



NATIONAL EDUCATIONAL UNIVERSITY

Human Resources Management

Service Regulation



Article 1. General Provisions

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

1.2. The Service conducts its activities in accordance with the applicable legislation, subordinate normative acts, the University’s Statute, the Rules of Procedure, the Personnel Management Rules, this Statute and other legal acts of the governing bodies of the institution.

Article 2. Management and Functions 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 University;

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. Managing employee labor relations and preparing the necessary documentation;

C. Initiating and organizing measures necessary for improving the qualifications of employees;

D. Administering employees' personal files;

E. Researching the need for employee training, drawing up a training plan, agreeing with management and organizing their implementation, and developing/implementing/updating employee evaluation and reporting systems;

F. Discussing issues raised by employees regarding labor relations and responding accordingly;

G. Planning measures necessary to ensure a safe environment for employees and managing possible conflict situations among employees;

H. Organizing document circulation, recording, registering, processing, completing accounting and reference work, transferring and sending documents as intended, orders of the rector of the university, protocols of meetings of management bodies, legal acts of structural units;

- I. Ensuring the smooth operation of the electronic case management system;
- J. Maintaining personal files of personnel and students, organizing their storage/organizing the work of the university archive and constant information updating and monitoring of the electronic database implemented at the university;
- K. Participation in budget formation.

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. Administering employees' personal files;
- C. Constantly updating electronic databases of students and professors;
- D. Managing employee labor relations and preparing the necessary documentation;
- E. Developing/implementing/updating employee evaluation and reporting systems;
- F. Discussing issues raised by employees regarding labor relations and responding accordingly;
- G. Organizing events for the development of teamwork among employees and informal relations between them;
- H. Recording incoming and outgoing correspondence, management documents, and agreements;
- I. Registration of incoming and outgoing correspondence, orders of the University Rector, contracts (academic staff, invited staff, administrative and support staff), minutes of meetings of management bodies, legal acts of structural units;
- J. Reviewing incoming correspondence and ensuring delivery to the intended recipient, control of the correctness of the execution of documents to be submitted for signature;
- K. Issuance of information on the status of execution of incoming documents and sending of outgoing correspondence;
- L. Organization of paperwork in accordance with the unified rules of work of paperwork in the structural units of the University;

M. Registration of the movement of all categories of personnel (appointment, transfer, dismissal);

N. Registration and ensuring the protection of documents stored in the University archive. For this purpose, receipt of documents - execution of acts of delivery with structural units;

O. No later than four years after the end of the proceedings, an inventory of documents permanently or temporarily stored by the university.

Article 3. Transitional and Final Provisions

3.1. This Regulation is approved by the University Senate;

3.2. This University Regulation shall enter into force upon signing;

3.3. The adoption, cancellation, amendments and supplements to the Regulation shall be carried out by the Senate;

3.4. This Regulation shall cease to be valid in the event of the approval of a new Regulation.