



TRANSLATED COPY

RECTOR REGULATION OF
UNIVERSITAS PADJADJARAN

NUMBER 27 OF 2022

CONCERNING

MANAGEMENT OF NON CIVIL SERVANT EDUCATION STAFF
WITHIN UNIVERSITAS PADJADJARAN

BY THE GRACE OF GOD ALMIGHTY
THE RECTOR OF UNIVERSITAS PADJADJARAN,

- Considering : a. that to implement the provisions of Article 41 paragraph (4) and Article 43 paragraph (2) of Government Regulation Number 51 of 2015 on the Statutes of Universitas Padjadjaran;
- b. that the Rector Regulation of Universitas Padjadjaran Number 18 of 2018 concerning Management of Non Civil Servant Education Staff at Universitas Padjadjaran still requires refinement to be able to provide legal certainty regarding the provisions of the rights of employees within Universitas Padjadjaran;
- c. that based on the considerations as referred to in points a and b, it is necessary to issue a Rector Regulation of Universitas Padjadjaran.
- 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. Law Number 5 of 2014 concerning State Civil Apparatus (State Gazette of the Republic of Indonesia of 2014 Number 6, Supplement to State Gazette of the Republic of Indonesia Number 5494);
3. Government Regulation Number 37 of 1957 on the Establishment of Universitas Padjadjaran (State Gazette of the Republic of Indonesia of 1957 Number 91, Supplement to the State Gazette of the Republic of Indonesia Number 1422);
4. Government Regulation Number 53 of 2010 on Civil Servant Discipline (State Gazette of the Republic of Indonesia of 2014 Number 74, Supplement to the State Gazette of the Republic of Indonesia Number 5135);
5. Government Regulation Number 4 of 2014 on the Implementation of Higher Education and Management of Universities (State Gazette of the Republic of Indonesia of 2014 Number 16, Supplement to the State Gazette of the Republic of Indonesia Number 5500);
6. Government Regulation Number 80 of 2014 on the Designation of Universitas Padjadjaran as a Legal Entity State University (State Gazette of the Republic of Indonesia of 2014 Number 301);
7. Government Regulation Number 51 of 2015 on the Statutes of Universitas Padjadjaran (State Gazette of the Republic of Indonesia of 2015 Number 169, Supplement to the State Gazette Number 5720);
8. Presidential Regulation Number 58 of 2013 concerning the State Civil Service Agency (State Gazette of the Republic of Indonesia of 2013 Number 128);

9. Decree of the Board of Trustees of Universitas Padjadjaran Number 15/UN6.MWA/KEP/2019 of 2019 concerning the Appointment of the Rector of Universitas Padjadjaran for the 2019-2024 Period;
10. Rector Regulation of Universitas Padjadjaran Number 1 of 2020 concerning Organizational Structure and Work Procedures of Universitas Padjadjaran Managers.

HAS DECIDED:

To stipulate : RECTOR REGULATION OF UNIVERSITAS PADJADJARAN CONCERNING MANAGEMENT OF NON CIVIL SERVANT EDUCATION STAFF WITHIN UNIVERSITAS PADJADJARAN.

CHAPTER I

GENERAL PROVISIONS

Article 1

In this Rector Regulation, the terms referred to as:

