



The American University of Kurdistan Policy of Expat Employees Benefit

Policy Number: HR011
Effective Date: May 28, 2023

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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 assist in the recruitment and retention of top international talent.
- c. **Scope:** This policy applies to all AUK Full-Time Expat employees.

II. ROLES AND RESPONSIBILITIES

- a. **Responsible Executive:** Vice President for Administration and Finance
- b. **Responsible Administrator:** Director of HR
- c. **Responsible Office:** Office of HR
- d. **Policy Contact:** Director of HR

III. DEFINITION

The Expat Employees Benefit Package is a combination of basic salary plus all the benefits in kind offered to an employee on international assignment. It is made up of a variety of benefits from additional living (Accommodation), Travel costs to international schooling fees for dependents and so forth. Any employee who is not an Iraqi citizen and whose point of hire is outside of Iraq is classified as an Expatriate according to AUK policy and guidelines.

IV. POLICY STATEMENT

This policy governs the benefits afforded to expat individuals employed by AUK.

To maintain an effective and sustainable employee recruitment and retention system, AUK strives to provide the best benefit package. Benefits include:

1- Leave:

- Regular full-time employees accrue sick leave.
- Employee is eligible for all Type of Leaves.

2- Holidays:

- Employees are eligible for AUK recognized public holidays during the year.

3- Travel Expenses:

- AUK covers all Visa costs for the employee, spouse and one dependent child up to the age (16).
- AUK covers all Residence Card costs for the employee, legal spouse and one dependent child up to the age (16).
- One inbound airfare ticket for employee, employee's legal spouse, and one dependent child up to the age (16) upon the commencement of the employment term.
- One outbound airfare ticket for employee, employee's legal spouse, and one dependent child up to the age (16) upon the end of service/employment at AUK; there are no airfare tickets at the end of term and renewal contracts.

4- Other Benefits:

- Temporary housing for five nights at a hotel upon arrival.
- Temporary transportation service for three days.
- Housing allowance (per AUK's Housing Policy) once the employee is physically on AUK Campus.
- Education allowance of \$150 monthly for one minor child up to the age of 16 to be paid as long as the child is registered at a school within the KRI.
- Additional benefits may be offered if specifically outlined in externally funded grants.
- Other allowances as stated in the contract.

VI. POLICY PROCEDURES (ELIGIBILITY)

To be eligible for expat employee benefits, all of the following conditions must apply:

- Reside in a country other than Iraq at the time of the application, interview, and contractual offer for employment at AUK.
- Not employed by any entity located within the KRI or Iraq at the time of the application, interview, and contractual offer for employment at AUK.

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- Be hired as a full-time employee, either as 1) a faculty member within one of the academic programs/colleges at AUK, or 2) an administrative staff at Grade 1 (per AUK's salary scale).
- Be hired from a competitive, international search.
- For employees who hold dual citizenship; the mentioned points must apply.

Note: As of the date of this policy, AUK provides neither an employee health insurance plan nor relocation expenses at the commencement or termination of employment with the University.

VII. POLICY HISTORY

- a. **Approved by:** Board of Trustees
- b. **Adopted:** May 28, 2023