



**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)

**Review:** The policy is subject to a periodic review every 4 years or in a shorter cycle as per amendments of University Policies

## 1. Purpose

The purpose of this policy is to ensure pay scale equity at Gulf University by measuring and eliminating gender pay gaps, promoting fairness and equality in compensation practices..

## 2. Scope

This policy applies to all academic and administrative staff members at Gulf University, emphasizing equal pay for work of equal value regardless of gender.

## 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. Commitment to Gender Pay Equity

- **Measurement:** Gulf University is committed to regularly measuring and analyzing pay data to identify and address any gender pay disparities.
- **Elimination of Gender Pay Gaps:** Any identified gender pay gaps will be promptly addressed through transparent and equitable means.

### 5.2. Pay Scale Equity

- **Equal Pay for Equal Work:** Gulf University ensures that all employees receive fair compensation for their work, irrespective of gender, race, or any other characteristic.
- **Job Evaluation:** Jobs will be evaluated based on objective criteria to determine appropriate pay scales, ensuring fairness and consistency.

### 5.3. Monitoring and Reporting

- **Regular Monitoring:** The HR department will monitor pay data regularly to assess and address any discrepancies in pay based on gender.
- **Reporting:** Annual reports on gender pay equity will be generated and shared with senior management to ensure transparency and accountability.

### 5.4. Training and Awareness

- Training Programs: Training sessions on gender pay equity and unconscious bias will be provided to managers and employees to promote a culture of fairness and equality.
- Awareness Campaigns: Awareness campaigns will be conducted to educate staff on the importance of pay equity and gender equality in the workplace.

## 6. Procedures

- 6.1.Data Collection: HR department will collect and maintain comprehensive pay data for analysis.
- 6.2.Analysis: Regular analysis of pay data will be conducted to identify any gender pay gaps.
- 6.3.Correction: Identified discrepancies will be corrected promptly through adjustments to ensure pay equity.
- 6.4.Review: An annual review of the pay equity measures and outcomes will be conducted to assess effectiveness.

## 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:

