 <b>SATBAYEV UNIVERSITY</b>	<b>MINISTRY OF SCIENCE AND HIGHER EDUCATION REPUBLIC OF KAZAKHSTAN</b>  <b>NON-PROFIT JOINT STOCK COMPANY “KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY NAMED AFTER K.I. SATPAYEV”</b>	
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**Rules on remote work of employees  
of NPJSC «Kazakh National Research Technical University**

**named after K.I. Satbayev**

**Rul. 029-01-03.3.01 - 2020**

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## FOREWORD

**1 DEVELOPED** by Personnel Management Department of KazNRTU  
named after K.I. Satbayev

### 2 AGREED

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“26” 08 2024



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**3 APPROVED** by the decision of the Board dated « 01 » 09 2020 № 30

**4 INTRODUCED** for the first time

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## 1 General provisions

1.1 The given Rules on remote work of employees at NPJSC “Kazakh National Research Technical University named after K.I. Satpayev” (hereinafter - KazNRTU, University) were developed in accordance with Labor Code of the Republic of Kazakhstan, Charter of KazNRTU, Resolution # 36 of Chief Sanitary Doctor of Kazakhstan dated May 10, 2020 "On further strengthening the measures to prevent coronavirus infection among the population of the Republic of Kazakhstan", by Decree of RK President dated March 15, 2015. # 285 "On introducing the state of emergency in the Republic of Kazakhstan" and internal documents of University.

1.2 Rules are a normative document regulating the work of KazNRTU employees in remote (distant) mode.

1.3 The main purpose of transferring University staff to a remote form of work is to take preventive measures to hinder infection in the event of an epidemic (pandemic) and maintain a stable mode of operation of University in other emergency situations.

1.4 Remote work, distant work is a form of labor process in which labor functions are performed by an employee outside the location of University using information and communication technologies in the work process.

## **2 Organization of work in remote mode and mode of operation**

2.1 Employer must provide employees with equipment, tools, technical documentation and other means necessary for the performance of work duties remotely.

2.2 Employee must provide as much as possible ways to perform their duties remotely, minimize the risks associated with the impossibility or difficulty of complying with them.

2.3 With the purpose to ensure a stable and uninterrupted educational process during pandemics and other emergencies, Rector's order introduces a distance learning form for students, undergraduates, doctoral students and the teaching staff is transferred to a remote form of work.

For other employees of University, depending on the situation, Rector's order establishes a partially or completely remote mode of operation.

2.4 Institute of Distance Education and Professional Development, at the request of departments and institutes, provides the maximum resource and software capabilities of University for executing the online and offline distance learning formats.

2.5 Teachers ensure the maximum use of IT resources both on the basis of the university and on the basis of public Internet systems for the most convenient accessibility for students to receive information, answers to questions and assignments.

2.6 **The working hours** for all University employees who do not use remote working hours are set **on weekdays** from 10:00 a.m. until 16:00, with the possibility of working off missed hours on Saturdays from home (except for employees of IMD, who work normally, and computer rooms of the library, which work from 8:30 a.m. to 5:30 p.m. on weekdays). By order of Rector, other working hours of employees of University departments may be determined.

2.7 Employees of Center for Operational Activities (COA) provide enhanced control of access and in-facility modes, organize non-contact thermometry and do not allow employees and third parties with signs of illness and fever to enter the university.

2.8 Employees of Infrastructure Management Department ensure the sanitary and disinfection treatment of university premises and facilities with antibacterial and antiseptic agents of working employees.

2.9 Incoming electronic correspondence and internal official documents, except for accounting documents requiring a "live" signature, are sent through electronic corporate resources to departments and executors without printing. At the same time, the use of corporate electronic resources by the sender and recipient is a prerequisite for registration of correspondence and verification of the employee's signature.

2.10 Heads of structural divisions must approve the work schedule of employees (indicating the days of stay at the workplace and days of remote work), based on the admission standards and the need to stay at the university.

### 3 Preventive measures

3.1 Employees who do not work remotely must observe a sanitary and hygienic distance, wear a protective mask and comply with other established sanitary requirements, as well as observe a safe distance in the workplace.

3.2 During pandemic and other emergencies, **access to all infrastructure facilities of the university by unauthorized persons and visitors** who are not employees of the university, employees of service organizations are excluded.

3.3 During pandemic and other emergencies, it is prohibited to hold events involving the simultaneous presence of a significant number of people in the classroom.

3.4 In the case of such events, employees of the data center or other departments who have identified the fact of the event, immediately inform University administration about it.

