

# LE CREUSET DU SAVOIR



## BILINGUAL SCHOOL GROUP LE CREUSET DU SAVOIR

*Sharing knowledge ...*

### **INTERNAL STAFF REGULATIONS**

#### I. GENERAL PROVISIONS

**Article 1:** The purpose of these regulations, which are drawn up in accordance with article 110 of the Labour Code, is to ensure the proper execution of work and disciplines within the school and, more generally, to determine the conditions under which the work is carried out; they apply to all teachers and administrators who must comply with them without restriction or reservation.

**Article 2:** Certain special procedures for the application of the Regulation could be brought to the attention of staff by means of posters and memoranda.

#### II. WORKING HOURS - HOURS

**Article 3:** Hours of work are determined in accordance with the legislation in force and in accordance with the collective agreement of our sector of activity.

**Article 4:** The bilingual school group LE CREUSET DU SAVOIR is open every working day from Monday to Friday, from 7:30 a.m. to 6:00 p.m. and on Saturday from 7:30 a.m. to 12:30 p.m.

**Article 5:** The teaching staff must be at the school 15 minutes before the beginning of the course (7:15 a.m. in the morning)

Article 6: Administrative and managerial staff (duty and supervision) must comply with the office opening hours: morning from 7 am to 3.30 pm (Saturday from 7.30 am to 12.30 pm).

#### III. THE DRAFT



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**Article 7:** Hiring is subject to the legal and regulatory provisions as well as to the contractual provisions that may be made applicable to the establishment.

**Article 8:** Applications for employment shall be received in writing at the Directorate. All applicants must submit, where applicable, in support of their application;

- *An identity document*
- *Possible diplomas*
- *A resume*
- *A work certificate from the last employer.*

## IV. TRIAL PERIOD

**Article 9:** All employees are required to complete a trial period prior to hiring, the duration of which is fixed at three (3) months.

**Article 10:** During the trial period, the parties may terminate the contract without notice or compensation. This period may be renewed only once.

## V. MEDICAL VISIT

**Article 11:** Staff shall be subject to an initial medical examination in accordance with the provisions of Article 207 of the Labour Code.

## VI. ENGAGEMENT LETTER

**Article 12:** The commitment may be confirmed at the latest at the end of the trial period by a letter specifying in particular:

- *The date of entry into service*
- *The qualification*
- *The assignment*
- *The schedule*
- *The corresponding remuneration*

This letter is drawn up in duplicate, one of which, signed by the person concerned, is kept by the Management.

## VII. GENERAL DISCIPLINE

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**Article 13:** The personnel must strictly comply with the legal requirements as well as with the specific instructions concerning health, safety at work and accident prevention, brought to their attention by means of posters or memos.

**Article 15:** Any absence must be requested in writing from the Director at least 48 hours beforehand (a form on this subject must be obtained from the secretariat).

**Article 16:** In the event of an unauthorized absence in advance, the officer shall, within 48 hours, notify the Directorate of the reason for the absence.

**Article 17:** For any delay or unauthorized absence, the Agent shall justify itself in a request for a written explanation. Which one will have an impact on the current month's salary.

**Article 18:** Any Agent returning from an absence, whatever its duration, must report to the Headmaster before returning to his post.

**Article 19:** Any unjustified absence of more than three (3) days may result in the termination of the employment contract.

**Article 20:** Any unavailability due to illness must be justified within forty-eight (48) hours by the production of a medical certificate indicating, where applicable, the probable duration of the work stoppage.

**Article 21:** Any accident, even a minor one, occurring either during work or during the journey between the workplace and home or vice versa, must be reported within a period of time that may not exceed forty-eight (48) hours.

**Article 22:** Staff must comply with all schedules published by the Directorate

**Article 23:** Permission may be granted once a month.

**Article 24:** Every Agent must attend school in proper and suitable attire, failing which he may be dismissed or considered absent. Business attire (e. g. tie for men...) is mandatory every Monday, Wednesday and Friday.

**Article 25:** Staff are prohibited from consuming alcohol or cigarettes during working hours. Any teacher in a state of intoxication must not report to the school.

**Article 26:** All teachers must scrupulously respect the timetable for the submission of the various documents (pedagogical, administrative and other), failing which they will be severely punished.

**Article 27:** All Agents must sign in in the scorebook: arrival and departure. This booklet should only be completed at the Secretariat level and not elsewhere.

**Article 28:** Attendance at meetings and other working sessions is mandatory. No absence can be tolerated. Permanent availability is required.

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## VIII. PENALTY PENALTY

**Article 29:** In the event of an infringement of any of the articles of these regulations or the memos setting out the procedures for their application, the Management may, having regard to the seriousness of the offences or their distribution, apply one of the following penalties:

- *Written warning*
- *Blame*
- *Layoffs*
- *Dismissal*
- *Dismissal without notice or compensation*

**Article 30:** Gross negligence leads to the termination of the employment contract without notice or compensation. The following faults are deemed to be such, without the list being exhaustive:

- Theft
- Insults and assaults against anyone
- characterized and repeated refusal of obedience
- Unjustified absence, repeated, extended for more than three (3) days
- Breach of security rules
- Drunkenness, etc.....

