

Changes have been approved by
LLC Teaching University Geomedi's
Academic Board session:
Protocol №10 , 20. 10 .2021

Rector, Professor _____ Marina Pirtskhalava

Regulation of the Human Resource Management Office

Article 1. General Provisions

1. This Regulation defines the functions and rules of operation of LLC Teaching University Geomedi's (hereinafter the University) structural unit-Human Resource Management Office (hereinafter referred as Office).
2. The office conducts its activities in accordance with the legislative acts of Georgia, the Statute of the University, the Regulation of the University and the internal normative acts of the University.

Article 2. Goals and Functions of the office

The Goal of the office is:

1. Implementation and improvement of the personnel management system using information technologies, participation in the organizational process of staff recruitment selection procedures, determination of demand of the support staff based on the University needs.

The functions of the office are:

1. Preparation of draft orders on the appointment, transfer, dismissal, disciplinary punishments, promotion, leave, and business trips of the University personnel;
2. Registration and processing of personal files of university employees;
3. Electronic registration of university employees;

4. Monitoring the university staff's timely arrival/absence from work; in case of any irregularities report to the Vice-Rector in the administrative-economic field.
5. Drawing up an employment contract /agreement with administrative, academic, invited, and support staff on the basis of the Rector's order;
6. Assisting the new employees to integrate into the new work environment and get involved in the work process;
7. Cooperation with Georgian and foreign organizations, foundations, state, and private structures within the competence of the Office, preparation of projects, and their implementation.
8. In the personnel management process use the academic and invited personnel assessment/satisfaction survey drawn up by the Quality Assurance office;
9. Use the evaluation of the University management by the administrative / support staff conducted by Quality Assurance Office and submit the results for further response to the Vice-Rector in the Administrative-Economic affairs.
10. Perform other functions defined by the legislation of Georgia and the internal acts of the University.

Article 3. Office personnel

1. The staff of the Office consists of: the head of the Office and specialists.
2. The staff of the Office is selected/appointed in accordance with the rules of appointment to the position of administrative / support staff at the University.
3. The Rector of the University appoints and dismisses the staff of the Office.

Article 4. Head of the Office

1. Human Resource Management Office is represented by the Head of the Office;
2. The head of the Office performs his/her functions defined by the legislation of Georgia, the internal acts of the University and this regulation.

The Head of the Office:

3. Is responsible for the organized and quality management of the activities of the office, is obliged to rationally distribute workload among specialists (if any) and to control the quality of the work performed.

4. Prepares proposals within the competence of the office and submits them to the Vice-Rector in Administrative Affairs.
5. Acts on behalf of the office and represents it in relations with third parties within the scope of authority granted by the Rector.
6. Periodically hears the reports of the office staff (if any) on their work.
7. Submits proposals to the Vice-Rector of the University in the administrative Affairs on the various disciplinary applications on structural, staffing, functional, promotional, disciplinary misconduct, and other office-related cases.
8. At the end of each semester, submits an activity report to the Vice-Rector in Administrative Affairs.
9. Approves any document prepared within the competence of the Office;
10. Perform other functions defined by the legislation of Georgia and the internal acts of the University within the competence of the Office.
11. The head of the service is accountable to the Vice-Rector for the administrative Affairs

Article 5. Final Provisions

1. The regulation of the Office is approved by the Academic Board of the University;
2. The Regulation of the Office shall be repealed, amendments and additions shall be made by the Academic Board of the University.

Questionnaire for University Management Assessment by the administrative / support staff

The purpose of the survey is to evaluate University Management by the administrative / support staff personnel. The survey is anonymous, academic and invited personnel are asked to be the most sincere and impartial. The answers will then be considered to better conduct University management process.

| No | Questions | 1 | 2 | 3 |
|-----|--|-------------------|---------------------|-----------------|
| | | Yes (2 points) | Partly (1 point) | No (0 point) |
| 1. | Does the work schedule correspond to the hourly workload provided by the Labor Code? | | | |
| 2. | Are you involved in an internal corporate culture (norms of behavior, traditions, etc.)? | | | |
| 3. | The relationship between employees is professional, with smooth communication and a high degree of cooperation | | | |
| 4. | Conflicts are resolved in a constructive way | | | |
| 5. | There is a desire for teamwork among employees; | | | |
| 6. | The university is not dependent on just one person, the governing functions are adequately distributed; | | | |
| 7. | Do you have a comfortable work environment and are adequately equipped to your job specifics? | | | |
| 8. | Do you have a sense of stability? | | | |
| 9. | Are there job descriptions for all positions that define responsibilities? | | | |
| 10. | Are your pay, workload and working conditions consistent? | | | |
| 11. | Does the university management see and properly evaluate motivated and active staff? | | | |

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|-----|--|--|--|--|
| 12. | Do employees have the opportunity for professional growth? | | | |
|-----|--|--|--|--|

What skills would you like to strengthen to better fulfill the responsibilities of your position?

Date _____