



**Title: Employment Policy Pay Scale Equity**

**Code:** GU-PL68EPPSE

**Version:** 1.1

**Date of Issue:** 2024

**Effective Date:** July 2024

**Approval Authority:** Board of Trustees

**Document Owner:** Chief Operation Officer (COO)

**Next Review Date:** June 2028

**Review:** The policy is subject to a periodic review every 4 years no later than June 2028 or in a shorter cycle as per amendments to University Policies

## 1. Purpose

The purpose of this policy is to eliminate pay discrimination, address all forms of systemic bias, and ensure that women receive equal compensation for the work they perform.

## 2. Scope

This policy applies to all academic and administrative staff members at Gulf University, emphasizing fair pay for work and equal treatment for compensation.

## 3. Acronyms

<b>BQA</b>	Education and Training Quality Authority
<b>COO</b>	Chief Operating Officer
<b>HEC</b>	Higher Education Council

## 4. Definitions

- **Gender Pay Gap:** The difference in average earnings between men and women, expressed as a percentage of men's earnings.
- **Equal Pay for Equal Work:** The principle that men and women should be paid the same for doing the same work or work of equal value.
- **Job Evaluation:** The systematic process of determining the relative worth of jobs within an organization.

## 5. Policy Details:

- 5.1 Gulf University is committed to establishing fair pay scales based on each employee's qualifications, ensuring equitable compensation for all staff.
- 5.2 Gulf University ensures that no staff shall receive different pay based on race, color, religion, sex, national or ethnic origin, age, disability unrelated to job performance, and marital or parental status.
- 5.3 The university commits to provide work environment free from bias and unfair treatment.
- 5.4 The university ensures that all employees should receive equal pay for work that is comparable, equivalent, and of equal value.
- 5.5 Pay scale equity applies to all forms of compensation, including salary, bonuses, social insurance, paid leave, travel reimbursements, and benefits.

## 6. Procedures

- 6.1 Conduct gender pay equality review in structured manner.
- 6.2 Identify needed actions from the gap areas.
- 6.3 Regularly monitor the impact of the current practices aligned with principles of equality, diversity and inclusion.
- 6.4 Inform staff about these processes and the basis of their individual pay (upon request from role holders) and address any equal pay concerns.
- 6.5 Provide training and guidance to HR staff and key personnel responsible for determining pay and benefits.

- 6.6 Take necessary actions to eliminate unfair discrimination and ensure fair compensation for all employees with the required qualifications.

## 7. Responsibilities

**Board of Trustees is responsible for:**

- Ensuring appropriate implementation of this policy.

**President is responsible for:**

- Ensuring appropriate implementation of this policy.

**Vice President for Academic Affairs is responsible for:**

- Appropriate implementation of this policy.

**Chief Operating Officer is responsible for:**

- Appropriate implementation of this policy.

**Human Resources Manager**

- Following this policy appropriately.

## 8. Related Policies

- HR Policy

## 9. Related Procedures

- All HR Related Procedures

## 10. Related References and Standards

BQA	Institutional Review Handbook
BQA	National Qualifications Framework Handbook
BQA	Programs-within-College Reviews Handbook
HEC	Regulations and Resolutions

President Signature:

