



THE AMERICAN UNIVERSITY OF  
**KURDISTAN**

# EMPLOYEE HANDBOOK



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Welcome to the American University of Kurdistan

I am pleased you have decided to join us in our mission to provide leadership and excellence in teaching, clinical care, discovery and service, and I am confident you will contribute to our growing reputation and focus on excellence.

The information contained in this manual has been prepared to familiarize you with the employment benefits and privileges available at AUK. Additional information about employment policies and benefits will be provided during your orientation.

It is my hope that your association with AUK will be a long and satisfying career experience. Your work and innovative thinking will be vital to our success.

Dr. Randall Rhodes  
President

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## SECTION 1 - Introduction

### 1.1 How to Use This Manual

To be successful at AUK, it is important for each employee to understand his/her role as a member of the university community. This manual will acquaint you with the policies, regulations, pay and benefits that apply to all employees.

This is neither an employment contract nor an invitation to a contract of any kind. The policies, procedures and other information contained in the Employee Handbook may be changed by the University without notice.

The Office of Human Resources compiles information on personnel matters of interest to the American University of Kurdistan's employees. Questions relating to your department should be directed to your immediate supervisor. Questions relating to university policies and other personnel matters should be directed to Human Resources or researched on AUK's website.

### 1.2 AUK Mission, Vision & Core Values

#### **Mission**

Founded in 2014 as a non-profit institution of higher learning by Masrour Barzani, the American University of Kurdistan is dedicated to preparing future generations of leaders through curricular and co-curricular excellence in an American style education focusing on transformative knowledge, innovative research, ethical community service, respect for inclusion and diversity, global connectedness, and life-long learning, all aiming to ensure economic, environmental, social and political advancement- regionally, nationally and globally.

#### **Vision**

The American University of Kurdistan will be recognized as a premier institution of higher education in the Middle East and beyond by cultivating academic excellence, fostering creativity, and engaging in the highest caliber of applied research.

#### **Core Values**

**Diversity:** AUK embraces a diverse learning community free from discrimination, and actively promotes respect for and understanding of all individuals and perspectives.

**Accountability:** AUK is a dynamic educational institution that holds all faculty, staff and students accountable for adhering to its values, promoting excellence in teaching, research, and service with enduring benefit to the region and world.

**Creativity:** AUK encourages freedom of thought that allows for the highest caliber of creative expression.

Integrity: AUK requires that all faculty, staff and students act with dignity and honesty, adhering consistently to the University's code of ethics.

Commitment: AUK is committed to the development and implementation of new research initiatives, teaching methodologies, and innovative curricula that enhance educational opportunities for all students, thereby deepening their understanding of global issues and events.

### **1.3 Office of Human Resources**

I'd like to personally welcome you to The American University of Kurdistan. The University provides opportunities for personal and professional growth, and the Human Resources office is here to help you navigate through your employment and assist however we are able.

This Handbook is one way for us to provide information that is relevant to your employment with AUK. You can also find many helpful resources on our website. Our office is located on the Ground Floor of the Mustafa Barzani Building. The Human Resources extension phone number is 1000.

AUK is recognized nationally for many things: academic quality, teaching excellence, community engagement, environmental and social responsibility, campus beauty and hospitality. Recognition like this happens, in large part, due to its dedicated employees... people like you.

Again, welcome to The American University of Kurdistan.

HR Director

#### **Human Resource Mission**

The Human Resource Office maintains an effective recruitment process, selecting leading faculty and competent professional staff, in order to ensure the delivery of the best educational experience to students. Recruitment processes are competitive and transparent.

The Office also works to boost the morale of employees, by improving their relations with supervisors and management.

Finally, the Unit also supports employees who need to improve specific aspects of their performance.

## SECTION 2 – WORKING AT AUK

### 2.1 Conditions of Employment

All employees are required to complete the following items as a condition of employment:

An employment application including a curriculum vitae. Applicants may apply for vacant positions through any of the following:

- Completing an online application and submitting their curriculum vitae through AUK/jobs by the appropriate deadline for the position posting.
- Submitting their curriculum vitae in person or via email to the Human Resources Office. If the applicant is unable to submit via the online application system by the appropriate deadline for the position posting.

As a part of the pre-employment onboarding process, the following is required:

- A criminal history background check authorization,
- Security clearance for the KRI,
- For expats, the submission of appropriate documents required by laws and regulations, and
- Proof of current licensure, certifications, degree/s or other credentials as required for the position.

