

Approved by the Decision #11 of 29 June 2017 of the BSU Representative Council

Regulation of the Human Resources Service of the LEPL Batumi Shota Rustaveli State University

Article 1. General Provisions

1. This regulation defines functions and activities of the Human Resources Service (hereinafter - Service) of the legal entity of public law - the Batumi Shota Rustaveli State University (hereinafter - the University).

2. Activities of the Service shall be carried out according to legislative acts of Georgia, the Charter of the University, with the present regulation and other acts.

3. Within the scope of its competence, the Service is accountable to the Rector of the University and the Head of the Administration.

Article 2. Tasks and Functions of the Service

1. The task of the Service is to introduce and perfect the personnel management system using information technologies, to participate in organizing the procedures for attracting personnel and selection procedures, to determine the requirement for the support staff of the University.

2. Functions of the Service

A) Develop legal acts related to labor-legal relations of University employees;

B) Organize the conclusion of the employment contracts of the personnel, their registration and preservation according to the established rule;

C) Production of the electronic database based on personal cases of the University personnel;

D) Announcement (presence) and contingent documentation (tabulation) by the e-mail of the staff of the University in coordination with the University Information Technology Service;

E) Developing personal files of the University personnel and their storage in accordance with the established rules;

F) Recording, registration and storage of legal acts of the rector and the head of administration in accordance with the University nomenclature in the Electronic System for Recording;

G) Elaboration of the personnel management policy in coordination with University structural units, monitoring, assessment, preparation of periodic reports and recommendations;

H) Issuing notices to the staff of the University (related to issues of personnel, work execution, remuneration and remuneration);

I) Making public information accessible on the University website within the scope of its competence;

J) Other functions defined by the Georgian legislation and other University acts.

Article 3. Personnel of the Service

1. Personnel of Human Resources Service is comprised of the head of the Service, senior specialists and a leading specialist.

1. Personnel of the Service is appointed and dismissed by the head of the administration, including the Head of the Service in agreement with the Rector.

Head of the Service:

A) Guides the implementation of the functions of the Service as defined by the legislation of Georgia, the acts of the University and of this regulation;

B) Is responsible for the proper conduct of work activities, is obliged to distribute the performed works rationally according to legal acts approved by an order of the head of the administration and control the quality of the work performed;

C) Within the scope of the competence of the Service, prepares and submits proposals to the head of the administration and the rector;

D) Acts in the name of the Service and represents it in the relationships with third parties within the limits of the specified authority;

E) Confirms or agrees with the authorization within the scope of its competence to implement legal acts and the draft correspondence prepared by the Service or University structural units;

F) Solicits the allocation of funds, equipment and inventory, which is necessary for the performance of functions and tasks;

G) Periodically hears reports about the work carried out by the Service personnel;

H) Submits proposals to the head of the administration on the structure, staff positions, functions, promotion or disciplinary misconduct of the personnel and the use of disciplinary liability measures;

I) Submits the activity report at the request of the rector and the head of the administration;

J) Is responsible for storing and using of the seal and stamp of the Service and the official certification of documents prepared at the University;

K) Carries out provisions other functions and tasks defined by this regulation, legal acts of the University and the Georgian legislation within the competence of the Service.

2. Job descriptions of the personnel (prescribed by the University staff schedule) shall be determined by the order of the head of administration in accordance with the functions defined by the Regulations of the Service.

3. The amendment of the titles or their numbers determined under this Article shall not result in the amendment to this regulation.

Article 4. Rule of amending and adding to the regulation

Changes and additions to the regulation shall be made by the decision of the Representative Council initiated by the Rector or the head of the administration.