

Reward Procedures

The OHR works collaboratively with the Finance Office(unit) for staff/faculty information that tie to their individual reward as the Finance office is in charge of leading the Reward and Recognition activities within the University and for monitoring that the principles of our Rewards' Policy are upheld. In some cases, the Director of Human Resources meets with the line manager of the new employee for suggestion of the employee's salary.

In other cases, the President is consulted for suggestion of salary for a new employee.

During the induction process on a one-to-one discussion with the new employee, the Director of Human Resources discloses the salary as well as the procedures for payment of salary.

If the employee accepts the salary, a statement of employment letter is sent to Finance Office notifying them of a new employee.

The Office of Human Resources has a salary scale which is adopted from the state salary scale for establishment of employee's salary.