



**Regulation of the Human Resources Management
Service**



Article 1. General Provisions

1.1. The "NEU - National Educational University" (hereinafter referred to as the "University") Human Resources Management Service is a structural unit of the University;

1.2. The service conducts its activities in accordance with the current legislation, subordinate normative acts, the University's regulations, the procedure for handling cases, personnel management rules, this provision, and other legal acts of the governing bodies in the institution.

Article 2. Management and Functions of the Service

2.1. The service is managed by the director and specialists, who are appointed and dismissed by the Rector of the University.

2.2. Tasks of the Human Resources Management Service:

- a. Attracting qualified human resources, organizing and managing the selection/appointment process in line with the organization's goals and objectives;
- b. Managing employee relations related to labor activities and preparing the necessary documentation;
- c. Initiating and organizing measures for improving employee qualifications;
- d. Administering employees' personal files;
- e. Researching training needs for employees, preparing a training plan, coordinating it with the management, organizing the training sessions, and developing/implementing/updating employee evaluation and reporting systems;
- f. Addressing employee issues related to labor relations and responding accordingly;
- g. Planning necessary measures to ensure a safe environment for employees and managing potential conflict situations among them;
- h. Organizing document flow, including registering, processing, and managing the Rector's orders, contracts, minutes of management body meetings, and legal acts of structural units, as well as ensuring their proper distribution and delivery;
- i. Ensuring the proper functioning of the electronic case management system;
- j. Managing personal files for staff and students, organizing the storage of documents/university archives, and continuously updating and monitoring the electronic database implemented within the University;
- k. Participating in the budget formation.

2.3. The Head of the Human Resources Management Service:

- a. Manages the activities of the service and is responsible for the execution of the tasks and functions assigned to the service;
- b. Evaluates administrative staff to determine the effectiveness of management;
- c. Defines the organization, planning rules, forms, and methods for the service's activities;
- d. Submits issues, proposals, conclusions, and recommendations prepared by the service to the Rector of the University;

- e. Periodically submits reports to the Rector of the University on the work performed by the service;
- f. Exercises other powers as determined by this provision, the service's regulation, case management procedures, legal acts of the University, and the legislation of Georgia;
- g. Ensures the continuous informational updating and monitoring of the electronic databases for students and faculty;
- h. Ensures the proper functioning of the electronic case management system;
- i. Conducts a needs assessment for employee training, prepares the training plan, coordinates it with the management, and organizes the training sessions;
- j. Manages potential conflict situations among employees;
- k. Participates in the process of forming the University's budget.

4. Specialist of the Human Resources Management Service

- a. Organizes and manages the process of attracting, selecting, and appointing qualified human resources in line with the organization's goals and objectives;
- b. Administers employees' personal files;
- c. Continuously updates the electronic databases for students and faculty;
- d. Manages employee relations related to labor activities and prepares the necessary documentation;
- e. Develops/implements/updates employee evaluation and reporting systems;
- f. Addresses employee issues related to labor relations and responds accordingly;
- g. Organizes events to foster team cooperation and informal relationships among employees;
- h. Registers incoming and outgoing correspondence, management documents, and contracts;
- i. Registers incoming and outgoing correspondence, Rector's orders, contracts (academic staff, invited staff, administrative and support staff), minutes of management body meetings, and legal acts of structural units;
- k. Reviews incoming correspondence and ensures its presentation to the addressee, controls the accuracy of documents to be signed;
- l. Provides information on the status of the execution of incoming documents and the dispatch of outgoing correspondence;
- m. Organizes case management in accordance with the unified case management rules in the University's structural units;
- n. Keeps a record of the movement of all categories of personnel (appointments, transfers, dismissals);
- o. Keeps records of documents stored in the University archive and ensures their protection. For this purpose, ensures the proper registration of document handovers with structural units;
- p. Describes the University's permanent and temporary storage documents no later than four years after the completion of case management.

Article 3. Transitional and Final Provisions

- 3.1. This provision is approved by the University Senate;

- 3.2. This provision of the University takes effect immediately upon signing;
- 3.3. The adoption, cancellation, amendments, and additions to the provision are carried out by the Senate;
- 3.4. This provision will become invalid upon the approval of a new provision