



AMITY UNIVERSITY
— **UTTAR PRADESH** —

**PAY SCALE EQUITY POLICY
GUIDELINES**

Pay Scale Equity Policy Guidelines

Amity University Uttar Pradesh (AUUP) supports the principle of equal opportunities in employment as per the Indian constitution and Labour Laws. It believes as part of that principle all faculty and staff shall receive equal pay and treatment. The University recognises the dignity and worth of every person and to provide for equal rights and opportunities without discrimination with the aim of enabling the full participation of every individual.

1.0 Short Title, Application and Commencement

- 1.1 These Guidelines may be called Amity University Uttar Pradesh (Pay Scale Equity Policy) Guidelines, 2022.
- 1.2 These Guidelines shall apply to all students, all employees/staff members (faculty & support staff), all applicants seeking employment, all student applicants and all service providers to Amity University and its campuses, from the date of notification.
- 1.3 These guidelines shall come into force with effect from the date of Notification.

2.0. Objective

The Objective of this policy is to:

- 2.1 Ensure there is no pay discrimination within practice and to eliminate any systematic bias and discrimination.
- 2.2 Ensure that all employees (male or female or transgender) are treated on the same basis in terms of compensation for the work as per the performance.
- 2.3 The pay scale is determined as per the Performance Based Appraisal System (PBAS) carried out every year through Annual Performance Report system. The measurement and the calculation of score under each category and the final Annual Faculty Performance Grade (AFPG) are given in the Annual Performance Report Guidelines updated and issued every year.

3.0 Definition

In these AUUP Guidelines, unless the context otherwise requires:

- 3.1 “Equity” shall mean equal opportunity and a level playing field for all employees in respect of any opportunity and entitlement ensuring inclusivity, for enjoyment of all legitimate rights.
- 3.2 “Discrimination” shall mean any distinction, exclusion, limitation or preference which has the purpose or effect of nullifying or impairing equality of treatment in education or employment, by way of act, such as, however, not limiting to;

- depriving an employee/ applicant/ service provider or a group of employees / applicants/ service providers on the basis of age, caste, creed, religion, language, ethnicity, sexuality, gender and disability,
 - imposing conditions on any employee/ applicant/ service provider or group of employees/ applicants/ service providers which are incompatible with the dignity of human; and
 - establishing or maintaining separate educational systems or institutions for students or groups of students based on age, caste, creed, religion, language, ethnicity, sexuality, gender and disabilities.
- 3.3 “Victimization” shall mean any unfavourable treatment of a student/employee/ applicant/ service provider on the basis of age, caste, creed, religion, language, ethnicity, sexuality, gender and disability.
- 3.4 “Unfavorable treatment” shall mean any adverse situation in the working environment, denial of training, and denial of opportunities for advancement, unfavourable reports, vexatious grievances and exclusion by peers.

4.0 Pay Equity Policy

- 4.1 AUUP provides equal pay to all staff and is committed to making pay scale using reasonable standards based on individual’s qualifications and performance. No person shall be subject to unequal pay based on race, colour, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, physical or mental disability, military status, genetic information, marital status, parental status, ancestry and source of income.
- 4.2 This policy includes the commitment to maintaining a work environment free of inequality and discrimination. All faculty and staff should receive equal pay for the same or broadly similar work, for work rated as equivalent and for work of equal value.
- 4.3 All forms of pay are covered by this policy, including salary, bonuses, social insurance, vacation and holiday pay, reimbursement for travel expenses, and benefits.
- 4.4 Following practices have to be put in place to the university’s commitment to equal pay:
- (a) Carry out regular monitoring of the equal pay practices in line with the University Policy Guideline No. 35 – Equity, Diversity and Non-Discriminatory Policy Guidelines and other related policies like G-96 (Guidelines of Performance Based Appraisal System) and Annual Performance Report (APR) updated and issued every year.
 - (b) Inform faculty and staff members of how these practices work and how their own pay arrived at (as per PBAS guidelines, on request from any employee and respond to grievances on equal pay.
 - (c) Provide training and guidance for staff involved in decisions about pay and benefits. Through the above actions, to avoid unfair discrimination and to reward fairly the required knowledge, skills and competencies of all staff employed by the University.

5.0 Responsibilities

University encourages open communication and will support all concerns related to this policy.

5.1 The University staff are responsible for:

- (a) Helping to create a climate at work where communication channels are kept open so that pay concerns are discussed with the Human Resources and resolved at an early stage.
- (b) Notifying the Head of the Institution/department/Centre/Cell or Director Human Resources in case of suspicion in pay inequity.

5.2 The Heads of Institutions/Department including Research Heads/Centre Heads are responsible for:

- (a) Ensuring that pay equity is always kept in mind while evaluating the performance, respecting human rights with zero tolerance to inequality.
- (b) Compliance with the aforementioned policy and ensuring that the team is well aware of the policy.
- (c) Report all information concerning possible violations of this policy. The University cannot address violations and take appropriate corrective actions unless it is aware of such issues.
- (d) Responding positively to complaints to avoid them escalating into grievances and taking the appropriate action towards any concern.
- (e) Acting as role models and applying the pay equity policy with fairness and equality
- (f) In case of under performers who have issues with their pay, HOIs/Hod/Centre Heads have a responsibility to manage underperformance or concerns regarding a staff member's conduct. During the discussions, they should give constructive feedback to help the staff member understand what he or she has done that needs improvement, address the reasons behind it and how to improve in the future through trainings and other methods. This should be done in a constructive, encouraging style, following the University's Guidelines and policies in this regard.

5.3 Vice Chancellor, Pro Vice Chancellor, Deans, Dy Deans, Domain Heads, Senior Administrators are responsible for:

- (a) Ensuring that all concerned are managing and monitoring the University's Pay Equity Policy.
- (b) Report on compliance with all legal requirements.
- (c) Ensure open communication and treatment as per the policy.
- (d) Final accountability for the implementation of the pay equity policy.
- (e) Grievance redressal and fair treatment if the matter is reported or not sorted at any level.

5.4 The role of the Human Resource Department is to:

- (a) Ensure the fair implementation and application of the policy and procedures, starting from the recruitment process to applying pay raise and benefits.
- (b) Take a proactive role in ensuring consistency of application across the university.
- (c) Ensure that all University staff are adequately oriented or aware of the policy during the orientation programme.
- (d) Provide advice or guidance to all process owners about the policy.
- (e) Provide solutions to the grieved party who are raising issues or complaints regarding this policy.

6.0 Monitoring and Review

- 6.1 The University will maintain appropriate staff and information and monitoring systems to assist the effective implementation of this policy.
- 6.2 The effectiveness of this policy will be kept under review and amended to reflect developments in legislations or law related to pay equity.
- 6.3 Audit Officer, as may be authorized, will periodically audit and monitor compliance to this policy.

7.0 Saving

Notwithstanding stated anything herein above, these Guidelines if found in conflict with any of provisions of statutory authorities in the country or established law of the land, the same shall automatically stand superseded and the latter shall prevail.