

Approved by

Chairman of the Board – Rector

NPJSC “Zhetysu University

named after Ilyas Zhansugurov”,

Doctor of Geographical sciences,
professor



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_____ 2021

REGULATIONS
on personnel management
IRD-ZU-06-02

Taldykorgan, 2021

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1 AREA OF USE

1.1 This regulation establishes the procedure for personnel management at Zhetysu University named after I. Zhansugurov (hereinafter ZU).

1.2 This regulation is applied by all structural units of ZU and is a part of the documents of the internal quality assurance system.

2 REGULATORY REFERENCES

References to the following regulatory documents are used in this Regulations:

Labour code of the Republic of Kazakhstan dated 23 November, 2015 No. 414-V	Labour code of the Republic of Kazakhstan
The Law of the Republic of Kazakhstan dated 27 July, 2007 No. 319-III	On Education
Order of the Minister of Health and Social Development of the Republic of Kazakhstan dated 30 November, 2015 No. 929	On approval of the form, Rules for maintaining and storing the employment records
IRD-ZU-15-02	Documented procedure. Management of documented information
IRD-ZU-06-03	Regulations on the procedure for personnel certification
IRD-ZU-06-04	Regulations on holding a competition for filling the vacant posts of structural divisions' heads
IRD-ZU-06-05	Regulations on the procedure for awarding academic and honorary titles
IRD-ZU-07-01	Regulations on the conditions of remuneration, material incentives, bonuses and other remuneration of employees of the NPJSC "Zhetysu University named after Ilyas Zhansugurov"
IRD-ZU-06-06	Regulations on professional development of employees
IRD-ZU-06-07	Regulations on record keeping and archive management
Regulations on holding a competition to fill vacant positions of teaching staff and researchers, approved by the decision of the Board of Directors	Regulations on holding a competition to fill vacant positions of teaching staff and researchers

3 TERMINOLOGY AND DEFINITIONS

The following terms and definitions are used in this Regulations:

Vacancy	Free nomenclature unit in the staffing table
Position	Official duty, place of service
Job description	A document issued for the purpose of regulating the organizational and legal status of an employee of ZU, duties, rights, responsibilities and providing conditions for an effective activity
Business trip	The referral of an employee by order of the ZU to perform work duties for a certain period of time outside the place of permanent work to another locality, as well as referral of an employee to another locality for training, professional

	development or retraining
Personal file of the employee	A set of documents characterizing the legal, labor and official activities of an employee
Motivation	The need to select incentives that would encourage the employee to work better
Leave	The release of an employee from work for a certain period to ensure the annual rest of the employee or social purposes with the preservation of place of work (position) and, in cases established by the Labour Code, the average salary
Employee's personal data	Information about the employee necessary for the emergence, continuation and termination of employment relations
Candidate for the position	A qualified individual applying for a vacant position
Employee	An individual who is in an employment relationship with ZU and directly performs work under an employment contract
Employment record book	A document containing information about the employee's work activity
Employment contract	A written agreement between the employee and ZU, according to which the employee undertakes to personally perform a certain job (labor function), observe the labor regulations, and ZU undertakes to provide the employee with work on the stipulated labor function, to ensure working conditions provided for by the Labour Code, Laws of the Republic of Kazakhstan and other regulatory legal acts of the Republic of Kazakhstan, collective agreement, acts of ZU, timely and in full to pay the employee salary
Staffing table	Approved list of ZU positions

4 SYMBOLS AND ABBREVIATIONS

The following symbols and abbreviations are used in this Regulations:

JD	Job description
HRDD	Human resources and documentation department
TS	Teaching staff

5 RESPONSIBILITY AND AUTHORITY

5.1 This regulations is approved by the Chairman of the Board – Rector of the University.

5.2 Responsibility for the implementation of the requirements specified in this regulations is assigned to the HRDD.

6 DESCRIPTION OF THE PROCEDURE

6.1 Recruitment and hiring

6.1.1 The following sources may be used for the selection of new personnel:

- mass media;
- Internet;
- information received from current employees.

6.1.2 The requirements for education, work experience, and the availability of special knowledge of the university staff are defined in the relevant job descriptions, the management process of which is set out in IRD-ZU-15-02.

6.1.3 The HRDD conducts a preliminary interview with a candidate for the position.

6.1.4 All information about the candidate for the position is submitted to the Chairman of the Board - Rector.

6.1.5 Based on the data received about the candidate for the position, the Chairman of the Board – Rector makes a decision on his employment. In case of a positive decision, the Chairman of the Board – Rector puts the resolution on the candidate's application.

6.1.6 Having received the resolution of the Chairman of the Board – Rector, the candidate for the position submits his application to the HRDD. Documents are attached to the application, according to the list of documents.

6.1.7 Employment is issued by the order of the Chairman of the Board – Rector. The requirements for the execution of orders are set out in IRD-ZU-06-07. The order is registered in the register of personnel orders. The HRDD organizes the employee's familiarization with the order.

6.1.8 An employment contract for permanent or temporary work is concluded with a newly hired employee, which is an actual admission to work. The employment contract is registered in the journal of accounting and registration of employment contracts.

6.1.9 The HRDD produces and transmits to the financial and economic department copies of documents required for subsequent payroll.

6.1.10 The application for employment should be written by the applicant for the position addressed to the Chairman of the Board – Rector. It must contain a request for employment, the surname, first name and patronymic of the citizen (without abbreviations), the address of residence and phone number.

6.1.11 A probationary period (no more than three months) may be established for an employee who has been accepted for a position in order to verify that the employee's qualifications correspond to the assigned work. The probationary period begins with the beginning of the employment contract.

6.1.12 In case of a negative result of an employee's work during the probationary period, ZU has the right to terminate the employment contract with employee, notifying the employee in written form, no later than seven calendar days before the expiration of the probationary period, indicating the reasons that served as the basis for recognizing this employee as not having passed the probationary period.

6.1.13 The competition for filling vacant positions of heads of structural units is carried out in accordance with the procedure established in the Regulations on holding a competition for filling vacant positions of teaching staff and researchers.

6.1.14 The competition for the replacement of vacant positions of the teaching staff and researchers is carried out in accordance with the procedure established in the Regulations on holding a competition for the replacement of vacant positions of the teaching staff and researchers of the NPJSC “Zhetysu University named after I.Zhansugurov”.

6.1.15 An employee who has been hired must familiarize himself with the job description, the regulations on the structural unit in which the employee will work, internal regulations, mission, and the university's quality assurance policy.

6.2 Talent management

6.2.1 Talent management is a holistic and objectively determined strategy for working with personnel, combining various principles, forms, methods and models of personnel work.

6.2.2 The purpose of the University's talent management is the effective management and development of the University's human resource, maintaining at an optimal level the numerical and qualitative composition of employees, their professional and social development, as well as a reasonable combination of the processes of renewal and retention of personnel capable of achieving the strategic objectives set for the University at a high professional level.

6.2.3 The key priorities of talent management are:

- attracting, developing and retaining highly professional employees;
- integration of advanced methods of personnel management, creation of an effective HR department at the University;
- management of a team of high-potential University employees;
- support for innovation and transformation at the University;
- creation and development of joint values, social norms, rules governing employee behavior;

- increasing the positive image and trust of partners to the University.

6.2.4 In order to achieve this goal, the University solves the following tasks:

- carries out systematic work aimed at finding, attracting, retaining and improving the professional level of the best specialists in their field of activity, providing opportunities for rapid and stable professional growth of initiative creatively thinking employees;

- promotes the adaptation of newly hired employees in a short time, thereby contributing to the effective use of their professional and creative potential.

6.2.5 Talent management is implemented through the management of the Employer's relations with employees and staff development, which combines a system of internal corporate relations and a system of interaction with external structures.

6.2.6 Relationship management and staff development is based on administrative (orders, management, regulations on structural units, job descriptions, etc.), economic (financial incentives, training) documents and socio-psychological (psychological climate, the establishment of certain rules of conduct, methods of non-material motivation, corporate culture) methods of work.

6.2.7 The main principles of the University's Talent Management are:

- positioning of the staff as the most valuable asset that the University has and investments in "human capital";

- inclusion in the process of relationship management and development of all management links, improvement of the system of training executives in the principles and methods of relationship management, further development of methodological guidelines for working with personnel for executives at all levels;

- unity of Talent management in the organization of work with personnel in all departments, common terminology, openness and clarity of technology and relationship management activities for all employees;

- selection, placement and promotion of personnel according to professional, business, moral, psychological qualities using modern technologies, including competitive selection and objective regular evaluation of personnel;

- a reasonable combination of internal personnel reserve and external resources when filling vacancies, the use of the practice of exchanging employees between management units, updating personnel with continuity, high-quality intellectual development of personnel; ensuring optimal employment of employees, maximizing the use of experience and intellectual potential of human assets, effective organization and ensuring labor safety;

- provision of conditions for professional growth of employees, development of a system of motivation for high labor productivity;

- maintaining a favorable psychological climate in the University's workforce;

- further development of the system of social and labor rights and guarantees, contributing to the formation of consciousness of corporate cohesion and belonging to a single University team;

- consistency in relationship management based on setting specific goals for areas of activity that are an integral part of the overall strategy for personnel development;

- maximum implementation of modern technologies for personnel management and document management, automation of relationship management processes;

- practical implementation of the principles of social partnership and mutual responsibility of the parties in the relationship between the employer and employees;

- dynamic development of the relationship management system, adequately correlated with the long-term interests of the University.

6.2.8 The University is guided by the following core corporate values in relation to Talent management:

- meritocracy;

- respect;

- honesty;

- team spirit;

- trust.

6.2.9 For the active growth of the University, employees with the following competencies are needed - professionalism, motivation, loyalty, commitment to development, the ability to make decisions and competently organize the workflow.

6.2.10 The key areas of Talent management are:

- organizational structure management;
- improving the quality of labor resources;
- labor efficiency management;
- development of corporate culture.

6.2.11 Objectives of the direction “Organizational structure management”:

- regular analysis and improvement of the organizational structure in order to ensure compliance with strategic goals and objectives;

- development of the staffing table;
- automation of HR processes;
- creation of integrated personnel management databases;
- development and implementation of recommendations for the development of leadership style and methods.

6.2.12 Objectives of the direction “Improving the quality of labor resources”:

- Analysis of compliance of professional competence and competencies of employees with the requirements of workplaces;

- analysis of the current situation of the availability of human resources (quantitative and qualitative analysis, analysis of natural retirement, etc.);
- development and improvement of qualification requirements for workplaces, the profile of corporate competencies;
- search and selection of highly qualified specialists based on competitive procedures;
- outsourcing;
- transition from fragmentary professional development of employees to systematic training aimed at the implementation of strategic objectives of the University;
- organization of seminars, trainings, master classes for employees both abroad and with the involvement of foreign consultants;
- creation of corporate training centers for the purpose of generating and broadcasting experience within the University;
- development and implementation of a program for the formation of a unified personnel reserve aimed at the systematic replacement of leadership and management positions;
- creation and development of a personnel reserve base of University employees;
- development of evaluation criteria and organization of selection of employees with high potential;
- development and implementation of individual development plans for employees who are in the personnel reserve;
- development and implementation of the system of rotation and replacement of positions, motivation of the process of rotation of employees who are in the personnel reserve;
- development and implementation of Youth policy aimed at professional training and development of young personnel.

6.2.13 Objectives of the direction “Labor efficiency management”:

- implementation of an effective and transparent system of remuneration and motivation based on the level of qualification, competence and performance of employees;

- development of key performance indicators for a number of positions;
- implementation of monitoring and control of the fulfillment of tasks and goals, a system for evaluating the performance of employees;
- analysis of the labor market regarding wages and trends in its movement;
- development and improvement of the incentive system linked to the achievement of certain performance results by employees;
- ensuring social protection of employees;
- providing opportunities for professional, career and personal growth to employees.

- to improve the system of non-material incentives, including state and university awards;
- creation of healthy and safe working and leisure conditions for employees;
- observance and protection of the rights of employees, provision of guarantees and compensation payments in the amounts provided for by the Legislation of the Republic of Kazakhstan;
- improvement of the system of social benefits (financial assistance for recovery, one-time financial assistance to employees in certain cases and other types of payments);
- implementation of health insurance programs, carrying out preventive examinations of employees;
- promotion of a healthy lifestyle among employees;
- assistance to employees in solving housing issues.

6.2.14 Objectives of the direction “Development of corporate culture”:

- informing each employee of the mission and strategic goals of the University;
- creation and development of corporate values and social norms regulating the behavior of a University employee, development of rules for corporate communication and corporate style;
- development and maintenance of an atmosphere conducive to the innovative activity of staff;
- effective implementation of changes of any type, elimination of resistance from the staff and motivation to achieve results;
- formation of staff loyalty;
- harmonization of the organizational climate in the team.

6.2.15 The main indicators of the effectiveness of Talent management:

- a clear separation of the functions of structural units and the responsibilities of employees;
- optimization of the number of employees, the number of management levels;
- the ratio of the number of executives and subordinates;
- transparency of the management system.
- the rate of staff attrition during the first six months of work;
- percentage of employees covered by the training system during the year;
- increasing labor productivity through the use of new knowledge acquired by employees;
- percentage of the cost of education, training and retraining from the wage fund;
- the percentage of employees who regularly receive an assessment of their activities;
- satisfaction with the remuneration system.
- staff satisfaction.

