



HUMAN RESOURCES DEPARTMENT

Remuneration Policy

Policy No.

005

Version

002

Effective Date: 23 March 2022

Approved By: Mr. Nawaf AlKhalaf

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No. of Pages: 3

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I. Policy

The purpose of the Gulf University for Science & Technology (GUST) remuneration policy is to:

- Provide fair, equitable and competitive compensation for its employees regardless of their gender, race, color, religion, sex, age, social status, physical or mental disability or any other factor
- Encourage and reward high performance
- Attract individuals of the right caliber, qualifications and experience for the joins in the University
- Provide flexibility to adapt to market changes and imperatives
- To be managed in a structured and standardized manner

HR develops salary scale based on market compensation data obtained from professional surveys.

Salary scale consists of grades that describe different job levels and categories in the organization. Jobs are evaluated by HR Department to determine the appropriate grade. The HR Department will, on a three-year basis, undertake a market review to ensure the continued competitiveness of the salary structure. Recommendations from this review will be presented to the University Senior Management Team for consideration and action as deemed appropriate. The below terms are used to describe the various components of employee's remuneration:

“Salary” refers to the cash payments made by GUST to an employee on a monthly basis, in compensation for the effort he/she deployed in performing his/her job.

“Allowance” refers to cash payments made by GUST to an employee, whether on monthly basis, or not, in compensation for the effort he/she deployed in performing his/her job (e.g. transportation, communication, housing, etc.). Employees' eligibility to the allowances is as per their job level and business needs as mentioned in their contracts.

“Benefit” refers to an advantage granted to an employee of such as:

1. Workmen Compensation

Employees will be enrolled under workers' compensation insurance plan upon joining.

Employees are covered for job-related injuries/diseases.

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Coverage is provided during working hours including the travel from place of residence to work and vice versa.

Compensation amount for job-related injuries/diseases are set per the Kuwait Labor Law and/or insurance policy.

Some restrictions may be applied, refer to the current Workmen Compensation Policy.

2. Health Insurance

GUST Employees are eligible for Group Health Insurance Plan coverage

Employees will incur part of the treatment cost in line with the agreed Insurance Plan terms and conditions

If the employee is entitled for health insurance coverage for spouse and children, then they must be resident in Kuwait to be enrolled in the health insurance plan

3. Temporary Accommodation

For international new hires, accommodation will be provided for a period of one month.

The employee will not receive the monthly housing allowance, if applicable, during the stay in the temporary accommodation.

4. Duplication of Benefits

If a husband and wife are both employees of GUST, then the employee with the higher entitlement will get the Benefit for the children.

It is the responsibility of the employees to declare their status to the HR department.

In case an employee has already claimed full entitlement for an ongoing year and either employee or the GUST terminates his employment, a prorated amount based on his date of resignation or termination will be deducted from the end of service benefits.

“Rewards” refers to discretionary cash or non-cash payments made to an employee in recognition for achieving high performance in his/her job. (e.g. Sales Bonus)

II. Application

This policy shall apply to all employees of GUST

III. Related Policies

IV. Revision History

Date	Revision	Remarks
10/2/2013	001	Initial release
23/3/2022	002	No major changes. Simple amendments on the first statement of equal compensation.

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