



MYKOLAS ROMERIS UNIVERSITY COUNCIL

DECISION ON THE APPROVAL OF MYKOLAS ROMERIS UNIVERSITY PERSONNEL MANAGEMENT GENERAL PRINCIPLES

In accordance with Mykolas Romeris University Statute paragraph 19.8 and taking into account the Rector's prof. dr. Inga Žalėnienė's February 2023 provision, Mykolas Romeris University Council **d e c i d e s** to:

1. **A p p r o v e** Mykolas Romeris University Personnel Management General Principles (attached).

2. **D e c l a r e n u l l a n d v o i d** Mykolas Romeris University Council Resolution No. 1UT-12 of 12 April 2010 on the Establishment of the Principles of Selection and Evaluation of Mykolas Romeris University employees.

3. This order shall take effect from the date of its registration.

Council Chair

prof. dr. Egidijus Jarašiūnas

Distribution
1 – Original
For all structural units

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APPROVED
Mykolas Romeris University
Council 2023 March 16
by Decree No. 1UT-6

MYKOLAS ROMERIS UNIVERSITY PERSONNEL MANAGEMENT GENERAL PRINCIPLES

I. GENERAL PROVISIONS

1. Mykolas Romeris University (hereinafter referred to as the University) Personnel Management General Principles (hereinafter referred to as the "Principles") establish the foundation for management processes of the University's academic, administrative personnel and other employees (hereinafter referred to as employees) ensuring University operations are in line with the University Strategic Action Plan and other internal legislation.

2. The Principles include process of selection and adaptation of the University's employees, performance management and evaluation, remuneration management and motivation, and the creation of an organizational culture.

3. General University value-based principles:

3.1. **equal opportunities**, creating conditions and a favourable working environment for each employee, regardless of his age, gender, race, religious beliefs, political opinions, positions held or other differences;

3.2. **transparency** by establishing transparent personnel management processes that are clear to all employees and do not contradict national and internal legislation;

3.3. **effectiveness** in promoting effective and result-oriented employee activity and continuous improvement;

3.4. **cooperation** in encouraging employees to cooperate in order to achieve the university strategists implementation and performance improvement;

3.5. **systematicity** in the implementation of personnel management processes as an integral system that forms the basis for its implementation by the University strategist.

4. The activities of the university employees are organized in accordance with the requirements of occupational and health safety and fire safety.

5. The formation and implementation of the Principles is guided by the legal acts of the Republic of Lithuania, the University's Statute, University Strategical Action Plan, Strategy of Sustainable Action, Equal Opportunities and Diversity Policy, Senate resolutions, Rector orders and other legal acts of the Republic of Lithuania, the European Union and international law as well as the European Charter of Researchers and on the Code of Conduct for the Recruitment of Researchers.

II. EMPLOYEES SELECTION AND ADAPTATION

6. The selection and evaluation of university staff is carried out in accordance with the following principles:

6.1. **publicity and transparency**, transparent selections, allowing all candidates to be equally aware of the requirements of the post for which the selection is being carried out;

6.2. **equality and respect for human dignity** by giving all candidates equal opportunities to participate in the selection process, regardless of their age, gender, nationality, race, social status, political affiliation, religious beliefs or other differences;

6.3. **impartiality and objectivity**, impartially assessing the knowledge, professional experience, qualifications and value attitudes of all candidates that correspond to the University strategis.

7. University lecturers and researchers are admitted to positions in accordance with the procedure established by the Law on Science and Studies of the Republic of Lithuania in accordance

with the plan of the workload and posts of teachers approved by the Rector of the University and must comply with the minimum qualification requirements for the positions of lecturers and researchers approved by the University Senate, which may not be lower than the established by the Republic of Lithuania Law on Research and Studies and other legal acts.

8. The University administration and other employees ensuring the University operations are admitted to the position by selection according to the list of posts approved by the Rector. When carrying out the selection of these employees, it is ensured that the selected employee's qualifications and qualifications meet the requirements set by the Rector's order for proposed position.

9. Confidentiality and protection of candidates' personal data is ensured in accordance with the General Data Protection Regulation and other legal acts regulating the protection of personal data.

10. Employee adaptation process is aimed at smooth integration of employees into the University work environment, promoting the behavior necessary for the position, functions assigned to the position, discussion of the initial results and qualifications and possibilities of its improvement in accordance with the University's strategist.

11. Smooth adaptation process of employees is ensured by:

11.1. The head of the University Personnel Management Center or an employee appointed by him/ her, if a new employee is accepted for the position of department head

11.2. Department head or the employee appointed by him /her, if a new employee is accepted for the vacancy of the subdivision (e) under his / her authority.

12. New employees (except teachers and researchers) are subject to the probation period (3 months). At the end of the probation period, the manager discusses with the new employee subordinate to him / her the compliance of the position occupied with the employee's expectations, adaptation in the unit and the University, the challenges that have arisen, performance results and the goals to be achieved.

III. EMPLOYEE PERFORMANCE MANAGEMENT

13. University employees are guided by the fundamental values set out in the Code of Academic Ethics approved by the University Senate:

1 3.1. **integrity**, actively disseminating the principles of academic integrity in study, research and other activities, carrying out legal activities inside and outside the University, making decisions that are not contrary to legal acts;

1 3.2. **collegiality and respect for human dignity**, in accordance with the principles of honest cooperation, equality, justice, equal opportunities and the protection of confidential information in their activities;

1 3.3. **responsibility**, observing the principles of transparency, social justice and a healthy lifestyle in its activities, creating a positive image of the University and properly representing its interests;

1 3.4. **academic freedoms**, with a view to achieving freedom of study, research and opinion, without tolerance for internal institutional censorship or external pressure,

1 3.5. **responsibility in the use of property, resources, environmental protection**, proper use and preservation of the University's property, protection of intellectual property rights, compliance with the principles of sustainable development.