6.2.16 The talent management system includes the entire range of HR activities, HR processes, policies and procedures aimed at attracting highly qualified personnel, assessing the quality of the personnel reserve, implementing a personnel training system and developing its own personnel reserve, retaining talented employees and maintaining their productivity and career growth. The system works to reduce the gap between the current professional level of employees and the level that the university needs to occupy leading positions.

6.2.17 The talent management system includes:

- identification of the needs for talented employees in accordance with the university development plan;
- planning work with prospective employees;
- attracting talents to the university;
- selection of talented specialists inside and outside the company;
- work with young specialists and graduates of the university;
- training and talent development;
- development of leadership competencies in the personnel reserve;
- motivation, promotion and retention of talented employees;
- monitoring and evaluation of the effectiveness of this system.

6.2.18 The main regulations of the talent management strategy:

- the system of search for talented employees (includes the compilation of selection criteria, analysis of sources of information about talented specialists, mechanisms for the implementation of internal and external search);
- talent selection system (specifics of recruiting and internal selection, selective technologies);

- adaptation of talented specialists (adaptation program and analysis of its effectiveness);
- training and development of employees (planning training, stimulating self-learning);
- an effective system of rotation and personnel movement of high-potential employees;
- leadership and mentoring programs;
- building a system of relationships between talented promising employees and managers.

6.3 Training, evaluation, stimulation and motivation of personnel

6.3.1 Personnel training is carried out in accordance with the procedure established in IRD-ZU-06-06.

6.3.2 Personnel evaluation is carried out in accordance with the procedure established in IRD-ZU-06-03.

6.3.3 Stimulation and motivation of labor and creative activity of employees is carried out in the form of incentive payments, bonuses, awards and other incentives. The decision to encourage employees is made by the Chairman of the Board - Rector or a person authorized by him, as well as by the award commission in accordance with IRD-ZU-06-05.

6.3.4 Awarding of employees are carried out in accordance with the procedure established in IRD-ZU-07-01.

6.4 Maintenance of personnel documentation

6.4.1 Personal file of the employee

6.4.1.1 A personal file is kept for each employee, which contains the following documents:

- internal inventory of case documents;
- a copy of the identity card;
- certificate of no criminal record;
- medical certificate;
- autobiography;
- copies of educational documents (notarized);
- a personal human resource record card with a photograph;
- job application;
- extracts from orders or copies of orders on admission, relocation, bonuses, dismissal;
- employment contract.

6.4.1.2 A personal file is opened after the issuance of an order for the employment. The personal file is kept in one copy. Each personal file is formed in a separate folder and is maintained during the entire working time of employees at the university. Workbooks of employees are registered in the journal.

6.4.1.3 The HRDD must make relevant records in the employee's personal documents (employment record book, employment contract) and personnel documents (personal card form T-2).

6.4.2 Registration and issuance of certificates of present employment

6.4.2.1 At the personal request of the employee or the written request of the organization, the employee of the HRDD prepares a certificate. The employee of the HRDD assigns a reference number and registers the certificate in the journal of issuance and accounting of certificates from the place of work. The certificate is signed by the head of the HRDD and certified by the seal of the HRDD.

6.4.2.2 The certificate is issued to the employee in the presence of an identity document.

6.4.3 Registration of a temporary disability sheet

When submitting a temporary disability sheet to those responsible for maintaining the time sheet in the HRDD, the employee of the HRDD checks the correctness of its filling and determines the duration of the actual work done before the time of receipt of disability, maternity leave. The temporary disability sheet is registered in the journal.

6.4.4 Registration of business trips

6.4.4.1 If there is a necessity of a business trip, the employee submits an application to the Rector.

6.4.4.2 When sending an employee on a business trip, an order is drawn up on sending an employee on a business trip with an indication of the terms and objectives of the place of business trip. The order is signed by the Chairman of the Board – Rector and is registered in the register of personnel orders. The employee gets acquainted with the order on receipt.

6.4.4.3 An employee sent on a business trip is issued a travel certificate with registration in the journal of issuing travel certificates.

6.4.4.4 When contacting employees of other organizations sent on a business trip to ZU, the employee of the HRDD signs, stamps their travel certificates and registers in the registration log of those who arrived on a business trip to ZU.

6.4.5 Work with employment record books

6.4.5.1 Work with employment record books is carried out in accordance with the Rules for maintaining and storing employment record books.

6.4.5.2 Information about the employee (surname, first name, patronymic (if any), date of birth, education, qualification, specialty), information about work (employment, transfer to another job, termination of the employment contract), information about awards and incentives of the employee are entered into the employment record book.

