

**MINISTRY OF RESEARCH, TECHNOLOGY AND HIGHER
EDUCATION**



SEPULUH NOPEMBER INSTITUTE OF TECHNOLOGY

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RECTOR REGULATION OF SEPULUH NOPEMBER INSTITUTE OF
TECHNOLOGY
NUMBER 2 OF 2017

REGARDING

EMPLOYMENT AT SEPULUH NOPEMBER INSTITUTE OF TECHNOLOGY
BY THE GRACE OF GOD ALMIGHTY

RECTOR OF SEPULUH NOPEMBER INSTITUTE OF TECHNOLOGY,

- Considering :
- a. whereas with the status of a State University Legal Entity, ITS has autonomy in the management of human resources;
 - b. whereas in order to implement the provisions in Government Regulation Number 54 of 2015 concerning ITS Statutes, it is necessary to regulate employment within ITS;
 - c. whereas the considerations as referred to in letters a and b above, it is necessary to stipulate a Rector Regulation concerning Employment in Sepuluh Nopember Institute of Technology;

- In view of :
1. Law Number 12 of 2012 concerning Higher Education (State Gazette of the Republic of Indonesia of 2012 Number 158, Supplement to the State Gazette of the Republic of Indonesia Number 5336);

2. Government Regulation Number 4 of 2014 concerning Implementation of Higher Education and Management of Higher Education (State Gazette of the Republic of Indonesia of 2014 Number 16, Supplement to State Gazette of the Republic of Indonesia Number 5500);
3. Government Regulation Number 83 of 2014 concerning Establishment of Sepuluh Nopember Institute of Technology as a State University Legal Entity (State Gazette of the Republic of Indonesia of 2014 Number 304);
4. Government Regulation Number 54 of 2015 concerning the Statute of the Sepuluh Nopember Institute of Technology (State Gazette of the Republic of Indonesia of 2015 Number 172, Supplement to the State Gazette of the Republic of Indonesia Number 5723);
5. Decision of the Minister of Research, Technology and Higher Education Number 138/M/Kp/IV/2015 concerning the Appointment of ITS Rector for the 2015-2019 Service Period;
6. Rector Regulation Number 10 of 2016 concerning the Organization and Work Procedure of Sepuluh Nopember Institute of Technology;

DECIDE:

Stipulate : RECTOR REGULATION OF SEPULUH NOPEMBER INSTITUTE OF TECHNOLOGY CONCERNING EMPLOYMENT AT THE SEPULUH NOPEMBER INSTITUTE OF TECHNOLOGY.

CHAPTER I
GENERAL PROVISIONS

Article 1

In this Employment Regulation, term is meant by:

1. Sepuluh Nopember Institute of Technology (*Institut Teknologi Sepuluh Nopember*), hereinafter referred to as ITS, is a state university legal entity.

2. ITS Statute is the basic regulation of ITS management which is used as the basis for drafting regulations and operational procedures at ITS.
3. The Rector is an ITS organ that leads the organization and management of ITS.
4. Civil Servants (*Pegawai Negeri Sipil*), hereinafter abbreviated as CS, are Indonesian citizens who meet certain requirements, are appointed as permanent employees by central civil service officers to occupy government positions.
5. Non-Civil Servant (*Non Pegawai Negeri Sipil*) Employees, hereinafter abbreviated as Non-Civil Servant, are any person who is formally bound or administratively registered as an employee who is appointed and dismissed by ITS, who is placed on the ITS Campus, and in charge of both a lecturer and educational staff.
6. Non-Civil Servant Lecturers are professional educators and scientists with the main task of transforming, developing and disseminating science and technology through education, research, and community service that have been appointed through the Rector's decision.
7. Non-Civil Servant Educational staffs are employees with the main task of supporting the implementation of higher education at ITS who have been appointed through a Rector's decision.
8. Termination of employment is the termination of the working relationship between Non-Civil Servant employees and ITS which results in the termination of the rights and obligations of both parties due to reasons as stated in this Employment Regulation.
9. Severance pay is a payment in the form of money from ITS to Non-Civil Servant employees based on ITS regulations that apply as a result of termination of employment.
10. Non-Civil Servant employee work performance is the ability of an employee to carry out work so as to obtain work results that can be measured according to the quality, quantity, time and cost specified, as well as the ability of an employee to be able to influence his work environment in order to increase productivity and efficiency.
11. Rank / Classification is a position that indicates the level of an employee in a series of staffing arrangements and is used as a basis for payroll.

12. Salary is a financial compensation received by employees at the end of each month, the amount according to the class or rank that applies to ITS.
13. Allowances are financial compensation provided to Non-Civil Servant employees in connection with the implementation of certain tasks and positions, the amount of which is in accordance with applicable regulations.
14. Performance Incentives are financial compensation given to employees according to the results of their performance appraisal based on the ITS Decision in order to foster work motivation and exemplary work in their work environment.
15. Overtime pay is financial compensation given to class I, class II and class III employees who work outside working hours, the amount of which is in accordance with applicable regulations.
16. Meal allowance is financial compensation given to employees based on the amount of work attendance in accordance with applicable regulations.
17. Regulations are rules that are made in writing which contain provisions regarding the terms of employment and the ITS rules of conduct.
18. Working days are work activities in accordance with the regulations set by ITS.
19. Overtime work is work that shall be performed by employees on the basis of orders from their superiors who exceed the stipulated hours or on weekly rest days and on official / national holidays.

CHAPTER II

EMPLOYEE STATUS AND EMPLOYEE REGISTRATION NUMBER

Article 2

- (1) ITS Employees consist of:
 - a. Lecturers, and
 - b. Educational staff.
- (2) ITS Employee Status as referred to in paragraph (1) consists of:
 - a. Civil Servants (CS); and
 - b. Non-Civil Servants (Non-CS).

- (3) The CS referred to in paragraph (2) letter a, has a Civil Servant Identification Number, hereinafter abbreviated as CSID, which is stipulated by the State Civil Service Agency.
- (4) Non-Civil Servant as referred to in paragraph (2) letter b has an Employee Identification Number, hereinafter abbreviated as EIN.

Article 3

- (1) Employees who have been appointed through a Rector's Decision, are given an EIN by ITS as the identity of ITS Employees.
- (2) EIN is only valid as long as the employee concerned is an ITS employee.

