

Regulation of the Human Resources Management Service of Tbilisi Humanitarian Teaching University LLC

Article 1. General Provisions

1. The regulation of the Human Resources Management Service defines the legal basis, goals, objectives, functions, structure, authority, responsibilities, and accountability of the structural unit – the Human Resources Management Service (hereinafter – the Service) of Tbilisi Humanitarian Teaching University LLC (hereinafter – the University).
2. The Service is a structural unit of the University, established and functioning in accordance with the University Charter.
3. The legal basis for the activities of the Service includes the Constitution of Georgia, the Organic Law of Georgia – Labor Code, the Law of Georgia on Higher Education, the Law of Georgia on Personal Data Protection, other legislative and sub-legislative acts of Georgia, the University Charter, and the University's Internal Regulations.
4. Based on the functions and objectives of the Service, the totality of the powers of the Service and its personnel constitutes the competence of the Service.
5. The Service is accountable to the Rector and the Head of Administration.
6. The activities, coordination, and supervision of the Service are carried out by the Head of Administration.
7. The regulation of the Service is approved by the Academic Council of the University upon submission by the Service.

Article 2. Scope of Activities, Main Objectives, and Functions of the Service

1. The main area of activity of the Service is the organization, coordination, control, and implementation of activities related to the University's educational process and the strategic plan, as well as the establishment of general rules and principles related to the management of University personnel.
2. The functions of the Service include:
 - a) Development of personnel management policies to carry out the educational process and other activities defined in the strategic plan;
 - b) Implementation of personnel management policies and procedures in accordance with the University's strategic plan, regulatory acts governing labor relations, and the individual administrative-legal acts of the University's management bodies.
 - c) Coordination and participation in the development of the University's structure and staffing schedule;
 - d) Preparation and implementation of the annual action plan for the Service's activities;
 - e) Ensuring the recruitment and selection processes for professional staff at the University and developing appropriate methodologies;
 - f) Development and management of a system for staff professional development;

- g) Development and management of a system for staff adaptation; managing the process of integrating and socializing new employees into the University, ensuring their effective involvement in the new work environment;
- h) Development, implementation, continuous improvement, management, and communication of a personnel evaluation system with relevant stakeholders;
- i) Ensuring the process of identifying employee satisfaction and needs through appropriate organizational surveys and managing the results; including collaboration with the Quality Assurance Service to conduct surveys on the evaluation and satisfaction of academic and adjunct personnel;
- j) Development and management of a system for employee labor motivation;
- k) Development and management of a corporate culture management system; identifying the interests of the parties involved in labor relations and resolving personnel management issues sequentially;
- l) Control of the number and workload of academic/adjunct personnel, including affiliated staff;
- m) Organization and consistent implementation of the recruitment, selection, and appointment procedures for personnel (competition, stages of the competition, interviews, informing candidates of competition results, appointment, signing labor contracts, probation period);
- n) Organizational and informational support for the competition process and the work of the competition commission, including ensuring the preparation of relevant documentation, such as meeting minutes of the competition commission;
- o) Administration of personnel-related documentation, including preparation of draft orders for business letters, appointments/dismissals, travel orders, work-related certificates, professional development, rewards, and disciplinary actions, as well as drafts of labor contracts, ensuring their correctness;
- p) Ensuring the creation of qualification requirements for University personnel in collaboration with structural units;
- q) Formation and management of personal files for staff;
- r) Management of employee personal information in accordance with current legislation;
- s) Analysis of personnel-related information and preparation of statistical indicators;
- t) Organization and management of the internship process;
- u) Creation of an information database for human resources.
- v) Recording and updating personnel information in the Registry of Educational Institutions, as needed;
- w) Providing consultations to University staff on human resource management issues;
- x) Analyzing the activities related to assigned competencies, and developing recommendations to improve the quality and increase the efficiency of operations;
- y) Collaboration with other structural units of the University based on the functions and objectives of the University;
- z) Periodic analysis of staff stability, movement, and turnover at the University;
- aa) Participation in the development and periodic refinement of the Internal Regulations, along with representatives of the University's management bodies and other structural units, in order to strengthen labor discipline and raise staff responsibility; control over compliance with the Internal Regulations; analysis of staff attendance and mobility (appointments, dismissals, vacancies, leaves, business trips, etc.);

bb) Execution of specific tasks and instructions from the Rector and/or the Head of Administration.

Article 3. Authority, Obligations, and Responsibility of the Service

1. In carrying out the functions assigned to it, the Service is authorized to:
 - a) Request necessary information/documentation for the evaluation of employees;
 - b) Request the allocation of necessary resources from the management for the improvement of employee motivation and development;
 - c) Request information from the University's educational and support structural units on matters related to the activities of the Service;
 - d) Refuse to execute any instructions from the management if they conflict with the laws of Georgia;
 - e) Familiarize itself with the experience of other institutions, including those in foreign countries, in the field of personnel management and human resource development, learn from their best practices, and, where possible, establish professional collaboration with them.
 - f) Timely present to the management a well-argued request from the University's structural unit regarding the addition of personnel, qualifications improvement, incentives, and other matters related to labor relations;
 - g) Take care of increasing employee motivation and satisfaction;
 - h) Protect confidential information that becomes known to it;
 - i) Ensure the timely implementation and execution of the developed and approved methodologies, rules, and procedures.
 - j) Create a positive work environment and uphold the principles of ethics, collegiality, and subordination;
 - k) Ensure the rational use of the University's material resources in its daily operations;
 - l) Safeguard the professional reputation of the University.
 - m) The uninterrupted implementation of the personnel management cycle (planning/organization, onboarding, work management, offboarding);
 - n) The conscientious, qualified, and proper execution of the objectives and functions defined by the University Charter and this regulation;
 - o) The implementation of instructions and assignments given by the University's governing bodies;
 - p) The care and maintenance of property assigned to it.

