is notified to the Head of Department within 3 (three) days at the latest. Monthly work schedules must reach the Department at the latest on the 5th of each month. In the event that an administrative fine is imposed by the Social Security Institution due to the late notification of payrolls by the units, the responsibility of this fine is transferred to the relevant unit. belongs.

Audit

ARTICLE 18- (1) Unit managers keep the part-time students employed in their units under constant supervision and take all necessary measures for the efficient and healthy functioning of the system.

Force

ARTICLE 19- (1) This directive enters into force from the date it is accepted by the Senate.

Executive

ARTICLE 20- (1) The provisions of this directive are executed by the Rector.

Senate Decision Accepting the Directive;	
DATE	number
25.08.2021	2021.27.156.

ADDITIONAL FORMS

APPENDIX-1 Job Application Form

APPENDIX-2 Commission Decision

APPENDIX-3 Working Contract

APPENDIX-4 Attendance Schedule

ANNEX-5 Payroll Form

ANNEX-6 Occupational Health and Safety Regulation