CHAPTER III

OBLIGATIONS, RIGHTS, AND PROHIBITIONS

Part One

Obligation

Article 4

- (1) Every Civil Servant has an obligation in accordance with the provisions of laws and regulations.
- (2) Every Non-Civil Servant has the obligation to:
 - a. loyal and fully obedient to Pancasila (State Five Principles), the 1945 Constitution, the State, the Government and ITS;
 - b. prioritize the interests of ITS above the interests of the group or itself, and avoid anything that could harm the interests of ITS;
 - c. uphold the honor and values of ITS;
 - d. uphold the honor and dignity of ITS employees;
 - e. take an oath / promise and oath of office based on the applicable regulations;
 - f. obey the oath / promise and oath of office based on the prevailing regulations;
 - g. keep state secrets and / or secret positions as best as possible;
 - h. carry out official duties as well as possible with full dedication, awareness and responsibility;

- i. work honestly, orderly, carefully, and passionately for the benefit of ITS;
- j. immediately report to his superior, if he / she finds out that there is something that could endanger or harm ITS, especially in the security, financial and material aspects;
- k. come to work and comply with the working hours regulations;
- l. use and maintain ITS property as well as possible;
- m. provide the best possible service to the community according to their respective duties;
- n. act and behave decisively, fairly and wisely towards their subordinates;
- o. guide his / her subordinates in carrying out their duties;
- p. be and provide good examples and role models for his / her subordinates;
- q. encourage subordinates to improve their work performance;
- r. provide opportunities for subordinates to develop their careers;
- s. dress neatly and politely and behave and behave politely towards the community, fellow ITS employees, and towards superiors;
- t. mutual respect between fellow citizens who embrace different religions / beliefs in God Almighty;
- u. comply with all applicable statutory regulations and official regulations;
- v. obey official orders from authorized superiors;
- w. fulfill the stipulated performance; and
- x. pay attention and properly resolve any reports of disciplinary violations received.

Part Two
Rights

Article 5

- (1) Civil Servants have rights that are regulated in accordance with the provisions of laws and regulations.

- (2) Non-Civil Servants have the right to obtain salary, allowances, leave, health insurance, old-age insurance, and education and training in enhancing their skills and personalities.
- (3) Non-Civil Servant Lecturers have the right to be proposed to obtain a National Lecturer Identification Number.

Part Three
Prohibitions

Article 6

- (1) Every Civil Servant has a prohibition in accordance with the provisions of laws and regulations.
- (2) Every Non-Civil Servant is prohibited to:
 - a. perform actions which may endanger ITS;
 - b. abuse of authority;
 - c. without the superior's permission to become an employee or work for a foreign country and / or international organization;
 - d. misuse goods, money, or securities belonging to ITS;
 - e. illegally owns, sells, buys, pawns, leases or lends ITS goods, documents, or securities illegally;
 - f. conduct joint activities with superiors, colleagues, subordinates, or other people inside or outside their work environment for the benefit of personal, group, or other parties, which directly or indirectly harm ITS;
 - g. conduct negative actions against his / her subordinates or other people inside or outside his work environment;
 - h. receive a gift or any kind of gift from anyone who is known or reasonably suspected that the gift is related to or may be related to the position or job of the employee concerned;
 - i. enter places that could defame the honor or dignity of ITS employees, except for official purposes;
 - j. taking an action or deliberately not taking an action which could result in obstructing or making it difficult for one of the parties it serves so as to result in losses to the party it serves;
 - k. hinder the progress of official duties;

- l. act as an intermediary for an entrepreneur or group to get a job or order from ITS that causes a conflict of interest and / or loss for ITS;
- m. become the owner or manager of a business entity whose business could create a conflict of interest with ITS;
- n. make illegal levies in any form in carrying out their duties for the benefit of personal, group, or other parties;
- o. consume and / or possess alcoholic beverages, getting drunk, using and / or possessing narcotics, psychotropic substances and addictive substances, gambling, carrying or owning sharp weapons or firearms within ITS environment;
- p. engage in fights and / or threaten fellow ITS employees and / or ITS students;
- q. act immoral;
- r. steal ITS inventory and / or other people's property; and
- s. become member and / or administrator of political parties.

CHAPTER IV
PLANNING AND EMPLOYEE RECRUITMENT

Part One
Planning

Article 7

- (1) Employee recruitment planning is made for at least 6 (six) months according to ITS strategic plan.
- (2) The planning as referred to in paragraph (1) is made according to the needs by taking into account the ratio of employees to students, plans for research and community service activities, conditions and development of learning systems, developments in information technology, and unit work programs.

Part Two
Recruitment

Article 8

- (1) Employee recruitment is carried out on an open basis, does not differentiate between ethnicity, religion, race and class and is carried out according to needs.
- (2) The recruitment of Civil Servant is in accordance with the provisions of laws and regulations regarding the recruitment of Civil Servants.
- (3) Non-Civil Servant admissions are carried out by ITS, in accordance with the Rector's regulations.

Part Three
Recruitment Requirements

Article 9

- (1) The general requirements that shall be met by every Non-Civil Servant employee applicant are:
 - a. Indonesian nationality;
 - b. at least 18 (eighteen) years old and at most 35 (thirty five) years old, or at least 40 (forty) years old for those who have a doctorate certificate;
 - c. have never been sentenced to imprisonment or imprisonment based on a court decision that has permanent legal force, for committing a criminal act;
 - d. never been dishonorably discharged at his own request or dishonorably as an employee, or been dishonorably dismissed as a private employee;
 - e. not positioned as a Civil Servant or prospective Civil Servant;
 - f. have the necessary education, skills, expertise and skills;
 - g. well behaved;
 - h. physically and mentally healthy;
 - i. other conditions specified in the terms of the position;
 - j. not currently carrying out a study assignment;
 - k. free of narcotics, psychotropic substances, and addictive substances (NAPZA);
 - l. for lecturer applicants with at least a Master degree; and
 - m. applicants for educational staff with a minimum education of Senior High School or equivalent.

