



Georgian American University, LLC

Human Resources Management Office Regulation

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Article 1. General Provisions

1. This Regulation defines the authority, accountability and regulates the issues related to the activities of the Human Resources Management Office (hereinafter referred to as the "Office") of the Georgian American University, LLC (hereinafter referred to as the "University");
2. The Office is an auxiliary structural unit of the University;
3. The Office is guided in its activities by the Constitution of Georgia, international treaties, laws of Georgia, the statute of the University, the present statute, the acts of the President and the Senior Vice President of the University, legislative and sub- legislative normative acts;
4. The Office is accountable to the President of the University and the Senior Vice President.

Article 2. Objectives of the Office

The purpose of the Office is to facilitate the creation and implementation of a competitive package, which ensures the hiring and retention of highly qualified and motivated staff in the facility. Take care to create a diverse, inclusive work environment through PR Offices and relevant communications, contribute to the work environment and balance of life of members of our university community by improving PR management.

Article 3. Tasks of the Office

The tasks of the Office are:

- A) Ensuring compliance of staff with positions (positions);
- B) care for the professional growth of employees and continuous improvement of qualifications;
- C) Development and implementation of an employee evaluation system;
- D) Develop and implement a system of employee incentives and motivations.
- E) Administration of personal files of employees.
- F)

Article 4. Authority of the Office

Authority of the Office:

- a) Preparation of proposals on human resource management policy in accordance with the regulations of the University;
- b) Development of job instructions for employees of the University;
- c) Participate in the development / updating of the institution's internal regulations, code of ethics and other similar documents together with the relevant structural units of the University;
- d) Conducting personal files of university employees - obtaining all necessary information, systematizing. Creating a comprehensive human resource database and ensuring its systematic updating process;
- e) Development of competition conditions for administrative, academic and support staff and

- definition of evaluation methods together with the relevant structural units;
- f) Ensuring public placement of vacancies at the University. Selection / appointment of administrative, academic and support staff according to pre-defined requirements;
 - g) preparation of draft orders for appointment and dismissal of staff;
 - h) Concluding contracts with the administrative, support, academic, scientific, invited staff of the University and controlling the fulfillment of the contract conditions;
 - i) preparation of drafts of relevant acts related to staff vacations, business trips, staff incentives and disciplinary liability;
 - j) Develop a strategy for attracting professional staff to the university and manage the process;
 - k) Development and implementation of personnel training and retraining projects, as well as professional development projects;
 - l) Organizing the evaluation process of the administrative and support staff of the University;
 - m) Research of professional and personal needs of employees, planning / organizing trainings;
 - n) planning measures necessary to ensure a safe environment for employees;
 - o) Organizing events for the development of teamwork of employees and informal relations between them;
 - p) Assistance to relevant structures for the evaluation of the academic staff of the University;
 - q) determination and analysis of staff flow rate;
 - r) development of recommendations for the development of human resource management;
 - s) Carrying out other activities in accordance with the regulations and internal acts of the University.

Article 5. Structure of the Office

1. The Office consists of the head of the Office - the head and the manager / managers;
2. The head of the Office and the manager are appointed by the President of the University upon the recommendation of the Senior Vice President.

Article 6. Head of the Office

1. The main goal of the head of the Office is to coordinate and control the personnel policy of the University;
2. Head of the Human Resources Management Office of the University:
 - a) directs and directs the activities of the Office;
 - b) prepares proposals on the University's human resource management policy;
 - c) Gives instructions and instructions to the employee / employees of the Office, if necessary, distributes duties among them;
 - d) exercises control over the proper performance of official duties and observance of discipline by the employee / employees of the Office;
 - e) signs and endorses the documents prepared by the Office, as well as is responsible for the quality and accuracy of their execution;
 - f) prepares a response to incoming correspondence;

- g) within the scope of his / her competence, participates in the discussion of the candidatures of the persons to be appointed to the Office;
- h) submits a petition to the Senior Vice President of the University on the allocation of material and technical means necessary for the functioning of the Office;
- i) coordinates the relationship of the Office with other structural units of the University;
- j) submits proposals to the Senior Vice President of the University on the structure of the Office, the staff, the organization of work, the encouragement of employees, the imposition of disciplinary responsibilities and the improvement of their qualifications;
- k) submits a report on the work done by the Office to the Senior Vice President of the University;
- l) within the scope of his / her competence, performs the tasks of the President and the Senior Vice President of the University.

3. In case of absence of the head of the Office and / or temporary inability to perform his / her duties, one of the employees of the Office shall perform his / her duties on the basis of the order of the Senior Vice President of the University.

Article 7. Office Manager

1. Office Manager:

- A) ensures the planning and organization of personnel events;
- B) prepares staff qualification requirements and selection criteria;
- C) prepares job descriptions and job descriptions;
- D) according to the needs of the University, ensures the necessary work in attracting relevant staff;
- E) organizes and manages the selection / hiring process of employees;
- F) regulates personal files of employees and social security issues (insurance, pension, etc.);
- G) prepares draft orders for the appointment, relocation, dismissal, incentives, disciplinary liability, leave, business trips, etc. of employees. Sh. About;
- H) prepares and issues notices;
- I) reviews official correspondence and prepares relevant answers;
- J) advises employees on labor relations issues within its competence;
- K) supervises the timely start and completion of work by employees;
- L) implements the necessary measures for adaptation / integration of new staff at the University;
- M) plans and organizes activities necessary for raising the qualification of employees, career development;
- N) Provides research on the need for staff training and their organization;
- O) Defines the criteria for evaluating the performance of employees;
- P) Ensures events to increase employee motivation;
- Q) Ensures events for teamwork of employees and development of informal relations between them;
- R) organizes the employee evaluation process;
- S) participates in the formation of the employee appraisal system;
- T) Performs the tasks of the head of the Office based on the goals of the Office.

2. By the order of the President of the University or the employment contract on the appointment of employees, it is possible, if necessary, to take into account functions or obligations different from or additional to the functions defined in this Article.
3. The manager is accountable to the head of the Office.

Article 8. Rights and Duties of Employees

1. An employee of the Office is entitled to:

- a) request any type of information from the relevant structural units and basic educational units of the University, which is necessary for the implementation of the activities of the Office;
- B) develop job descriptions and qualification requirements for the staff of the Office;
- C) Participate in the discussion of issues within its competence by the university management;
- D) submit relevant proposals and recommendations;
- E) to use the University inventory and other material values.

2. The employee is obliged to:

- a) carry out the tasks assigned by the management in a timely manner;
- b) be involved in activities organized by other structural units aimed at developing the activities of the institution;
- c) create a positive work environment, ensure compliance with the principles of ethics, collegiality and subordination;
- d) take maximum care of the institution's reputation and assets or material resources in its daily activities;
- e) to plan the activities to be implemented in advance in order to achieve the set goal;
- f) perform the assigned functions fully, with high quality and on time;
- g) take care of the inventory and / or other material values used by the Office;
- h) carry out other tasks of the management persons in order to perform his / her function;
- i) follow the internal labor regulations and the code of ethics of the University.

Article 9. Liability of employees

1. The employee is responsible for:

- A) for unscrupulous, unqualified and improper performance of the tasks and functions defined by the University Statute and this Statute;
- F) for damage to the institution intentionally or negligently;
- G) The employee is not responsible for the negative consequences that arise due to the timely failure to provide information / documentation to other structural units of the institution, basic educational units and other bodies / persons.

Article 10. Final Provisions

Approval of the regulations of the Office, as well as changes and additions to it are carried out by the order of the President of the University.