1. Universitas Padjadjaran, hereinafter abbreviated as Unpad, is a legal entity state university;
2. Unpad Statutes are the basic regulations for Unpad management which are used as a basis for preparing regulations and operational procedures at Unpad;
3. Rector is an organ of Unpad that leads the implementation and management of Unpad;
4. State Civil Apparatus, hereinafter abbreviated as ASN, is a profession for civil servants and government employees with employment agreements who work in government agencies;
5. Civil Servants, hereinafter abbreviated as PNS, are Indonesian citizens who meet certain requirements, are appointed as ASN Employees on a permanent basis by civil service development officials to occupy government positions;
6. Education Staff are community members who dedicate themselves and are appointed with the main task of supporting the implementation of higher education at Unpad;
7. Non PNS Unpad Education Staff, hereinafter abbreviated as Non PNS TKU, are Education Staff at Unpad who do not have PNS status;
8. Non PNS Unpad Permanent Education Staff, hereinafter abbreviated as Non PNS TKTU, are Unpad Non PNS Education Staff who work full time at Unpad;
9. Non PNS Unpad Non Permanent Education Staff, hereinafter abbreviated as Non PNS TKTTU, are Non Civil Servant Unpad Education Staff who work based on a certain time work agreement;
10. Unpad Civil Service Development Officer (PPKU) is an official who has the authority to determine the appointment, transfer, and dismissal of Non PNS Unpad Employees at Unpad in accordance with the laws and regulations within Unpad;
11. Unpad authorized officials are officials who are given the authority to carry out the process of appointing, transferring, and dismissing Non PNS Unpad Employees in accordance with the provisions of laws and regulations within Unpad;
12. Management of Non Civil Servant Unpad Education Staff is the management of Non PNS Unpad Education Staff by implementing a merit system to produce Non PNS Unpad Employees who are professional, implement basic values and professional ethics, are free from practices of corruption, collusion, and nepotism, willing to work hard, and Honest;
13. Leave is a state of absence from work that is permitted for a certain period of time.

CHAPTER II

SCOPE

Article 2

- (1) Management of Non PNS TKU includes:
 - a. Preparation and Determination of Needs;
 - b. Procurement;
 - c. Rights and Obligations;
 - d. Competency Development;
 - e. Rank Level;
 - f. Performance Assessment;
 - g. Discipline;
 - h. Dismissal.
- (2) Non PNS TKU management development as referred to in paragraph (1) is carried out by PPKU.
- (3) The implementation of Non PNS TKU Management as referred to in paragraph (2) is carried out by Unpad Authorized Officials in accordance with statutory provisions.

CHAPTER III

POSITIONS OF NON CIVIL SERVANT UNPAD EDUCATION STAFF

Article 3

Non PNS TKU consists of:

- a. Unpad Permanent Education Staff (TKTU);
- b. Unpad Non Permainan Education Staff (TKTTU).

Article 4

Non PNS TKUs are Non PNS TKUs who work full-time at Unpad and are appointed by the Civil Service Development Officer according to Unpad's needs.

CHAPTER IV

PREPARATION AND DETERMINATION OF NEEDS

Article 5

- (1) The preparation of the needs for the number and types of Non PNS TKU positions is carried out in an integrated manner in preparing the needs for Unpad Education Staff.
- (2) The preparation of the needs for the number and types of Non PNS TKU positions as referred to in paragraph (1) is carried out based on position analysis and workload analysis.
- (3) The preparation of the needs for the number of Non PNS TKUs as referred to in paragraph (1) is carried out for a period of 5 (five) years, broken down into 1 (one) year based on the priority of the needs in accordance with the budget cycle;
- (4) The needs for the number and types of Non PNS TKU positions as referred to in paragraph (1) is determined by a Rector Decree;
- (5) In stipulating the decree as referred to in paragraph (4), the Rector takes into account inputs from the Deans of Faculties and Graduate Schools, as well as other Heads of Work Units within Unpad.

CHAPTER V

PENGADAAN TENAGA KEPENDIDIKAN UNPAD NON PEGAWAI NEGERI SIPIL

Part One Procurement of Non PNS TKU

Article 6

- (1) Every member of the community who meets the requirements, qualifications, and competencies has the same opportunity to apply to become a Non PNS TKU.
- (2) Procurement of Non PNS TKU is carried out through the following stages:
 - a. Planning;
 - b. Vacancy announcement;
 - c. Application;
 - d. Selection and announcement of selection results;
 - e. Appointment as a Non PNS TKU candidate;
 - f. Appointment as a Non PNS TKU.
- (3) The process of Non PNS TKU candidate procurement is carried out in the current fiscal year based on the determination of the needs.
- (4) Acceptance of Non PNS TKU Candidates is carried out through objective assessment based on competency, qualifications, needs, and other requirements needed for the position.

Paragraph 1 Procurement Planning

Article 7

- (1) Non PNS TKU Procurement Planning is prepared and determined by the Unpad Authorized Officials;
- (2) Procurement Planning as referred to in paragraph (1) includes at least:
 - a. Procurement Schedule;
 - b. Procurement Facilities and Infrastructure.

Paragraph 2 Vacancy Announcement

Article 8

- (1) The vacancy announcement as referred to in article 7 paragraph (2) point b is carried out by PPKU to the public through print and electronic media.
- (2) Announcement of position vacancies is made no later than 15 (fifteen) calendar days before the date of receipt of applications.
- (3) The vacancy announcement as referred to in paragraph (2) includes at least:
 - a. Number and type of vacant positions;
 - b. Qualifications, competencies, and job descriptions for each vacant position;
 - c. Requirements that each applicant must fulfill;
 - d. Address and place where the application is addressed;
 - e. How to submit the application; and
 - f. Application submission deadline.

Paragraph 3 Application

Article 9

- (1) Every Non PNS TKU applicant who submits an application must meet administrative requirements.
- (2) Administrative requirements as referred to in paragraph (1) include:

- a. Indonesia citizen;
 - b. Never been sentenced to imprisonment for committing an office crime/criminal act related to the position and/or general crime;
 - c. Never been honorably dismissed at their own request or dishonorably as a civil servant or dishonorably dismissed as a private employee;
 - d. Having formal education, skills, expertise, and skills that are appropriate to the position being applied for;
 - e. Physically and mentally healthy;
 - f. Not having the status as a civil servant, member of the Indonesian Army (TNI), member of the Indonesian National Police (Polri), employee of a State-owned Enterprise (BUMN), private employee, or employee at another educational institution;
 - g. Making a statement of willingness to undergo a trial period for one year as a Non PNS TKU Candidate before being appointed as a Non PNS TKU;
 - h. Other requirements according to positions.
- (3) In addition to the administrative requirements as referred to in paragraph (2), applicants are required to:
- a. Be at least high school level graduates;
 - b. Have certain special skills according to Unpad's needs which are proven by competency certificates, and
 - c. Be no more than 35 years old when appointed as an Unpad Permanent Staff Candidate.

Paragraph 4
Selection and Announcement of Selection Results

Article 10

- (1) Non PNS TKU applicants who meet the administrative requirements as referred to in article 10 are entitled to take part in the selection of Non PNS TKU Candidates.
- (2) The selection consists of at least:
 - a. Unpad insight test;
 - b. English test;
 - c. Psychology test or other similar tests;
 - d. Field competency practice test;
 - e. Interview with the heads of work units.

Article 11

- (1) The Rector of Unpad determines and announces the Non PNS TKU applicants who are declared to have passed the selection.
- (2) Passing the selection as referred to in paragraph (1) is determined based on the passing grade threshold set by the Rector.

Paragraph 5
Admission Committee

Article 12

- (1) All application, selection, and selection announcement activities as referred to in Article 9, Article 10, and Article 11 are carried out by the Unpad Permanent Staff Admission Committee determined by the Rector.
- (2) The admission committee as referred to in paragraph (1) consists of the following elements:
 - a. Unpad Rectorate;
 - b. Faculty and/or graduate school.

Paragraph 6
Probationary Period for Unpad Permanent Staff Candidates

Article 13

- (1) Applicants who are declared to have passed the selection as referred to in article 11 are given an employee identity number and appointed as Non PNS TKU candidates;
- (2) Non PNS TKU candidates undergo a probationary period of 1 (one) year starting from the date they are appointed as Non PNS TKU candidates.
- (3) The classes determined for appointment of Unpad Permanent Staff candidates are:
 - a. Class II/a for those with a senior high school diploma or equivalent;
 - b. Class II/c for those with an Associate's degree (Diploma III);
 - c. Class III/a for those with a Bachelor's degree;
 - d. Class III/c for those with a Master's degree.