### 2.2 Employment Definitions

#### **Employment Status:**

**Regular Employment Status:** Regular employment is considered continuous and may also be defined by the employment agreement, contract, term, or restricted funding source(s).

**Salary Basis:** Being paid on a “salary basis” means an employee regularly receives a predetermined amount of compensation each pay period on a monthly or less frequent basis and the predetermined amount cannot be reduced because of variations in the quality or quantity of the employee’s work.

**Casual employee:** Any work required by unforeseen circumstances, which is by its very nature not included in the activities carried on by the employer and the performance of which does not take more than (6) six months.

**Part-time work:** Any work that is performed during working hours with less than the normal daily working hours, whether the work is performed on a daily basis or during certain days of the week; said working hours are calculated on a weekly basis or on the basis of an average during a given employment period.



**Temporary work:** Any work whose nature necessitates its performance and completion in a determined period.

**Employee Categories:**

**Faculty:** The Faculty shall consist of the cadre of instructors who deliver academic courses as defined by the Board of Trustees Policies.

**Staff:** Staff Employees shall consist of two major employee groups, and defined as follows:

- Staff Professional and Administrative Employees (This group does not include faculty)
- Staff-Nonexempt Employees (This group consist of assistants up to supervisor posts eligible to receive overtime pay and part-time pay, casual and temporary workers)

**Student Employees:** Student employees are considered temporary.

## **2.3 Orientation and Training**

New employees are required to attend and complete AUK new hire orientation. The new hire orientation provides information on the University, its policies, its mission and purpose, and services available to employees. It is also an opportunity for new employees to ask questions of Human Resources. Attendees also receive information concerning living in Duhok and Kurdistan in general.

New employees are required to attend a payroll processing appointment/session on or before their first day of employment to complete all necessary paperwork and have an opportunity to learn about various AUK policies and benefits.

In addition to the initial orientation, the employee supervisor will assist the employee in learning about the job and will explain any departmental policies, special procedures, techniques or processes required in the performance of the employee duties. Many AUK positions offer opportunities to learn important skills and acquire specialized knowledge that may qualify employee for advancement. AUK encourages employees to seek internal promotions as appropriate. To learn about new opportunities, visit the AUK website.

The American University of Kurdistan is committed to providing relevant, high quality professional development opportunities for faculty and staff. The University fosters, for all faculty and staff, a culture and environment that supports a healthy work-life balance and personal and professional growth. HR sponsors a variety of workshops and trainings for employees. Faculty and staff are encouraged to pursue professional development utilizing internal and external resources. Please let the HR Department

know how we can assist you in your personal, professional or departmental development needs.

Development trainings provide workshops and training, including but not limited to,

- Communication
- Customer Service
- Supervision/ Management
- Administrative Skills
- Team Building
- Work/Life Wellness
- Leadership
- Facilitation Skills
- Organizational Development

## **2.4 Work Hours**

Full-time employees normally work 40 hours per week. The University's standard workweek begins at 8:00 am. on Sunday and ends at 4:30 pm. on Thursday. Working hours are scheduled to satisfy the operational needs of AUK and the department/unit. The employee's supervisor will inform the employee of his/her schedule and any subsequent changes in the hours the employee may be required to work. The employee supervisor may also seek approval to use a variable work schedule including telework, flextime or both, subject to the department's needs.

### **Meal/Lunch Periods**

Employees who work at least eight consecutive hours are afforded a lunch period (meal break) of a half hour, except in situations where shift coverage precludes such lunch breaks. Lunch periods are staggered to provide departmental coverage.

### **Break:**

We make sure to provide a healthy environment to our employees; therefore, AUK provides a thirty (30) minutes break to be taken between 10:00 AM and 4:00 PM.

Employees can combine this 30-minute break with their lunch break or divide it into shorter breaks to be taken during the mentioned timeframe.

### **Late Arrivals or Absences**

Occasionally, unplanned circumstances may occur that cause employees to arrive late or to miss work. It is expected that late arrivals and absences will be kept to a minimum. It is the employee's responsibility to inform his/her supervisor when they will be late or absent as soon as possible, prior to the beginning of the shift. At the start of employment, the supervisor will communicate requirements for reporting late arrival or absence, including whom to contact should the supervisor not be available. Failure to report a late arrival or absence according to the university/departmental requirements may result in disciplinary action.

During normal work hours, an employee should not leave his/her work area for personal matters (other than lunch or breaks) without permission from the supervisor or the supervisor's designee. Excessive or habitual tardiness or absence is a violation of [Employee Code of Conduct Policy](#)

For more information on working hours, please see [Policy HR015 – Working Hours](#).

### **Recording Time/Attendance**

In accordance with the Iraqi Labor Law, employers must maintain an accurate record of hours worked for each covered, non-exempt employee. This information includes regular hours worked, leave taken, leave without pay, overtime/compensatory hours earned, and regular days off. For recording purposes, non-exempt employees are provided with a Time and Attendance Record. At the end of the leave year, employees must submit a completed record to Human Resources. All Time and Attendance Records are subject to yearly audit.

Employees must use the ZenHr software system, which is available online on both computer and mobile devices, to report any time off taken to HR. All employee leave balances are calculated automatically by the program.

### **Eligibility for Overtime**

Administrative staff members in managerial and supervisory positions, including instructional staff, are not eligible for overtime.

### **Overtime/Compensatory Time:**

If you are a nonexempt employee, it is expected that most work will be completed within a standard 40-hour workweek. Your supervisor may occasionally ask you to work overtime because of unusual operational requirements. For all nonexempt employees, you may not work more than 40 hours a week unless specifically requested to do so by your supervisor.

Normally, total monthly overtime hours should not exceed twenty-five (25) hours per month; annual total overtime hours per employee will not exceed 300 hours; exception will be granted for emergency situations/ pre-approved cases.

An employee who has accrued compensatory time must request use of the compensatory time from his/her manager, who will be expected to monitor the compensatory time balance to ensure such time is taken.

Overtime compensation shall be calculated based on the gross monthly salary as follows:

- a. Normal working day 1.5 times
- b. Government declared holidays 2.0 times

Equivalent time off during the same workweek may be scheduled by supervisors to preclude the requirement for providing compensatory time off or overtime pay. Holiday time, vacation time or sick leave is not computed as "time worked" in determining overtime/compensatory hour.

Iraqi Labor law requires university employees, who are classified as non-exempt employees to be paid overtime pay rates, which shall not be less than (50%) fifty percent of the usual wage if it is a daily work and not less than the twofold of the wage if it is night work, or work during a day of rest. A non-exempt employee cannot work overtime without prior authorization or direction given by the supervisor.

An employee who may be required to work more hours than normally scheduled on certain days, but does not exceed the 40-hour workweek, is not entitled to overtime because the actual number of work week hours did not exceed 40.

Employees classified as exempt are not eligible for overtime pay.

### **Overtime Leave**

In lieu of receiving cash payments for overtime, an employee may elect to receive overtime leave, if available through his/her department. Overtime leave allows an employee to earn equal hours of leave for each hour physically worked over 40 within the established workweek. Restrictions on permitted leave apply.

For more information regarding overtime, see [Policy HR014 – Non-Exempt Overtime](#)

### **Compensatory Leave**

Non-exempt employees earn compensatory leave (comp leave) for hours worked on a holiday, hours worked on an authorized closing if in designated positions or when over 40 hours have been accounted for during the work week. Granted hour-for-hour, compensatory leave must be authorized by a supervisor, it may be used for any purpose and must be used within 12 months of the date earned or it will expire. Once lapsed, accrued compensatory leave may not be used or paid off upon an employee's change of status.

Exempt employees do not earn compensatory time, except when required to work on a university holiday or during inclement weather closures.

## **Remote-Working**

In some instances, alternative work schedules may be necessary to provide effective services to the university community. When feasible, the University also tries to provide employees with a work schedule that is flexible enough to allow an opportunity to balance work and other responsibilities.

For further information, please see [Policy HR016 – Remote Working](#)

## **University Closings, Class Cancellations and Exam Postponements Due to Inclement Weather or Emergencies**

The decision of campus closure will be made by the President in consultation with the Director of Campus Services and the Vice-Presidents.

When bad weather or another emergency situation causes the University to open late, close early or be closed for a full day, you will be compensated for the time off. Many employees are considered non-designated and are not required to work when the University is closed due to inclement weather or other emergency situations.

For further information, please see [Policy HR013 – Holiday and Campus Closure](#)

## **2.5 Compensation**

Pay rates depend upon the knowledge, training, special skills and responsibilities of your position. Participation in direct deposit (Electronic Funds Transfer, EFT) is required of all AUK employees. Direct deposit arrangements can be made through the Finance Department.

If an AUK-recognized holiday falls on an official pay date, then the preceding business day becomes the payday.

## SECTION 3 – EMPLOYEMENT POLICIES

### 3.1 Change of Personal Status

Employee supervisor and Human Resources should be notified immediately concerning any change of address or telephone number, as well as any change of marital status, maternity/paternity or dependents. Information can be updated by the employee's department submitting the appropriate paperwork or by the employee in-person at the Human Resources Office.

### 3.2 Identification Badge Card

Employee ID Card is the official university identification.

- Employees should carry their ID Card on campus, and have it displayed at all times.
- Employees in need of a new or replacement ID Card, can visit the HR and IT located on the ground floor.

### 3.3 Sexual Harassment

Sexual misconduct that includes sexual and gender-based harassment, sexual assault, and other forms of inter-personal violence, are forms of sex discrimination and therefore are prohibited.

[Policy HR019 – Sexual Harassment](#) sets out the University's commitment to providing a workplace and environment for all students, employees, affiliates, and visitors free from all forms of sexual discrimination.

Compliance and reporting is managed by the Legal Office. Legal Counsel can provide guidance to individuals who have experienced harm, support in regard to legal and/or campus conduct processes, and provide interim measures including, but not limited to, No Contact Orders and temporary changes to work schedule and/or location.

Employees who receive disclosures from students, faculty, or staff regarding incidents of sexual misconduct are obligated to report the disclosures to the Legal Counsel. Employees can report information directly to the Legal office via email, an online form, in person, or over the phone. This assures that the Legal Office can then reach out to the party who experienced harm to provide information about resources and support available through the university.

Employees may also report information to HR, who will forward the report to the Legal Office.

### **3.4 Employee Code of Conduct**

AUK expects every employee to meet standards of satisfactory work performance and to observe basic rules of good conduct. It is not possible to list all employee actions or behaviors that might result in disciplinary action. Management reserves the right to impose discipline that, in its sole discretion, deems appropriate, including discharge.

For more information, please see [Policy HR003 – Employee Code of Conduct](#)

### **3.5 Non-Discrimination**

AUK is committed to supporting the practice, spirit and good-faith efforts regarding equal opportunity and diversity, beyond mere compliance with government regulations. A commitment to diversity demonstrates an equal commitment to all members of the university community. Diversity among staff, students and faculty offers the university an opportunity to realize its mission.

AUK is dedicated to providing a workplace and learning environment free from discrimination and harassment. The American University of Kurdistan will not tolerate discrimination or harassment on the basis of age, color, disability, gender identity, genetic information, national origin, parental status, political affiliation, race, religion, sex, sexual orientation or veteran status. Conduct by a member of the university community that constitutes discrimination or harassment on the basis of any protected class is a violation of university policy and is sanctionable.

The Legal Office can provide information and assist you in understanding the process for filing a complaint of any form of discrimination or harassment with the University.

### **3.6 Nonviolence in the Workplace**

AUK is committed to providing and maintaining a safe working environment for all employees and will not tolerate acts of violence or threats in the workplace. Incidents of violence and/or threats will be dealt with swiftly and appropriately. Employees should report threats in the line of work to Human Resources/ Legal Office or directly to Police.

### **3.7 Use of Alcoholic Beverages Prohibited**

The use or possession of alcoholic beverages on campus is prohibited.

### **3.8 Probationary Period**

All new employment contracts include a probationary period section. Please refer to your contract for more information about probation.

### **3.9 Employee Work Profile**

The position description identifies the essential core responsibilities and measures of the position. Core responsibilities are the job duties that are important to the type of work performed by an employee and remain relatively consistent during the performance cycle. Measures are observable performance and behavioral outcomes that define success. The position description also identifies any special assignments for the employee and communicates overriding departmental values expected for all department employees.

The employee's supervisor creates the position description for the position when a new position is established. It is updated by the supervisor when job duties and responsibilities change. It is also reviewed for accuracy throughout the year and should be updated any time there are changes to the job. It is common to update the position description during the performance evaluation process.

### **3.10 Performance Evaluations Process**

A performance evaluation will be completed annually for all employees (faculty and staff). For staff employees subject to a provisional period, an evaluation will be completed prior to the end of the provisional period.

Evaluations will be completed by the employee's supervisor and will include results achieved in the job as well as employee performance of specific duties and responsibilities. Evaluations are part of the employee's permanent AUK personnel file. The employee will be asked to sign the evaluation after the supervisor has reviewed it with the employee. The signature does not imply agreement with the evaluation, only that the employee have reviewed it. The employee may add any comments consider appropriate in the section on the form provided for this purpose. Evaluations are used in determining the employee eligibility for merit salary increases and continued employment opportunities at AUK. A rating of "below expectations" should be considered equivalent to a warning that an employee's performance is not acceptable. Unacceptable performance can lead to discharge.

Formal performance evaluations serve as an effective feedback tool to help the employee identify performance strengths and areas in need of further development. It may also enhance communication between employees and supervisors. The performance review period for non-probationary, employees is an annual cycle and runs each year from January 31st to December 31st.

Supervisors review position descriptions at the beginning of the cycle. The position description is the basis for evaluating employee performance throughout the entire performance cycle.

The supervisor rates the employee's performance toward the end of the review period by comparing actual performance to the measures indicated in the position description. Non-probationary employees receive an overall performance rating of Excellence,



Above Expectations, Meets Expectations, Below Expectations, or Poor. The assessment of the performance evaluation form is used for both the employee self-evaluation and the annual performance evaluation. In conjunction with the performance evaluation, an Individual Professional Development Plan (IPDP) is created. The employee and the supervisor use this form to record the employee's current training desires, and short and long-term career goals. It is a written plan for developing knowledge, skills and competencies that support both the organization's objectives and the employee's needs and goals.

Salary increases for performance (merit increases), if funded, are typically effective at the beginning of the fiscal year or at a time determined by the President.

### **3.11 Promotions**

Promotions are based on qualifications and experience. A promotion is a change from a position in one classification to a position in another classification, most often with a higher pay grade. Promotional increases vary and are coordinated through Human Resources. A transfer is a lateral change from one position to another within the same classification title and/or pay grade assignment.

Human Resources provides confidential job promotion and transfer counseling services to staff employees. To bid for another position on campus, you must have completed your provisional period, have been in your current position for at least one year and have no recent employee relations concerns documented. The one year waiting period may be waived with the consent of your department head. The one-year waiting period does not apply to employees who wish to make a transfer within their own department.

Faculty promotions are subject to [Policy AS039 – Faculty Ranks & Promotion](#). Faculty should direct questions about the promotion process to their dean.

### **3.12 AUK Job Opportunities**

AUK employees may apply for any posted vacancy at the University through the process outlined in the position announcement posted on the website. Promotional opportunities are those that involve a competitive selection process resulting in the employee's movement to a different role in a higher pay band. Lateral opportunities are those that may involve a competitive selection process and result in the employee's movement to the same or different role in the same pay band.

### **3.13 Employee Grievance**

Employees are expected to adhere to the guidelines and directives outlined in [HR003 - Employee Code of Conduct policy](#).

This comprehensive policy serves as a crucial framework for addressing various aspects of employee grievances within our organization. Under this policy, employees are provided with clear instructions and procedures to follow when they encounter issues or concerns in the workplace.

### **3.14 Employee Travel:**

The University's [Travel Policy \(HR008\)](#) encompasses information and procedures for employee travel, both domestically and internationally.

## SECTION 4 – EMPLOYEE BENEFITS

### 4.1 Vacation

AUK full-time employees accrue paid annual leave that can be taken for any purpose. Annual leave is subject to supervisor's approval based on the business needs of the department. The leave runs on a fiscal year.

Employees are encouraged to select their vacation dates as far in advance as possible and must submit their request for appropriate supervisory approval. Every effort will be made to grant vacation time as requested when staffing and scheduling requirements of the employee's department are adequate. Employees are only permitted to carry ten days of their annual leave balance forward into the new fiscal year.

Vacation Payment: Employees will be paid for all accrued vacation leave up to the maximum amount of 35 days upon termination from AUK for any reason or upon reverting to a work commitment of less than half-time. The payout of annual leave will be at the rate of pay you are earning at the time of your termination. A terminating employee does not accrue vacation leave after the last working day of employment.

When an employee takes leave time that was requested but not approved, the employee will be subject to the following actions:

- The absence will be designated as unauthorized;
- The employee will not be paid for the time missed;
- Because the employee has experienced a Time Loss, he or she will not accrue annual or traditional sick leave for the pay period(s) when the absence occurred; and
- The University may also take disciplinary action under [Policy HR003 - Employee Code of Conduct](#)

When an employee misses work and does not have leave in his/her leave balances, the employee will be subject to the following actions:

- The employee will not be paid for the time missed; and
- Because the employee has experienced a Time Loss, s/he will not accrue annual or traditional sick leave for the pay period(s) when the absence occurred.