Part Four
Selection

Article 10

- (1) Recruitment selection is carried out by a selection committee formed by the Rector.
- (2) The duties of the selection committee as referred to in paragraph (1) are:
 - a. determine the recruitment selection requirements;
 - b. announce the acceptance selection to the public openly;
 - c. prepare test materials;
 - d. determine test guidelines and test assessments;
 - e. determine the place and schedule of the test;
 - f. administer the test;
 - g. make an assessment; and
 - h. announce the selection results based on the Rector's Decision.
- (3) Selection test material includes:
 - a. competency test;
 - b. psychological test; and
 - c. interview.

Article 11

The Rector determines the applicants who pass the recruitment selection.

Part Five
Probationary Period

Article 12

- (1) Prior to be appointed as Non-Civil Servant, every Non-Civil Servant candidate is appointed as an employee on probation for a maximum of 1

(one) year, by obtaining the right to a salary of 80% (eighty percent) of the basic salary.

- (2) Non-Civil Servant candidates who are appointed as Non-Civil Servant shall meet the requirements:
 - a. rated well by the supervisor directly;
 - b. pass pre-service education and training; and
 - c. pass the health test.
- (3) Non-Civil Servant candidates who have met the requirements as referred to in paragraph (2) are appointed as Non-Civil Servant by the Rector's decision.
- (4) Non-Civil Servant candidates who do not meet the requirements as referred to in paragraph (2) shall be terminated as Non-Civil Servant candidates by the Rector's decision.

Part Six

Rank / Classification

Article 13

- (1) Rank / Classification designated for appointment as Non-Civil Servant lecturer candidates:
 - a. Rank / classification iii / b for those with the lowest degree having a Master diploma or equivalent; or
 - b. Rank / classification iii / c for those with the lowest Doctoral diploma or equivalent.
- (2) Rank / classification designated for appointment as candidates for Non-Civil Servant educational staff:
 - a. Rank / classification I / a for those who at least have a diploma of Elementary School or equivalent;
 - b. Rank / classification I / c for those who at least have a diploma of Junior High School or equivalent;
 - c. Rank / classification II / a for those who at least have a diploma of Vocational High School, Senior High School, Diploma I or equivalent;
 - d. Rank / classification II / c for those who at least have a diploma of Associate, Academy, or Diploma III or equivalent;

- e. Rank / classification III / a for those who at least have a diploma of Bachelor degree or Diploma IV or equivalent;
- f. Rank / classification III / b for those who at least have a diploma of Doctor, Pharmacist, Master degree, or other diploma or equivalent; or
- g. Rank / classification III / c for those who at least have a diploma of Doctoral degree or equivalent.

Part Seven

Rank / Classification Level and Academic Position

Article 14

- (1) The rank / classification that applies to Non-Civil Servant lecturers is from III / b to IV / e
- (2) The rank / classification that applies to Non-Civil Servant educational staff is from the rank / classification I / a to IV / d.
- (3) Academic positions for Non-Civil Servant lecturers are from Expert Assistant to Professor.
- (4) Further provisions regarding the promotion of class and academic positions as referred to in paragraph (1), paragraph (2), and paragraph (3) shall be regulated by the Rector's Regulation.

CHAPTER V

CAREER

Part One

Career Development

Article 15

- (1) Career development can be done through education and training and / or further study.
- (2) Education and training are carried out in stages.
- (3) The opportunity to take part in the education and training program as referred to in paragraph (2) is given to all employees by taking into account the suitability of the career level of the employee concerned and the need for the position.

- (4) Career development through further study shall obtain a permit or assignment letter for further studies from the Rector.

Part Two
Career System

Article 16

- (1) Employee career levels consist of several levels of positions.
- (2) The career level for lecturers consists of academic and structural positions which are additional assignments.
- (3) The career level for educational staff consist of general functional positions, certain functional positions, and structural positions.
- (4) Every employee has the opportunity to occupy a position, according to the specified competencies and requirements.

Part Three
Type of Lecturer Position

Article 17

- (1) Type of lecturer position consist of:
 - a. Academic position; and
 - b. Structural position which is an additional duty.
- (2) The academic position as referred to in paragraph (1) letter a is a position that indicates the duties, responsibilities, authority and rights of a lecturer in a higher education unit which in its implementation is based on certain expertise and it is independent.
- (3) Structural positions as referred to in paragraph (1) letter b are positions listed in the ITS Organization and Work Procedures.
- (4) Further provisions regarding levels, requirements for promotion, and appointment for academic and structural positions which are additional duties shall be regulated by the Rector's regulation.

Part Four
Types of Educational staff Careers

Article 18

- (1) Types of educational staff positions consist of:
 - a. general functional position;
 - b. certain functional positions; and
 - c. structural position.
- (2) General functional position is educational staff positions that is focused on developing administrative competencies to provide excellent service in accordance with the duties and functions of the position.
- (3) Certain functional positions is positions of educational staff that is focused on developing certain technical expertise or skills.
- (4) Structural position is positions listed in the ITS Organization and Work Procedures.
- (5) Further provisions regarding levels, requirements for promotion and appointment of general functional positions, certain functional positions and structural positions are regulated by the Rector's Regulation.

Part Five
Mutation

Article 19

- (1) ITS may transfer lecturers between departments based on organizational needs.
- (2) ITS may transfer educational staff between work units and / or positions based on organizational needs.
- (3) Transfer of lecturers and educational staff as referred to in paragraph (1) and paragraph (2) is based on the following considerations:
 - a. organizational efficiency and effectiveness;
 - b. suitability and development of employee competencies;
 - c. performance assessment results;
 - d. fill vacant positions; and
 - e. there is an excess or lack of employees in a work unit.

Part Six
Promotion

Article 20

- (1) Every employee who meets the requirements has the same right to be promoted to a higher position.
- (2) Promotion is carried out based on the competencies, qualifications and requirements required for a promotion regardless of gender, ethnicity, religion, race and group.

CHAPTER VI
PERFORMANCE ASSESSMENT

Part One
Purpose and Nature of Performance Assessment

Article 21

- (1) Performance assessment aims to evaluate employee performance based on the achievement of performance targets and employee behavior.
- (2) Performance assessment is carried out in an objective, measurable, accountable, participatory and transparent manner.
- (3) Employee performance assessment is based on the type of position of the employee.
- (4) The results of the performance assessment are used as the basis for employee development, providing additional income and performance incentives, and giving sanctions.
- (5) Further provisions regarding the mechanism and procedures for performance appraisal are regulated by a Rector Regulation.

