



Georgian American University, LLC

Human Resources Management Office Regulation

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definition of evaluation methods together with the relevant structural units;

f) Ensuring public placement of vacancies at the University. Selection / appointment of administrative, academic and support staff according to pre-d12 0 G(p)-4(r)9(e)]TÆ60.0)

g) within the scope of his / her competence, participates in the discussion of the

2. By the order of the President of the University or the employment contract on the appointment of employees, it is possible, if necessary, to take into account functions or obligations different from or additional to the functions defined in this Article.
3. The manager is accountable to the head of the Office.

1. An employee of the Office is entitled to:

- a) request any type of information from the relevant structural units and basic educational units of the University, which is necessary for the implementation of the activities of the Office;
- B) develop job descriptions and qualification requirements for the staff of the Office;
- C) Participate in the discussion of issues within its competence by the University Management;
- D) submit relevant proposals and recommendations;
- E) to use the University inventory and other material values.

2. The employee is obliged to:

- a) carry out the tasks assigned by the management

Approval of the regulations of the Office, as well as changes and additions to it are carried out by the order of the President of the University.