The American University of Kurdistan
Salary Policy

Policy Number: HR006
Effective Date: June 6, 2022

CONTENT

I.   INTRODUCTION

a. **Authority**: The Board of Trustees (herein referred to as "Board") at The American University of Kurdistan (herein referred to as "AUK" or "University") is authorized to establish rules and regulations to govern and operate the University and its programs.

b. **Purpose**: The purpose of this policy is to provide information on the employee salary system.

c. **Scope**: This policy applies to employees who are under AUK employment contract.

II.   ROLES AND RESPONSIBILITIES

a. **Responsible Executive**: Vice President for Administration and Finance

b. **Responsible Administrator**: HR Director

c. **Responsible Office**: Office of HR

d. **Policy Contact:** HR Director

III.   POLICY STATEMENT

This policy provides information on the employee salary system. Salaries are set according to the following:
- Position title
- Job description (duties and responsibilities)
- Performance
- Years of service
- Institutional salary ranges by position

IV.   ROLE OF THE OFFICE OF HUMAN RESOURCES (OHR)

- The OHR is responsible for benchmarking salaries based on comparisons with peer institutions within the KRI and internationally
- The OHR is responsible for ensuring integrity of the salary ranges by position to ensure that no major discrepancies exist.
- The OHR ensures the consistent application of criteria and compliance with budget allocation.

V.   ANNUAL SALARY REVIEW

Annual Salary Review for Staff

During the month of December, the OHR sends an email out to unit directors and vice-presidents inviting nominations of exemplary staff employees for salary reconsiderations. A form is provided in which the director/VP can justify an increase based on performance and/or substantive changes in titles/roles. The deadline for the submission of these nominations will be toward the end of January. The OHR will collect these forms, assemble them into a .zip folder and distribute to a committee for review. Nominations must be mindful of the institutional salary scale as per the job description/title.

A committee comprised of representative(s) from HR, Finance, Legal, and the Executive Committee will collectively review the nominations, and based on a budgetary report from the Finance Department projecting revenues for the remaining of the current fiscal year and following year, make recommendations to the President on salary increases. Salary enhancements will be built into the next year's budget draft and presented to the Board of Trustees for final approval.

Annual Salary Review for Faculty

Faculty annually undergo a performance evaluation (the link to the policy-procedure document will be added once in the website). The performance evaluation is reviewed and approved by the respective faculty member's department chair, dean, and the provost. Based on the faculty member's performance, a recommendation can be made for a salary enhancement. Recommendations must be mindful of the institutional salary scale as per the faculty member's rank. Due to the timeline for the submission of the performance evaluation,

salary enhancements will go into effect starting August 1, the beginning of the next fiscal year.

Other Points

- Employees not meeting the performance expectations will not receive salary increases;
- If the employee is on leave without pay, then s/he will neither be eligible for evaluation nor salary increase until s/he resumes their duties; s/he will be eligible in the next evaluation cycle; and
- Employees will not be informed of any decision regarding salary increases until they have been approved by all parties.

VI.   PAYMENT OF SALARIES

The OHR informs the Finance Department of the salaries to be paid during the last week of the month. Finance aims to pay salaries by the end of each month. In the case of delay, salaries shall be paid a maximum of seven days into the next month.

All salary payments are conducted via direct deposit.

VII.   POLICY HISTORY

a. **Approved by**: Board of Trustees

b. **Adopted**: June 6, 2022

IX. Appendix

Salary Increase and/or Promotion Request Form

Employee Information

Employee Name:	
Current Position Title:	Years of Exp. In this Position:
Current Annual Salary: $	Level of Education:

Requested Information

Reason for Increase (Check one):	☐ Promotion ☐ Salary Increase ☐ Both a Title and Salary Change
Proposed Annual Salary & Title (if applicable):	% Change Proposed:
How will this increase be funded?	

Justification

Instructions: Requests for salary increases and promotions must include a justification.
- Salary increases require a brief summary (two or three sentences) of specific accomplishments and reasons for the increase.
- Promotions require a summary of specific key accomplishments, a list of additional duties and a revised job description. Be advised that significant changes to the job description are required in order for a promotion to be considered (such as new supervisory responsibilities, essential functions, etc.).

For Promotion requests:

Additional Duties:

Percentage of time spent on these new responsibilities?

Justification (Continued)

Will any current responsibilities be reassigned to another employee? If so, what responsibilities?

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Indicate the employee(s) in the department (if any) who also possess the qualifications for this position and provide a justification that explains why each person was not considered and/or selected for the position. Describe why the selected employee is the most qualified for the position.
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For salary increases: Justify the salary increase request and how you arrived at the amount requested.
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Requestor Name: Position: Approval Yes ☐ No ☐	Comments: Signature:	Date:

Human Resources Approval: Yes ☐ No ☐	Comments: Signature:	Date:
Finance Approval: Yes ☐ No ☐	Comments: Signature:	Date:
Provost or Vice President of Administration: Approval Yes ☐ No ☐	Comments: Signature:	Date:

Final Approval President: Yes ☐ No ☐	Comments: Signature:	Date: