

**Unofficial translation**  
**MINISTRY OF EDUCATION AND SCIENCE OF THE KYRGYZ REPUBLIC**  
**MINISTRY OF HEALTH OF THE KYRGYZ REPUBLIC**  
**THE SALYMBEKOV UNIVERSITY” INSTITUTION**



# **REGULATIONS ON PERSONNEL SELECTION AND HIRING PROCEDURES**

**Bishkek 2019**

## **1. GENERAL PROVISIONS**

1.1. Labor relations of the “Salymbekov University” Institution (hereinafter referred to as the University) and employees are regulated by the labor legislation of the Kyrgyz Republic: the Constitution of the Kyrgyz Republic; Labor Code of the Kyrgyz Republic; Law of the Kyrgyz Republic “On the Promotion of Employment of the Population”; Law of the Kyrgyz Republic “On social partnership in the field of labor relations in the Kyrgyz Republic”; Law of the Kyrgyz Republic "On Collective Agreements"; Law of the Kyrgyz Republic "On labor protection".

1.2. Labor relations between the employee and the university arise on the basis of an employment contract concluded by them in accordance with the Labor Code of the Kyrgyz Republic and other acts preceding signing a contract established by the Law of the Kyrgyz Republic “On Education”, the Regulation “On the procedure for filling positions of the teaching staff of higher educational institutions of the Kyrgyz Republic”, approved by the Decree of the Government of the Kyrgyz Republic dated from May 29, 2012 №. 304, the Charter of the University:

- election to the position of the head of the department, dean;
- election by competition to fill the vacant position of scientific and pedagogical staff;
- Appointment to a position or approval in a position;
- a court decision on the conclusion of an employment contract;

1.3. Recruitment of citizens to work in all divisions (departments) is carried out for vacancies approved by the president or rector, in the manner determined by this provision.

1.4. The university provides for positions of scientific and pedagogical (professional and teaching staff, researchers), engineering and technical, administrative and economic, teaching and support, maintenance and other personnel.

1.5. Recruitment, appointment and promotion of the teaching staff are carried out on a contract-competitive basis, in accordance with the labor legislation of the Kyrgyz Republic, the Regulation "On the procedure for filling positions of the teaching staff of higher educational institutions of the Kyrgyz Republic", approved by the Decree of the Government of the Kyrgyz Republic from May 29, 2012 №. 304.

1.6. Teachers can, simultaneously with the main position, perform additional duties on the terms of combining positions: the head of the department, the dean (vice-dean), the head of the practice department, etc. The conditions for accepting and performing these part-time jobs are made in accordance with the labor legislation of the Kyrgyz Republic.

1.7. The administrative and managerial staff on the terms of combining positions may also be engaged in pedagogical work. The conditions for accepting and performing these part-time jobs are made in accordance with the labor legislation of the Kyrgyz Republic.

1.8. The positions of administrative, economic, engineering, technical, educational, support, maintenance and other personnel are filled on a contract basis, in accordance with the labor legislation of the Kyrgyz Republic.

1.9. Requirements for teaching and educational support personnel (hereinafter referred to as TPS) are defined in job descriptions and the legislation of the Kyrgyz Republic in the field of education;

1.10. The selection and registration of candidates for work is carried out by the Department of HR and office work in accordance with the current legislation of the Kyrgyz Republic.

## **2. GOALS AND OBJECTIVES**

2.1. Providing the university with qualified personnel.

2.2. Optimization of the qualification level of personnel in accordance with the actual need of the university.

2.3. Introduction of a procedure for preparing, substantiating and approving a vacant position.

2.4. Introduction of a procedure for selecting candidates and planning a probationary period.

2.5. Introduction of a procedure for evaluating the performance of an employee during the probationary period.

### **3. JUSTIFICATION OF THE VACANCY**

3.1. Every year, at the end of the academic year, the staff list of the university for the next academic year is drawn up.

3.2. The staffing table is formed in accordance with the following regulatory documents: the Labor Code of the Kyrgyz Republic, the Law on Education of the Kyrgyz Republic, the Regulations on residency, resolutions of the Government of the Kyrgyz Republic on the norms for calculating the ratio of the number of teaching staff to students, on working conditions for employees of educational organizations, working hours, official salaries, orders Ministry of Education and Science of the Kyrgyz Republic in the field of student admission plan, Ministry of Health of the Kyrgyz Republic in the field of postgraduate medical education. annual orders of the president and rector of the university on the approval of the structure and norms of hours for calculating the teaching load and the main types of educational, methodological, scientific and other activities.