Paragraph 7
Appointment of Unpad Permanent Staff Candidates

Article 14

- (1) Non PNS TKU candidates who have undergone a trial period of 1 (one) year are appointed as Non PNS TKU by the Rector in certain positions if:
 - a. Each element of the work performance assessment is at least good;
 - b. They have met the physical and spiritual health requirements to be appointed as Non PNS TKUs;
 - c. They have attended and passed Education and Training.
- (2) The requirements as referred to in Paragraph (1) point b are stated in a certificate issued by a medical examiner appointed by the university leader;
- (3) The requirements as referred to in Paragraph (1) point c are stated in the Certificate of Completion following education and training determined by the university leader.

CHAPTER VI

RIGHTS AND OBLIGATIONS OF NON PNS EDUCATION STAFF

Part One
Rights of Non PNS Unpad Education Staff

Article 15

- (1) Non PNS TKUs have the rights to obtain:
 - a. Salary;
 - b. Allowance;
 - c. Leave;
 - d. Protection;
 - e. Career level and position;
 - f. Competency development;
 - g. Facilities and infrastructure according to their duties and functions.

Paragraph 1
Salary

Article 16

- (1) Unpad is obliged to pay fair and decent salaries to Non PNS TKUs;
- (2) The salary as referred to in paragraph (1) is in the form of a basic salary based on the class for Non PNS TKU or a Specific Time Work Agreement;

- (3) The salary as referred to in paragraph (1) is charged to the income from public funds;
- (4) The salary given to Non PNS TKU candidates is 80% of the basic salary as referred to in paragraph (2);
- (5) Periodic Salary Increases (KGB) are given to Non PNS TKUs every 2 years by taking into account rank/class and length of service referring to applicable government regulations.

Paragraph 2
Allowance

Article 17

- (1) Apart from the salary as referred to in article 16, Non PNS TKUs receive allowances in accordance with the provisions of laws and regulations;
- (2) The allowances as referred to in paragraph (1) consist of:
 - a. Performance allowance;
 - b. Allowances attached to salary.
- (3) The allowances attached to salary consists of:
 - a. Husband/wife allowance, which is 10% (ten percent) of basic salary;
 - b. Biological child allowance (a maximum of two children), which is 2% (two percent) of basic salary for each child;
 - c. Rice allowance, which is in accordance with applicable provisions;
 - d. Functional allowance, which is in accordance with applicable provisions;
 - e. Meal allowance, which is based on attendance on working days in one month with the maximum number of working days in one month being 22 (twenty two) days based on the Rector Decree of Universitas Padjadjaran.

Article 18

Salaries and allowances as referred to in articles 16 and 17 are paid in accordance with the statutory regulations and provisions applicable in Unpad as stipulated by the Rector.

Paragraph 3
Leave

Article 19

- (1) Non PNS TKUs have the rights to get 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.

Article 20

- (1) Annual leave as referred to in Article 19 paragraph (2) point a is given to Non PNS TKUs who have worked continuously for at least 1 (one) year.
- (2) The length of the right to annual leave as referred to in paragraph (1) is 12 (twelve) working days.
- (3) To use the right to annual leave as referred in paragraphs (1) and (2), the relevant Non PNS TKU submits a written request to the PPKU or official who receives the delegation of authority to grant the right to annual leave.
- (4) The right to annual leave as referred to in paragraph (1) is given in writing by the PPKU or the official who receives the delegation of authority to grant the right to annual leave.

Article 21

- (1) Sick leave as referred to in Article 19 paragraph (2) point b is given to Non PNS TKUs who are sick for more than 1 (one) day up to 14 (fourteen) days, provided that the relevant Non PNS TKUs must submit a request in writing to the PPKU or the official who receives the delegation of authority to grant the right to sick leave by attaching a medical certificate.
- (2) Non PNS TKUs who suffer from illness for more than 14 (fourteen) days have the right to sick leave, provided that the people concerned must submit a written request to the PPKU or the official who receives the delegation of authority to grant the right to sick leave by attaching a medical certificate from a government doctor.
- (3) The medical certificate as referred to in paragraph (1) must at least contain a statement regarding the need to be granted leave, the length of leave, and other necessary information.
- (4) The right to sick leave as referred to in paragraph (2) is granted for a maximum period of 1 (one) year.
- (5) The period of sick leave as referred to in paragraph (2) can be increased by a maximum of 6 (six) months if necessary, based on a certificate from a medical testing team appointed by the minister who handles government affairs in the health sector.
- (6) Non PNS TKUs who do not recover from their illness within the time period as referred to in paragraph (4) and paragraph (5) must have their health tested again by a medical testing team appointed by the minister who handles government affairs in the health sector.
- (7) If based on the results of the medical test as referred to in paragraph (6) the Non PNS TKU has not recovered from his/her illness, the Non PNS TKU concerned will be honorably dismissed from his/her position due to illness and receive waiting money in accordance with the provisions of the laws and regulations.

