

Regulations of the Human Capital Management Department

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Representative Council (Senate) dated June 30, 2021 #01-05-17/06

Georgia, Tbilisi

Georgian Technical University

2021

**Regulations of Human Capital Management Department of
LEPL Georgian Technical University**

Article 1. General Provisions

1. These regulations determine the legal status, structure, authority, accountability of the Department of Human Capital Management (hereinafter referred to as the Department) of the Georgian Technical University and regulates other issues related to the Department's activities.
2. The goals of the Department are to provide highly qualified human capital to fulfill the strategic goals of the Georgian Technical University, to develop human capital and to provide effective administration.
3. The Department is a structural unit of the administration of the Georgian Technical University (hereinafter - the University), which conducts its activities in accordance with the Constitution of Georgia, the Organic Law of Georgia - the Labor Code of Georgia, the Law of Georgia "On Higher Education", the Law of Georgia "On Personal Data Protection", the University Charter, job descriptions of the Department staff and the current legislation of Georgia.
4. The Department is accountable to the rector, who supervises it according to the law.
5. The Department has a stamp with its own name and letterhead. The sample of the letterhead is approved by the rector's order.

Article 2. Functions of the Department

1. The Department manages the University's academic, administrative, support, visiting specialists (acting guest professors, with hourly pay) teachers and scientific staff.
2. The functions of the Department are:
 - a) development of the University's human capital management strategy and action plan;
 - b) development and administration of personnel ranking system;
 - c) preparation of the project of the staff list of the University;
 - d) preparation of organizational structure of the University and, if necessary, renewal of organizational structure;
 - e) participation in the process of developing and updating the regulations of structural units of the University;
 - f) fulfilling the requirements of the Law of Georgia "On Personal Data Protection" within the scope of competence;

- g) in accordance with the Rector's request, implementation of the job analysis process, determination/updating of University staff job descriptions and qualification requirements, and development of recommendations for effective use and/or optimization of human capital;
- h) together with the relevant structural unit, preparing the draft of the bylaws and/or the draft of the amendments to be made therein and introducing them to the employees in accordance with the law;
- i) development and implementation of appropriate programs for University staff and interns;
- j) development of the human capital brand and management of the branding policy in order to raise the image of the University as a responsible employer;
- k) promotion of professional development of University staff;
- l) development of a training and professional development policy document;
- m) annual identification of professional development needs, development and implementation of a development plan, production of statistics of development programs and assessment of efficiency and effectiveness;
- n) developing a system for evaluating the work performed by employees and managing the evaluation process and its results;
- o) conducting an annual survey on the job satisfaction and motivation of employees, presenting the results of the survey and relevant recommendations to the rector;
- p) conducting periodical research of the labor market, developing and submitting to the Rector recommendations on the adjustment of the remuneration of the employees and the improvement of the working conditions;
- q) development of relevant policy documents regarding the issues belonging to the competence of the Department;
- r) promoting the management of the University's business processes within its competence;
- s) responding to correspondence received in the Department within the scope of competence;
- t) implementation of other powers defined by the legal acts of the University.

3. In accordance with the defined functions, the Department ensures:

- a) promoting the formation of organizational culture of the University, introduction and development of elements of organizational culture, planning and implementation of relevant events;
- b) managing the adaptation process of new employees and organizing relevant trainings together with the head of the relevant structural unit/subdivision;
- c) promoting the functioning of the competition commission created for the purpose of filling vacant positions and performing the function of the secretariat;
- d) use of modern methods and means of selection in order to attract qualified personnel;

- e) defining and conducting the policy of benefits and incentives in agreement with the rector;
- f) supporting the process of compliance with labor conditions, of using incentives and types of responsibility by employees and reflecting relevant information in the personal file of employees (electronically, materially);
- g) development and implementation of effective internal communication rules of employees;
- h) within the competence, preparation of individual administrative-legal acts and ensuring the familiarization of the signed acts to the relevant co-workers;
- i) administration of personnel management in electronic and material form;
- j) preparation and administration of labor contracts;
- k) conducting personal affairs in electronic and material form;
- l) coordination and monitoring of the process of admission of interns and internship at the University;
- m) facilitating the monitoring of the process of reporting to the service of employees;
- n) supervision of the course of the probationary period of the employees appointed on a probationary period and appropriate response;
- o) administration of the process of business trips, receiving, recording and monitoring reports on business trips;
- p) administration of vacations, development of annual vacation plans, registration of vacations and production of statistics in accordance with the rules established by the legislation of Georgia;
- q) if necessary, to coordinate the process of reorganization, liquidation and merger of structural units of the University;
- r) managing the process of termination of labor relations with employees;
- s) preparation and processing of statistical information on human capital;
- t) administration of the period of temporary incapacity for work of employees;
- u) preparation and issuance of seniority and salary certificates (in Georgian and English);
- v) production, issuance and description of service certificates;
- w) production, storage of documentation related to the administration of human capital and, if necessary, transferring it to the archive in accordance with the established procedure;
- x) promoting the increase in employee productivity;
- y) exercising other powers related to the management of human capital of the University.

Article 3. Department management and employees

1. The Department is headed by the head of the Department, who is appointed and dismissed by the rector of the University.

2. The head of the Department is accountable to the rector of the University.

3. Head of the Department:

- a) presents long-term and short-term tasks to the Department, directs and controls work plans to achieve the set tasks, is responsible for their implementation;
- b) states the position of the Department on the issues on which the rector of the University makes a decision;
- c) is responsible for the evaluation, incentives, development, motivation, initiation of disciplinary measures of the employees of the Department under his/her authority, agrees and/or determines the deadlines for the work to be performed by the Department;
- d) organizes and controls the activities of the Department, regulates and solves professional and organizational problems that are of particular importance for the effective work of the Department;
- e) agrees and is responsible for the functions, procedures, conclusions, reports and various acts performed by the Department;
- f) signs and stamps the documents prepared in the Department;
- g) submits proposals to the University management in order to optimize the Department's structure and staffing schedule;
- h) requests for the allocation of funds, equipment and inventory, which are required to fulfill the tasks of the Department;
- i) controls the observance of internal regulations by the employees of the Department;
- j) is responsible for the performance of tasks and functions assigned to the Department;
- k) exercises other powers defined by the legal acts of the University.

4. The deputy head of the Department, within the scope of his/her competence:

- a) participates in determining the priority of the tasks to be performed by the Department;
- b) controls and facilitates the process of achieving the tasks set for the Department;
- c) gives advice and recommendations to the employees of the Department in order to improve and develop the quality of work;
- d) participates or himself/herself organizes and controls the Department's activities, regulates and solves professional and organizational problems that are of particular importance for the Department's effective work;
- e) assists the head of the Department in the process of carrying out the functions-duties defined for him,/her fulfills the duties of the head of the Department in case of his/her absence or impossibility to perform his/her duty;

f) performs other functions related to the competence of the Department on the instructions of the head of the Department.

5. In the absence of the head of the Department, his/her duties are performed by the deputy head of the Department or an authorized person determined by the order of the rector, with compensation of the appropriate salary difference.

6. The staff number and ranking of the Department is determined in accordance with the structure and staff list approved by the Representative Council (Senate) of the University.

7. The University rector appoints and dismisses employees of the Department.

8. The rights and duties of the employees of the Department are determined by these regulations, job descriptions, internal legal acts of the University and the current legislation of Georgia.

Article 4. Final Provisions

1. The regulations enter into force from the moment of their approval by the Representative Council (Senate) of the University.

2. The regulations become invalid in case of approval of new regulations and/or liquidation of the Department.