AMABWIRIZA N° 002/2022 YO KU WA 28/12/2022 YA PEREZIDA W'URUKIKO RW'IKIRENGA YEREKEYE ISAHA YO GUTANGIRA IBURANISHA MU NKIKO NO GUKORERA MU RUGO CYANGWA AHANDI HANTU KU BAKOZI BO MU RWEGO RW'UBUCAMANZA

Perezida w'Urukiko rw'Ikirenga;

Ashingiye ku Itegeko N° 012/2018 ryo ku wa 04/04/2018 rigena imitunganyirize n'imikorere y'Ubutegetsi bw'Ubucamanza cyane cyane mu ngingo yaryo ya 3, agace ka 4;

Ashingiye ku myanzuro y'Inama ya Biro y'Urwego rw'Ubucamanza yo ku wa 17 Ugushyingo 2022;

Amaze kubona ko ari ngombwa ko hashyirwaho amabwiriza yerekeye isaha yo gutangira iburanisha mu nkiko no gukorera mu rugo cyangwa ahandi hantu ku bakozi bo mu Rwego rw'Ubucamanza;

Ashyizeho amabwiriza akurikira:

UMUTWE WA MBERE: ICYO AYA MABWIRIZA AGAMIJE N'ABAREBWA NAYO

Ingingo ya 1: Icyo aya mabwiriza agamije

Aya mabwiriza agamije ishyirwaho ry'isaha yo gutangira iburanisha mu Nkiko no kugena uburyo bwo gukorera mu rugo cyangwa ahandi hantu ku bakozi bo mu rwego rw'Ubucamanza.

Ingingo ya 2: Abo aya mabwiriza areba

Aya mabwiriza areba abacamanza, abanditsi n'abandi bakozi b'inkiko.

<u>UMUTWE WA KABIRI</u>: ISHYIRWAHO RY'ISAHA YO GUTANGIRA IBURANISHA MU NKIKO N'UBURYO BWO GUKORERA MU RUGO CYANGWA AHANDI HANTU

Ingingo ya 3: Isaha yo gutangira iburanisha mu nkiko

Mu nkiko zose isaha yo gutangira iburanisha ni saa tatu (9h00) za mu gitondo. Abakozi barebwa niryo buranisha, bagomba kwitwararika gutegura ibikenewe byose mbere. Ku munsi w'iburanisha abakozi bireba bagera ku kazi nibura saa mbili za mu gitondo (8h00) kugira ngo iburanisha ritangirire igihe kandi rigende neza.

Buri Muyobozi w'Urukiko agomba gukurikirana ko isaha yo gutangiriraho iburanisha yubahirizwa mu Rukiko ayobora.

Ingingo ya 4: Gukora gahunda y'iburanisha

Mu gukora gahunda y'iburanisha, urubanza rwa mbere rushyirwa saa tatu (9h00) za mu gitondo zuzuye. Ku zindi manza zikurikiyeho, Urukiko rugena amasaha ababuranyi bazitabiraho.

Ingingo ya 5: Ibirebana no gukorera mu rugo cyangwa ahandi hantu

Umukozi w'urwego rw'ubucamanza ashobora gukorera mu rugo cyangwa ahandi hantu iyo yabyemerewe mu nyandiko n'umuyobozi we wo ku rwego rwa mbere.

Ingingo ya 6: Ibigomba kubahirizwa kugira ngo umukozi yemererwe gukorera mu rugo cyangwa ahandi hantu

Mu gusuzuma ko umukozi ashobora gukorera mu rugo cyangwa ahandi hantu, hibandwa kuri ibi bikurikira:

1° Gukora isuzuma ry'imiterere y'akazi na serivisi umukozi atanga niba byakorerwa mu rugo cyangwa ahandi hantu;

2° Gusuzuma niba umukozi afite ibikoresho bimworohereza gukomeza gutanga serivisi yatangaga uko bikwiriye;

3° Kureba ko hari uburyo bwo gusuzuma ko umukozi akoresha amasaha y'akazi mu nyungu z'akazi;

4° Umukozi w'Urwego rw'Ubucamanza ukorera mu rugo cyangwa ahandi hantu, agomba gutanga ku gihe raporo igaragaza umusaruro wagezweho;

5° Umukozi w'Urwego rw'Ubucamanza agomba kuboneka kuri telefoni, imeyili n'igihe cyose akenewe n'umuyobozi cyangwa umukeneyeho serivisi mu masaha y'akazi.

Ingingo ya 7: Uburyo bwo kugenzura iyubahirizwa ry'amasaha y'akazi ku bakozi bakorera mu rugo cyangwa ahandi hantu

Buri muyobozi wo ku rwego rwa mbere agenzura uko abakozi akuriye bakorera mu rugo cyangwa ahandi hantu bubahiriza amasaha y'akazi no kugera ku musaruro bategerejweho.

Iyo bigaragaye ko umukozi adakoresha amasaha y'akazi mu nyungu z'akazi, ataboneka igihe akenewe n'umuyobozi we cyangwa undi wese umukeneyeho serivisi mu masaha y'akazi, cyangwa adatanga umusaruro ategerejweho, ashobora kwamburwa uburenganzira bwo gukorera mu rugo cyangwa ahandi hantu.

UMUTWE WA III: INGINGO ZISOZA

Ingingo ya 8: Igihe aya mabwiriza atangira gukurikizwa

Aya mabwiriza atangira gukurikizwa ku italiki ya 01 Mutarama 2023.

Kigali, ku wa 28/12/2022.

Dr. Faustin NTEZILYAYO

Perezida w'Urukiko rw'Ikirenga akaba na

Perezida w'Inama Nkuru y'Ubucamanza