

LEPL – Ivane Javakhishvili Tbilisi State University

The Department of Human Recourses

Provisions

(Codified)

Article 1. General provisions

1. The Department of Human Recourses (hereinafter - "the Department") of LEPL - Ivane Javakhishvili Tbilisi State University (hereinafter - "the University") is a structural unit of the University.
2. The Department is guided by the legislation of Georgia, by-law normative acts the legal acts approved by the structural units of the University and the present Provisions.
3. The Department, within its competence, is accountable to the Rector of the University and the Head of the Administration, fulfills the duties provided by the law, assigned by the Rector and the Head of the Administration.

Article 2. The Scope, objectives and functions of the Department

1. The goals of the Department are:

- a. quality administration of the personnel (human resource) management processes through cooperation with structural units of the University, in order to increase the effectiveness of the University functioning, in accordance with the mission and strategy of the Department.
- b. providing quality and transparent service to the personnel of the University, creating and maintaining decent organizational and working environment.
- c. carrying out a personnel (human resource) management policy promoting the maximum identification and development of the potential of the University personnel, international recognition and maintaining the competitiveness of the University.

2. The objectives of the Department are:

- a. taking into account the requirements of the applicable legislation, the regulations approved by the University and in cooperation with the structural units, ensuring the recruitment, selection and staffing of the personnel with appropriate qualifications for the position;
- b. facilitating the process of socialization and integration with the University for the personnel, taking care of their professional development and raising their qualifications;
- c. ensuring the creation/implementation, coordination and control of an effective personnel (human resource) administration system;

- d. taking care of simplification of administrative processes and achieving maximum efficiency through periodic analysis of personnel administration system and introducing modern methods;
- e. involvement in the development of an effective personnel evaluation system and ensuring its implementation;
- f. taking into account the mission, strategy and financial resources of the University, active involvement in the development/implementation of an effective system of remuneration, motivation and incentives - in order to improve the personnel's job satisfaction, organizational commitment and performance of assigned functions;
- g. in accordance with the mission and strategy of the University, promoting the improvement of the current work processes in the structural units of the University to ensure organizational (institutional) development, taking care of the improvement of the existing human resources management policy;

3. The functions of the Department are:

- a. in accordance with the applicable regulations, to attract personnel within the scope of competence, manage and coordinate the selection process - depending on the requirements of the University, determine the sources of selection based on the job description of the vacant position, evaluate internal resources or announce and administer competitions for the personnel selection;
- b. coordination and management of the process of socialization and integration of the newly employed/hired employee into the organization, providing consultation and assistance within the scope of competence;
- c. implementation of staff performance evaluation based on the regulations approved by the University and coordination of evaluation-related activities.
- d. planning, administering, processing the results and preparing the report of the assessment of the work performed by the support personnel with the periodicity determined by the internal legal acts of the University;
- e. taking into account the results of the evaluation of the performed work, in cooperation with the relevant structural units of the University, involvement in the preparation of recommendations related to the professional development of personnel, planning and administering the trainings and the process of evaluating the effectiveness of the trainings carried out;
- f. within the competence of the department, in cooperation with the relevant structural units, involvement in the development/modification process of internal legal documents related to the administration of the University personnel (labor regulations, provisions, labor contracts, job descriptions, etc.) - preparation and submission of drafts of recommendations and legal acts;
- g. in accordance with the procedures established by the applicable legislation and internal legal acts of the University, timely and correctly signing the election/appointment, transfer to another position and dismissal of all categories of personnel.
- h. according to each academic year, analyzing the classroom workload of the academic personnel of the University and controlling compliance with the terms of the employment contract;