Article 4. Structure and Personnel of the Service

1. The structure of the Service is created based on the functions and roles assigned to it both within the University and in its interactions with third parties. The positions in the Service, as outlined in the University's staffing schedule, are as follows:
 - a) Head of the Service;
 - b) Specialist of the Service.
2. In order to carry out activities related to human resource management, the Service may have an external employee with whom a labor contract is concluded.
3. The personnel of the Service are appointed to and dismissed from their positions by the University's Rector based on a decree, either through a competition or direct contracting procedure.

4. In the absence of the Head of the Service (due to leave, business trip, illness), the Specialist will perform the Head's duties based on the Rector's decree.

Article 5. Functions of the Head of the Service

The functions of the Head of the Service are as follows:

1. Leads and manages the activities of the Service;
2. Is responsible for the execution of the functions and objectives assigned to the Service;
3. Distributes functions among the staff of the Service, providing them with relevant instructions and tasks;
4. Within their competence, prepares reports and conclusions on behalf of the Service;
5. Advocates for the qualification enhancement and retraining of the Service's personnel;
6. Participates in the process of developing the University's structure and staffing schedule;
7. Contributes to the development of personnel management policies;
8. Is responsible for creating job descriptions for the University's administrative and academic staff.
9. Organizes the recruitment process for academic/adjunct and administrative staff: defines the competition conditions, organizes all stages of the competition, and ensures the holding and documentation of the competition commission meetings;
10. For the professional development of administrative/academic/adjunct personnel, develops an effective and transparent evaluation system and leads the processes;
11. Based on the analysis of the evaluation results, submits proposals to the Rector regarding the identification of professional development needs, incentives, disciplinary actions, and other measures;
12. Develops the professional development plan for employees and ensures its implementation;
13. Ensures the creation of organizational culture at the University;
14. Develops and implements procedures for the adaptation of new employees to the work environment;
15. Within the Service's competence, ensures the preparation of drafts for business letters, orders regarding personnel appointments/dismissals, travel orders, professional development, incentives, and disciplinary actions; prepares confirmation letters of labor relations and drafts labor contracts to be signed with employees, as well as drafts for the termination of labor contracts, and is responsible for their correctness;
16. Within their competence, approves documents prepared within the Service and other structural units of the University in terms of compliance with personnel matters;
17. Performs other tasks related to the Service's activities based on the Service's objectives and goals.

Article 6. Functions of the Specialist of the Service

The functions of the Specialist of the Service are as follows:

1. Participates in the development of the personnel management policy;
2. Formulates and manages the personal files of employees;
3. Prepares and ensures the publication of the competition announcement when there is a vacancy as required by the University;
4. Organizes all stages of recruitment for administrative and academic personnel based on an open competition;
5. Prepares the minutes of the competition commission meetings;
6. Registers academic personnel in the Register of Professors and Teachers of Educational Institutions;
7. Provides consultations to employees on matters related to human resource management;

8. Organizes the process of defining the qualification requirements for personnel positions and participates in preparing the relevant document draft.
9. In collaboration with relevant structural units, participates in and coordinates the process of periodic evaluation of academic/adjunct and administrative personnel;
10. Based on the analysis of the evaluation results, participates in identifying professional development needs, prepares the training plan, and organizes the implementation of training sessions;
11. Participates in implementing measures to enhance employee motivation;
12. Organizes the adaptation process for new employees into the work environment;
13. Within the Service's competence, prepares confirmation letters regarding employees' labor relations;
14. Within the Service's competence, prepares drafts of business letters, orders concerning personnel appointments/dismissals, travel orders, professional development, incentives, and disciplinary actions, as well as drafts of labor contracts to be signed with employees and drafts for the termination of labor contracts;
15. Organizes processes to promote organizational and corporate culture within the University;
16. Performs other tasks related to the activities of the Human Resources Management Service.

Article 7. Final Provisions

1. This regulation shall enter into force after approval by the Academic Council.
2. Upon the entry into force of this regulation, the previously existing regulation/rules governing the activities of the Human Resources Management Service at the University shall be abolished.
3. The personnel of the Human Resources Management Service are required to familiarize themselves with this regulation and comply with its requirements. The administration is obliged to provide them with an opportunity to familiarize themselves with the regulation at any time.
4. The initiator of amendments and additions to this regulation may be the Rector, the head of the administration, the head of the Human Resources Management Service, the head of the Quality Assurance Service, or the head of the Legal Service.
5. The approval of this regulation, as well as any amendments or additions, shall be carried out through a resolution of the Academic Council, upon the submission of the Human Resources Management Service.
6. The invalidation of any article/section of this regulation shall not affect the validity of other articles/sections of this regulation.
7. Any matters not addressed by this regulation or other applicable regulatory provisions/rules in force at the University shall be governed by Georgian legislation.
8. This regulation shall be invalidated upon the approval of a new regulation for the Human Resources Management Service.
9. The reorganization or liquidation of the Service shall be carried out through amendments to the University's regulation, in accordance with Georgian legislation.