Purpose

1 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 Agreement to Establish a Campus of the University of Calgary in Qatar between the State of Qatar and the University of Calgary, 2006.
   b) “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.
   c) “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