

Policy Subject: Pay Scale Equality and Gender Pay Gap Policy	Policy No.: 20/A. A/2018	Date of last revision: 1/1/2022
Policy Reference: Administrative Affairs	Implementation start date: 1/9/2018	Implementing Body: Human Resources

Policy Overview: This policy outlines the methodology employed at Palestine Ahliya University to determine employee pay, emphasizing a gender-neutral approach.

Objectives:

1. Achieving pay scale equality and eliminating gender pay gaps.
2. Facilitating the follow-up of the payment and salary system for employees.
3. Explaining the mechanism used for the payment system.

Scope: This policy is applicable to all employees, irrespective of gender, holding positions within PAU.

Policy Statements:

1. Palestine Ahliya University (PAU) is committed to implementing the unified pay system approved by the Palestinian Ministry of Labor.
2. The university adopts a pay scale based on the academic and administrative ranks of employees.
3. There is no gender differentiation in salaries.
4. Palestine Ahliya University is committed to implementing a system of bonuses and promotions based on achieving eligibility conditions for both genders.
5. The payroll system, like other systems at Palestine Ahliya University, as well as the Human Resources Department and the Finance Department, are subject to internal audit as they are directly responsible for implementing the payroll system.

6. This policy reinforces PAU's commitment to fair and equal compensation practices, ensuring that pay scales are based on objective criteria while actively working to identify and eliminate gender pay gaps within the organization.

Procedures:

1. PAU has established a transparent and consistent pay structures, ensuring that they are based on targets standards, job evaluation and market analysis to prevent gender bias.
2. The Human Resources Department oversees regular reviews of pay scales and conducts gender pay gap analysis to identify discrepancies and take corrective measures.
3. The annual bonus is awarded to all employees, regardless of gender, at the beginning of each academic year and is determined based on their academic and administrative rank.
4. The employee receives pay based on academic degree and experience.
5. All employees are eligible for academic and administrative promotion, regardless of gender and depending on needs, submit a request to the Human Resources Department without discrimination when opening promotion requests. Those eligible for promotion receive all their privileges equally.
6. The electronic Human Resources system at PAU displays the job degree owed to each employee, the number of years of service, as well as all entitlements specific for each employee through a username and password.
7. The employee signs their financial approval on the same date as the employment contract, which in turn contains all the financial details.
8. There are no gender-specific privileges upon appointment; all employees are treated equally.

Issued by the Policies and Procedures Committee pursuant to Resolution No. () for the academic year 2023/2024, Reference No.: //RC/2023.