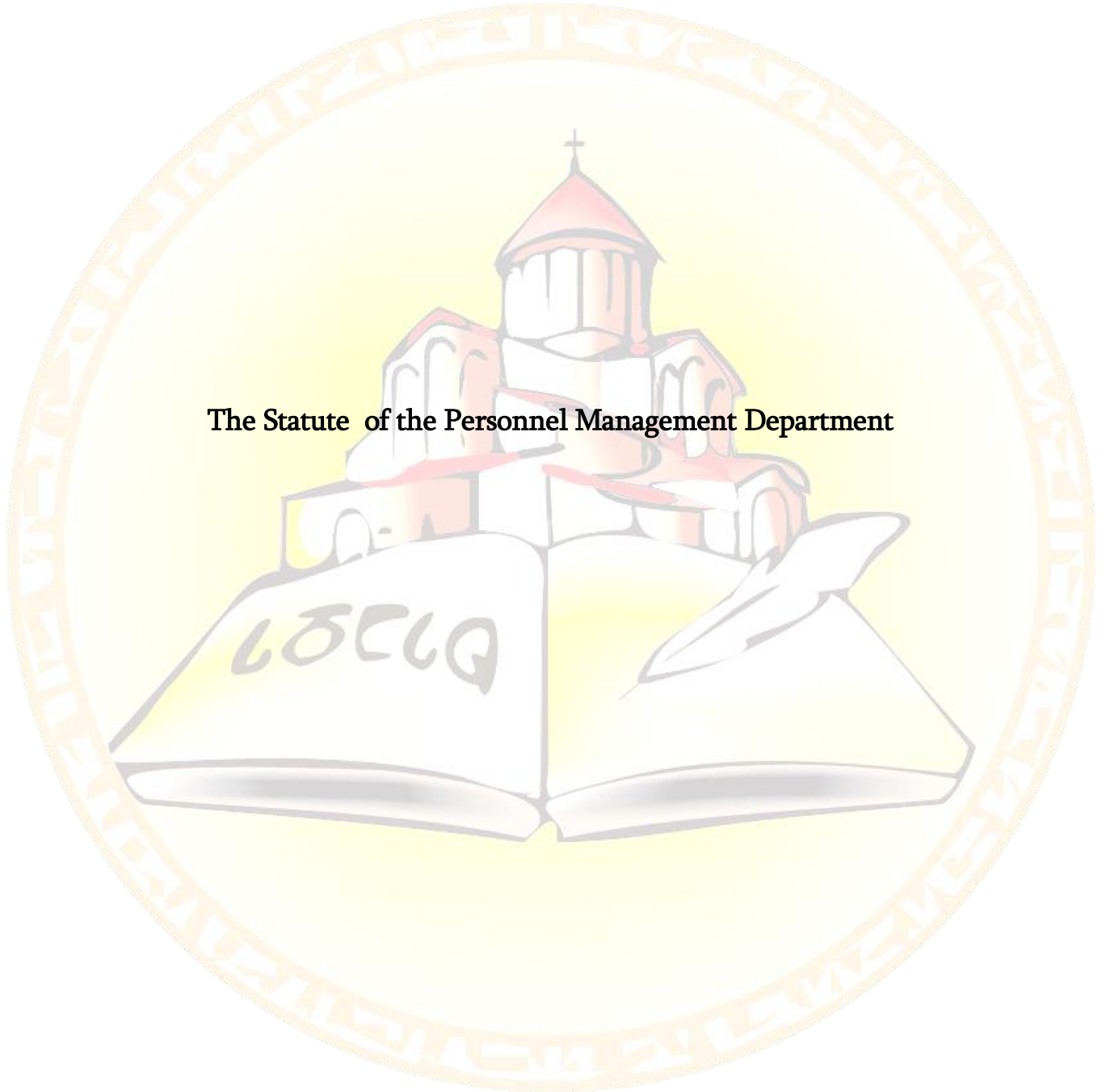


DAUG

David Aghmashenebeli University Of Georgia

The Statute of the Personnel Management Department



## **Article 1. General Provisions**

1. Personnel Management Department (hereinafter - Department) of LLC Davit Aghmashenebeli University of Georgia (hereinafter - the University) is the structural unit of the University.
2. The department organizes, coordinates and controls the process related to the management of university personnel. Develops a policy of personnel development-oriented management based on general principles and rules of personnel management.
3. In its activities, it is guided by the legislation of Georgia, subordinate normative acts and this statute.
4. Within its competence, the department is accountable to the rector of the university, fulfills the duties provided for by the law and assigned by the rector on the basis of the law.

## **Article 2. Purpose, tasks and functions of the personnel management department**

The purpose of the personnel management department is to develop management policies and mechanisms focused on the development of university personnel, which ensures effective management of the educational process, implementation of other activities determined by the action and strategic plan.

### **1. Functions of the personnel management department are:**

- a) Preparation and submission of reports on tactical and strategic issues related to personnel management and optimal use of their potential based on consultations with deans of faculties, scientific research and lifelong learning center, international relations department, public relations and career development department and graduate employment center.
- b) participation in the determination of personnel recruitment and selection procedures and determining the demand for support personnel based on the university's needs;
- c) clarifying the interests of the participating parties in labor relations, identifying possible conflicts, studying, evaluating and developing an effective solution mechanism;
- d) informing the staff about modern information and accounting systems;
- e) implementation and improvement of unified personnel management systems using information technologies.