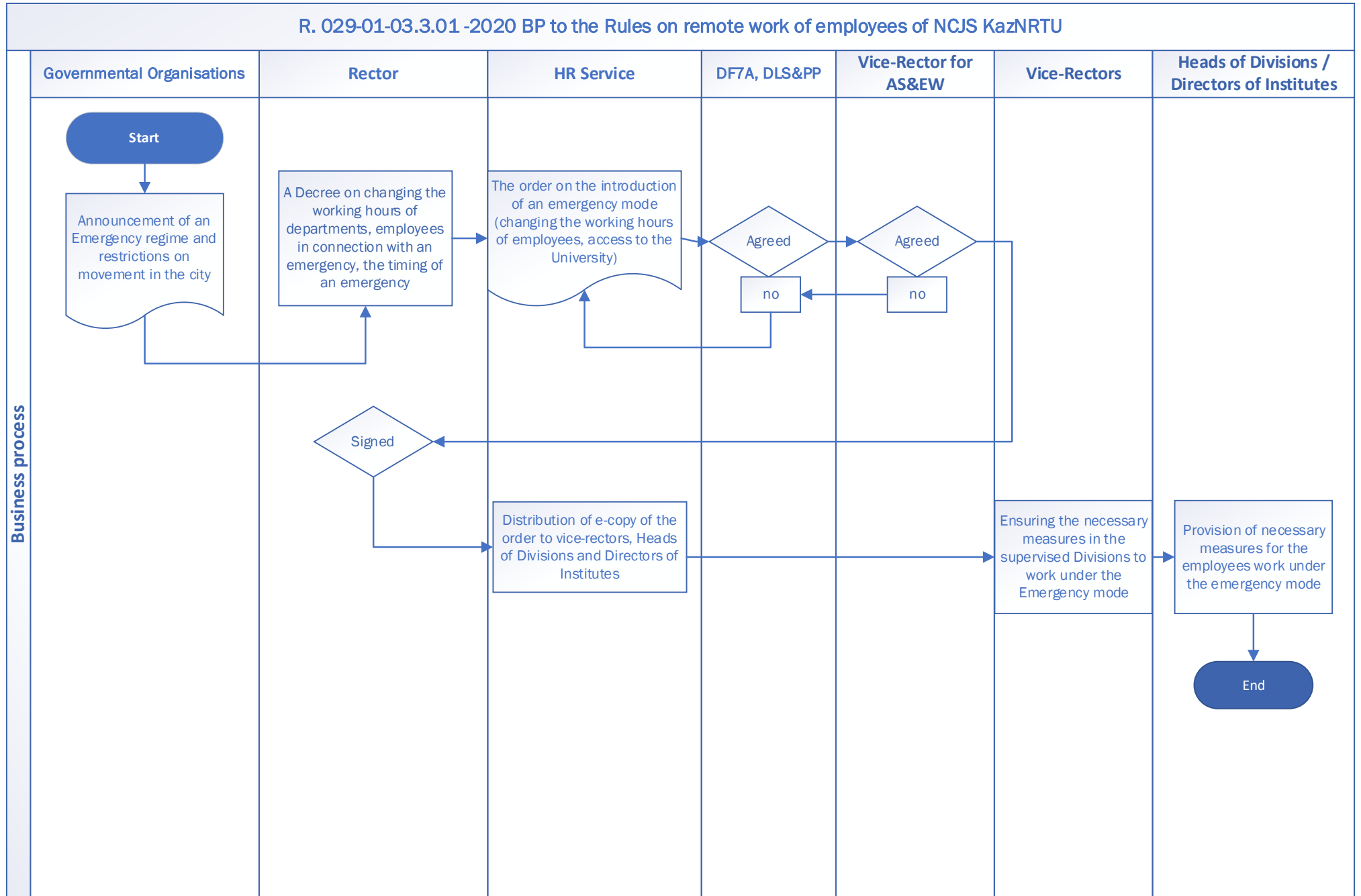
### 4 Time standards

4.1 For the work of teaching staff, the approved academic load is used as the basis for time standards, according to the schedule of classes and office hours. In addition, teaching staff are required to participate in the remote work of academic departments (units, institutes) and university commissions outside of class hours.

4.2 Contact work with students, such as receiving questions and answers via e-mail during off-hours, is included in the total working hours of the teacher (within 40 hours per week).

4.3 For employees to work on a partial remote mode, the norms of working time in the office should not exceed the working hours established in paragraph 2.6 on weekdays, for the remaining working time, the norms of remote work time outside the accepted traditional working hours (morning or evening, weekends Saturday or Sunday) can be used, but not exceeding the sum of the standard hours of the working week is 40 hours.

## Block diagram of business processes



## REGISTRATION SHEET ON CHANGES

Serial number of the change	Section, item of the document	Type of the change (to replace, cancel, add)	Notification number and date	The change was made	
				Date	Surname and initials, signature, position