14. The process of managing University employees includes:

14.1. periodic discussions and performance evaluation;

14.2. identification and planning of needs for professional development;

14.3. process of leaving or dismissing employees.

15. The discussion and evaluation of the results of the university's activities for the previous calendar year and the setting of the goals for the next calendar year are carried out during the annual performance evaluation interview.

16. Annual performance evaluation interviews are carried out with all University employees except academic staff admitted to work without public competition, with whom conducting an annual performance evaluation interview is of a recommendatory nature.

17. During the annual performance evaluation interviews, University employees' needs for professional development are identified.

18. The process of improving the University qualifications of academic personnel and researchers is organized by the University's Center for Academic Affairs.

19. Professional development process of the University' administration and other employees ensuring University operations is organized by the University's Personnel Management Center.

20. Personnel leave or dismissal is coordinated by the head of Personnel Management Center or an employee appointed by him / her. During a conversation with an employee who is leaving the University, the reasons for termination of the employment agreement are discussed.

IV. EMPLOYEE REMUNERATION MANAGEMENT

21. University's employee remuneration management system is aimed to effectively manage the organization's resources, ensure transparency of reporting for the work done, create tools for department heads to communicate clearly remuneration terms and conditions to the University's employees and ensure the remuneration competitiveness and social justice.

22. 2. The Description of the Terms and Conditions of Remuneration of University Personalas (hereinafter referred to as the Description) and the Procedure for the Application of the Provisions of the Description of the Conditions of Remuneration of University Personnel (hereinafter referred to as the Procedure for the Application of the Provisions of the Description) regulate the remuneration of university lecturers, researchers, administration and other employees ensuring the activities of the University from the state budget of the Republic of Lithuania funds, University own and other funds legally received by the University.

23. The monthly salary of University academic personnel consists of:

23.1. fixed part of the salary (emoluments);

23.2. variable part;

23.3. lump sums.

24. The Description regulates the amounts of the employee salary fixed part, the variable and the amounts of one-time benefits. To ensure the transparency of the remuneration management system, procedure for the determination and review of emoluments and general principles for the allocation and disbursement of variable parts of remuneration is provided.

25. The Description also regulate the procedure for granting and disbursing a lump sums to university employees. A one-time payment to a University employee (or a member of the family of a University employee in the event of the death of a University employee) in accordance with the procedure established by the Rector of the University may be awarded to:

25.1. for excellent work;

25.2. anniversary;

25.3. death or illness, natural disaster or loss of property of a University employee or a member of his / her family (spouse, child (adopted child), mother, father (adoptive mother, adoptive parent).

25.4. Other cases provided for in the University legal acts.

V. MOTIVATIONAL SYSTEM

26. The motivational system of the University's employees (hereinafter referred to as the motivational system) is a means that help to achieve the best results by creating opportunities for each University employee to feel valued and important Member of the University community. The motivational system shall consist of formal and informal means as provided for in national legislation.

27. The motivational system is based on the following value principles:

27.1. **improvement of working conditions**, providing a comfortable workplace, taking care of the emotional well-being and physical health of the University's employees, encouraging the reconciliation of work and personal life;

27.2. **fair remuneration for work** by developing a transparent remuneration management system, enabling the use of existing qualifications and career opportunities;

27.3. **creation of an organizational culture** by developing a favorable social culture around and enjoyable communication, promoting traditions and communion;

27.4. **employee evaluation**, promoting clear communication with the University's employees, ensuring constant feedback, provides more responsibility and autonomy, strengthening inclusion in activities organized for the community, assessing the loyalty of employees;

27.5. **professional development**, creating conditions for learning and development.

28. The University motivational system consists of:

28.1. 'non-financial means of motivation' means permanent, long-term non-material incentives that do not have direct financial expression and are aimed at meeting the basic physiological, security, social, self-esteem and self-realization needs of the organization's employees;

28.2. 'additional benefits' means incentives that complement short-term, non-financial motivational measures, which are designed to meet the needs of employees that go beyond the basic or additional needs of the organization's employees.

VI. CREATING AN ORGANIZATIONAL CULTURE

29. The University maintains an organizational culture based on the principles of the University's Personnel Management General Principles and promotes the cooperation of the University's employees.

30. Members of the University community in their activities are guided by the principles of equality, justice, equal opportunities, avoid and do not tolerate discrimination, harassment, abuse of power, nepotism, respect the dignity of the individual, communicate politely and respectfully, ensure a safe working and study environment with their behavior, in which professional communication and a good psychological atmosphere prevail.

31. University rector, vice-rectors, heads of departments by their behavior and decisions set an example for the employees, thereby forming an organizing culture.

VII. FINAL PROVISIONS

32. General Principles may be approved and changed by resolution of the University Council.

33. Personnel Management Center head is responsible for the implementation of the General Principles and the initiation of their renewal in the event of a significant change in the factors that significantly influence the University's activities.

34. University Vice-Rector is responsible for the implementation of the General Principles.
