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## PERSONNEL POLICY

### QUALITY MANAGEMENT SYSTEM OF SHYMKENT UNIVERSITY 01-14-2023

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## INTRODUCTION

The ways and methods of formation and development of human resources are determined by the human resources policy of the university. The human resources policy of Shymkent University is an integral part of the strategic policy of the university, designed to bring the human resources in line with the mission and goals of the university.

The purpose of the university's personnel policy is to create a system for the formation, development and management of the university's personnel with a high level of professionalism.


One of the priorities of the University's development is to conduct an effective personnel policy aimed at ensuring a high level of human resources potential.

The main goal of the University's personnel policy is to implement the company's strategy by involving staff. The University has developed principles of strategic management and personnel development, is implementing new methods and systems of advanced training and retraining, staff development, development of normative and methodological materials for the functioning of the entire personnel management system.

The faculty is the main resource for ensuring the mission of the university. Therefore, for the university, the selection and training of highly qualified personnel is one of the key factors in the university's activities.

In order to increase continuity in management, increase the level of employees' readiness for changes in the organization, their motivation and loyalty, position compliance, rotation, individual training in the formation and preparation of a reserve for promotion to senior positions, which leads to a decrease in staff turnover and overall personnel stabilization, reserve groups are created.

The processes of recruitment and training of teaching staff include: determining the requirements for the PS, searching and selecting applicants for vacant positions, rating activities, constantly upgrading the qualifications of teaching staff, dissemination of existing experience among employees, and so on. Special attention is paid to the continuous improvement of the provision of educational programs with highly qualified teachers..

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## REGULATORY REFERENCES

The personnel policy of Shymkent University is developed in accordance with the following regulatory documents of the labor legislation of the Republic of Kazakhstan:

1. Constitution of the Republic of Kazakhstan dated August 30, 2005.
2. Labor Code of the Republic of Kazakhstan dated November 23, 2015 No. 414-V (as amended and supplemented as of July 4, 2023 No. 15-VIII 3PK).
3. Law of the Republic of Kazakhstan "On Education" dated October 24, 2011 No. 487-VI (as amended and supplemented as of July 10, 2023 No. 19-VIII).
4. "Standard rules for the activities of higher and postgraduate education organizations", approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595 (as amended and supplemented as of August 2, 2023 No. 379).
5. Order of the Minister of Defense of the Republic of Kazakhstan dated March 10, 2017 No. 14881 "On approval of the Rules for military registration of persons liable for military service and conscripts" (as amended and supplemented as of October 3, 2022).

Internal regulations approved by the Academic Council of the University:

1. Qualification characteristics of teaching staff and staff positions
2. Rules for the competitive replacement of teaching staff positions
3. Regulations on the system of remuneration, financial incentives and bonuses for employees
4. Regulations on the certification of teaching staff
5. Regulations on the protection of personal data of employees
6. Regulations on the Public Commission on Labor Disputes
7. Internal regulations
8. The Code of Honor of the Teaching Staff
9. Employee's Code of Honor
10. Employment contract


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### LIST OF ABBREVIATIONS USED

МН Һ ВО РК	Ministry of Science and Higher Education of the Republic of Kazakhstan
ШУ	Shymkent University
ТҚ РК	Labor Code of the Republic of Kazakhstan
ППС	Teaching staff
АҰП	Administrative and managerial staff
АХЧ	Administrative and economic department
КТС	Labor disputes commission

### GLOSSARY

Personnel policy	A set of goals and principles that determine the direction and content of the University's personnel and human resources management
Personnel work	The activities of the management on planning, selection and staffing of the University, the formation of a personnel reserve, training, evaluation of personnel, ensuring professional and job growth, staff rotation and their social protection
Personnel potential	Full-time employees and specialists who have an employment relationship with the University
Personnel reserve	A range of promising people from among doctoral students, young scientists, masters, employees for further personnel development and staffing of the University
Qualification characteristics of teaching staff and employees	Creation of regulations on structural units defining their role and place in the organization of education, their rights and responsibilities, recruitment and placement of personnel, certification of employees
Job Description	A document that defines the main duties, requirements, rights and responsibilities of an employee in the exercise of his official duties
Protection of Personal Data	The Regulation establishes the procedure for obtaining, accounting for processing, accumulation and storage of documents containing information related to personal employees of the SHU, protection of personal data of employees from unauthorized access. Personal data is always confidential, strictly protected information
Remuneration System	A fixed amount of remuneration for SHU employees per month for the performance of work duties, depending on the employee's qualifications, complexity, quantity, quality and conditions of the work performed
Social support	Provision of financial assistance to an employee, expressed in the payment of funds in the amount and cases established by the Regulations
Prize	Remuneration intended for additional incentives for employees, which is an incentive tool
Average salary	The amount of money calculated by the employer and paid to the employee for the period during which the employee is guaranteed the preservation of his earnings
The Code of Honor of the Teaching Staff	Establishes the principles of honor of the university faculty
Employee Code of Honor	Establishes the principles of honor of the university staff