## **4.2 Employee Leaves**

All full-time employees are provided sick leave and family/personal leave each fiscal year. Sick and family/personal leave cannot be carried forward from one leave year to the next.

**Sick Leave:** Leave may be taken for personal illnesses, injuries, preventive care and wellness physician visits of the employee. All absences over two workdays or 16 work hours require medical documentation, which should include dates of absence. Sick leave may be used if you become ill while on vacation, provided prior approval is obtained from your supervisor to change from vacation leave to sick leave. If prior approval is not possible, submit a doctor's statement to your supervisor upon return from vacation, certifying the dates of illness.

**Initial Use of Vacation or Sick Leave:** Leave is accrued at the end of each month. Vacation Leave, Sick Leave or an Unscheduled Holiday may not be taken before it is accrued. If you must be absent prior to that time, the hours taken will be recorded as Leave Without Pay.

**Leave Upon Termination:** Employees will not accrue sick leave after the last day worked and will not be paid for accrued sick leave upon termination of employment.

**Family/Personal Leave:** Leave may be taken at the discretion of the employee for any purpose (family, illness, attend a funeral, or other personal needs, etc.) this type of leave is subject to supervisor's approval.

The employee is entitled to a fully paid leave for personal reasons in the following cases:

- Wedding of the employee; (5) five days.
- Wedding of the employee's son or daughter; (1) one day.
- The death of the husband, wife, father, mother, son, daughter, brother, sister or one of the spouse's parents; (5) five days.

The employee shall be entitled to a fully paid leave for the performance of official or public duties, to exercise the right to vote or to attend before the court as a witness or expert and in other cases provided for by the law or in the collective employment contract.

### **Maternity Leave**

The Employee is entitled to maternity leave with full payment of her salary for a period of fourteen (14) weeks upon fulfilling the following conditions:

- In accordance with Iraqi Labor Law, female employees who completed at least 6 months of employment at AUK are eligible for maternity leave.

- Subject to provision of a medical certificate issued by a licensed physician stating the probable date of the Employee's delivery. Such maternity leave shall include the period before and after the delivery provided that the period does not exceed fourteen (14) weeks.

In the event the above conditions are not satisfied, then normal sickness absence rules apply.

Certification from the family's health care provider must be provided to Human Resources.

### **Emergency Leave**

There may be unforeseen circumstances which require an employee to take a leave without little to no notice. Such cases should as soon as possible be immediately discussed with the supervisor/director and Human Resources.

### **Educational Leave**

The University believes in the professional and academic development of its employees. Therefore, full-time employees interested in taking an unpaid leave to complete certificates, diploma programs, or academic programs (bachelor's, master's, doctoral) may be entitled to a one-year leave to pursue accredited, academic credentials. If the leave is approved, the employee will be required to return at the conclusion of the one-year leave to resume their former position. While the University commits to keeping the position available, it does not guarantee a change in position title or modification to the salary. This leave must be approved by the employee's supervisor/director and the respective VP and President.

For more information, refer to [HR005 – Leave Policy](#)

## **4.3 Holiday**

All employees are eligible for AUK recognized public holidays signed by The President during the year.

For a list of holidays and their dates when the University will be closed, refer to the AUK website. Regularly scheduled public holidays recognized by AUK are: New Year's Day, EID Al Fitr, EID Al Adha, Muharram, Moulid, Naworz, Christmas Eve, and Christmas Day. The University is closed for two weeks at the end of December.

Employees working on holidays/recognition leave days may receive pay or compensatory leave for the number of holiday hours proportionate to their work schedules, not to exceed eight hours.

AUK acknowledges that occasionally there are unscheduled holidays that employees may be granted.

For more information, see Policy [HR013 – Holiday and Campus Closure](#)

#### **4.4 Social Security**

Income tax and social security deductions are applied to employees' salaries as applicable. The deductions adhere to the laws and regulations of Iraqi labor law

## **SECTION 5 - Information Technology Policies**

### **5.1 Definitions**

#### **Information Technology Services**

Information technology is an essential element of employee life at AUK - enabling research, collaboration, and day-to-day job activities. AUK's Information Technology (IT) department delivers and supports the university network and telecommunications systems, as well as a variety of other systems and services that make your work possible.

AUK provides each employee with an electronic mail account and considers electronic mail an official means of communication for employees. University policy requires employees to use their university account for all official university business and to check their university email on a frequent basis. Other electronic communications and collaboration services (Teams, Office 365) are also available by using the e-ID.

To access many of AUK's services and systems, employees use their AUK electronic ID (e-ID). IT creates the e-ID automatically when an individual is hired. For information on activating your e-ID and accessing email and other technology services, please visit the IT Department. Employees also use their e-ID to access AUK electronic mail and other university systems (e.g. Library, Student Information System, University Management System) to perform job-related functions. Employees should work with their supervisor to determine the access they need.

### **5.2 Computer and Network Use**

AUK expects all users of computing resources to use them responsibly and productively. While incidental personal use is acceptable, each business unit within AUK may prescribe procedures that are more restrictive than this policy, but not less restrictive. All members of the AUK community are obligated to respect and, in many cases, to protect confidential data. There are, however, technical and legal limitations on our ability to protect confidentiality. For legal purposes, electronic communications are no different than paper documents. Electronic communications are, however, more likely to leave a trail of inadvertent copies and more likely to be seen in the course of routine maintenance of computer systems.

In the course of their jobs, AUK employees may need to access information — professional, educational, self-training and discussion — on a wide range of subjects, not just those immediately necessary for a person's job or courses. In this context, AUK employees are accountable nonetheless for how they use time and equipment at work. An internet connection at an employee's desk does not automatically confer permission to use it for personal purposes or entertainment.

Accessing the AUK network from a remote site can be done using a virtual private network client. The same policies, standards and guidelines for computer and network use apply when this connection is active.

### 5.3 System and Network Activities

- The following activities are strictly prohibited:
- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of “pirated” or other software products that are not appropriately licensed for use by AUK.
- Knowingly introducing malicious programs into the network or servers (e.g., viruses, worms, Trojan horses, email bombs, etc.).
- Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
- Interfering with the operation of any system with the intent to disrupt normal operations.
- Attempting to circumvent the security controls of any system or host.
- Exporting software, technical information, encryption software or technology that violates international or regional export control laws is illegal. Management should be consulted prior to export of any material that is in question.
- Port scanning or security scanning, unless these duties are within the scope of an employee’s normal job responsibilities.
- Executing any form of network monitoring that will intercept data not intended for the employee’s host, unless this activity is a part of the employee’s normal job/duty.
- Providing confidential data to parties external to AUK without authorization.
- Sending unsolicited email messages, including “junk mail” or other advertising material to individuals who did not specifically request such material (email spam).
- Using computing resources to harass another individual.
- Creating or forwarding chain email letters.
- Impersonating another individual or device, including “spoofing” one’s identity or forging of email header information.
- Assisting, encouraging or concealing from authorities any unauthorized use, or attempt at unauthorized use, of any AUK computer or network facility.  
Computers and networks are just like any other AUK facilities – they are to be used only by people who have permission.



## 5.4 Privacy

AUK's electronic communications systems, and all information stored thereon, are property of AUK. Employees should have no expectation of privacy whatsoever in any data in any format or any other kind of information or communications transmitted to, received or printed from, or stored or recorded on any of these systems.

AUK reserves the right to monitor all employee usage of these systems and to intercept and review any data or communication, in any format, using these systems, including, but not limited to, social media postings and activities. You consent to such monitoring by your acknowledgement of this policy and your use of such assets and systems. AUK may store copies of such data or communications for a period of time after they are created and may delete such copies from time to time without notice. Do not use AUK's electronic communications assets for any matter that you desire to be kept private or confidential.

The University reserves the right to:

- Examine computer records or monitor activities of individual computer users and/or systems for official purposes
- Protect the integrity or security of the computing resources or protect the university from liability
- Investigate unusual or excessive activity
- Investigate apparent violations of law or university policy, and as otherwise required by law or exigent circumstance.

## 5.5 Authentication

No one shall use the AUK network (wired or wireless) or any device (e.g., computer, PDA, or other system with an operating system and/or CPU) on the network, regardless of ownership, without a valid and unique username and STRONG password. No one shall circumvent user authentication or security of any host, network or account.

Authentication and data encryption or point-to-point communication will be implemented for all systems that send or receive sensitive data or when it is critical that both parties know with whom they are communicating.

