

LEPL Akaki Tsereteli State University
Human Resource Management Service
Statute

Article 1. General Provisions

1. The Regulations of the Human Resources Management Service (hereinafter referred to as the "Regulations") of Akaki Tsereteli State University (hereinafter referred to as the "University") has been elaborated in accordance with the Law of Georgia on "Higher Education", the order of the Minister of Education and Science of Georgia on "Approving the Statute of LEPL – Akaki Tsereteli State University" dated by September 9, 2013, #132/N (hereinafter – "The Statute of the University") and other legislative and statutory acts;
2. The Regulations of the Human Resources Management Service (hereinafter - the "Service ") define competence, responsibility, accountability, structure of the Service, management system and regulate activities related to the Service .
3. The provision shall be developed by the University Administration and approved by the University Representative Board;
4. Functions and tasks defined by this regulation represent the main directions of the Service.

Article 2. The Status of the Service.
The Main Directions of the Activities.
Goals, Objectives and Responsibilities

2. The "Service" is the university support structural Unit.
3. The "Service" is guided by the Law of Georgia on Higher Education, the Labor Code, the University Statute, other legislative and statutory acts, decisions of the management bodies of the university and these regulations;
4. The "Service" is responsible for fulfilling the imposed tasks and functions imposed and is accountable to the University Rector;
5. Financing of the "Service" is carried out from the university budget.

Article 3. Structure and Management of the Service

1. The structure of the "Service" shall be developed by the University Administration and approved by the University Representative Board;
2. General Director of the "Service" is the Rector of the University, while the Head of the Service is its direct supervisor.

3. The "Service" includes the following structural units and positions: Head of the Service, Deputy Head of the Service, Senior Specialist, Specialist; **Military Accounting and Mobilization Unit** - Head of Military Accounting Unit.

Internal positioning structure of the "Service" is attached to the provision.

4. The service is led by the Head of the Department, who is appointed and dismissed by the Rector of the University;
5. The Head of the Service is accountable to the Rector of the University;
6. The Deputy Head of the Service and the Head of the Department are appointed and dismissed by the Rector on nomination of the Head of the Service.

Article 4. Goals of the Service

1. The Human Resource Management Service aims at ensuring the management of human resources in terms of implementation of the objectives, main directions and priorities of the University.

Article 5. Functions and Responsibilities of the Service

1. Development and implementation of the university personnel management strategy and forming personnel policies;
2. Development of institutional and organizational basis and mechanisms of management of university personnel;
3. Promotion and coordination of introduction of modern methods of labor organization and human resource management;
4. Creation of the university personnel database ;
5. Systemic analysis of stability, movement and outflow of university personnel, determining the main causes and trends and providing relevant analytical materials and recommendations to the university administration;
6. Ensuring transparency of the university personnel management system; preparation of relevant projects for the development and implementation of personnel management strategies and policies;
7. Methodological-practical support, organization, management, coordination and control of personnel of the university;
8. Systemic and business cooperation with the leaders of educational and support structural units of the university staff management and their methodological consultations in this field; general coordination of activities in the field of human resource management of university management bodies, university educational and support structural units;

9. Analysis of activities of the University management bodies, educational and support structural units in the field of human resource management;
10. Keeping personal files, employment records and length of service of university personnel, systematization of obtained information - creation of modern information database and its systematic updating, periodic analysis of personnel management processes and preparation of recommendations for their perfection;
11. Consulting the university staff with their legal status and issues related to their service;
12. Methodical-practical and organizational support for the preparation of descriptions of the staff of the University, coordination and management of this work;
13. Participation in elaboration and determination of university training programs for training and upgrading qualification of university personnel, determining the needs for preparation and implementation of these programs, coordination and control of their implementation, establishing a valuable system and civilized rules of behavior for the university staff;
14. Implementation of procedures (appointment and dismissal from position, labor contracts, vacations, promotion of employees and disciplinary liability and other documents) and their fulfillment in compliance with the requirements of legislation; creation of an effective mechanism for improvement of social security of the university staff;
15. Participation in the process of development and improvement of internal regulations of the university, labor discipline control, improvement of the labor discipline and enhancing the responsibility of service providers, obtaining relevant information, analyzing it and periodically submitting it to the Rector;
16. Developing proposals in the field of its competence;
17. Carrying out various tasks and instructions of the university Rector and/or Head of the administration.

Article 6. Authority and Responsibility of the Service

1. According to the functions and tasks of the "Service", the authority of the Service and its employees is within the competence of the Service;
2. The "Service" is authorized to perform the functions and tasks assigned to it:
 - a) Take measures to accomplish the functions of the service and to fulfill the tasks;
 - b) Within its competence, monitor and demand from educational and support structural units to comply with established rules of work;
 - c) Request information from the University educational and support structural units concerning the activities related to the Service;

- d) Check the current situation in the field of human resource management in the educational and support structural units of the university and inform the Rector of the university, if necessary;
 - e) Conduct monitoring on the state of human resource management in the university;
 - f) Within its competence, elaborate administrative (legal) acts.
3. The service is responsible to:
- a) Fulfill the functions and tasks defined by this regulation;
 - b) Provide human resource management in the university;
 - c) Fulfill the instructions and tasks of the university management ;
 - d) Take care of the transferred property.

Article 7. The Service Personnel

- 1. The procedure of the personnel recruitment shall be determined by the labor law in accordance with the Uniform Rules adopted and approved by the University Representative Board.
- 2. Working relations of the personnel shall be determined by a written labor agreement.
- 3. The job description of the personnel and the instructions related to their activities are attached to the provision.

Article 8. Final Provisions

- 1. Full or partial cancelling or invalidation of the present provision, changing the provision and/or making additions are carried out by the University Representative Board;
- 2. Issues related to the activities of the Service, which are not regulated by this regulation, are governed by the university statutes.

Structure of the Human Resource Management Service

