



Personnel Management Procedure

| Prepared by: | | | Confirmed by : | | |
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Objective

The current procedure for ensuring Western Caspian University is supplied with the necessary qualified personnel regulates the process of selecting and evaluating potential employees of the University, hiring and dismissal of personnel, placement, professional development, and certification of employees.

PROCEDURE

- Implementation of the requirements of the current procedure is essential for the following:
 - Proper understanding and implementation of tasks in the field of personnel management;
 - Identifying staffing needs, selection, recruitment and training of personnel.
- Selection and appropriate training of personnel covers all levels of the enterprise staff and its departments.
- Technical training, as a rule, involves studying specific methods, methods, technologies used in the service process, as well as international standards, rules, norms, etc.
- All employees of the University are informed in a timely manner about the advantages and disadvantages of maintaining a high level of professionalism and quality work before the conclusion of the employment contract.
- Incentives (motivation) of personnel for the results of work are carried out in accordance with the personnel motivation policy.

QUALIFICATION REQUIREMENTS

- Qualification requirements refer to the employee's education, experience, and skills needed to perform the duties assigned to them according to the requirements of this organizational documentation.
- General requirements for the qualifications of those working as managers or specialists at the university are considered to be the presence of higher and secondary specialized education in the specialty corresponding to the work performed (position held).
- In certain cases, as an exception, if the employee demonstrates high competence in practical work, a mismatch in specialization or the possession of only secondary specialized education may be permitted.

- The management process of specific qualification requirements for all positions—such as level of education, specialization, work experience in the relevant field, etc.—is explained in the relevant sections of job descriptions described in the personnel procedure.

SELECTION OF PERSONNEL

Selection of personnel is carried out for positions newly included in the company structure, for replacing employees who have been dismissed, and for creating a reserve, taking into account possible staff changes during the organization of new projects.

- The selection of personnel for vacant positions, as well as the planning, selection, and placement of personnel, falls within the authority of the human resources specialist.
- The selection of candidates is conducted on a competitive basis based on an application for personnel selection submitted to the relevant structural units and the analytical data provided by the responsible HR personnel.
- Filling a vacancy is only permitted when job descriptions and properly equipped workstations are available.
- Various sources are used for applicants depending on the levels of the unfilled positions in the company.

-Internal resources;

-Collected agencies;

-Special websites;

-Employment office.

Applications for the selection of personnel are formalized by the heads of structural units where vacancies are open or expected to be opened (hereinafter referred to as the Applicant), as well as on the basis of the Director's order on opening vacancies in accordance with the prospective development plans.

- The date of receipt of an application for a job is considered the date of submission of the application to the Human Resources Department, which is signed by the head of the current structural unit and the applicant.

RECRUITMENT PROCEDURE AT WCU

- Recruitment and documentary formalization in the WCU are carried out in strict accordance with the requirements of the Labor Legislation of the Republic of Azerbaijan (Labor Legislation of the Republic of Azerbaijan) and on the basis of an employment contract concluded between the Company and the Employee.

•When recruiting for the WCU, the person responsible for personnel (Chief Specialist) collects the following documents:

- personal record sheet for HR accounting with a 3x4 size photo;

-curriculum vitae (CV);

-copy of educational documents.

-copy of the order on confirmation of the position;

-characteristics or letter of guarantee;

-labor contract;

-application for employment prepared and approved by the Executive Vice-Rector,

-record and evaluation sheet of the probationary period (if necessary);

-military registration documents;

-copy of the work book;

•Recruitment is not carried out without the documents listed above.

•Recruitment at the university is carried out in special cases upon completion of a probationary period lasting 1-3 months.

Organization of Recruitment

• The process of formalizing employment is delegated to and carried out by the "Human Resources" department of Western Caspian University (WCU).

• The newly hired employee writes an application addressed to the Executive Vice-Rector regarding their employment and submits the signed application to the chief HR specialist for further processing.

• Based on the application, the hiring is formalized by an order from the Executive Vice-Rector, specifying the hiring date and position.

• The fact of employment is recorded by the Chief Specialist in the order registration journal.

• Actual authorization for employment is considered to occur upon the conclusion of an Employment Contract with the employee. An employment record book is opened within 5 days after hiring.

• Upon recruitment or when an employee is transferred to another position in accordance with the established procedure, the management must:

– Familiarize the employee with the assigned duties, working conditions, and their rights and

responsibilities (as per the job description);

- Introduce the employee to the internal labor regulations;
- Provide instructions on safety regulations, industrial sanitation, occupational hygiene, fire safety, and other labor protection rules.

PROBATION PERIOD

- The probation period is a test of the employee's personal and work qualities in accordance with the position he holds.
- The purpose of the probation period is to assess whether the specialist is suitable for the assigned duties under actual working conditions.
- The probation period is set for a duration not exceeding three months.
- The duration of the probation period is specified in the employment order and in the employment contract.
- Periods of temporary disability and other justified absences from work are not included in the probation period.
- If the results of the probation are unsatisfactory, the employee may be dismissed with a summary conclusion stating “did not pass the probation,” without the payment of severance compensation.
- If the probation period has ended and the employee continues working, it is considered that the employee has passed the probation. Any further termination of the employment contract is permitted only on general grounds.

HUMAN RESOURCES DOCUMENTATION MANAGEMENT

- At the university, HR documentation is maintained in accordance with the requirements of labor legislation (Labor Code) and relevant labor codes of applicable countries.
- Responsibility for maintaining HR documentation lies with the Human Resources Department.
- The Human Resources Department is responsible for preparing and managing documents related to employment formalization, termination of employment, internal transfers within the institution, probation periods, performance evaluations (attestations), staff development, and maintaining qualifications.
- For each employee at the university, a personal file is maintained in the Human Resources Department, containing all relevant employment documentation.

Each employee's personal file is compiled in a separate folder and stored in locations inaccessible to unauthorized persons.

- The Human Resources Department is responsible for the proper and timely documentation and maintenance of university employees' personal files.
- Employees' employment record books are kept in secure locations inaccessible to unauthorized individuals.

Organization of personnel documentation

- Personnel documentation at the university is carried out in accordance with the current legislation and internal regulations.

List of personnel documents:

► Organizational and HR Documents

These include the university charter, staff schedule, internal labor regulations, regulations on structural units, and job descriptions.

► Organizational and Directive Documents

Directive documents include orders, decrees, instructions, and decisions; Information and reference documents include letters, fax and email communications, minutes, reports, memos, and explanatory notes.

► Personnel-Specific Documents

A set of documents that record all stages of the university employees' labor activity. The key personnel-specific document is considered to be:

Employment Contract – a document that confirms the mutual agreement between the parties on establishing labor relations and regulates those relations.

Employment Record Book- the main document on the employee's labor activity and length of service. The procedure for maintaining a workbook according to the legislation of the Republic of Azerbaijan.

A personal file is a set of documents reflecting complete information about the employee and his labor activity. A personal file is formalized after the order for employment is issued, is compiled throughout the employee's entire work activity and is filled with documents characterizing labor activity. Personal files are stored at the University as strict reporting documents. The Human Resources Department is responsible for maintaining personal files.

The following documents are attached to the personal file:

A list of documents in the personal file;

A personnel record questionnaire or personal sheet with a 3x4 photo;

- a resume;

- a copy of documents on education;

- a copy of documents confirming the position;

- a character statement or letter of guarantee (if necessary);

- employment contract;

-Application for employment, formalized by the Executive Vice-Rector and drawn up in handwritten form;

-Probationary period record and evaluation sheet;

-Military registration documents;

-workbook;

-copy of the order on appointment, placement and dismissal.

INSPECTIONS AND CONTROL

- Compliance with the current procedure requirements is verified by internal auditors during internal audits of the Integrated Management System (IMS) based on the Internal Audit Procedure.

RESPONSIBILITY ALLOCATION

- The Executive Vice-Rector is responsible for:

Ensuring the university is fully staffed with suitably qualified personnel;

Making decisions regarding the hiring and dismissal of personnel;

Approving the thematic plan, educational program, and annual training plan for the technical education of the university's personnel.

-Approval of the current standard and amendments to it.

The authorized representative is responsible for:

- Coordinating educational programs related to quality;
- Organizing quality-related training;
- Coordinating the annual training plan of the university staff;
- Supervising the implementation of the training plan of the university staff.

The HR officer is accountable for:

Maintaining and storing HR documentation in accordance with the Labor Legislation of the Republic of Azerbaijan and the requirements of the current standard.

Related Documents

Conducting an orientation training for newly hired employees.