## **5.6 Computer Crime**

- Using a computer without permission is theft of services and is illegal Iraq laws.
- Computer theft (including theft of computer services, intellectual property such as copyrighted material, and any other property)
- Computer trespass (unauthorized use of computers to delete or alter data or interfere with others' usage)
- Computer invasion of privacy (unauthorized access to financial or personal data or the like)
- Computer forgery (forgery as defined by other laws, but committed on a computer rather than on paper)
- Computer password disclosure (unauthorized disclosure/sharing of a password resulting in damages or other legal action)
- Misleading transmittal of names or trademarks (falsely identifying yourself or falsely claiming to speak for a person or organization by using their name, trademark, logo, or seal)

## **5.7 Breach of Security**

Suspected breach of security, based on the level of severity, should be reported to the appropriate resource owner and/or the Director of IT, who are responsible for determining the best course of action to correct the situation and protect against future occurrences. Certain extreme cases may involve additional levels of review and could call for disciplinary action, up to and including dismissal, or civil or criminal penalties.

Any violation of the law with regard to this IT policy may be reported to the proper authority.

## **5.8 Computing Workshops**

Information Technology offers a variety of computing workshops for Administrative & Professional faculty. These hands-on workshops on AUK supported software are offered by IT. You can find a comprehensive listing by visiting the IT Department.

## SECTION 6 – GENERAL INFORMATION

### 6.1 Motor Vehicle Registration and Parking

All employee vehicles must display a current parking permit issued by Campus Services Department. It is necessary to complete the registration form, which is available as part of New Employee Orientation and/or directly from the Campuses Services Office during the annual registration period, which normally occurs in August/September.

Upon registering the vehicle, the employee will receive a parking permit that must be displayed when the vehicle is parked on campus. The permit will be valid for the duration of AUK's fiscal year, which begins on August 1st through July 30th.

The parking permit must be returned to Campus Services Office during the clearance process (end of contract/termination of contract).

### 6.2 Food Service

The Cafeteria facility is open to students, employees and visitors. Breakfast and lunch are served Sunday through Thursday. It includes a food court and a separate coffee bar.

### 6.3 Lost and Found

The Campus Services provides a "lost and found" service. Employees who find or have lost articles on AUK premises should take them.

For more information, please refer to [Policy FS005 – Lost and Found](#)

### 6.4 Tobacco Use Restrictions

Tobacco use is widely recognized as a major preventable cause of many diseases, and AUK University is committed to the promotion of good health. The use of tobacco products inside AUK buildings is prohibited. However, specific exterior areas have been made available for smoking.

### 6.5 Safety

The American University of Kurdistan has an excellent safety record and strives to provide all employees with a working environment that is free from recognized health or safety hazards. AUK's Office of Campus Services strives to improve the quality of life of those we serve by developing and addressing issues and concerns. Their primary goal is to maintain a secure environment with equal protection under the law and to provide dedicated service for all persons living, working, and visiting with the University.

Security officers patrol the campus 24 hours a day, seven days a week. Upon notification of any criminal activity, emergency, or request for assistance, the AUK security has the responsibility of responding to, and summoning the necessary resources to assist,

mitigate, investigate, and document the incident. The call will initiate a response from the security team, immediate or otherwise, as dictated by the nature of the incident. The responding officer will assess the reported incident and will arrange for necessary resources to include, but not be limited to, crime investigation, victim services, medical services or the utilization of other available resources. Criminal actions will be thoroughly documented in an appropriate report. Investigators handle reported cases that require in-depth follow-up.

Although AUK works hard to ensure the safety of all individuals within its community, each individual must also take responsibility for their own personal safety and that of their personal belongings. Our goal is a campus community that is informed, aware, and alert; all sharing the responsibility of making the AUK campus a safe place to study, work and live.

For more information, please see [Policy FS001 – Emergency Response Procedure](#)

## **6.6 Political Activities**

Employees may not manage or take an active part in a political campaign that interferes with the performance of their duties. Employees are not permitted to hold elective political office.

## **6.7 Conflict of Interest**

AUK employees should avoid actual or apparent conflicts of interest between their university obligations and outside activities. You are encouraged to contact the Legal Office if you have questions concerning whether a particular activity constitutes a conflict of interest.

For more information, please see [Policy HR018 – Conflict of Interest & Commitment](#)

## **6.8 Gratuities**

AUK employees shall not accept gratuities, courtesies or gifts in any form whatsoever from any person or persons, corporations or associations that, directly or indirectly, may seek to use the connection thus formed for securing favorable comment or consideration on any commercial commodity, process or undertaking. Additionally, the same rules apply regarding receiving gifts from students in exchange for preferential treatment including but not limited to grade changes.





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