

 <p>UNIVERSITY OF LATVIA</p>	<p>UNIVERSITY OF LATVIA HUMAN RESOURCE MANAGEMENT POLICY</p>	<p>Approved by UL Senate Resolution No 264 of 28.01.2019</p>
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I. General terms

1. In order to ensure modern and effective HR management practice in the organization in accordance with the University of Latvia (hereinafter - the UL) strategy, vision, mission and values, the UL has developed and implemented the “Human Resources Management Policy of the University of Latvia” (UL Senate Decision No 264 of 28.01.2019). The UL human resource management policy is targeted at academic staff, general staff and students.

2. The human resource management policy of the University of Latvia is closely related to the general objectives of the University of Latvia and the quality management policy of the University of Latvia and as such is based on the laws and regulations of the Republic of Latvia and the University of Latvia regulating labour relations, as well as other external and internal laws and regulations, including the laws and regulations governing the education sector.

3. The UL human resource management policy focuses on the involvement of students and staff in the achievement of the UL and each individual's professional goals by developing skills, assessing job performance and promoting growth opportunities.

4. The UL human resource management policy is aimed at the sustainable development of the UL, enabling both academic and general staff and every student interested in UL development to pursue a career in their field. While, graduates learning from the most professional lecturers in their field have the opportunity to develop a teaching career at the University of Latvia. Thus, any UL staff member can fulfil UL's vision to be one of the leading science universities in the Baltic region and to be recognized as a European and global research and innovation centre.

5. Key processes of human resource management:

5.1. labour relations:

5.1.1. personnel selection;

5.1.2. employment relationship;

5.1.3. induction of new staff;

5.2. motivation system:

5.2.1. staff remuneration and motivation;

5.2.2. work performance management;

5.2.3. social policy;

5.3. staff development:

5.3.1. staff renewal and succession;

5.3.2. professional development and career;

5.3.3. training of superiors and employees.

II. Labour relations:

6. Personnel selection:

6.1. the selection of academic and administrative staff at the UL is regulated by the Regulations on Academic and Administrative Positions at the UL;

6.2. the general staff selection at the UL is handled with by the head of the respective unit in cooperation with the Human Resources Department;

6.3. The UL staff selection process allows any UL employee and student to apply for a vacant position at the UL, based on their education, skills, experience and personal preferences. The UL students and graduates are an essential resource for UL's future development;

6.4. UL vacancies are published on the UL homepage and in accordance with the job requirements in the "Latvijas Vēstnesis", the official publisher of the Republic of Latvia and / or with the most popular job advertisement portals in Latvia;

6.5. the selection process is open and fair, with equal opportunities for all applicants;

6.6. the evaluation of candidates for general staff and the decision on the most suitable candidate shall be taken by the head of the department concerned.

7. Employment relationship; In accordance with the regulatory enactments of the Republic of Latvia and the University of Latvia, the process of labour relations at the University of Latvia in cooperation with other structural units of the University of Latvia is ensured by the Department of Human Resources.

8. Induction programme for new staff;

8.1. the recruitment and training of the new staff members in accordance with the duties to be performed shall be provided by the head of unit and / or by the immediate supervisor;

8.2. the head of each UL unit is responsible for providing the new employee with the necessary material and technical resources and safe working environment;

8.3. upon commencement of employment legal relations, the new employee shall be introduced to the job description, UL rules of work, occupational safety and other requirements, as well as regulatory enactments of the Republic of Latvia and the UL;

8.4. In order to facilitate the introduction of new employees and their adaptation to the UL operating processes, a UL employee manual has been prepared.

III. Motivation system:

9. UL staff remuneration and motivation;

9.1. The purpose of the remuneration system of the University of Latvia is to ensure internal fairness by setting comparable and balanced salaries for one level position, and to remunerate employees according to their qualifications, job responsibilities, personal investment and performance;

9.2. The remuneration policy of the University of Latvia is stipulated in the legal acts on remuneration at the University of Latvia;

9.3. Every two years UL administers employee satisfaction survey to identify employee aspirations and improve staff motivation system.

10. Work performance management;

10.1. work performance management is the setting of the work goals of the UL staff and the assessment of work performance by examining professional qualifications and competencies of the staff, defining training and development needs. The purpose of work performance management is to facilitate achievement and evaluation of the results of work defined in the Strategic Plan of the University of Latvia;

10.2. the results of performance appraisal are documented and used to determine pay and develop training plans as well as employee career planning. Performance appraisal, career development planning and implementation are the responsibility and result of a collaborative effort between the supervisor and the employee.

11. Social policy;

11.1. The UL Social Policy defines the goals and values of the UL as a socially responsible institution, which is guided by the UL Constitution, the UL Strategy and other legal acts regulating the UL activities. To achieve the goal, the University of Latvia constantly maintains and improves the working and study environment, promotes cultural, sports, artistic activities and other social activities;

11.2. In addition to the labour relations regulations set by the laws of the Republic of Latvia

and the University of Latvia, the University of Latvia has concluded a Collective Agreement with employee representatives (trade union). The collective agreement creates conditions that are more favourable for all UL employees, providing additional rights and other social guarantees.

IV. Staff development:

12. Staff renewal and succession;

12.1. staff development includes professional development, career planning and implementation for all UL employees at the UL, including the development and continuity of unit management, building and effectively managing the UL human capital;

12.2. one of the objectives of the staff policy is to ensure the renewal and continuity of the academic staff in academic positions;

12.3. The UL promotes the growth of general staff and supports their engagement, initiative and self-development activities, thus enhancing their professionalism, motivation and loyalty to ensure continuity.

13. Professional development and career;

13.1. All UL employees, in accordance with their position, have an opportunity to develop themselves professionally by participating in international projects, university co-operation and academic events, raising their qualification;

13.2. determination of academic, scientific and administrative positions and qualification requirements, tasks, election procedure, approval of the position is determined by the regulatory enactments of the Republic of Latvia and Regulations on academic and administrative positions at the University of Latvia;

13.3. academic and scientific careers at the University of Latvia may be developed by meeting a specific set of qualification requirements corresponding to each academic position (assistant/junior lecturer, lecturer, assistant professor, associate professor, professor) or scientific position (scientific assistant, researcher, senior researcher);

13.4. The UL promotes staff participation in the competitions for job vacancies through horizontal and vertical career development. Planning of career opportunities and necessary training for UL staff is closely linked to performance assessment results.

14. UL staff training:

14.1. The UL staff development and training processes are regulated by the UL staff training arrangements, which provide internal training to UL staff as well as training programmes offered by certified educational institutions;

14.2. The UL training regime applies to all full-time and part-time employees employed at the UL with the main employment status.

V. Final provisions

15. With the UL Human resource management policy coming into force, the UL Senate Decision No. 353 of 29.03.2010 regulating the University of Latvia personnel policy is declared invalid.
16. The Department of Human Resources develops the regulations for the training and professional development of the UL staff within the terms set by the Rector

Chair of the Senate

Māris Kļaviņš

Secretary of the Senate

I. Upacere