

Free Academy of Tbilisi

Human Resources Management
Provision



Article 1. General provisions

1.1. The Human Resources Management Service of the Free Academy of Tbilisi (hereinafter - the "Academy") is a structural unit of the Academy.

1.2. The service conducts its activities in accordance with the applicable legislation, by-laws, statutes of the academy, rules of proceedings, personnel management rules, this statute and other legal acts of the academy's governing bodies.

Article 2. Management of the service

2.1. The service is managed by a head and a specialist, who are appointed and dismissed by the Rector of the Academy.

2.2. Tasks of the Human Resources Management Service:

- a. Attracting qualified human resources, organizing and managing the selection/appointment process in accordance with the goals and objectives of the organization;
- b. Management of relations related to employees' labor activities and execution of appropriate documents;
- c. Initiation and organization of measures necessary for raising the qualifications of employees;
- d. Administration of employees' personal files;
- e. Researching the need for employee trainings, drawing up a training plan, agreeing with the management and organizing their implementation, and developing/implementing/updating of employee evaluation and reporting systems;
- f. Discussion of issues raised by employees regarding labor relations and making appropriate responses;
- g. planning of necessary measures to ensure a safe environment for employees and managing possible conflict situations between employees;
- h. Regulating document circulation, recording the orders of the rector of the academy, agreements, minutes of the meeting of management bodies, legal acts of structural units, conducting registration, processing, performing accounting and reference works, delivering /sending according to purpose;
- i. Ensuring the smooth operation of the electronic system of proceedings;
- k. Organising of personal files of staff and students, their storage; Organization of the work of the Academy's archive and constant informational updating and monitoring of the electronic database implemented in the Academy.

2.3. Head of Human Resources Management Service:

- a. Directs the activities of the service and is responsible for the performance of tasks and functions assigned to the service;
- b. Evaluates the administrative staff in order to determine the effectiveness of management;



- c. Determines the manner, forms and methods of organizing and planning the activities of the service;
- d. Submits issues, proposals, conclusions and recommendations prepared by the service to the Rector of the Academy;
- e. Periodically submits a report on the work performed by the service to the Rector of the Academy;
- f. Exercises other powers defined by the present regulations, service regulations, rules of procedure and legal acts of the Academy and the legislation of Georgia;
- g. Performs constant informational updating and monitoring of electronic databases of students and professors;
- h. Ensures proper operation of the electronic system of proceedings;
- i. Researches the need for employee trainings, drawing up a training plan, agreeing with the management and organizing their implementation;
- j. Initiation and organization of measures necessary for raising the qualifications of employees;
- k. Management of possible conflict situations between employees;
- l. Planning of necessary measures to ensure a safe environment for employees;
- m. Participates in the process of forming the budget of the Academy.

2.4. Human resources management service specialist

- a. Attracting qualified human resources, organizing and managing the selection/appointment process in accordance with the goals and objectives of the organization;
- b. Administration of employees' personal files;
- c. Constant informational updating of electronic databases of students and professors;
- d. Management of relations related to employees' labor activities and execution of appropriate documents;
- e. Developing/implementing/updating employee evaluation and reporting systems;
- f. Discussion of issues raised by employees regarding labor relations and appropriate response;
- g. Organization of events for the development of teamwork and informal relations among employees;
- h. Accounting of incoming and outgoing correspondence, administrative documents, agreements;
- i. Accounting of incoming and outgoing correspondence, orders of the rector of the academy, contracts (academic staff, invited staff, administrative and support staff), meeting minutes of management bodies, legal acts of structural units;
- j. Review of incoming correspondence and ensuring its submission to the addressee, control of the correctness of signature documents;
- k. Providing information on the status of the execution of incoming documents and the sending of outgoing correspondence;
- l. Organization of proceedings in the structural units of the Academy in accordance with the unified rule of procedure;
- m. Registration of movement (appointment, transfer, dismissal) of all categories of personnel;
- n. Registration and protection of documents kept in the archive of the Academy. For this purpose, signing of documents acceptance-handover acts with structural units of the Academy;

o. A description of the documents to be permanently and temporarily stored in the Academy no later than four years after the end of proceedings.

Article 3. The procedure for making changes and additions to the regulations

3.1. Amendments and additions to the regulations are made in accordance with the regulations and legal acts in force in the Academy.

Article 4. Final Provisions

4.1. This provision is approved by the Senate of the Academy;

4.2. The provision shall enter into force upon signature;

4.3. This provision shall lose its validity in case of approval of a new provision.