Article 22

- (1) Non PNS TKUs who experience a miscarriage have the right to sick leave for a maximum of 1 1/2 (one and a half) months.
- (2) To obtain the right to sick leave as referred to in paragraph (1), the relevant Non PNS TKU submits a written request to the PPKU or official who receives the delegation of authority to grant the right to sick leave by attaching a medical certificate from a doctor or midwife.

Article 23

A Non PNS TKU who experiences an accident while carrying out his/her duty so that he/she requires treatment has the right to sick leave until the person concerned recover from his/her illness.

Article 24

While on sick leave, the Non PNS TKU concerned receives the Non PNS TKU's income.

Article 25

- (1) Maternity leave as referred to in Article 19 paragraph (2) point c is given to Non PNS TKUs who give birth to their first to third children while they are Non PNS TKUs.
- (2) Maternity leave can also be granted to husbands whose wives are in the process of giving birth with the length of time determined by the PPKU.
- (3) For the birth of the fourth child and beyond, Non PNS TKUs are granted extended leave.
- (4) The length of maternity leave as referred to in paragraph (1) and paragraph (2) is 3 (three) months.

- (5) Extended Leave as referred to in paragraph (2) refers to the Extended Leave provisions that apply to civil servants.
- (6) Apart from maternity leave, Non PNS TKUs can be given menstrual leave in accordance with applicable statutory provisions, namely a maximum of 2 days.

Article 26

- (1) To be able to use the right to maternity leave as referred to in Article 25, the relevant Non PNS TKU submits a written request to the PPKU or official who receives the delegation of authority to grant the right to maternity leave.
- (2) The right to maternity leave as referred to in paragraph (1) is granted in writing by the PPKU or an official who receives the delegation of authority to grant the right to maternity leave.

Article 27

While using maternity leave rights, the Unpad Education Staff concerned still receive income.

Article 28

- (1) Non PNS TKUs have the right to leave for important reasons as referred to in Article 19 paragraph (2) point d if:
 - a. Their mother, father, wife or husband, child, sister, brother, mother-in-law, or son-in-law is seriously ill or has died and according to the relevant laws and regulations, they must take care of the rights of the deceased family member; or
 - b. Their wives give birth or experience miscarriage for male Unpad Education Staff; or
 - c. They get married.
- (2) The length of leave for important reasons is determined by the PPKU or the official who receives the delegation of authority to grant the right to leave for important reasons for a maximum of 1 (one) month.
- (3) While using the right to leave for important reasons, the Non PNS TKU concerned receives the income of Unpad Education Staff.

Article 29

- (1) Non PNS TKUs who are using their right to leave as referred to in Article 28 can be called back to work if the service needs are urgent.
- (2) In the event that a Non PNS TKU is called back to work as referred to in paragraph (1), the period of leave that has not been carried out remains the right of the Non PNS TKU concerned.

Paragraph 4 Protection

Article 30

- (1) Non PNS TKUs receive protection in the forms of:
 - a. Pension plan;
 - b. Health insurance;
 - c. Accident insurance;
 - d. Life insurance; and
 - e. Legal assistance.

- (2) The protection as referred to in paragraph (1) points a, b, c, and d is carried out in accordance with the national social security system program of the Social Security Administrator;
- (3) The legal assistance as referred to in paragraph (1) point e takes the form of provision of legal assistance in cases faced in court related to the implementation of their duties.

