

5.c. Compensation and Benefits

Subject	Faculty and Professional Staff	Effective From	Sep - 2011
Policy #	5.c.	Latest Revision	Dec - 2023
Title of The Policy	Compensation and Benefits	Next Review	Dec - 2024
Responsible Entity	HR Unit, Finance Unit	Policy Pages	2
Definitions	MOHRE- Ministry of Human Resources and Emiratization		
Purpose	This policy aims to explain the key components of the compensation and benefits of the faculty and admin staff members, frequency, and methodology of payments.		
Scope	This Policy is applicable to all the full-time/tenured faculty and admin staff members.		
Statement	Compensation and benefits policy implementation will make sure the timely payment of the salary and other benefits stipulated in employment contracts.		
Procedures	<p><u>Academic Compensation & Benefits:</u> The academic compensation & benefits consists of the following:</p> <p>Monthly Salary: Monthly salary is paid once a month for twelve months in the year. Salary is transferred to the bank account of the faculty members before the end of every month, salary details are sent to the Wages Protection System of MOHRE where the salary of each employee is pre-registered.</p> <p>Housing Allowance: Housing allowance is paid to the faculty members bi-annually, half payment in first semester and the other half payment in second semester of every academic year.</p> <p>Furniture Allowance: One time payment right after joining for the expat faculty members who have joined AAU from outside the UAE.</p> <p>Education Allowance: Education Allowance is paid to the faculty members bi-annually, half payment in first semester and the other half payment in second semester of every academic year as per AAU policy.</p> <p>Health Insurance Coverage: Health Insurance for faculty members, spouse and three children (Residents of UAE & Less than age of 18 Years old) is provided by AAU.</p> <p>Air Fare: Faculty member, spouse and three children (Residents of UAE and less than age of 18 Years old) are entitled to receive a one-way ticket at the time of joining and leaving AAU. They are entitled for round trip air ticket reimbursement during the summer vacation for every completed year as stipulated in the employment contract.</p> <p><u>Admin Compensation & Benefits:</u> Monthly Salary: Monthly salary is paid once a month for twelve months in the year. Salary is transferred to</p>		

	<p>the bank account of the admin staff members before the end of every month, salary details are sent to the Wages Protection System of MOHRE where the salary of each employee is pre-registered.</p> <p>Health Insurance Coverage: Health Insurance for admin staff member, spouse, and three children (Residents of UAE and less than age of 18 Years old) is provided by AAU.</p> <p>Air Fare: Admin staff members are entitled to receive a one-way ticket at the time of joining and leaving AAU. They are entitled to round-trip air ticket reimbursement during the annual vacation for every completed year as stipulated in the employment contract.</p>
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