3.3. The staffing table of teaching staff and TPS is formed by the EMD on the basis of curricula / programs and the number of students (admission plan) and is agreed with the heads of structural divisions and the financial and economic department, and is approved by the Rector of the University;

3.4. Previously, the draft staffing table of the teaching staff and TPS is transferred to the departments for consideration at the cathedral meeting and a decision on the distribution of rates. An extract from the minutes of the cathedral meeting on the distribution of the rates of teaching staff and TPS is submitted to the EMD and the HR Department for the formation of the final staffing table.

3.5. The staffing of administrative and economic personnel is formed by the financial and economic department on the basis of the approved University Structure for the academic year, agreed and approved by the university president.

3.6. The introduction of a new staff unit is carried out by the head of the structural unit submitting a report with justification of the need addressed to the president. The proposal is reviewed by the financial and economic department and the HR department, agreed and approved by the President of the University.

### **4. SELECTION OF CANDIDATES**

4.1. For the selection of candidates, external and internal sources are used: Internal sources for the selection of candidates: employees of the university released as a result of structural changes; university employees who want to change their place of work for objective and subjective reasons; university employees enrolled in the personnel reserve; university database. External sources for the selection of candidates: labor resources of the city, region; data bank of the employment center; free circulation of citizens.

4.2. Subject to the proper performance of their professional duties, at the request of the head of the department, the dean of the faculty and with the consent of the teacher, the rector of the university can renew the contract for a new academic year.

4.3. The head of the university has the right to conclude an employment contract for a period of one academic year without holding a competition with certain categories of individuals for vacant positions of the teaching staff. The categories of individuals with whom an employment contract is concluded for one academic year include: - practitioners working directly in production who want to combine teaching with their main job; - teachers working on an hourly basis; - teachers of retirement age; - teachers after parental leave up to 3 years.

4.4. The selection of candidates is carried out using the media and placing an ad on the university website in the "Vacancies" section.

## **5. RECRUITMENT OF CANDIDATES**

5.1. When filling positions of scientific and pedagogical workers, an employment contract is concluded, which is preceded by a competitive selection. The criteria for selecting candidates for the replacement of scientific and pedagogical workers are determined in accordance with the Regulations on filling vacant positions.

5.2. The replacement of all positions of scientific and pedagogical workers in a higher educational institution is carried out under an employment contract concluded for at least 1 year.

5.3. An employment contract with teachers accepted on an hourly basis is concluded for the period of provision of services.

5.4. The competitive recruitment of scientific and pedagogical workers is carried out by a competitive commission approved by the rector of the university, on the basis of the "Regulations on the procedure replacement of positions of the teaching staff", approved by the Decree of the Government of the Kyrgyz Republic dated May 29, 2012 № 304, as well as the relevant legal documents of the university.

## **6. EMPLOYEE REGISTRATION PROCEDURE**

6.1. Recruitment of citizens to work is carried out on a personal application. The application is signed by the immediate supervisor and sent for approval to the president or rector.

6.2. When renewing the contract at the request of the head of the department, an Application is filled out in the form of the established sample (Appendix 2), which is signed by the teacher and head of the department and sent for approval to the president of the university.

6.3. The employment contract is concluded in writing, drawn up in two copies, each of which is signed by both parties.

6.4. By order of the president or rector of the university, an employee may be allowed to work until the employment contract is in writing. In this case, the HR department is obliged to draw up an employment contract with the employee in writing no later than three days from the date of the actual performance of their labor duties.

6.5. When applying for a job, the person being hired is obliged to provide the following documents: - a personal sheet for personnel records with filled in data about himself; - passport or other identity document; and its copy; - a work book drawn up in accordance with the established procedure, except for cases when an employment contract is concluded by an employee for the first time (for individuals entering a job for the first time, a work book is issued by the university; - a document on education, qualifications or special knowledge and copies thereof; - CV and / or resume (signed in hand); - military registration documents (for those liable for military service and individuals subject to conscription); - reference from the previous place of work; - medical certificate (form 086); - retirement card (if the person being hired, is a pensioner); - photo (2 pcs.)

6.6. When hiring certain categories of workers (scientific and pedagogical workers), a person is obliged to additionally provide the following documents: - certificate/certificate of completion of advanced training courses; - list of scientific papers; - if necessary, a certificate confirming the level of English;

6.7. Teachers with whom the contract is renegotiated must submit an updated list of published scientific papers, if there were publications.

6.8. Depending on the position for which the applicant is applying, a probationary period of up to three months may be assigned.

6.9. The recruitment process is handled by the HR Department. The hiring of an employee for the work of teachers is formalized by the order of the rector, AUP and other personnel - by order of the president of the university, issued on the basis of an employment contract concluded with the employee.

