



UNIVERSITY OF  
CALGARY  
QATAR

جامعة  
كالغاري  
قطر

## Departmental Policy

Departmental Procedure  
Instructions/Forms

### UCQ Salary Increases

Classification Human Resources	Table of Contents Purpose 1 Scope 2 Definitions 3 Policy Statement 4 Special Situations 5 Responsibilities 6 History 7
Approval Authority Associate Vice-President (Human Resources)	
Implementation Authority Human Resources Partner, UCQ	
Effective Date December 9, 2010	
Latest Revision December 9, 2010	

- Purpose** 1 The purpose of this policy is to:
- clarify the University's policy with respect to salary increases for Employees working at UCQ; and
  - ensure compliance with the Comprehensive Agreement.
- Scope** 2 This policy applies to Employees working at UCQ.
- Definitions** 3 In this policy:
- "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.
  - "Employee" means an individual who is engaged to work for the University under a contract of service, that is, there is an employer-employee relationship between the individual and the University. For clarity, this term includes support staff, management and professional staff, the senior administration group, researchers, and faculty members.
  - "UCQ" means the University of Calgary – Qatar.
- Policy Statement** 4 **4.1** Salary increases awarded to Employees will be equivalent to increases awarded to Employees working on the Calgary campus

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;
  - monitor compliance with the policy;
  - regularly review the policy to ensure consistency in practice; and
  - sponsor the revision of this policy when necessary.
- History**                **7**    *Approved:* December X, 2010 (JOB minute ref)
- Effective:* December X, 2010