### **2. Functions of Human Resources Management Service are:**

- a) Development of management policy oriented on personnel development, determining its implementation procedures and rules;
- b) development of a transparent and objective evaluation procedure and mechanisms for the recruitment (selection/appointment) of personnel, which ensures the attraction and employment of qualified personnel for the positions of academic, scientific, administrative and support personnel;
- c) participation in the development of documents regulating the rules and conditions of affiliation;

- d) ensuring availability of personnel management policies and regulations and informing interested persons about them;
- e) participation of academic and scientific staff in decision-making processes regarding educational, research and other important issues;
- f) planning and implementing the activities focused on the professional development of personnel in accordance with the university strategy;
- g) taking care of attracting highly qualified academic and scientific personnel;
- h) determining the forms of boosting remuneration and incentives based on the evaluation of the results of the employees' work ;
- i) setting target benchmarks for the staff and their performance and ensuring their improvement in order to effectively manage the activities of the university.
- j) participation in the organization of the selection of academic and administrative staff of the university;
- k) Development of recommendations on personnel management issues;
- l) Determination of necessary staff units according to the structural units of the university.

**3. Duties of the personnel management department are:**

- a) development of personnel policy of the university;
- b) directing the staffing of the university with personnel of the necessary profession, specialty, qualification;
- c) determining the necessary staff units according to the structural units of the university and submitting to the Academic Council for approval;
- d) organizing the attestation and travel of the personnel;
- e) Compilation, production and storage of documentation related to personnel cases;
- f) formation of personal files of university personnel;
- g) provision of effective mechanisms and procedures for new employees' work environment and their integration into the process;
- h) preparation of labor contracts and ensuring that they are concluded;
- i) compilation, production and storage of documentation related to personnel issues.
- j) determining the forms of boosting remuneration and incentives based on the evaluation of the results of the employees' work ;
- k) collecting the statistical data about personnel (number of academic, scientific, visiting, administrative and support personnel, distribution of academic and scientific personnel by age and gender, ratio of the number of academic and scientific personnel to the number of administrative and support personnel; the ratio of the number of academic and scientific staff to the number of students; the ratio of administrative staff to the number of students; staff retention rate, etc.).



- l) preparation of drafts of the orders on hiring, firing, vacations and returning from the leave, sick leave and returning to work.
- m) preparing a response to incoming correspondence within the scope of competence.

### **Article 3. Structure and Functions of the Department**

1. The position determined for the university personnel management department is: Head of the department and Chief Specialist;
2. Head of the university personnel management department and the chief specialist are appointed and dismissed by the rector of the university.
3. The Department is managed by the Head of the Department.
4. Functions of the head of the department:
  - a) development of personnel policy of the department;
  - b) Compilation of statistical reports on the personnel employed at the university and delivery to relevant structures in accordance with established forms and rules;
  - c) participating in the determination of personnel recruitment and selection procedures and determining the demand for support personnel based on the university's needs;
  - d) clarifying the interests of the participating parties in labor relations, identifying possible conflicts, studying, evaluating and developing an effective solution mechanism;
  - e) informing the staff about modern information and accounting systems;
  - f) participation in the development of documents regulating the rules and conditions of affiliation;
  - g) production, arrangement, storage of personnel's personal files in accordance with the established rules;
  - h) organizing and submitting to the rector the necessary documentation for the admission, dismissal, transfer to another position, material incentives, and disciplinary responsibility of academic/invited/scientific/administrative/support staff;
  - i) processing and analysis of statistical indicators about personnel (including: the number of academic, scientific, visiting, administrative and support personnel, the distribution of academic and scientific personnel by age and gender, the ratio of the number of academic and scientific personnel to the number of administrative and support personnel; academic and scientific the ratio of the number of staff to the number of students; the ratio of the number of administrative staff to the number of students; the rate of staff retention, etc.).
  - j) review of incoming correspondence and organization of its submission to the addressee;
  - k) control of the correctness of signing documents to be submitted for signature;
  - l) participation of academic and scientific staff in decision-making processes regarding educational, research and other important issues;
  - m) development of mechanisms for professional development of personnel ;
  - n) taking care of attracting highly qualified academic and scientific personnel;

- o) The head of the department is responsible for the university employees to observe the internal regulations of the university, for the performance of the main functions, duties and tasks assigned by the rector;
- p) response to missed work hours by staff;
- q) distribution of tasks among employees of the department and provision of supervision over their activities;
- r) preparation of drafts of orders for the appointment and dismissal of invited specialists ;
- s) based on the goals and objectives of the university, performs other powers and separate tasks assigned by the rector.

#### **5. Functions of the main specialist:**

- a) formation of personal files of university personnel;
- b) ensuring the signing of labor contracts;
- c) participation in the collection of statistical data on personnel (number of academic, scientific, visiting, administrative and support personnel, distribution of academic and scientific personnel by age and gender, ratio of the number of academic and scientific personnel to the number of administrative and support personnel; ratio of the number of academic and scientific personnel with the number of students; the ratio of administrative staff to the number of students; staff retention rate, etc.).
- d) Participation in the implementation of staff evaluation and satisfaction survey and analysis of research results.
- e) performing other functions and tasks within the scope of his/her competence.

#### **Article 4. Reorganization and Liquidation of the Department**

Reorganization and liquidation of the department is carried out based on the decision of the academic council of the university, by the individual administrative-legal act of the rector.

#### **Article 5. Amendments and annexes to the Statute**

Making changes and additions to the regulations is carried out by the draft of amendments and additions prepared by the head of the department, which is approved by the Academic Council.