

«Approved»

Rector of the University “Turan -Astana”

\_\_\_\_\_G.A.Dzhaparova

\_\_\_\_\_ 2018

Rules of the Personnel policy of Turan-Astana University

Astana 2018

## Rules of the Personnel policy of Turan-Astana University

### General regulations

- 1.1 Personnel policy regulation moderates relations of the Institution Turan –Astana (further University) to the principles and directions of formation and functioning human resources system, defines the main goals, objectives and mechanisms of development of human capacity of the University on the nearest period, establishes the rules of staff recruitment, teaching and development of the personnel.
- 1.2 Regulation is based on the Constitution of the Republic of Kazakhstan, Labour code of RK, Law of Education of the Republic of Kazakhstan, University Charter, other local statutes and regulations.
- 1.3 The main aim of the personnel policy of the University is to ensure timely providing the University personnel that meet qualified requirements and necessary number of employees. Other goals are:
  - 1) ensuring the conditions of implementation of the rights and obligations of citizens provided for by labor legislation.
  - 2) efficient use of human resources.
  - 3) formation and keeping the effective work of the staff.
- 1.4 The main principles of the personnel policy of the University.
  - 1 Democracy and publicity of the taken decisions.
  2. Quality and quantity compliance of the personnel to the status and program of the University.
  3. Compliance of individual labor potential of the employee with the requirements of the position and workplace.
  4. Compliance of personnel placement and its integration in accordance with the organizational structure and capabilities of labor potential.
  5. Continuity and manageability of the development process of the personnel.
  6. Transparency of the competitive admissions procedure – information about qualification criteria and selection process and staff transition, accessible for all candidates.
  7. Objectivity – selection and staff transition is carried out according to well-defined categories and requirements for qualifications and competencies of candidates.
- 1.5 General governance of personnel policy is carried out by Rector and first Vice - rector on Academic Affairs of the University within its competence.
- 1.6 Realization of personnel policy at the University is conducted by Staff and Legal Support Department.
- 1.7 Staff recruitment and motivation of the personnel, career management and assessment of performance are carried out by heads unit structures.
- 1.8 Planning of the upgrade qualifications of the higher education teaching personnel is conducted by academic administration .

The main directions and objectives of the personnel policy of the University.

2.1 The main directions of personnel policy of the University are:

- 1) implementation of systematic, purposeful work on training, selection of personnel, as well as creation of conditions for systematic professional development of employees.
- 2) regular and objective job evaluation of employees ' labor and professional potential;
- 3) strengthening the motivation of teaching, research work and stimulating the growth of professionalism through the stimulation of labour compensation.
- 4) formation of labour pool.

2.2 The main objectives of the personnel policy

- 5) development of the legislative and regulatory framework for the personnel policy of the University;
- 6) analysis (quantitative and qualitative) of the state and development of human resources of the University;
- 7) organization and carrying out of certification of employees of the University, methodological and information support, development of activities for the implementation of decisions of the certification Commission.
- 8) recruitment of University with teaching and educational personnel, as well as workers serving the required professions, specialties and qualifications in accordance with the external and internal conditions of the University;
- 9) formation of internal conviction of University employees of social importance of teaching and research activities;
- 10) creation of conditions for self-realization, full self-actualization of professional opportunities of University employees;
- 11) rewarding and encouraging distinguished employees of the University;
- 12) implementation of human resources management techniques using information technology and automated systems;

### **3.Responsibility of executives and employees of the University**

Executives at all levels and employees of the University are personally responsible for failure to fulfill the tasks, regulations, plans, comprehensive programs on personnel policy.

### **4. Rights and duties of heads of structural subdivisions of the University in the implementation of personnel policy**

**4.1 Heads of structural subdivisions of the University are obliged to:**

- 1) to create conditions for the formation in the academic society of a corporate culture focused on the development of educational values and norms that encourage teaching staff and employees to increase professionalism;
- 2) to promote the formation of internal conviction among the University staff of the social significance of teaching and research activities;
- 3) to form and regulate the personnel policy of the University in accordance with the requirements of labor legislation and on the basis of a substantive evaluation and systematic forecasting of personnel situations;
- 4) to inform the staff of the University about the state of human resourcing.
- 5) to promote the creation of a system of professional development of teaching and scientific staff of the University;
- 6) to form a unified approach to the staff recruitment and appointment of personnel in accordance with the requirements of the current legislation.

#### **4.2 University Executives have the right:**

- to make proposals on the development of the legal framework for the personnel development of the University
- to participate in the organization of a single order of collection, processing, synthesis, analysis, **accumulation** and transfer of information that allows monitoring the availability of human resources;
- Make proposals for the introduction of the order of continuous analysis of the quality of teaching activities, research aimed at improving the level of productivity of scientific and pedagogical personnel
- take a direct part in the staffing of the University by highly qualified specialists;
- to participate in the process of enhancement and optimization of staff structure of the University.
- The heads of the University are forbidden to create political parties, religious organizations (associations) at the University;

### **5. Rights and obligations of employees of the University in the implementation of personnel policy**

#### **5.1 University employees have the right to:**

- participate in the development of programs, plans for the formation of human resourcing of the University;
- request and receive regulations and necessary information on the personnel development of the University;
- attend a refresher course and work experience for the development of their professional level.

#### **5.2. University employees are required to:**

- comply with regulations aimed at achieving the goals and Mission of the University;
- constantly improve their own level of professional qualification in accordance with the type of professional activity, as well as to involve students and graduate students of the University in this work.
- to form a civil position among students, including a ban on the promotion of the ideology of violence, extremism and terrorism.

#### **5.2. University employees are prohibited:**

-use educational activities for political agitation, forcing students to accept political, religious or other beliefs or to abandon them, to incite social, racial, national or religious strife, to agitate, propagandizing the exclusivity, superiority or inferiority of citizens on the basis of social, racial, national, religious or linguistic affiliation, their attitude to religion, including through the communication of false information about the historical, national, religious and cultural traditions of people, and also to encourage students to act contrary to the Constitution of the Republic of Kazakhstan.

6. The right to engage in educational activities

6.1. Persons with secondary vocational or higher education have the right to engage in teaching activities and meet the qualification requirements specified in the qualification guides and (or) professional standards;

6.2. To pedagogical activity persons are not allowed:

Deprived of the right to engage in educational activities in accordance with the court's verdict that has entered into force;

Having or having a criminal record that has been subjected to criminal prosecution (with the exception of persons whose criminal prosecution has been terminated on rehabilitative grounds);

For crimes against life and health, freedom, honor and dignity of the person (except for illegal hospitalization in the medical organization providing psychiatric care in stationary conditions and slander), sexual inviolability, sexual freedom of the person against a family and minors, health of the population and public morality, bases of the constitutional system and safety of the state, peace and safety of mankind, and also against public safety except for the cases provided by the Criminal procedure code of the Republic of Kazakhstan and the Civil code of the Republic of Kazakhstan.

Agreed:

Legal expert:

First vice- rector on academic affairs:

Chief Human Resources officer: