



**Rector's Order No. 11/2022 (IV.13)/R
on the exercise of employer's rights**

Pursuant to Article 13 and 13/A of Act CCIV of 2011 on National Higher Education (hereinafter referred to as the National Higher Education Act) and the provisions of Article 32 (1) of the Organizational and Operational Rules of Károli Gáspár University of the Reformed Church in Hungary (hereinafter referred to as the University) I hereby issue the following order:

1. The purpose of this order is to set out the rules for the exercise of employer's rights over the University's employees.
2.
 - 2.1. The Maintainer of the University shall be entitled to exercise the employer's rights over the Rector.
 - 2.2. The Rector shall be entitled to exercise the employer's rights over the Director General for Economic Affairs, with the proviso that the Maintainer's prior consent shall be required for the appointment and revocation of the appointment of the Director General for Economic Affairs.
 - 2.3. The Rector shall be entitled to exercise the employer's rights over the Dean.
3. **The procedure for exercising the employer's rights over the executive officers under Article 37 of the National Higher Education Act and the University's Employment Requirements**
 - 3.1. The procedure for exercising the employer's rights over the heads employed at the faculties
 - 3.1.1. The Rector shall be entitled to exercise the primary employer's rights (establishment, modification and termination of employment) over the Vice-Dean, the General Director, the Head of the Department, the Head of the Institute, the Head of the Centre for Foreign Languages, the Head of the Library; the Dean shall be entitled to exercise all other employer's rights (in particular, initiating the establishment, modification and termination of employment, appointing a manager exercising direct control over the work, scheduling working time, ordering extraordinary work, authorising sabbatical leave).
 - 3.1.2. The Dean shall be entitled to exercise the employer's rights over a head not specified in 3.1.1 at the faculty.
 - 3.2. Procedure for the exercise of employer's rights over the heads employed in central organisational units
 - 3.2.1. The Rector shall be entitled to exercise the employer's rights over the heads directly assigned to the Rector, vice-rectors, general directors, senior rector's advisers, advisors and heads of (central) organizational units.
 - 3.2.2. The General Director for Economic Affairs shall be entitled to exercise the employer's rights over the managers employed by the Directorate for Economic Affairs.

4. Procedure for the exercise of employer's rights over non-managerial staff of the University

4.1. The procedure for exercising the employer's rights over lecturers, researchers and teachers

4.1.1. The Rector shall be entitled to exercise the primary employer's rights (establishment, modification and termination of employment relationship) over the lecturers, researchers and teachers of the faculties; the Dean shall be entitled to exercise all other employer's rights (in particular, initiating the establishment, modification and termination of employment, appointing a manager exercising direct control over the work, scheduling working time, ordering extraordinary work, authorising sabbatical leave).

4.1.2. The Rector shall be entitled to exercise the employer's rights over the lecturers, researchers and teachers employed in the (central) organizational units directly assigned to the Rector.

4.2. Procedure for the exercise of the employer's right over non-academic staff

4.2.1. The Dean is entitled to exercise the employer's rights over the employees of the faculties not specified in sections 3.1 and 4.1.1.

4.2.2. The Rector shall be entitled to exercise the employer's rights over employees in (central) organisational units, not specified in section 3.2.1 and 4.1.2, who are directly assigned to the Rector.

4.2.3. The General Director for Economic Affairs shall be entitled to exercise the employer's rights over the employees of the Directorate for Economic Affairs not defined in point 3.2.2.

5. Rules for the exercise of employer's rights over employees in public education institutions maintained by the University

5.1. The Rector shall be entitled to exercise the employer's rights over the head of the public education institution maintained by the University.

5.2. The head of the public education institution shall be entitled to exercise the employer's rights over the employees in public education institutions maintained by the University, with the exception of decisions concerning payroll management taken by the Rector and the Director-General for Economic Affairs, with the proviso that the Rector shall exercise the maintainer's right of consent in the appointment of deputy heads of institution.

6. The HR Director and the Head of the HR Department shall exercise the employer's rights independently in the following cases:

- a) signing a notification of changes in employment relationship by virtue of law or university regulations,
- b) taking any employer's measures not within the discretion of the person exercising the employer's rights, in particular, the granting and termination of unpaid leave following maternity leave, excluding cases of termination of employment,
- c) issuing employer's certificates concerning the employment relationship,
- d) correcting the document in the event of obvious typing or calculation errors,
- e) collecting data from employees based on legal requirements, in particular for the purposes of determining tax or tax allowances,
- f) issuing income certificates on the basis of the data provided by the payroll administrator.

7. Other provisions

- 7.1. In matters not covered by this order, the provisions of the National Higher Education Act shall apply, and the provisions of Act CXC of 2011 on National Public Education shall apply to public education institutions maintained by the University.
- 7.2. This order enters into force on 15 April 2022.
- 7.3. Rector's Order No. 6/2022 (II.14.) on the exercise of employer's rights shall be repealed simultaneously with the entry into force of this order.

Prof. Dr. László Henrik Trócsányi
Rector