

«Қазақ ұлттық қыздар педагогикалық университеті» КеАҚ		NJC "Kazakh National Women's Teacher Training University"
HR ДЕПАРТАМЕНТИ		HR DEPARTMENT
ҚҰРЫЛЫМДЫҚ БӨЛІМШЕ ТУРАЛЫ ЕРЕЖЕ		RULES ABOUT HR DEPARTMENT
3 РЕДАКЦИЯСЫ		EDITION 3

"APPROVED"

by order of the Chairman of the Management Board-Rector

NJSC "Kazakh National Women's University Teacher Training University"

from "___" _____ 2024 years

№ _____

**Rules
about HR department
RHR 025 HRD-24**

Reg. № _____

Ext. № _____

Almaty, 2024

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1. GENERAL PROVISIONS

1.1. The HR Department (hereinafter referred to as the Department) is a structural division of the Kazakh National Women's Teacher Training University (hereinafter referred to as the Company), which carries out activities aimed at creating an open, comfortable and fair working environment.

1.2. The Department has seals in accordance with the annex to these Regulations.

1.3. The department reports to the Chief of Staff.

1.4. The Department is headed by the Director of the Department, who is appointed on the basis of a competitive procedure and dismissed from his post by order of the Chairman of the Management Board-Rector, in accordance with the procedure provided for by the legislation of the Republic of Kazakhstan and internal regulatory documents of the Company.

1.5. The requirements of the regulations on the Department (hereinafter referred to as the Regulations) are mandatory for the management of all employees of the Department in their activities and are the basis for the development of job descriptions.

2. REGULATORY REFERENCES

The Department operates under the following legal framework:

2.1. External regulatory legal acts:

- The Constitution of the Republic of Kazakhstan (hereinafter-RK);
- The Civil Code of the Republic of Kazakhstan;
- The Labor Code of the Republic of Kazakhstan;
- Laws of the Republic of Kazakhstan "On Education", "On Science", "On Languages", "On Combating corruption", "On State youth policy", "On Non-profit Organizations", "On Joint-stock Companies", "On State Property", "On Public Procurement", etc.;
- The concept of development of higher education and science in the Republic of Kazakhstan for 2023-2029, approved by the Decree of the Government of the Republic of Kazakhstan dated March 28, 2023 No. 248;
- state mandatory standards of education at all levels of education, approved by the order of the Ministry of Science and Higher Education of the Republic of Kazakhstan (hereinafter referred to as the Ministry of Education and Science of the Republic of Kazakhstan);
- orders and orders of the Ministry of Internal Affairs of the Republic of Kazakhstan;
- regulatory legal acts and standards of the Republic of Kazakhstan used in the Company's activities;
- Code of Corporate Governance of a Non-profit joint-stock company in the field of Higher and Postgraduate education, approved by Order No. 171 of the Minister of Education and Science of April 19, 2021;
- other regulatory legal acts regulating the functioning and development of the higher education system.

2.2. Internal regulatory documents of the Company:

- By the Charter.
- The Code of Ethics.

- The Code of Academic Integrity;
- Academic policy;
- Personnel policy;
- Development program;
- Quality assurance policies and objectives;
- Internal regulations;
- A collective labor agreement;
- Orders, orders of the Chairman of the Management Board-Rector, Vice-rectors, decisions of the Management Board, the Board of Directors and the Sole Shareholder of the Company;
- Work plans of the Company and the Department;
- Documented procedures of the quality management system;
- An anti-corruption standard;
- Documented procedures of the business unit.

3. GOALS AND OBJECTIVES

The main goals and objectives of the Department are:

- 3.1. Selection and placement of personnel in accordance with the qualification requirements for the position;
- 3.2. Organization of the personnel accounting system;
- 3.3. Development of current and long-term staffing plans for the Company in accordance with the Company's Development Program;
- 3.4. Analysis of the qualitative composition of the working staff;
- 3.5. Organization of the personnel accounting system and control over the personnel replacement of full-time positions by employees. Maintaining personnel records in all its scope for registration of relations between the employee and the employer, provided for by the labor legislation of the Republic of Kazakhstan;
- 3.6. Registration of labor relations with the Company's employees, control over the implementation of labor legislation norms in labor relations;
- 3.7. Ensuring manageable conditions for the management of documentation published in the Company;
- 3.8. Management of organizational and administrative documents and internal regulatory documents;

4. FUNCTIONS

Функции Department functions:

- 4.1. Recruitment, selection and adaptation of employees;
- 4.2. Formation of corporate culture;
- 4.3. Formation of the personnel reserve;
- 4.4. Development and provision of professional development of personnel;
- 4.5. Formation and development of the personnel assessment system;

4.6. Providing the Company with personnel of the teaching staff, administrative and managerial staff, teaching and support staff, and economic support staff in accordance with the required qualifications and work experience;

4.7. Registration of labor relations with employees, accounting and monitoring of compliance with the terms of employment contracts, their terms and content. Development and adjustment of a standard employment contract with administrative management personnel, teaching staff, hourly workers, teaching and support staff, and additional agreements to them;

4.8. Admission of employees, transfer, termination of employment relations with them, registration of business trips, combining positions, maintaining time sheets, issuing certificates and orders on personnel;

4.9. Organization of competitions on a collegial basis to fill vacant positions of teaching staff and administrative and managerial personnel for senior positions. Maintaining, compiling and storing the minutes of the competition commission.

