



**REPUBLIC OF TURKEY**  
**ISTANBUL GELISIM UNIVERSITY RECTORATE**  
**Flexible Working Policy**

Istanbul Gelisim University applies flexible working methods for special positions according to the needs of the institution in terms of both academic and administrative staff. Our university has adopted the flexible working models of part-time work, remote work and equalization in case of overwork.

### **Basic Values**

The core values on which the University's flexible work policy is based are as follows:

- 1. Contribution to Employment in Remote Regions:** With the application of remote work for business processes outside the university campus, the periodical labor need which emerges periodically is provided to be made permanent through employment in the central structure.
- 2. Independence from Time and Space:** If the quality of the work done by the employees is appropriate, the opportunity to work in different places on the University campus is provided by taking advantage of the opportunities provided by technology.
- 3. Increasing Productivity:** The University is based on increasing the productivity of work and labor force based on the principle of determining the appropriate working style in accordance with the needs of the institution and the employees.

### **Strategy of Flexible Labor Policy**

The cornerstones of the Flexible Labor Policy strategy, which are shaped around these values are as follows:

In working life, flexible working policy is applied by mutual agreement with the employees to support the appropriate flexible working style according to position, work and work intensity.

As well as the University provides full-time employment for the needs of academic processes, it also provides part-time work as a result of mutual negotiation with academics.

The university provides the necessary equipment and infrastructure for both academic and administrative staff to work comfortably in the work processes outside the university campus.

The University has adopted the principle of equalization in case of overtime. In case the weekly working time increases due to the intensity of work or working at the weekend according to the course schedule, less work is done in the following weeks and equalization is done within 2 months.

It is essential to ensure that the remuneration practices of the University's employees are conducted and managed effectively within the framework of this policy.

**Objectives of the Flexible Working Policy:**

1. To ensure efficient labor use
2. To increase corporate loyalty as a result of determination of processes in communication with employees
3. To provide alternatives for current situations that will ensure the continuity of the personnel with the aim of strengthening the institutional memory and creating the corporate culture
4. To eliminate time and space constraints in business processes in order to ensure academic freedom, which is one of the main objectives of universities and to increase personal productivity

Indicators are created to monitor the degree of realization of these objectives. Realization percentages are determined and corrective and remedial measures are taken.

**Approval of the Rectorate**