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Attestation	A form of comprehensive assessment of an employee, on the basis of which a decision is made on his compliance / non-compliance with his position
Competitive replacement of teaching staff positions	Defines the procedure and conditions for selection on a competitive basis and the conclusion of an employment contract between an employer and an employee of the University
Inner order rules	Defines the requirements of labor discipline that are mandatory for teaching staff and employees, as well as academic discipline for University students

### 3. THE UNIVERSITY'S QUALITY POLICY

3.1 The university's quality policy reflects the organization of the quality assurance system and is aimed at implementing activities that meet the requirements in the field of higher education in accordance with the university's mission, providing educational services at the highest level. Quality policy in the main areas of the university's activities.

3.2 Main directions of quality policy:

1. Improving the modern education system, developing a multi-level system of training specialists based on the integration of education, science and production.
2. Developing human resources and a system for improving the qualifications of university employees.
3. Developing the scientific and creative potential of the university.
4. Improving the efficiency of university financing.
5. Development of the infrastructure and information and communication resources of the university.
6. Improving the quality of the educational process in order to meet the need for highly qualified personnel in the field of education and culture, agriculture, economics and business.
7. Strengthening and stimulating support for the work of the teaching staff.
8. Improving the system of monitoring the labor market and the educational process.
9. Developing opportunities for distance learning, providing additional education in accordance with the requirements of the modern labor market.
10. Formation of a corporate culture of students, a sense of pride for their university, their country, explanation of the principles of democracy and tolerance.
11. Expanding the scale of international cooperation.
12. Organization of events to combat corruption.

3.3 University quality objectives: The University and its structural divisions develop and approve quality objectives for each academic year. Quality objectives are defined on the basis of the University mission, quality policy and the development program of Shymkent University.


Quality objectives must be measurable and achievable, provided with the necessary resources.

Periodic monitoring and measurement of the progress of quality objectives, analysis and evaluation of the data and information obtained must be carried out.

### 4. GENERAL PROVISIONS

4.1 The Personnel Policy of the University is a holistic strategic personnel-oriented policy that defines the principles and methods of providing the University with personnel.

4.2 The main goal of the Personnel Policy is to ensure the processes of updating and maintaining the number and quality of staff in accordance with the needs of the University, the requirements of the current legislation of the Republic of Kazakhstan and the state of the labor market.

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The regulation on personnel policy, if necessary, is developed or adjusted annually and approved by the decision of the Academic Council of Shymkent University.

Amendments to the Regulation on Personnel Policy are made based on the results of monitoring the personnel, the results of the University's work and its management system.

4.3 The main objectives of the Personnel Policy are Optimization and stabilization of the personnel of key structural divisions of the University.

- Creation of an effective motivation system for University staff;
- Support of the organizational order at the University, strengthening of executive performance, responsibility of employees for their duties, strengthening of labor and industrial discipline;
- Creation and development of a system of training and advanced training of teaching staff and employees;
- Formation and strengthening of the corporate culture of the University

## **5. DIRECTIONS OF PERSONNEL POLICY**

The main directions of the Personnel Policy are as follows:

### **5.1. University Personnel Management**

University personnel management is carried out on the principle of the same need to achieve individual (employee) and organizational (University) goals.

Human resources management goals:

- Ensuring the University's need for personnel for the future;
- Regulation of the level of remuneration sufficient for the selection, retention and motivation of personnel at all organizational levels;
- High priority for leadership development in key positions;
- Ensuring effective training and development programs to improve the qualifications of all personnel and the formation of high internal dynamics of personnel;
- Development of effective communication systems between management and other employees, between departments and divisions;
- Creation of mechanisms to combat the consequences of the psychological perception of change.