Article 22

Employees prepare Employee Performance Targets (SKP) at the beginning of each year, in accordance with the tasks that will be realized within a certain period of the current year, which are signed by employees and superiors in stages.

CHAPTER VII
WORK COMPENSATION

Article 23

- (1) ITS provides work compensation to employees in a fair, transparent and accountable manner.
- (2) Work compensation as referred to in paragraph (1) is given to employees in the form of salaries and personal allowances (*pay for person*), job allowances (*pay for position*), performance incentives (*pay for performance*), and other benefits.
- (3) Further provisions regarding the procedures for providing work compensation are regulated by a Rector Regulation.

Article 24

- (1) Salaries and personal allowances (*pay for person*) as referred to in Article 23 paragraph (2) include:
 - a. Monthly salary;
 - b. 13th month salary;
 - c. additional monthly income;
 - d. additional 13th monthly income;
 - e. additional study assignment allowances; and
 - f. additional 13th month study assignment allowance.
- (2) The allowance for position (*pay for position*) as referred to in Article 23 paragraph (2) includes:
 - a. structural position allowance;
 - b. academic position allowance;
 - c. general functional position allowance;
 - d. certain functional position allowances;
 - e. professional allowance; and
 - f. Professor's honorarium.
- (3) Performance incentives (*pay for performance*) as referred to in Article 23 paragraph (2) include:
 - a. individual performance incentives;
 - b. structural job performance incentives;

- c. the 13th month individual performance incentive; and
 - d. performance incentives for the 13th month structural position.
- (4) Other allowances as referred to in Article 23 paragraph (2) include:
- a. meal allowance;
 - b. food allowance;
 - c. family allowance;
 - d. overtime allowance;
 - e. holiday allowance;
 - f. old-age allowance;
 - g. pension insurance;
 - h. health insurance;
 - i. work accident insurance;
 - j. death insurance; and
 - k. compassion.

Part Two
Monthly Salary

Article 25

The monthly salary of an employee is based on rank / classification and years of service.

Part Three
13th Month Salary

Article 26

- (1) The employee receives the 13th month salary.
- (2) The 13th month salary is awarded at the end of the current year.

Part Four
Additional Monthly Salary

Article 27

Additional monthly salary for an employee is based on class and position grade.

Part Five
Additional 13th Monthly Salary

Article 28

- (1) Employees receive additional 13th monthly salary.
- (2) The additional 13th monthly salary is given at the end of the current year.

Part Six
Structural Position Allowance

Article 29

The structural allowance for employees is based on class and position value.

Part Seven
Academic Position Allowance

Article 30

The academic position allowance for lecturers is based on the academic position level.

Part Eight
Professional Allowance

Article 31

Professional allowances are given to lecturers who already have an educator certificate issued by the Ministry of Research, Technology and Higher Education and meet the minimum workload in accordance with applicable regulations.

Part Nine
Professor's Honorarium

Article 32

Professor's honorarium is given to lecturers who hold academic positions

Professor.

Part Ten
Performance Incentives

Article 33

- (1) Every employee who has achieved the specified performance will be given an incentive.
- (2) The amount of performance incentives as referred to in paragraph (1) is adjusted to ITS finances.

Part Eleven
Meal Allowance

Article 34

Employees who are present on every working day are given meal allowance.

Part Ten
Overtime Allowance

Article 35

Overtime allowance is given to employees who perform tasks outside working hours or outside working days, are of an important nature, cannot be postponed, and are based on an assignment letter from their superior.

Part Eleven
Holiday Allowance

Article 36

- (1) Employees receive holiday allowances.
- (2) The holiday allowance as referred to in paragraph (1) is given in connection with the celebration of Eid al-Fitr.

Part Twelve
Pension Insurance

Article 37

- (1) Employees receive pension insurance.
- (2) Pension insurance as referred to in paragraph (1) is given when the person concerned stops working after meeting the retirement age.
- (3) The provision of pension insurance is carried out through insurance.

Part Thirteen Health Insurance

Article 38

- (1) Employees and their families at the time of illness or childbirth are entitled to health insurance.
- (2) The form of health insurance as referred to in paragraph (1) is in the form of health insurance.

Part Fourteen Work Accident Insurance

Article 39

- (1) Employees who experience work accidents are entitled to receive accident funds.
- (2) The form of work accident insurance as referred to in paragraph (1) is in the form of accident insurance.

Part Fifteen Death Insurance

Article 40

- (1) Employees and / or their families who die are given death insurance.
- (2) Employee family as referred to in paragraph (1) is:
 - a. Legal husband / wife; and
 - b. Biological children and / or adopted children who are legalized by the district court.

- (3) Further provisions regarding the amount and procedure for granting death guarantees are stipulated in a Rector's Decision.

Part Sixteen

Compassion

Article 41

- (1) Employees receive compassion after retirement.
- (2) The amount and procedure of giving compassionate ties with ITS finances.

CHAPTER VIII

AWARD

Article 42

- (1) Employees who have shown loyalty and services to ITS or have shown outstanding work performance may be awarded.
- (2) The award as referred to in paragraph (1) may be in the form of a service token or other form of appreciation.
- (3) Further provisions regarding the award as referred to in paragraph (1) shall be regulated in a Rector Regulation.

CHAPTER IX

LEAVE

Part One

Type of Leave

Article 43

- (1) Employees are entitled to leave.
- (2) The leave as referred to in paragraph (1) consists of:
 - a. annual leave;
 - b. sick leave;
 - c. maternity leave;
 - d. leave for important reasons.

Part Two
Annual Leave

Article 44

- (1) Civil Servants are entitled to annual leave in accordance with the provisions of laws and regulations.
- (2) Non-Civil Servant educational staffs who have worked continuously for one year are entitled to receive annual leave for 12 (twelve) working days by receiving full salary during the leave.
- (3) Annual leave as referred to in paragraph (2) may be done several times, each time not less than 3 (three) days.
- (4) Non-Civil Servant educational staffs who are going to take annual leave are required to submit an application to their direct supervisor.
- (5) Annual leave is granted in writing by the Head of the General Bureau.
- (6) Non-Civil Servant lecturers are not entitled to annual leave.

