



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
مستشفى الملك فهد الجامعي | King Fahd Hospital of the University

POLICY AND PROCEDURES

Date: 02.05.2019

Revision: 2

IAU

DEPARTMENT : ADMINISTRATION

Effectivity: 15 May 2019

Supersedes: 1

Review Date: 28 May 2024

No. of Pages: 4

1. TITLE: EMPLOYMENT POLICY PAY SCALE EQUITY

2. PURPOSE:

2.1 This policy was put in place to ensure that there is no pay discrimination in fact, to put an end to all forms of systemic prejudice, and to guarantee that women are treated equally about the remuneration they receive for the work they complete.

3. POLICY:

3.1 The Imam Abdulrahman bin Faisal University is committed to creating pay scales with fair standards based on the qualifications of each employee and provides fair compensation to all staff members.

3.2 No one is permitted to be paid differently based on race, color, religion, sex, national or ethnic origin, age, status as someone with a physical or mental disability unrelated to ability, military status, genetic information, marital status, parental status, ancestry, or income source.

3.3 This policy entails a dedication to sustaining a workplace atmosphere free of bias and injustice.

3.4 Equal compensation should be given to all workers for work that is essentially the same, equivalent, and of equal value.

3.5 All forms of pay, including salary, bonuses, social insurance, paid time off, reimbursement for travel costs, and benefits, are covered by this policy.

4. PROCEDURE:

4.1 Assess the success of gender-based equal pay, then put the suggestions into action in a pre-planned program.

4.2 Reveal the results of the review of gender-based equal pay.

4.3 Perform recurring impact monitoring of our practices in accordance with the University's policy on diversity and inclusion.

4.4 Explain to staff members how these processes work and how their specific pay is established (on request from a role holder and respond to grievances on equal pay).

4.5 Managers and other key employees who decide on remuneration and benefits should get guidance and training.

4.6 By taking the necessary action, it is anticipated to stop unfair discrimination and fairly compensate all IAU employees for possessing the required expertise.

4.7 As a result, productivity will increase and the university's standing and reputation as a leading university will be strengthened.



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5. RESPONSIBILITIES:

- 5.1 Members of staff: The University encourages open communication and will support anybody who raises legitimate concerns in accordance with this policy. The IAU staff is accountable for:
- 5.1.1 Promoting an atmosphere of open communication at work so that concerns about pay can be raised and quickly resolved.
 - 5.1.2 Notifying their deans or the director of human resources of any sign of salary discrepancy.
- 5.2 Deans, Supervisors and Directors:
- 5.2.1 In addition to supporting human rights and having zero tolerance for inequality, one of the main organizational policies is to ensure such wage equity.
 - 5.2.2 Keeping the policy in place and making sure his or her personnel is properly informed of it.
 - 5.2.3 Deans, Supervisors, and Directors are expected to provide any information relating to any policy offenses. The University cannot address violations and put required corrective measures in place if it is uninformed of such issues.
 - 5.2.4 Addressing any issues with the necessary steps and positively handling complaints to stop them from becoming grievances.
 - 5.2.5 Exhibiting excellent conduct and implementing out all the pay equity policy in a fair and equal manner.
 - 5.2.6 In situations where underperformers have complaints about their compensation, deans, supervisors, and directors oversee managing the underperformance or issues with a staff member's conduct.
 - 5.2.7 During these sessions, Deans, Supervisors, and Directors' ought to offer the staff member constructive feedback to make them aware of what must be done differently, to explore the reasons why, and to make recommendations for future development. This should be done in a way that is encouraging and positive, in accordance with the university's performance management policy.
- 5.3 Human Resources Department:
- 5.3.1 Ensure that this policy and practice are applied fairly, starting with the hiring process, and continuing through the application of salary increases and benefits.
 - 5.3.2 By taking the initiative, ensure uniform application across the university.



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- 5.3.3 By frequently reviewing workplace policies and procedures, it is possible to ensure that there are no issues and that workplace operations are successful.
- 5.3.4 As part of the onboarding process, make sure that all University employees are properly informed of or oriented to this policy.
- 5.3.5 Provide advice or guidance to linked parties with respect to any queries or issues they may have with respect to this policy.

6. DISTRIBUTION:

- 6.1. All Deanships and Colleges
- 6.2. Available in the IAU Intranet

Approved by:

Date Signed:

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Dr. Ahmed Al Kuwaiti

Supervisor General, Deanship of Quality and Academic Accreditation