### **5.2 Recruitment and placement of staff**

The selection and placement of personnel is carried out through personnel planning according to the principle:

- Matching the scope of tasks, powers and responsibilities to human capabilities;
- Professional competence (compliance of the level of knowledge with the requirements of the position);
- Practical achievements – experience, leadership skills (organization of own work and subordinates);
- Personality – appearance, intellectual traits, character, intentions, leadership style.
- Personnel planning documents are the Staffing table and qualification characteristics of teaching staff and university staff, approved annually at the beginning of the academic year.

Qualification characteristics (hereinafter referred to as characteristics) are the main ones for the following actions of university employees of organizations by position:

- Creation of regulations on structural divisions, defining their role and place in the university of education;
- Their rights and responsibilities, approved by job responsibilities;
- Selection and placement of personnel, monitoring their correct use;

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- Conducting certification of teaching staff and employees.

### **5.3 Formation and preparation of a personnel reserve for promotion to leadership positions.**

The purpose of forming a personnel reserve is to attract talented young people to provide the University with trained employees from among the administrative management and teaching staff, motivated for career growth, possessing a high level of development of professional skills and management competencies.

Reasons for forming a personnel reserve::

- Prevention of personnel "hunger";
- Motivation of personnel for the possibility of professional development, then career growth.

The presence of a well-organized personnel reserve at the University reduces staff turnover, allows to increase the return on the teaching staff and employees. The personnel reserve becomes a "bridge" to new opportunities, valuable employees for the university are retained, their time of work is extended due to development and rotation;

- the possibility of preserving knowledge and experience at the University, which will allow to transfer experience from mature specialists to young ones;

The formation of the personnel reserve is based on the following principles:

- the relevance of the reserve – the need for filling positions should be real;
- the candidate's compliance with the position and type of reserve – requirements for the candidate's qualifications when working in a certain position;
- prospects of the candidate-orientation towards professional growth, educational requirements, age limit, length of service in the position and dynamism of career in general, health status.
- The reserve of functioning is a group of managers, teaching staff and employees who must ensure the effective functioning of the organization in the future. These employees should be focused on a managerial career.

The list of personnel reserves is formed and updated by the Department of Personnel Affairs annually by the beginning of the academic year (Appendix - 1).

The personnel reserve of the University is formed to solve the following tasks:

- "personnel security" - prompt filling of vacant positions and targeted management of the personnel potential of the SHU;
- the desire of the best employees to achieve the set targets.

### **5.4 Formation and strengthening of the corporate culture of the University**

Strengthening corporate culture should be carried out through university-wide activities aimed at fostering a sense of community, belonging to the University, loyalty and reliability in work among University employees. Creating a positive image both inside and outside the University will contribute to the education and promotion of corporatism and a positive socio-psychological atmosphere in the workforce.


### **5.5 Competition of the teaching staff**

The competition of the teaching staff is carried out according to the principle of:

1. selection of assessment indicators – a system of indicators that take into account the purpose of assessments, assessment criteria, and frequency of assessments;
2. assessment of qualifications – suitability, determination of the knowledge necessary to perform a given type of activity;
3. assessment of the completion of tasks – assessment of the results of activity.

The recruitment procedure for vacant positions of teaching staff and researchers is carried out on a competitive basis, according to the Rules of competitive replacement of positions of teaching



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staff and researchers of Shymkent University, approved by the Academic Council of the University on 26.10.2023, Protocol No. 3.

4. The main requirements for the participant of the competition are determined in accordance with the standard qualification characteristics of teaching staff.

5. Search and selection of personnel for vacant positions in accordance with the requirements for the level of qualification and professional competence of candidates, their personal, professionally important psychological and social qualities.

## **6. Professional development**

Staff development is carried out through:

1. Professional development:

- Professional development of the teaching staff and staff, improvement of professional skills, preparation for the introduction of updated content, structure and innovative educational technologies into the educational process, improvement of the quality of training of specialists with higher professional education, improvement of the management of the educational process are carried out in accordance with the requirements of the rules "professional development of the teaching staff and employees"

- The University provides opportunities for career growth and professional development of the teaching staff, ensuring the annual development and implementation of a professional development plan. The University provides compulsory professional development for teaching staff once every five years.

2. Self-expression - independence, self-control, influence on the formation of performance methods.

3. Self-development - the ability and opportunity for self-development - is carried out taking into account the interests and needs of the teacher himself, as well as the department, faculty and university as a whole.