Part Three
Sick Leave

Article 45

- (1) Civil Servants are entitled to take sick leave in accordance with statutory provisions.
- (2) Non-Civil Servants are entitled to take sick leave.
- (3) Employees who are sick for more than 2 (two) days to 14 (fourteen) days must submit a request for sick leave in writing to their superiors by attaching a doctor's certificate.
- (4) Sick leave as referred to in paragraph (3) shall be granted for a maximum period of 1 (one) year.
- (5) Employees who have been sick for 1 (one) year and have not yet recovered from the disease, must have their health tested again by a doctor appointed by ITS.
- (6) If based on the results of health testing as referred to in paragraph (5), the employee concerned is declared not yet recovered from his illness and there is no hope of being able to work again as an ITS employee, then he

was dismissed with respect as an ITS employee, by obtaining employment rights according to applicable regulations.

- (7) Further provisions regarding salaries and allowances for employees who are sick are regulated by a Rector's Regulation.

Part Four Maternity Leave

Article 46

- (1) Civil Servants are entitled to maternity leave in accordance with statutory provisions.
- (2) Non-Civil Servant who will give birth to their first, second, and third children, are entitled to maternity leave while still receiving a salary.
- (3) s who give birth to their fourth child and subsequently can apply for maternity leave without getting a salary.
- (4) The length of maternity leave is 1 (one) month before and 2 (two) months after delivery.
- (5) Every employee who is going to give birth must submit a request for maternity leave in writing to his superior accompanied by a doctor's certificate.

Part Five Leave for Important Reasons

Article 47

- (1) Civil servants are entitled to leave for important reasons in accordance with statutory regulations.
- (2) Non-Civil Servants are entitled to leave for important reasons.
- (3) Leave due to important reasons as referred to in paragraph (2) is because:
 - a. employee marriage, is given 3 (three) days of leave;
 - b. the legitimate child's marriage is given 2 (two) days of leave;

- c. the employee's legal wife gives birth or a miscarriage is given 2 (two) days leave;
 - d. circumcision / baptism of legitimate children of employees is given leave for 2 (two) days;
 - e. death of husband / wife, children, parents of employees are given leave for 2 (two) days;
 - f. death of parents-in-law, siblings, and son / daughter-in-laws are given leave for 2 (two) days; and
 - g. carry out religious obligations.
- (4) To get leave for an important reason, the employee concerned must submit a request for leave to his superior stating the reason.

CHAPTER X
OCCUPATIONAL HEALTH AND SAFETY

Article 48

- (1) ITS provides guarantees for the protection of occupational health and safety in the work environment.
- (2) Further provisions regarding occupational health and safety are regulated by a Rector's Regulation.

CHAPTER XI
WORKING TIME

Article 49

- (1) Every employee is obliged to comply with the working hour provisions.
- (2) The working hours as referred to in paragraph (1) include 8 (eight) hours in 1 (one) day and / or 40 (forty) hours in 1 (one) week.
- (3) Further provisions regarding working hours are regulated by a Rector's Decision.

CHAPTER XII
OVERTIME

Article 50

- (1) Employees may be ordered to work overtime to complete urgent service assignments.
- (2) Employees who are unable to carry out overtime work due to an affair shall obtain permission from the authorized official.

CHAPTER XIII
ASSIGNMENT OF OFFICIAL TRIPS

Article 51

- (1) Official travel is a trip outside the domicile made within the territory of the Republic of Indonesia or outside the territory of the Republic of Indonesia for official purposes.
- (2) Official travel for employees shall be carried out on a letter of assignment issued by an authorized official.
- (3) Employees who are unable to carry out an official trip for some reason shall obtain permission from the authorized official.

CHAPTER XIV
DISCIPLINE

Part One
Disciplinary Actions

Article 52

- (1) Giving disciplinary action aims to educate employees and optimize employee productivity and effectiveness.
- (2) Disciplinary penalty for Civil Servants in accordance with the provisions of laws and regulations.
- (3) Non-Civil Servant who do not comply with the provisions as referred to in Article 4 and / or Article 6 will be subject to disciplinary action.

Part Two
Types of Non-Civil Servant Disciplinary Action

Article 53

- (1) The disciplinary action levels consist of:
 - a. minor disciplinary action;
 - b. moderate disciplinary action; or
 - c. major disciplinary action.
- (2) Types of minor disciplinary action as referred to in paragraph (1) letter a consist of:
 - a. verbal warning;
 - b. written warning; or
 - c. dissatisfied statement in writing.
- (3) Types of moderate disciplinary action as referred to in paragraph (1) letter b consist of:
 - a. postponement of periodic salary increases for 1 (one) year;
 - b. postponement of the increase in rank / classification for 1 (one) year;
or
 - c. demote in rank / classification to a lower level for 1 (one) year.
- (4) Types of major disciplinary action as referred to in paragraph (1) letter c consist of:
 - a. demote in rank / classification to a lower level for 3 (three) years;
 - b. transfer in the context of a lower level demotion;
 - c. exemption from office;
 - d. honorable dismissal not at his own request as a Non-Civil Servant; or
 - e. dishonorable dismissal as a Non-Civil Servant.
- (5) Further provisions regarding the procedures for imposing actions for Non-Civil Servants are further regulated by a Rector Regulation.

Part Three

Giving Discipline Actions

Article 54

- (1) Minor disciplinary actions are given to Non-Civil Servants who violate their obligations, consisting of:
 - a. loyal and fully obedient to Pancasila (State Five Principles), the 1945 Constitution, the State, the Government and ITS, which has a negative impact on the smallest work unit;