6.10. When applying for a job, an HR Department specialist is obliged to familiarize the employee with the internal labor regulations in force at the university and other local regulations (orders, rules, regulations, instructions, etc.) related to the employee's labor function.

## **7. THE EMPLOYEE RECORD**

7.1. When an employee is hired by the university, a personnel employee record file of the employee is opened, which is maintained and stored by the HR Department.

7.2. The personnel file of an employee is a set of documentation that characterizes the activities of an employee at a particular workplace. The employee's personal file contains his personal data and other information related to the entry to work, its passage and dismissal from work and necessary to ensure the activities of the university.

7.3. The personnel file of the employee is kept in a single copy. Keeping several personal files for one employee is not allowed.

7.4. Each employee has a separate folder. Information within the case is placed in chronological order. If the file contains copies of personal documents of employees, they must be certified accordingly.

7.5. The collection and entry into the personnel file of an employee of information about his political and religious affiliation, about his private life is prohibited.

7.6. The materials attached to the personnel files of the employee are booked and the pages are numbered.

7.7. The HR and Records Department is required to ensure the protection of employee personnel data.

7.8. The employee is obliged to submit within a month to the HR Department information about changes in their marital status, place of residence, telephone number, attitude to military service, educational level and other information included in the personnel file.

7.9. Specialists of the HR Department are required to enter information about the accepted employee into the university's automated information management system, and make appropriate changes in a timely manner.

7.10. Transfer from one unit (department) to another unit (department) is carried out in accordance with applicable law,

7.11. When an employee transfers or enters a new place of work, the personnel file is not transferred to a new place of work, it is stored at the university for transfer to the archive in the prescribed manner.

7.12. At the initial registration of a personnel file, documents are included in it in the following sequence: - internal inventory of documents; - personnel sheet on personnel records; - CV and/or resume; - copies of documents confirming vocational education, advanced training, academic degree and academic title (if any); - copies of: a passport, a military ID (for those liable for military service) or an identity card of a reserve officer, marriage certificates, birth certificates for children; - a personnel written application for employment with a manager's visa; - copies of documents on awarding state and other departmental (professional) awards, conferring honorary titles, awarding

state prizes (if any); - an extract from the decision of the competition commission on the results of the competition for the position; - a copy of the order on the appointment (hiring) for the position to be replaced. Instead of a copy of the order, a certified extract from it may be attached to the personnel file; - labor contract; - confirmation of the briefing on safety and fire safety, and familiarization with the job description and internal labor regulations; - medical report/certificate;

7.13. In the course of an employee's official activity, the following documents are attached to the personnel file in chronological order as they are received: - a list of scientific papers and inventions; - certification sheet / - copies of diplomas, certificates and certificates of additional education, advanced training (retraining), awarding academic degrees and titles; - extracts from orders (resolutions, orders) on transfer to another position and dismissal from work; - a written warning of the manager or other official in the presence of a corresponding violation about the need to comply with labor discipline, official duties and a written explanation of the employee; - conclusion on the results of the proceedings (official investigation); - extracts from orders on encouragement; - a copy of the request for the authenticity of documents and certificates available in the personnel file.

7.14. Information contained in personnel files is confidential, with the exception of information subject to publication in the media in accordance with the legislation of the Kyrgyz Republic.

7.15. The transfer of personnel data of an employee to a third party is not allowed without the written consent of the employee, except for cases established by the legislation of the Kyrgyz Republic.

7.16. Personnel files are not handed over to employees. An employee can familiarize himself with all the documents that are filed in his personnel file in the premises of the HR Department and in the presence of a specialist. The HR Department specialist must record the fact that the personnel file was accessed from the outside.

7.17. While working with a personnel file, it is forbidden to make any corrections to it, make notes, take documents, etc. Any changes have the right to be made only by an authorized personnel officer. After returning, it is necessary to check whether all the documents of the case are in place and in their original form

7.18. In the Department of HR, the files of employees are kept during the entire period of their work at the university.

7.19. Only the head and employees of the HR Department have access to the personnel files of employees. The president, rector and vice-rector of the university have the right to request a personnel file for consideration.

7.20. When an employee leaves, the personnel file is closed. At the same time, an internal inventory is first filed with a final record of the number of sheets and documents in it, and at the end - a certification sheet. The title page indicates the date of closing the case (date of dismissal) and the period of its storage, which begins to be calculated from January 1 of the year following the year of closing.

