



UNIVERSITY OF  
CALGARY  
QATAR

جامعة  
كالغاري  
قطر

## Departmental Policy

Departmental Procedure  
Instructions/Forms

### UCQ Local-Hire Employee Allowances

Classification Human Resources	Table of Contents Purpose 1 Scope 2 Definitions 3 Policy Statement 4 Responsibilities 5 Appendices 6 Procedures 7 Instructions/Forms 8 History 9
Approval Authority Associate Vice-President (Human Resources)	
Implementation Authority Human Resources Partner, UCQ	
Effective Date August 5, 2011	
Latest Revision August 5, 2011	

- Purpose** 1 The purpose of this policy is to outline the allowances provided to Local-Hire Employees.
- Scope** 2 This policy applies to Local-Hire Employees.
- Definitions** 3 In this policy:
- "Anniversary Date" means the date the Employee was hired.
  - "Comprehensive Agreement" refers to the Comprehensive Agreement to Establish a Campus of the University of Calgary in Qatar between the State of Qatar and the University of Calgary, 2006.
  - "CON Project" means the College of Nursing Project.
  - "Sponsored Local-Hire Employee" means an individual who is:
    - employed by UCQ to work at UCQ as defined in the Comprehensive Agreement; and
    - sponsored by the CON Project.
  - "School Fees" means the mandatory annual fees payable in order for a child to attend school in Doha. School Fees include:

- 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 school's invoice are not included.

- f) "Non-Sponsored Local-Hire Employee" means an individual who 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) "University" means the University of Calgary.
- h) "UCQ" means the University of Calgary – Qatar.

**Policy Statement 4**

**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 allowance; and
- b) any other allowance not received by the spouse except as at 4.8 below.

- 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 provide Sponsored and Qatari Local-Hire Employees with an allowance for School Fees for up to two children in accordance with Schedule A when:
- a) the school is in Doha; and
  - b) the children are between the ages of 3½ and 18.
- 4.17** The maximum allowable amount is 20,000 QR per child per annum.
- 4.18** UCQ will reimburse Sponsored and Qatari Local-Hire Employees for the actual cost of eligible School Fees up to maximum amount in 4.17 on a term by term basis.

- 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 to the Employee's country of origin once annually on the Employee's Anniversary Date.
- 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 Employee's country of origin once annually on the Employee's 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 Employee's 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**

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#### ***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.

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