Paragraph 5
Career and Position Development

Article 31

- (1) Non PNS TKU career development is carried out based on qualifications, competencies, performance assessments, and Unpad's needs.
- (2) Non PNS TKU career path opportunities are provided in all activities, participation, and structures regardless of ethnicity or race and/or gender.

Article 32

- (1) Non PNS TKUs who have met the requirements can be appointed to certain Unpad Functional Positions;
- (2) Position levels, promotions, and transfers as referred to in paragraph (1) will be further regulated in a Rector Regulation.

Article 33

- (1) Non PNS TKUs who meet the requirements can be promoted as an award given for their work performance and service to Universitas Padjadjaran.
- (2) Promotion for Non PNS TKUs consists of regular promotions and diploma adjustment promotions.

Article 34

- (1) Regular promotion is an award given to Non PNS TKUs who have fulfilled the specified requirements without being tied to positions;
- (2) Regular promotions are granted to Non PNS TKUs if:
 - a. They have been at least 4 (four) years in the last rank;
 - b. Each element of the work performance assessment has at least a good score in the last 2 (years) Setiap Unsur penilaian prestasi kerja sekurang-kurangnya bemilai baik dalam 2 (tahun) terakhir;
 - c. The highest rank that can be achieved by a Non PNS TKU is up to:
 1. First Class Junior Superintendent Class III/b for those with a Senior High School certificate or Associate's degree (Diploma II);
 2. Superintendent Class III/c for those with an Associate's degree (Diploma III);
 3. First Class Superintendent Class III/d for those with a Bachelor's (or Diploma IV) degree;
 4. Administrator Class IV/a for those with a doctor's, pharmacist's, and/or Master's degree.
- (3) Requirements for regular promotion include:
 - a. Evaluation of employee work performance for the last 2 years with good average scores;
 - b. Last rank decree;
 - c. Minimum work period of 4 years from the last rank;
 - d. Proposals from work units.
- (4) The promotion period is set on April 1 and October 1.

Article 35

- (1) Diploma adjustment promotions can be given to a Non PNS TKU who has studied and obtained a degree at a higher level than the educational qualification held at the time the person concerned was appointed as a Non PNS TKU candidate;
- (2) Proposals for diploma adjustment promotions can be made after the Non PNS TKU has worked for a minimum of 2 (two) years.

Part Two Obligations of Non PNS Unpad Education Staff

Article 36

- (1) Non PNS TKUs are obliged to:
 - a. Be loyal and obedient to Pancasila, the Constitution of the Republic of Indonesia, and the legitimate government;
 - b. Maintain national unity;
 - c. Implement policies formulated by superiors and authorized officials within Unpad;
 - d. Comply with the provisions of laws and regulations;
 - e. Carry out duties with full dedication, honesty, awareness, and responsibility;
 - f. Demonstrate integrity and exemplary attitudes, behavior, words, and actions towards everyone, both inside and outside of work;
 - g. Keep position secrets and can only reveal position secrets in accordance with the provisions of laws and regulations; and
 - h. Be willing to be placed in all work units within Unpad according to areas of expertise.
- (2) Non PNS TKUs can be given the option to work remotely/online as an effort to reduce the use of transportation/pollution.

CHAPTER VII

COMPETENCY DEVELOPMENT TKU NON PNS TKU

Article 37

- (1) TKTUs are given the opportunities to develop competencies.
- (2) Competency development for Non PNS TKU can be carried out through further education, education and training, seminars, courses and upgrading.

Article 38

- (1) Opportunities to develop competencies as referred to in article 37 paragraph (1) are planned every year by the Authorized Official in coordination with each work unit within Unpad.
- (2) Provisions for competency development will be further regulated by a Rector Regulation Ketentuan.

CHAPTER VIII

DISCIPLINE

Article 39

- (1) To ensure the maintenance of order in the smooth implementation of duties, Non PNS TKUs are required to comply with disciplinary rules.

