



Departmental Policy
Departmental Procedure
Instructions/Forms

UCQ
Local -Hire Employee Allowances

Classification

H08 176.40eanT Q q 342.31 40:

- i. application fees;
- ii. registration, placement or reservation fees;
- iii. tuition fees;
- iv. capital maintenance fees;
- v. textbook fees; and
- vi. exam fees.

Transportation fees and canteen or snack fees specified in the

- f) ^{3 1 R} Sponsored Local- + L U H (P S O R \ H H ´ P H D Q W) is:
 - i. employed by UCQ to work at UCQ as defined in the Comprehensive Agreement; and
 - ii. sponsored by an entity or person other than the College of Nursing Project; or
 - iii. not sponsored.
- g) ¹ University ´ P H D Q W University of Calgary.
- h) ^{3 8 & 4 ´} P H D Q V W K H 8 Q L Y H Q W \ R I & D O J

Policy Statement

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General

4.1 Allowances for Sponsored, Non-Sponsored, and Qatari Local-Hire Employees are set by the State of Qatar and are subject to change without notice. The University reserves the right to modify or change allowances without notice to reflect changes made by the State.

4.2 Allowances are provided to Sponsored and Qatari Local-Hire Employees for:

- a) housing;
- b) local transportation;
- c) furniture;
- d) School Fees; and
- e) annual return air travel.

4.3 Allowances are provided to Non-Sponsored Local-Hire Employees for local transportation.

4.4 The level of allowance is:

- a) based on job classification and family status; and
- b) subject to terms and conditions described in this policy.

4.5 Allowance levels are outlined in Schedule A.

4.6 No duplication of benefits is permitted.

Eligibility

4.7 When the spouse of a Sponsored or Qatari Local-Hire Employee is employed by a government entity, the Employee is eligible for:

- a) the transportation a

- 4.8 When the spouse of a Sponsored or Qatari Local-Hire Employee is employed by a government entity and receives an allowance for School Fees that is less than the benefit payable at UCQ, the Sponsored or Qatari Local-Hire Employee is eligible for the difference between the amount paid by the government entity and the amount covered by UCQ.
- 4.9 When both husband and wife are Sponsored or Qatari Local-Hire Employees, allowances are provided to the individual working at the highest job classification level.
- 4.10 When both husband and wife have equivalent positions at UCQ, the Dean will determine which Sponsored or Qatari Local-Hire Employee receives the allowances.
- 4.11 Eligibility for allowances will change if the family status or job classification of the Sponsored or Qatari Local-Hire Employee changes.
- 4.12 Local-Hire Employees on an approved leave without pay will not receive the following allowances for the duration of the leave:
- a) housing;
 - b) transportation;
 - c) social; and
 - d) furniture.
- 4.13 The following allowances may be affected when an Sponsored or Qatari Local-Hire Employee takes an approved leave without pay greater than 22 working days:
- a) School Fees; and
 - b) annual return air travel; or
 - c) salary in lieu of air travel.

Furniture Allowance

- 4.14 The furniture allowance for Sponsored and Qatari Local-Hire Employees is paid semi-monthly for 48 months or up to the date of termination of employment, whichever is less.
- 4.15 The allowance will be paid in equal installments based on a 48 month term.

School Fee Allowance

- 4.16 UCQ will 4ru9.17 3f 1 F1 1149n Q q 162.02 81.e W* n BT /F1

- 4.19 If a child is eligible, that is between the ages of 3 and 18, for only part of a school term, the amount payable by UCQ will be pro-rated accordingly.
- 4.20 Sponsored and Qatari Local-Hire Employees are responsible for all additional fees charged by the school or fees in excess of allowable School Fees.

Annual Air Travel

- 4.21 Non-Qatari Sponsored Local-Hire Employees are eligible for economy class return air tickets from Doha W R W K H (P S O R \ country of origin once annually on the (P S O R \ H H ¶ V \$ Q Q L Y
- 4.22 If the Sponsored Local-Hire Employee is married and the spouse and/or children reside in Doha with the Employee, the spouse and up to two children of the Sponsored Local-Hire Employee are also eligible for economy class return air tickets from Doha to the (P S O R \ country of origin R Q F H D Q Q X D O O \ R Q W K H Anniversary Date.
- 4.23 The country of origin is the country under whose passport the Sponsored Local-Hire Employee travels.
- 4.24 The final destination on the ticket(s) will be the city with an international airport nearest to the Sponsored Local-Hire (P S O R \ country or place of origin.
- 4.25 Qatari Local-Hire Employees will receive one month salary on the Anniversary Date of the employee in lieu of the annual air ticket.

Declaration of Benefits

- 4.26 Local-Hire Employees will complete and sign a Declaration of Benefits Form prior to receiving any allowance.
- 4.27 Human Resources will ask Local-Hire Employees to update the form if their job status changes.
- 4.28 Local-Hire Employees are responsible for updating the Declaration of Benefits Form if other circumstances change.
- 4.29 Documentation may be required by Human Resources to verify details or validate claims.
- 4.30 Failure to provide updates and/or fraudulent completion of the Form is grounds for termination.
- 4.31 The University may recover, from the Local-Hire Employee, the value of any allowances paid due to misrepresentation or fraud of the Local-Hire Employee.

Responsibilities

- 5 *Approval Authority*
- ensure appropriate rigour and due diligence in the development or revision of this policy.

Implementation Authority

- ensure that University staff are aware of and understand the implications of this policy and related procedures;
- monitor compliance with the policy and related procedures;
- regularly review the policy and related procedures to ensure consistency in practice; and
- sponsor the revision of this policy and related procedures when necessary.

Procedures	6	Annual Travel
Instructions/Forms	7	Declaration of Benefits Form
History	8	<i>Approved:</i> accepted by the JOB Executive Committee, May 24, 2011; approved by the Associate Vice-President (Human Resources), August 5, 2011.

Effective: August 5, 2011