4.10. Preparation of materials for presenting incentives and awards to the Company's employees.

4.11. Organization of control over the state of labor discipline in the Company's structural divisions and employees' compliance with Internal Labor Regulations. Preparation and collection of documentation necessary for the imposition of disciplinary penalties (submissions, explanatory notes, orders, acts of disagreement, submission of explanatory notes, familiarization with the order, etc.). Regulation of disagreements on personnel issues.

4.12. Analysis of the qualitative composition of the working staff in accordance with the requirements of the administration and the Ministry of Education and Science of the Republic of Kazakhstan, study of the business and professional qualities of the Company's specialists in order to select personnel to fill vacant positions and create a reserve for nomination. Analysis of staff turnover, development of measures to eliminate them.

4.13. Preparation and submission of reports on the quantitative and qualitative composition of full-time staff to higher supervisory authorities. Submit timely reports and information on personnel issues to requesting higher authorities.

4.14. Accounting of employees' personnel, maintaining and storing the established personnel documentation; issuing certificates on current and past employment of employees.

4.15. Ensuring confidentiality and storage of personal data of the Company's employees. Ensuring the safety of the Company's employees' workbooks.

4.16. Preparation and transfer of materials for assigning pensions and allowances to employees of the enterprise and their family members to the social protection bodies of the population.

4.17. Coordination of draft regulations on structural divisions, job descriptions and all documentation with the legal department, Chief of Staff, Planning and Economic Department, assignment of codes to documents by the department of documentation turnover and archive in accordance with the established procedure. Registration of all approved internal regulatory documentation in a single database.

4.18. Preparation of draft contracts on full material liability with financially responsible employees and contracts for paid provision of training services with employees of the Company.

4.19. Drawing up the nomenclature of cases and controlling the Department's document flow.

5. RIGHTS

The Department has the right to:

5.1. request and receive from the Company's structural divisions the necessary materials, documents and information falling within the competence of the Department

5.2. request and receive information from all structural divisions of the Company that is necessary to perform the tasks assigned to the Department and analyze issues related to its activities.

5.3. in case of non-compliance with the requirements of the requested information, return the documents to the performers for revision.

5.4. provide explanations, recommendations, and guidance on issues within the Department's competence.

5.5. conduct meetings and participate in meetings held in the Company;

5.6. involve, with the permission of the Chairman of the Management Board – the Rector or Vice-rectors, specialists of the Company to solve interrelated tasks in the field of the Department's activities;

5.7. for logistics support of the Department;

5.8. monitor the execution by Department employees of orders, management orders, as well as job descriptions and regulations;

5.9. make suggestions to the Company's management on the following issues:

– improving the quality of the Company's processes;

– incentives for employees of the Department based on the results of their work;

– approve orders, orders and other organizational and administrative documents of the Company in accordance with the established procedure.

5.10. Права Департамента The Department's Director exercises the Department's rights related to its activities Департамента. The rights of the Department Director are determined by their job description.

6. Responsibility

6.1. The Director of the Department is fully responsible for achieving the goals and objectives, as well as for the quality and timeliness of performance of the functions assigned to the Department by the Regulations.

6.2. The Director of the Department is personally responsible for:

– organization of the Department's work, timely and qualified execution of orders, orders and instructions of the Company's management, existing regulatory legal acts in its field of activity;

– performance of official duties in accordance with the employment contract by employees of the Department;

– compliance by employees of the Department of Performance, labor discipline and Internal Regulations of the Company, Anti-corruption Standard, Code of Ethics and Conduct of Employees of NAO "Kazakh National Women's Pedagogical University", sanitary and anti-epidemic regime, fire safety and labor protection;

– high-quality maintenance of documentation provided for by current regulatory documents;

– timely provision of reliable statistical and other information on the Department's activities in accordance with the established procedure;

– management's readiness to work in emergency situations.

6.3. The Director and employees of the Department are responsible in accordance with the established procedure for:

– material liability for damage, destruction and damage of material assets caused by their fault, in accordance with the Labor Code of the Republic of Kazakhstan;

– responsibility for compliance with commercial and technical secrets, as well as official secrets of the Company.

6.4. The degree of responsibility of other employees is established by job descriptions.

7. INTERACTION WITH OTHER DEPARTMENTS

Департамент When performing its functions and tasks, the Department interacts with all structural divisions of the Company and organizations, regardless of their form of ownership.

8. APPROVAL, STORAGE, DISTRIBUTION

8.1. The Regulations are developed by the Director of the Department.

8.2. Registration of the Regulation is carried out by the responsible person of the Documentation Turnover and Archive Department.

8.3. Coordination is carried out with the following managers:

1) Chief of Staff;

2) Head of the Legal Department;

3) Planning and Economic Department.

8.4. The responsible person of the Documentation Turnover and Archive Department is responsible for storing the original and distributing the scanned approved version of the Regulation.

8.5. A copy of the approved Regulation is kept in the HR Department.

Application
to the Regulation on the HR Department of
NJSC "KazNWTTU", approved by the order of
the Chairman of the Management Board-Rector
from " ___ " _____ 2024 year,
№ _____

PRINT SAMPLE
HR Department

1. HR Department of NJSC "Kazakh National Women's Teacher Training University";
2. THE COPY IS CORRECT HR Department of NJSC "Kazakh National Women's Teacher Training University";
3. NJSC "Kazakh National Women's Teacher Training University";
4. Signature _____,
Certified: NJSC "Kazakh National Women's Teacher Training University".