6.4.5.3 All records in the employment record book on the dates of the conclusion of the employment contract or its termination, transfer to another job, as well as awards and incentives are made after the issuance of the relevant order and correspond to its text. Upon termination of the employment contract, a record in the employment record book is made no later than the day of termination of the employment contract.

6.4.5.4 Information about the employee is recorded on the first page of the employment record book and stamped.

Surname, first name, patronymic (if any) (fully without abbreviations) and date of birth are indicated on the basis of identity documents.

Education, specialty and qualification are indicated on the basis of educational documents.

6.4.5.5 Records on the name of the position to which the employee is accepted are made on the basis of an employment contract, staffing table.

6.4.5.6 The following information is entered in the section “Information about awards and incentives”:

- 1) on awarding state awards of the Republic of Kazakhstan and awarding honorary titles;
- 2) about awards with certificates of honor, badges, diplomas;
- 3) on incentives for success in work, in accordance with labor, collective agreements and acts of the ZU.

6.4.5.7 The change of records on the surname, first name, patronymic (if any) and the date of birth of the employee is made on the basis of identity documents, marriage certificates, divorce, change of surname, first name, patronymic. These changes are made on the first page (title page) of the employment record book. One line crosses out the former surname or first name, patronymic (if any), date of birth and new data is recorded. References to the relevant documents are written on the inside of the cover and certified with a signature and seal.

6.4.5.8 Correction of work information is made in the following order: after specifying the respective serial number, the date of record in column 3 of the section “Work information”, the following record is made: “Entry for No. ___ is invalid. Accepted for the position of _____” and in column 4 of the section “Information about work”, the date and number of the employer's order is repeated, the entry from which is incorrectly entered in the employment record book.

In case of illegal termination of the employment contract, transfer and reinstatement to the previous job, the following entry is made: “The entry for no. _____ is invalid, restored to the previous position”.

If the wording of the reason for termination of the employment contract is changed, the following entry is made: “The entry for No. ___ is invalid, the employment contract is terminated (or cancelled)”

and the new wording is indicated. In column 4 of the section “Information about work”, in this case, a reference is made to an order for reinstatement at work or a change in the wording of the reason for termination of the employment contract.

6.4.5.9 Information about the work activity is corrected in accordance with the documents confirming the work activity of the employee.

6.4.5.10 In the sections “Information about work” and “Information about awards and incentives” of the employment record book, the deletion of previously entered inaccurate or incorrect records is not allowed.

6.4.5.11 In case of termination of an employment contract with an employee, all records of work, awards and incentives entered into the employment record book during work with the employer, and should be certified with a signature and seal.

6.4.5.12 The employment record during the period of validity of the employment relationship is stored in the HRDD.

6.4.5.13 Upon temporary receipt of the employment record book, the employee signs in the register of temporary issuance of employment record books. Employees dismissed from work receive employment record books against receipt in the journal of issue of employment record books of dismissed employees.

6.4.5.14 In case of death of an employee, the employment record book is issued to relatives under signature or sent by mail at their request.

Employment record book not received by employees upon termination of an employment contract or by closest relatives, in the event of the death of an employee, are stored for two years in the HRDD separately from other employment record books.

6.5 Vacation of employees

6.5.1 Employees are provided with the following types of vacations:

- paid annual leave;
- leave without pay;
- study leave;
- leave in connection with pregnancy and the birth of a child (children), adoption of a newborn child (children);
- leave without pay to care for a child up to the age of three years.

6.5.2 The employee is given leave on the basis of a written application.

6.5.3 Annual paid leave is provided in accordance with the approved vacation schedule.

6.5.4 Orders of the Chairman of the Board – Rector on the provision of work leave are recorded in the register of personnel orders.

6.6 Procedure for termination, cancellation of the employment contract

6.6.1 In case of reaching an agreement between the parties, the employment contract is terminated on the basis of a written application of an employee.

6.6.2 An employment contract is considered cancelled after the issuance of an order on its termination.

6.6.3 On the basis of the order on termination/cancellation of the employment contract, the date and reason of termination/cancellation and the number of the order are recorded in the employment history.

6.6.4 The personal card and file of the employee are withdrawn from the file cabinet and completed for transfer to the archive in accordance with the IRD-ZU-06-07.

6.6.5 In case when an employee reaches retirement age, the HRDD notifies the employee about the termination of the employment contract at least one month in advance. Notifications are recorded in the log of registration of notifications on the expiration of the employment contract.