## IX. REMUNERATION

**Article 31:** Payroll takes place every month between the 5th and 8th. However, the dates may be revised during the year. To this end, a salary slip shall be drawn up, signed by the Employer and countersigned by the agent.

**Article 32:** Every Agent is entitled to a fortnight, the amount of which may not exceed 50% of his salary. However, exceptional advances may be made depending on the financial availability and, above all, the performance of the applicant.

**Article 33:** The application form for the fortnight or an exceptional advance must be completed, signed and submitted to the Secretariat by the applicant no later than the 15th of the month. As for payment, the date remains elastic.

**Article 34:** The pay of an absent agent may only be paid to a third party against the surrender of a regular power of attorney.

## X. TERMINATION OF EMPLOYMENT CONTRACT

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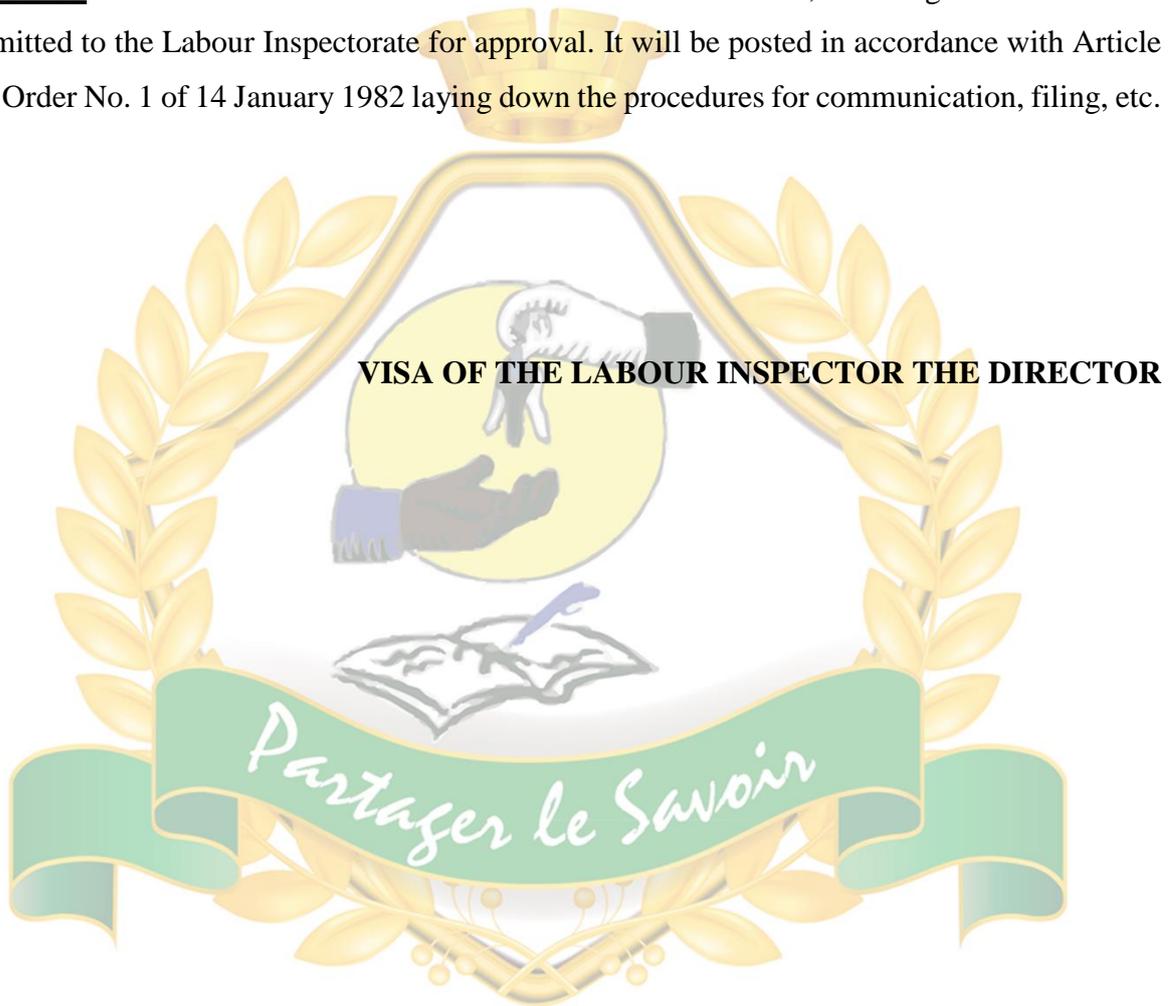
**Article 35:** Any dismissal or resignation shall be subject to the laws and regulations in force.

**Article 36:** Any staff member who has received notice shall be entitled to one (1) day's absence per week to seek employment.

**Article 37:** Upon expiry of his contract, the staff member shall receive an employment certificate in accordance with Article 79 of the Labour Code.

## XI. PUBLICATION

**Article 38:** In accordance with Article 110 of the Labour Code, this Regulation has been submitted to the Labour Inspectorate for approval. It will be posted in accordance with Article 3 of Order No. 1 of 14 January 1982 laying down the procedures for communication, filing, etc.



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