- b. prioritize the interests of ITS above the interests of the group or themselves, and avoid anything that could harm the interests of ITS, which have a negative impact on the smallest work unit;
- c. uphold the honor and values of ITS, which have a negative impact on the smallest work unit;
- d. uphold the honor and dignity of employees, violations have a negative impact on the smallest work unit;
- e. keep state secrets and / or job secrets as well as possible, violations have a negative impact on the smallest work unit;
- f. carry out official duties as well as possible with full dedication, awareness and responsibility, which have a negative impact on the smallest work unit;
- g. work honestly, orderly, carefully, and passionately for the benefit of ITS, which has a negative impact on the smallest work unit;
- h. immediately report to his superiors, if he finds out that there are things that can endanger or harm ITS, especially in the security, financial and material fields, which have a negative impact on the smallest work unit.
- i. come to work and comply with the provisions of working hours, in the form of:
 - 1. verbal warning for employees who do not come to work without a valid reason for 5 (five) working days;
 - 2. written warning for employees who do not come to work without valid reasons for 6 (six) to 10 (ten) working days; and
 - 3. written dissatisfaction statement for employees who do not come to work without valid reasons for 11 (eleven) to 15 (fifteen) working days.
- j. using and maintaining ITS property as well as possible, which has a negative impact on the smallest work unit;
- k. provide the best possible service to the community according to their respective duties, which has a negative impact on the smallest work unit;
- l. act and behave decisively, fairly and wisely towards their subordinates, which is done unintentionally;

- m. guide his subordinates in carrying out their duties, which are carried out accidentally;
 - n. be and set a good example and role model for his subordinates, which was done unintentionally;
 - o. encourage subordinates to improve their work performance, which has a negative impact on the smallest work unit;
 - p. provide opportunities for subordinates to develop their careers, which is done unintentionally;
 - q. dress neatly and politely and behave and behave in a polite manner towards society, fellow employees, and towards superiors;
 - r. mutual respect among fellow citizens who embrace different religions / beliefs in God Almighty, which have a negative impact on the smallest work unit;
 - s. comply with all applicable statutory regulations and official regulations, which have a negative impact on the smallest work unit;
 - t. obey official orders from authorized superiors, which have a negative impact on the smallest work unit; or
 - u. pay attention and properly resolve any reports received regarding disciplinary violations, which are committed accidentally.
- (2) Disciplinary actions are being given to Non-Civil Servants who violate their obligations, consisting of:
- a. loyal and fully obedient to Pancasila (State Five Principles), the 1945 Constitution, the State, the Government, and ITS, which has a negative impact on the work unit.
 - b. prioritize the interests of ITS above the interests of the group or themselves, and avoid anything that could harm the interests of ITS, which have a negative impact on the work unit;
 - c. uphold the honor and values of ITS, which have a negative impact on the work unit;
 - d. uphold the honor and dignity of employees, violations have a negative impact on the work unit;
 - e. take an oath / promise and oath of office based on the applicable regulations, which is carried out without a valid reason;
 - f. obey the oaths / promises and oaths of office based on the applicable regulations, which have a negative impact on the work unit;

- g. keep state secrets and / or job secrets as well as possible which have a negative impact on the work unit;
- h. carry out official duties as well as possible with full dedication, awareness and responsibility that have a negative impact on the work unit;
- i. work honestly, orderly, carefully, and passionately for the benefit of ITS, which has a negative impact on the work unit;
- j. immediately report to his superiors, if he finds out that there are things that can endanger or harm ITS, especially in the security, financial and material sectors, which have a negative impact on the work unit;
- k. come to work and comply with the working hours regulations”
 - 1. postponement of periodic salary increases for 1 (one) year for ITS employees who do not come to work without a valid reason for 16 (sixteen) to 20 (twenty) working days;
 - 2. postponement in increase of rank / classification for 1 (one) year for ITS Employees who do not come to work without a valid reason for 21 (twenty one) to 25 (twenty five) working days; and
 - 3. demote in rank / classification to a lower level for 1 (one) year for ITS Employees who do not come to work without a valid reason for 26 (twenty six) to 30 (thirty) working days.
- l. use and maintain ITS property as well as possible, which has a negative impact on the work unit;
- m. provide the best possible service to the community according to their respective duties, which has a negative impact on the work unit;
- n. act and behave decisively, fairly and wisely towards their subordinates, which is done intentionally;
- o. guide his subordinates in carrying out their duties, which are carried out on purpose;
- p. be and set a good example and role model for his subordinates done intentionally;
- q. encourage subordinates to improve their work performance, which has a negative impact on the work unit;
- r. provide opportunities for subordinates to develop their careers intentionally;

- s. mutual respect among fellow citizens who embrace different religions / beliefs in God Almighty, which has a negative impact on the work unit;
 - t. comply with all applicable statutory regulations and official regulations, which have a negative impact on the work unit;
 - u. obey official orders from authorized superiors, which have a negative impact on the work unit; or
 - v. pay attention and properly resolve any reports received regarding disciplinary violations, which are committed on purpose;
- (3) Major disciplinary actions are given to Non-Civil Servants who violate their obligations, consisting of:
- a. loyal and fully obedient to Pancasila (State Five Principles), the 1945 Constitution, the State, the Government, and ITS, which has a negative impact on the ITS.
 - b. prioritize the interests of ITS above the interests of the group or themselves, and avoid anything that could harm the interests of ITS, which have a negative impact on the ITS;
 - c. uphold the honor and values of ITS, which have a negative impact on the ITS;
 - d. uphold the honor and dignity of employees, violations have a negative impact on the ITS;
 - e. obey the oaths / promises and oaths of office based on the applicable regulations, which have a negative impact on the ITS;
 - f. keep state secrets and / or job secrets as well as possible which have a negative impact on the ITS;
 - g. carry out official duties as well as possible with full dedication, awareness and responsibility that have a negative impact on the ITS;
 - h. work honestly, orderly, carefully, and passionately for the benefit of ITS, which has a negative impact on the ITS;
 - i. immediately report to his superiors, if he finds out that there are things that can endanger or harm ITS, especially in the security, financial and material sectors, which have a negative impact on the ITS;
 - j. come to work and comply with the working hours regulations:

1. demote in rank / classification to a lower level for 1 (one) year for ITS Employees who do not come to work without a valid reason for 31 (twenty six) to 35 (thirty) working days;
 2. mutation in the context of a lower level demotion for Non-Civil Servants who hold certain structural or functional positions and / or downgrading from Non-Civil Servant employees who do not have certain structural or functional positions if they do not come to work without valid reasons for 36 (thirty six) to 45 (forty five) working days; and
 3. Respectful dismissal is not at his own request or disrespectful dismissal as a Non-Civil Servants who does not come to work without a valid reason for 46 (forty six) working days or more.
- k. use and maintain ITS property as well as possible, which has a negative impact on the ITS;
 - l. provide the best possible service to the community according to their respective duties, which has a negative impact on the ITS;
 - m. mutual respect among fellow citizens who embrace different religions / beliefs in God Almighty, which has a negative impact on the ITS;
 - n. comply with all applicable statutory regulations and official regulations, which have a negative impact on the ITS;
 - o. obey official orders from authorized superiors, which have a negative impact on the ITS.
- (4) Minor disciplinary actions are given to Non-Civil Servants who violate the prohibition, consisting of:
- a. take actions that endanger ITS, which have a negative impact on the smallest work unit;
 - b. misuse goods, money or securities belonging to ITS, which has a negative impact on the smallest work unit;
 - c. illegally owning, selling, buying, pawning, leasing or lending ITS goods, documents, or securities illegally, which has a negative impact on the smallest work unit;
 - d. carry out joint activities with superiors, subordinate colleagues or other people inside or outside their work environment for the benefit of personal, group or other parties, which directly or indirectly harm ITS, which has a negative impact on the smallest work unit;

- e. take action that is negative in nature to his subordinates or other people inside or outside his work environment, if it is done unintentionally;
 - f. receive a gift or any kind of gift, and anyone who is known or reasonably suspected that the gift is related to or may be related to the position or job of the employee concerned which has a negative impact on the smallest work unit; or
 - g. take an action or deliberately not taking an action which could result in obstructing or making it difficult for one of the parties it serves, resulting in losses for the party it serves, which has a negative impact on the smallest work unit;
 - h. obstruct the progress of official duties, which has a negative impact on the smallest work unit.
- (5) Moderate disciplinary action are being given to Non-Civil Servants who violate the prohibition consisting of:
- a. take actions that endanger ITS, which have a negative impact on the work unit;
 - b. abuse of authority, which has a negative impact on the work unit;
 - c. misuse goods, money or securities belonging to ITS, which has a negative impact on the work unit;
 - d. illegally owning, selling, buying, pawning, leasing or lending ITS goods, documents, or securities illegally, which has a negative impact on the work unit;
 - e. carry out joint activities with superiors, subordinate colleagues or other people inside or outside their work environment for the benefit of personal, group or other parties, which directly or indirectly harm ITS, which has a negative impact on the work unit;
 - f. take action that is negative in nature to his subordinates or other people inside or outside his work environment, if it is done intentionally;
 - g. receive a gift or any kind of gift, and anyone who is known or reasonably suspected that the gift is related to or may be related to the position or job of the employee concerned which has a negative impact on the work unit; or

- h. enter places that can tarnish the honor or dignity of ITS employees, except for official interests that have a negative impact on the work unit;
 - i. take an action or deliberately not taking an action which could result in obstructing or making it difficult for one of the parties it serves, resulting in losses for the party it serves, which has a negative impact on the work unit;
 - j. obstruct the progress of official duties, which has a negative impact on the work unit;
 - k. act as an intermediary for an entrepreneur or group to get a job or order from an ITS Institution that causes a conflict of interest and / or loss for ITS which has a negative impact on the work unit;
 - l. become the owner or manager of a Business Entity whose business may create a conflict of interest with ITS which has a negative impact on the work unit;
 - m. make illegal levies in any form in carrying out their duties for personal, group or other party interests, which have a negative impact on the work unit;
 - n. consume and / or possess alcoholic beverages, getting drunk, using and / or possessing narcotics, psychotropic substances and addictive substances, gambling, carrying or owning sharp weapons or firearms within ITS;
 - o. engage in fights and / or threaten fellow ITS employees and / or ITS students which have a negative impact on the work unit which has a negative impact on the work unit;
 - p. act immoral which has a negative impact on the work unit;
 - q. steal ITS inventory or other people's property which has a negative impact on the work unit; or
 - r. become a member and / or administrator of a Political Party which has a negative impact on the work unit
- (6) Major disciplinary actions are given to non-civil servant employees who violate the prohibition consisting of:
- a. take actions that endanger ITS, which have a negative impact on the ITS;
 - b. abuse of authority, which has a negative impact on the ITS;

- c. without the permission of the boss to become an employee or work for a foreign country and / or international organization that has a negative impact on ITS;
- d. misuse goods, money or securities belonging to ITS, which has a negative impact on the ITS;
- e. illegally owning, selling, buying, pawning, leasing or lending ITS goods, documents, or securities illegally, which has a negative impact on the ITS;
- f. carry out joint activities with superiors, subordinate colleagues or other people inside or outside their work environment for the benefit of personal, group or other parties, which directly or indirectly harm ITS institution, which has a negative impact on the ITS;
- g. receive a gift or any kind of gift, and anyone who is known or reasonably suspected that the gift is related to or may be related to the position or job of the employee concerned which has a negative impact on the ITS; or
- h. enter places that can tarnish the honor or dignity of ITS employees, except for official interests that have a negative impact on the ITS;
- i. take an action or deliberately not taking an action which could result in obstructing or making it difficult for one of the parties it serves, resulting in losses for the party it serves, which has a negative impact on the ITS;
- j. obstruct the progress of official duties, which has a negative impact on the ITS;
- k. act as an intermediary for an entrepreneur or group to get a job or order from an ITS Institution that causes a conflict of interest and / or loss for ITS which has a negative impact on the ITS;
- l. become the owner or manager of a Business Entity whose business may create a conflict of interest with ITS which has a negative impact on the ITS;
- m. make illegal levies in any form in carrying out their duties for personal, group or other party interests, which have a negative impact on the ITS;
- n. consume and / or possess alcoholic beverages, getting drunk, using and / or possessing narcotics, psychotropic substances and addictive

substances, gambling, carrying or owning sharp weapons or firearms within ITS;

- o. engage in fights and / or threaten fellow ITS employees and / or ITS students which have a negative impact on the ITS which has a negative impact on the ITS;
- p. act immoral which has a negative impact on the ITS;
- q. steal ITS inventory or other people's property which has a negative impact on the ITS; or
- r. become a member and / or administrator of a Political Party which has a negative impact on the ITS.

Article 55

Violation of the obligation to come to work and comply with the provisions of working hours as referred to in Article 54 paragraph (3) letter j shall be calculated cumulatively up to the end of the current year.