7.21. The personnel files of the dismissed are kept in the organization for three years, then they are archived. The period of storage in the archive is determined in accordance with the "List of standard management documents generated in the activities of institutions, organizations, enterprises, indicating the periods of storage", approved by the Decree of the Government of the Kyrgyz Republic dated December 31, 2010 № 346.

## **8. INTERNSHIP**

- 8.1. When hiring, regardless of position and place, each employee, by agreement with him and by decision of the university administration, is given a probationary period of up to 3 months.
- 8.2. The results of the employee's activities or the fulfillment of the plan-task for a trial period are evaluated by the immediate supervisor and the supervising projector. For an adequate assessment, the opinion of colleagues at work can be taken into account.
- 8.3. The results of the implementation of the plan-task during the internship period are considered 5 days before its end.
- 8.4. Based on the results of the assessment, one of 3 decisions should be made: - the internship period has been met; - the internship period has not been met; - the internship period has not been met, but it is possible to consider for another position in agreement with the employee, setting a internship period for another position.
- 8.5. The decision on an unsatisfactory test result is the basis for the dismissal of an employee in accordance with the labor legislation of the Kyrgyz Republic.
- 8.6. The result of the performance evaluation is communicated to the employee by the head of the subdivision (department) against signature.

## **9. ADAPTATION**

- 9.1. When applying for a job, an HR Department specialist is obliged to provide the employee with comprehensive information about the university, conduct an initial safety and fire safety briefing, or invite a specialist with the appropriate authority for briefing.
- 9.2. The HR Department specialist is obliged to familiarize the employee with the job description, internal labor regulations and regulations against signature, accepted at the university. Explains the principles of the policy and strategy of the university, its goals and mission.
- 9.3. The head of the subdivision (department, division) is obliged to instruct the employee on safety, fire safety and industrial sanitation at the workplace, as well as introduce the employee to the subdivision team.
- 9.4. The head of the subdivision (department, division), for the period of the employee's internship, undertakes: - to familiarize the employee with the existing rules, norms, values and traditions adopted in the unit's team; - conduct a special interview with the employee and explain to the employee the importance of his workplace in the technological process of the unit's activities and its impact on the performance of the university as a whole; - familiarize the employee with the social and living conditions of work.
- 9.5. The process of adaptation of employees is controlled by a specialist from the HR Department and the head of the relevant structural division.

### *Appendix 1*

#### *to the regulation on*

#### *recruitment and hiring*

### **Qualification requirements for the teaching staff of the INSTITUTION "SALYMBEKOV UNIVERSITY" and criteria for the competitive selection of teaching staff to fill the vacant position of professor**

Individuals with higher education in the relevant specialty are allowed to teach in educational programs of higher education, as well as additional professional programs for individuals with higher education. According to educational programs of higher medical or higher pharmaceutical education, as well as additional professional programs for individuals with higher education, individuals with higher medical education and trained in residency in the relevant specialty, as well as employees of medical and scientific organizations, organizations engaged in production

medicines, organizations engaged in the production and manufacture of medical devices, pharmacy organizations, forensic institutions and other organizations operating in the field of protecting the health of citizens of the Kyrgyz Republic.

The following teachers are allowed to teach certain disciplines of the University's educational programs:

1. With no criminal record or convictions;
2. Not deprived of legal capacity in accordance the legislation of the Kyrgyz Republic;
3. who do not have diseases listed and approved by the authorized body that performs the functions of developing state policy and legal regulation in the field of healthcare.
3. Requirements for work experience:
  - **assistant** - work experience in an educational institution for at least 1 year, with postgraduate professional education (residency, postgraduate studies) or a PhD degree - without presenting requirements for work experience.
  - teacher** - work experience in an educational institution for at least 1 year, with postgraduate professional education (residency, postgraduate studies) or a PhD degree - without presenting requirements for work experience.
  - **senior lecturer** - at least 5 years of experience in scientific and pedagogical work, in the presence of a PhD degree, experience of scientific and pedagogical work of at least 1 year.
  - **Associate Professor** - the degree of Candidate (Doctor) of Science and the experience of scientific and pedagogical work for at least 3 years or the academic title of Associate Professor (Senior Research Fellow) - without presenting requirements for work experience.
  - **professor** - a scientific degree of a doctor of science and at least 5 years of experience in scientific and pedagogical work or the academic title of a professor - without presenting requirements for work experience.
4. Requirements for the level of professional education: higher education in the relevant field of study (for medical specialties - higher medical education) and residency training in the relevant specialty.

## REVIEW AND APPROVAL SHEET

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President of "Salymbekov University" Institution

A.Zh. Zhumadilov



**Rector**

**E.Zh. Zhumadilov**

**Dean of the Faculty**

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