

DAU 4-15 Compensation and Benefits Policy

Policy Code	Policy Name		
DAU 4-15	Compensation and Benefits Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
Human Resource Directorate	10/2023	10/2027	

1. Policy Purpose

This policy sets the guidelines for compensation and benefit rates for faculty and staff members in DAU. It also clarifies the required information to faculty members regarding their rights in terms of compensation benefits provided by the University.

2. Policy Scope

This policy is applied to all full-time faculty and staff members, academic support staff and their eligible dependent children.

3. Policy Statement

DAU is committed to providing its faculty and staff members with the salary, compensations and benefits outlined in their contracts in addition to health insurance. The faculty members' package includes basic salary, furniture allowance, housing allowance, transportation allowance, and annual air travel tickets (for expatriates). Furthermore, all full-time faculty and staff members are usually entitled to severance pay at the end of their contract (as per labor law).

4. Policy Procedure

Monthly compensation: Faculty members and staff members are entitled to monthly compensation, which is paid at the end of each calendar month. This monthly compensation includes the basic salary as well as allowances based on the specified scales based on academic rank, experience, and other factors as specified in individual contracts. If a promotion entails salary adjustment, it should be enacted at the time of contract renewal.

Visa fees and air tickets:

- DAU shall pay to the faculty member -who was hired overseas- Visa processing fees maximum SR 5,000 after submitting the invoices only once at the beginning of the first year of contract and after the second party's arrival in the Kingdom.
- Faculty members, their spouses, and Two (2) dependent children are entitled to an initial One-way economy class air ticket from their country of citizenship to the KSA on the date of joining DAU.
- DAU shall provide the second (non-Saudi) party and his/her immediate family members (wife/husband and two children for maximum) who are residing with him/her in Saudi Arabia yearly travel tickets on the economy class from the Kingdom of Saudi Arabia to their country of residence during his/her annual leave. No duality of tickets shall be permitted if it is proved, in the case of a married couple, in case one of them had got it from the DAU or any other employer and in the last year of the contract only a return ticket is eligible. DAU shall also provide the second (non-Saudi) party and his family, upon recruitment for the first time, one-way travel tickets to Saudi Arabia as stated above.
- If the University transferred the second party's sponsorship to another employer, the second party's right in getting return tickets will be waived.
- In local contracting the second (non-Saudi) party will be entitled to travel tickets after two years from his/her contract.

- The faculty and staff members shall be entitled to receive in cash 50% of the ticket value if he wishes to travel by land or by sea, subject to the duality rule.

Settling in allowance:

- The settling-in allowance shall not be taken into consideration when the end-of-service bonus is paid.
- In the case of married couples: No duality of settling allowance shall be permitted if one spouse receives a settling allowance from any other employer in the Kingdom. If they both are faculty members in DAU only one settling-in allowance shall be paid to the couple jointly. In the case of duality, the faculty and staff members shall be entitled to get the higher allowance applicable.

Housing and furnishings loan:

- DAU shall pay one time for overseas faculty members after their arrival to the Kingdom a loan for furnishing that equals the basic salary of one month. Faculty members will pay the loan within two years 50% in the first year and 50% in the second year.
- If the faculty members complete two years in the job, the aforementioned advance payment shall be considered as paid.
- If the faculty and staff members worked less than two years, he/she will be responsible to pay half of the advance loan at the time of dues settlement.
- The furniture advance loan will not be taken into consideration when the end-of-service bonus is paid.
- In case that DAU provides the housing for the faculty member, neither the furniture advance loan nor the housing allowance will be paid by DAU.
- Housing allowance shall be deducted if DAU provides the faculty and staff members with housing. Also, the transport allowance shall be deducted if the faculty and staff members are provided with transport to work.
- No duality of housing allowance shall be permitted if one spouse receives housing allowance from any other employer in the Kingdom. If they both are faculty members in DAU only one settling-in allowance shall be paid to the couple jointly. In the case of duality, the faculty and staff members shall be entitled to get the highest allowance applicable.

Termination:

- The faculty and staff members shall be entitled upon termination of the contractual relationship by DAU, through the agreement of the parties or by the expiry of the contract period, a remuneration of fifteen days for each of the first five years and one month for each of the following years. The end of service benefits shall be calculated on the basis of the last wage. The remuneration shall not include the value of travel tickets or any other bonuses or allowances that may be granted by DAU to the faculty members other than as stated in this contract.
- If the termination of the employment relationship is due to the resignation of the faculty member, in this case, one third of the remuneration shall be due after a service of not less than two consecutive years, and not exceeding five years, and two thirds shall be due if the period of service exceeds five consecutive years, full as well as end of service benefits if the service period of ten years or more.
- The female worker shall be entitled to full remuneration if the contract is terminated within six months from the date of her marriage or three months from the date of her baby birth.

5. Related Policies/ Documents/ Forms

Saudi labor law.

6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	10/2023	1 st issue of the Policy