CHAPTER XI ASSIGNMENT PERIOD

Article 56

- (1) Civil Servants are on duty until they reach the retirement age in accordance with statutory regulations.
- (2) Non-Civil Servants are on duty until they reach the retirement age limit.
- (3) The retirement age limit as referred to in paragraph (2) is regulated as follows:
 - a. Non-Civil Servant Educational Staff is 55 (fifty five) years old;
 - b. Non-Civil Servant Lecturers with functional positions up to Head Lector are 65 (sixty five) years old; and
 - c. Non-Civil Servant Lecturers with a functional position as Professor are 70 (seventy) years old.

CHAPTER XIV

TERMINATION OF SERVICE PERIOD AND TERMINATION OF EMPLOYMENT
RELATIONSHIP

Part One

Termination of Service Period

Article 57

- (1) Termination of Civil Servant service period in accordance with the provisions of laws and regulations.
- (2) Termination of the Non-Civil Servant service period is due to the following matters:
 - a. include in the retirement age limit;
 - b. passed away; or
 - c. resign.

Part Two

Termination of Employment Relationship

Article 58

- (1) Termination of employment of Civil Servants in accordance with the provisions of laws and regulations.
- (2) Termination of Non-Civil Servant employment due to the following:
 - a. did not qualify on probation period;
 - b. did not achieve the specified work performance;
 - c. inability to work due to physical limitations;
 - d. prolonged illness;
 - e. dismissal for committing a serious violation; or
 - f. ITS organizational changes.

Part Three

Prospective Employees Did Not Meet the Requirements during the Probation
Period

Article 59

- (1) During the probation period, ITS may terminate the work relationship if the prospective employee is deemed not to meet the requirements set by ITS.
- (2) Termination of the employment relationship as referred to in paragraph (1) is not accompanied by any remuneration or severance pay as well as a work certificate.

Part Four

Employees Did Not Achieve the Work Performance Determined by ITS

Article 60

Non-Civil Servants who cannot achieve the work performance as determined by ITS even though they have been fostered, may be subject to termination of the employment relationship.

Part Five

Inability to Work Due to Physical Limitations

Article 61

- (1) An employee who due to his physical limitations is deemed unable to work, may be dismissed with respect from his job.
- (2) Employees who are dismissed with respect due to physical limitations, which are confirmed by a doctor's certificate, may be given severance pay.

Part Six

Prolonged Illness

Article 62

- (1) Termination of employment with employees can be carried out in the event that the employee has a prolonged illness that exceeds 12 (twelve) months based on evidence of a valid doctor's certificate and may be accepted by ITS.
- (2) Employees who are honorably dismissed as referred to in paragraph (1) may be given severance pay.

Part Seven
Termination Due to Organizational Change

Article 63

ITS can terminate employment relations with employees because ITS makes organizational changes, provided that employees may be given severance pay.

Part Eight
Employee Resignation

Article 64

- (1) Resignation of Civil Servants in accordance with the provisions of laws and regulations.
- (2) Non-Civil Servants may submit resignation to ITS in accordance with the following conditions:
 - a. submit a resignation application letter to the Rector no later than 2 (two) months before the date of resignation;
 - b. resignation application letter shall be known by the employee's supervisor concerned;
 - c. If the resignation of the employee concerned is approved by the Rector, the employee will hand over the work that is his obligation, return the inventory belonging to ITS, as well as completing official obligations; and
 - d. in the event that the employee has not completed all the obligations as stated in letter a, letter b, and letter c, the employee is not entitled to a work certificate and ITS will process it in accordance with the provisions of laws and regulations.

CHAPTER XVI
SEVERANCE PAY FOR NON-CIVIL SERVANTS

Article 65

- (1) Non-Civil Servants who are subject to termination of employment as referred to in Article 61 or have entered the retirement age limit and have

not registered with the old-age security program, will be given severance pay as follows:

- a. Working period of less than 1 (one) year is given severance pay for 1 (one) month of salary;
 - b. Working period of 1 (one) year or more, but less than 2 (two) years is given severance pay for 2 (two) months;
 - c. Working period of 2 (two) year or more, but less than 3 (three) years is given severance pay for 3 (three) months;
 - d. Working period of 3 (three) year or more, but less than 4 (four) years is given severance pay for 4 (four) months;
 - e. Working period of 4 (four) year or more, but less than 5 (five) years is given severance pay for 5 (five) months;
 - f. Working period of 5 (five) year or more, but less than 6 (six) years is given severance pay for 6 (six) months;
 - g. Working period of 6 (six) year or more, but less than 7 (seven) years is given severance pay for 7 (seven) months;
 - h. Working period of 7 (seven) year or more, but less than 8 (eight) years is given severance pay for 8 (eight) months;
 - i. Working period of 9 (one) year or more is given severance pay for 9 (nine) months.
- (2) The provision of severance pay for Non-Civil Servants who enter the pension age limit will be calculated with the years of service before the Non-Civil Servant is registered as a participant in the old age insurance program.

CHAPTER XVII

TRANSITION PROVISIONS

Article 66

- (1) Non-Civil Servants who currently have worked before this regulation comes into effect, can be appointed as Non-Civil Servant in accordance with this Rector's Regulation if they meet the following requirements:
 - a. have worked for at least 2 (two) consecutive years; and
 - b. have work performance with good scores for the last 2 (two) years.

- (2) Non-Civil Servants who fulfill the provisions as intended in paragraph (1) are entitled to participate in the recruitment selection.
- (3) The requirements as referred to in paragraph (1) and paragraph (2) are considered by the Rector to issue a decision to appoint as a Non-Civil Servant.

Article 67

Non-Civil Servants who have reached the age of 55 (fifty five) years and were appointed before this regulation came into effect, carry out their duties until the end of the Rector's decision.

CHAPTER XVIII
CLOSING PROVISIONS

Article 68

This Rector's Regulation takes effect on the date of stipulation.

Stipulated in Surabaya

On date January 4, 2017

[signed & stamped]

Prof. Ir. Joni Hermana, M.Sc.ES,
Ph.D

CSID No. 196006181988031002

Surabaya, 06 April 2021

Has been translated as an Official Translation on behalf of The Legal Services and Risk Management Unit of the Sepuluh Nopember Institute of Technology (ITS)

Head of Legal Services and Risk Management Unit



Dr. Tony Hanoraga, S.H., M.H