



UCQ Salary Increases

Classification Human Resources	Table of Contents Purpose 1
Approval Authority Associate Vice-President (Human Resources)	Scope 2 Definitions 3
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The purpose of this policy is to:

- a) clarify the University's policy with respect to salary increases for Employees working at UCQ; and
- b) ensure compliance with the Comprehensive Agreement.

Scope **2** This policy applies to Employees working at UCQ.

Definitions **3** In this policy:
a) "Comprehensive Agreement" refers to the Comprehensive

subject to 4.2 below.

4.2 Notwithstanding 4.1 above, the salary of an Employee working at UCQ will not be increased more than 5% in any given year.

4.3 Salary increases of Employees working at UCQ will be approved in writing by the Provost and Vice-President (Academic).

Special Situations **5** Any deviation from this policy must be approved in advanced and in writing by the Provost and Vice-President (Academic) and the State of Qatar.

Responsibilities **6** *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;
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