4. Ensures that the heads of the university take advanced training courses and (or) internships in the field of management with the receipt of an appropriate certificate (certificate) at least once every five years in accordance with the legislation of the Republic of Kazakhstan.

5. Planning is carried out taking into account the interests and needs of the teacher himself, as well as the department, faculty and university as a whole.

6. Professional development can be carried out on the job, as well as using the possibilities of distance learning, including the use of telecommunications technologies, depending on the specifics of the job responsibilities of employees and the professional development program.


## **7. Motivation and stimulation**

Motivation and stimulation of University employees are carried out on the principle of matching wages to the volume and complexity of the work performed within the framework of the Regulations on the remuneration system, financial incentives and bonuses for SHU employees.

1. The task of the functioning of the staff motivation and incentive system is to ensure the direct and stable interest of each University employee.

2. Motivation and stimulation of University staff is a mechanism of material remuneration that ensures the relationship between pay and work results.

3. The financial remuneration of employees consists of a permanent guaranteed part of the salary.

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## 8. Personnel optimization

1. Personnel optimization involves the implementation of employee rotations, as internal, that is, the implementation of job movements of employees who do not meet the requirements for an employee at a particular workplace or position in terms of their qualities and professional competencies.

2. The assessment of the professional level and quality of performance of functional duties of employees is carried out in accordance with the developed and approved procedure for periodic attestation.

3. The implementation of the principle of professionalism and personal competencies is carried out through a multi-stage selection and admission procedure on a competitive basis. In this case, the assessment of the candidate's professional competencies is carried out by the immediate supervisor of the future employee (the first stage). The assessment of the candidate's personal and business qualities is carried out by the head of the university (the second stage). The conclusion on the compliance of the candidate's knowledge, skills, experience, business and personal qualities with the requirements of the position, as well as on the candidate's compliance with the corporate culture of the University is communicated to the management of the University and is decisive when hiring at the University.

### 8.1 Procedure for organizing work on optimizing the University's personnel:

1. Determine the necessary and sufficient quantitative composition of departments based on functional tasks and the volume of work performed. The basis for forecasting the need for personnel is the University's strategy, the system of long-term goals, the situation on the regional labor market and the results of personnel monitoring.

2. Determine qualification requirements for specific positions and jobs.

3. The principle of personnel rotation is used in the selection of employees.

4. Selection for vacant teaching staff positions is carried out on the basis of a competition. The competition is held on the basis of openness of the conditions for its implementation and the objectivity of the selection and results.

5. All employees newly hired by the University undergo the induction procedure.

6. Professional adaptation of newly hired employees is carried out on-site in accordance with individual plans using mentoring. Other principles of employee selection, such as commonality in previous places of work with the head of the department, family ties, friendly relations, personal loyalty, etc., are generally not allowed.

## 9. Attestation of teaching staff and employees

1. Certification is a form of comprehensive assessment of the teaching staff and employees, on the basis of which a decision is made on their suitability/non-suitability for the position held. - Certification of the teaching staff and employees is carried out on the basis of studying analytical materials on the activities of the person being certified for the reporting period, the results of the participation of the person being certified in the activities of departments, faculties and structural divisions.

2. The main goals and objectives of the certification of teaching staff and employees;

- identifying the level of compliance of the employee's competence with the qualification requirements for establishing and confirming the relevant position;


- ensuring the quality of teaching staff;

- optimizing the use of personnel;

- stimulating the growth of employee qualifications;

- forming a personnel reserve;

- identifying the possibility of personnel rotation;

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- stimulation of continuous education of the teaching staff;

3. Basic principles of the teaching staff:

- periodicity;
- openness;
- collegiality;
- objectivity.

### **9.1 Certification subjects and certification deadlines**

1. All full-time employees of the School of Management from the faculty and administrative staff are subject to certification.

2. The faculty and staff undergo certification after each subsequent 5 years of work in the position, and certification must be carried out no later than six months from the date of the specified deadline.

### **9.2 Attestation Commission**

1. A university attestation commission (hereinafter referred to as the commission) is established for the certification of teaching staff and employees. The personal composition of the attestation commission is approved by the order of the rector of the university.

2. The commission includes the heads of various departments, including the human resources and legal services department of the university, a representative of trade unions, as well as other employees.

### **9.3 Organization of preparation for attestation**

1. Preparation for the certification of teaching staff is organized by the personnel department on behalf of the rector and includes the following activities;

- preparation of a list of employees subject to attestation;
- development of certification schedules;
- determination of the composition of the attestation commission;
- preparation of the necessary documents for the certified


### **9.4 Conducting attestation**

1. Certification is conducted in the form of an interview.

2. During the meeting, the commission studies the presented materials (characteristics, reasoned conclusions of departments, results of certification for previous years, the certification sheet of the person being certified with data from the previous certification, etc.), conducts interviews with the employee. The questions asked of the person being certified should be aimed at identifying the level of his competence, professional training, business qualities. Discussion of the professional, business and personal qualities of the person being certified should take place in an atmosphere of objectivity, correctness and goodwill.

3. Based on the results of studying the submitted materials and interviewing the employee, the commission makes one of the following decisions:

- 1) is suitable for the position held;
- 2) is subject to re-certification;
- 3) is not suitable for the position held;
- 4) the decision of the certification commission is made by open voting by a simple majority of votes.
- 5) the rector's decision is formalized by an order.

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## **10. Creation and maintenance of organizational order in the University**

1. The most important condition for achieving the strategic goals of the University is the unconditional fulfillment by all faculty and staff of their job responsibilities, strict adherence to labor and production discipline, the exactingness of managers towards subordinates, and the unconditional fulfillment by subordinates of orders, instructions, and work assignments.

2. The main performance is the organizational order in the University, when the teaching staff and employees know and fulfill their job responsibilities. The ethical standards of the teacher are a model of ethics and intelligence, morality and ethics, an active propagandist, a principled opponent of the emergence of any corruption, disorder, irresponsibility.

3. The teacher demonstrates by personal example to students the need to comply with the rules of the labor and educational regime, respect for colleagues, responsibility for themselves, for what they have said and done, openly admits their mistakes and corrects them in a timely manner.

### **10.1 Internal labor regulations**

The procedure for the clear organization of the work process and labor discipline is regulated by the Internal Labor Regulations:

- organize the work of the teaching staff and other employees in such a way that everyone works according to their specialty and qualifications;
- take measures to strengthen labor and academic discipline;
- provide employees with timely leave, at the end of the academic year inform teachers (before going on leave) about their annual teaching load in the new academic year;
- systematically improve the qualifications of teachers and other employees;
- when hiring employees, conclude an employment contract with them;
- pay wages in the amount established by the regulatory legal acts of the Republic of Kazakhstan.
- provide the employee with an annual paid vacation.


### **10.2 Main responsibilities of the staff of Shymkent University**

- teaching staff
- ensure that students and postgraduates acquire knowledge, skills and abilities not lower than the level stipulated by the relevant state general educational standards;
- promote the identification and development of individual and creative abilities of students;
- observe the norms of pedagogical ethics;
- respect the morality of students and pupils;
- correctly and conscientiously perform official duties;
- observe labor discipline;
- to comply with the disciplinary framework of the university (to come to work on time, to observe the established working day, to use the working day to perform duties in accordance with the activities specified in the contract, etc.);
- the range of duties (works) performed by each employee in his specialty-service is determined by job descriptions and rules.

### **10.3 The procedure for hiring and dismissal**

1. The right to work in the SHU is exercised by concluding an employment contract in writing. After the conclusion of the employment contract, an order is issued by the rector of SHU on employment.

2. The final decision on employment is made by the rector of SHU. After the visa (decision) of the rector of SHU, the application is sent to the personnel department to prepare an employment

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order based on an employment contract. When preparing a project for work, the HR department has the right to demand the following personal documents from the employee being hired:

- the employment contract is 2 pieces.
- personal file of 1 piece.
- personal card form T-2-1 pieces.
- passport, a copy of the identity card – 2 copies.
- 3x4 photos - 3 pieces.
- for teaching staff holding additional positions, a copy of the work record (original), a notarized copy of the work record;
- copies of diplomas, certificates (with attachment);
- list of scientific papers;
- biography;
- medical book;
- a copy of an oralman's permit or certificate, a residence permit for citizens of near and far abroad;
- a copy of the military ID (postscript to the inspector of military registration).

3. Grounds for termination or termination of an employment contract:

- due to the expiration of the term;
- by agreement of the parties;
- at the initiative of one of the requirements.