- i. in accordance with the requirements established by the internal legal acts of the University, as needed, organization of personnel attestation - preparation of attestation tools in cooperation with relevant structural units, attestation planning, administration, processing of results and report preparation;
- j. in accordance with the current regulations, coordination of the internship process;
- k. taking into account the existing regulations, conducting the work of the permanent commission investigating violations of discipline and ethics norms by the administrative and support staff of the University, documenting/signing the disciplinary responsibilities according to these regulations;
- l. approval of vacations and business trips for all categories of personnel (administrative, academic, scientific, researchers, teachers and employees in support positions) in compliance with the requirements of the procedures established by the applicable legislation and the internal legal acts of the University and control of meeting deadlines.
- m. involvement in the work related to the purchase of health insurance (development of the insurance package, preparation of technical documentation), ensuring communication with the insurance company - collecting, processing, delivering the necessary information, controlling the execution of the contract signed within the scope of competence;
- n. developing/implementing/participating in the improvement of the University personnel motivational policy. Involvement in the processes related to the development of an effective and competitive system of personnel remuneration, modification of the existing one;
- o. timely and accurate administration of remuneration and incentive compensations for the University personnel;
- p. production of various types of statistics, preparation of reports about personnel employed in the University, recruitment and selection of personnel, administration, evaluation and organizational development, and submission to the Rector/Head of Administration or delivery to relevant structures in accordance with established forms and rules.
- q. production and updating of personnel electronic database, accounting, arranging and archiving of personal files of the personnel;
- r. preparation of certificates about the position and amount of salary for the University personnel, documents necessary for appointment of pension for the employees of retirement age in accordance with the established procedure;
- s. review of incoming correspondence and organize its submission to the addressee, control the correctness of signature documents. Providing consultations and methodical assistance to structural units of the University within the competence of the Department.

Article 3. The Structure and Management of the Department

1. The department is a structural unit of the University administration, guided by the Head of the Department. The positions defined by the staff schedule of the Department are: Head of the Department, Deputy Head of the Department, chief specialist (category I), chief specialist (category II), leading specialist, senior specialist. Considering specific needs, an expert/consultant may be invited to the Department for a specified period of time.

2. The Head of the Department is appointed and dismissed by the Head of the Administration in agreement with the Rector of the University. In case of the absence of the Head of the Department, his/her duty is performed by the Deputy Head of the Department.

3. The Head of the Department:

a. Directs activities of the Department;

b. represents the Department while fulfilling his/her duties and is a responsible person in charge for the strategies of the Department;

c. delegates the responsibilities among the staff of the Department, instructs and guides them according to the job instructions approved by the Head of the Administration;

d. approves drafts of individual legal acts prepared in the Department, signs the documents prepared in the department within the scope of his/her competence.

e. submits an annual report on the activities of the Department to the Head of the Administration.

f. submits proposals to the Head of the Administration for consideration on the issues of appointment, transfer, dismissal, incentives and disciplinary responsibility of the personnel based on consultations with the heads of the relevant structural units.

g. submits proposals to the Head of the Administration regarding the structure of the Department, the number of staff units, the organization of work, encouraging the employees of the Department or assigning disciplinary responsibility.

h. requests the information necessary for the work of the Department from the structural units of the University.

i. within the scope of its competence, performs other functions and tasks defined by these provisions, the administrative-legal acts of the University and the legislation of Georgia.

4. The Deputy Head of the Department:

- a. supports the Head of the Department in performing the duties assigned to him/her;
- b. takes part in sorting the correspondence delivered in the Department;
- c. participates in the preparation of the annual report on the activities of the Department;
- d. coordinates evaluation works of the support staff;
- e. participates in the development of annual and strategic plans of the Department;
- f. requests the necessary information for the work of the Department from the structural units of the University;
- g. during the temporary absence of the Head of the Department, as well as on the assignment of the Head of the Department, carries out the verification of drafts of individual legal acts prepared in the Department;
- h. performs the direct assignments of the Rector, the Head of the Administration, the Head of the Department in connection with the activities of the department.

Article 4. Reorganization and liquidation of the Department

The reorganization and liquidation of the Department is performed according to the rule established under the Georgian Legislation;

Article 5. Rules of Amendments and Additions to the Regulations

Any Amendment or addition is made according to the rule established under the law;

Provisions were approved by:

The minutes №3 of the Representative Council from April 4, 2012

Amendments made:

Minutes №5 of the Representative Council from September 30, 2014;

Minutes №1 of the Representative Council from February 12, 2018;

Minutes №3 of the Representative Council from March 26, 2018;

Minutes №4 of the Representative Council from December 25, 2020;

Minutes №7 of the Representative Council from December 26, 2023.