- (2) Unpad is obliged to enforce discipline against Non PNS TKUs and carry out various efforts to improve discipline.
- (3) Non PNS TKUs who commit disciplinary violations will be subjects to disciplinary punishment.
- (4) Disciplinary Provisions of Non PNS TKU within Unpad are in accordance with ASN provisions.

CHAPTER IX

PERFORMANCE ASSESSMENT

Article 40

Performance assessment aims to ensure objectivity in the achievements of Non PNS TKUs.

Article 41

- (1) Non PNS TKU performance assessment as referred in Article 40 is carried out by paying attention to behavior, targets, achievements, results, benefits achieved, and behavior.
- (2) Non PNS TKU performance assessment is carried out in accordance with the provisions of laws and regulations and is carried out objectively, measurably, accountably, participatively, and transparently.
- (3) Non PNS TKU performance assessment is carried out at the end of the year and evaluated every 6 (six) months.

Article 42

- (1) Non PNS TKU performance assessment is under the authority of authorized officials in each work unit within Unpad.
- (2) Non PNS TKU performance assessment is delegated in stages to the direct superiors of the Non PNS TKUs.

Article 43

The results of the Non PNS TKU performance assessment as referred to in Article 40 are used as materials for consideration of performance allowances, career advancement, and objective job competency development.

Article 44

All non PNS TKUs have the opportunity to appeal against rights and/or obligations that are not in accordance with the agreement.

CHAPTER X

DISMISSAL

Article 45

- (1) Non PNS TKUs can be honorably dismissed from their employment status because of:
 - a. Their own request;
 - b. Reaching the Retirement Age Limit;
 - c. Organization downsizing;
 - d. Leaving their duties;

- e. Being physically or spiritually incompetent so that they cannot carry out their obligations as Unpad permanent employees;
 - f. Death/missing.
- (2) Non PNS TKUs can be dishonorably dismissed from their employment status because of:
- a. Violating the regulations applicable at Unpad;
 - b. Violating disciplinary provisions.

Article 46

Dismissal of Non PNS TKUs at their own request before 5 (five) years of service makes them liable to return all funds received, including:

- a. Selection costs;
- b. Salary;
- c. Functional allowance;
- d. Other allowances or BPJS; and
- e. Incentives.

Article 47

Dismissal of Non PNS TKUs due to the retirement age limit as referred to in Article 37 Paragraph (1) is regulated by the following provisions:

- a. They have reached the age of 58 years old;
- b. The proposal is made by the civil service development officer;
- c. Non-permanent Education Staff (TKTTU) who have reached retirement age, or have died, will receive severance pay according to Unpad's capabilities as regulated by a separate Unpad Rector Regulation.

CHAPTER XI

TRANSITIONAL PROVISIONS

Article 48

At the time this Rector Regulation is stipulated, all provisions based on regulations and/or decrees regarding Contract Staff for Lecturers and Non PNS TKUs that apply within Unpad are declared to still be valid as long as they do not conflict and have not been replaced based on this Rector Regulation.

Article 49

- (1) PPKU is prohibited from appointing contract employees since this Rector Regulation is stipulated.
- (2) Non PNS TKUs who were appointed before this Rector Regulation is stipulated will receive an adjustment in calculating the length of service for determining class rank.
- (3) Non PNS TKUs who received a higher diploma before being appointed as Non PNS TKUs received a promotion in rank based on diploma adjustment by following the provisions of Article 34 and Article 35 of this regulation.

Article 50

With the stipulation of this Rector Regulation, Rector Regulation of Universitas Padjadjaran Number 18 of 2018 concerning Management of Non Civil Servant Education Staff within Universitas Padjadjaran is revoked and declared invalid.

CHAPTER XII

CLOSING

Article 51

This Rector Regulation is valid since its stipulation date.

So that everyone is aware, this Rector Regulation is ordered to be promulgated by placing it in the University Gazette.

Stipulated in Bandung
On December 23, 2022


RECTOR,

SIGNED

RINA INDIASTUTI

This copy conforms to the original
Director of Governance, Legal, and
Communication of Universitas Padjadjaran




Isis Ikhwansyah