4. An employment contract may be terminated at the initiative of one of the parties if one party has warned the other party one month before the termination of the written employment contract.

5. On the day of the issuance of the dismissal order, after filling out the bypass sheet, a corresponding entry is made in the workbook and issued to the employee under signature.

#### **10.4 Working hours and their use**

1. The start, end and lunch break times of working hours are set in the following order and should not exceed 40 hours per week.

2. For employees related to the educational process:

- A 5-day working day per week for the teaching staff and employees of the teaching and support staff in order to continuously conduct the educational process. Day off is Saturday, Sunday.

- on a working day, the teaching staff, along with fulfilling the academic load, must carry out educational, methodological, scientific, creative, educational work and social work of the department.

3. For administrative management, scientific staff and departments:

- 5-day working day per week, weekends-Saturday, Sunday;

- start of work – 9.00

- end of work – 18.00


- lunch break – 13.00-14.00

4. An employee has the right to an unpaid five-day vacation in cases of marriage (matrimony) or the death of a close relative.

#### **10.5 The procedure for granting vacations**

1. The order of granting annual work leave to teaching staff and employees is established in accordance with the approved schedule of work leave of structural divisions and departments.

2. The duration of regular annual labor vacations, with the exception of holidays falling on vacation, is calculated in calendar days, with the approval of the schedule of regular labor vacations and delivery to the personnel management department no later than April.

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3. In accordance with the approved schedule of regular work holidays, an order of the rector of the SHU is issued.
4. Payment for a work leave must be made no later than three calendar days before it begins.
5. It is prohibited not to grant leave for two consecutive years.

### **10.6 Disciplinary measures against employees**

1. For violation of labor discipline, i.e. non-fulfillment or improper fulfillment of labor duties assigned to an employee, the employer has the right to impose disciplinary penalties in accordance with Article 64 of the Labor Code of the Republic of Kazakhstan:

- warning;
- reprimand;
- severe reprimand;
- terminate the employment contract in accordance with article 49 of this Law.

2. An explanation in writing is required from the employee who is being disciplined. Disciplinary punishment is issued by the order of the rector of SHU and the employee is familiar with the order.

3. The period of validity of a disciplinary penalty shall not exceed six months from the date of its application.

### **11. Public Commission on Labor Disputes**

1. The Commission is formed on the initiative of employees of the university and (or) the employer (Company) from an equal number of representatives of employees to the Commission are elected by the general meeting of employees of the Company.

2. The Labor Dispute Commission elects the chairman, deputy Chairman and secretary of the commission from among its members.

3. The Commission shall consider an individual labor dispute if the employee, independently or with the participation of his representative, has not settled the differences during direct negotiations with the employer.

An individual labor dispute is a dispute between an employer and a person who previously had an employment relationship with this employer, as well as a person who expressed a desire to conclude an employment contract with the employer, in case the employer refuses to conclude such an agreement.

#### **11.1 Procedure for consideration of an individual labor dispute in the Commission**

1. An employee's application submitted to the commission is subject to mandatory registration by the specified commission.

2. The Commission is obliged to consider an individual labor dispute within ten calendar days from the date of submission of the application by the employee.


3. A meeting of the commission is considered competent if at least half of the members representing the employees and at least half of the members representing the employer are present.

4. A protocol shall be kept at the meeting of the Commission, which shall be signed by the Chairman of the Commission or his deputy and certified with the seal of the Commission.

#### **11.2 Execution and appeal of the Commission's decisions**

1. The decision of the Commission is subject to execution within three days after the expiration of the ten days provided for appeal.

2. If an individual labor dispute is not considered by the Commission within ten days, the employee has the right to transfer its consideration to the court.

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### **11.3 Liquidation of the Labor Dispute Commission**

1. The Commission shall be liquidated in the event of liquidation or reorganization of the Company.
2. The Commission may be liquidated by a joint decision of the Company and the general meeting of the Company's employees.

### **12. Final provisions**

1. Control over the implementation of the Regulations on the Personnel Policy of the SHU is carried out by the head of the HR Department.
2. In order to assess the effectiveness and develop recommendations for the University's personnel policy, the Personnel department monitors the personnel work at the University.
3. The HR Department is responsible for monitoring and drafting amendments to the Regulations on Personnel Policy.
4. This Provision is brought to the attention of the heads of all structural divisions of the SHU for mandatory use in work.