NUML Policy

Fair Remuneration, Gender Equity and Monitoring

Year 2025

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NUML Policy - Fair Remuneration, Gender Equity and Monitoring

1. Purpose:

This policy sets out the University's framework for fair remuneration, uniform application of approved pay structures, and monitoring of gender pay equity.

2. Scope

This policy applies to all NUML employees, subject to their respective approved employment categories, appointment terms and applicable pay structures.

3. Policy Statement

NUML is committed to fair and non-discriminatory remuneration. Salaries and allowances are determined under approved Basic Pay Scales (BPS), contractual terms, other approved pay structures and applicable Government rules as adopted by the university. The same approved criteria apply to all male and female employees.

4. Minimum Wage and Fair Remuneration

4.1 NUML shall observe the applicable statutory minimum wage and relevant approved remuneration requirements for employees to whom those requirements apply.

4.2 Pay and allowances shall be determined in accordance with approved pay scales, appointment terms and admissible allowances.

4.3 The Finance Branch shall maintain approved pay structures and payroll records as supporting evidence. A claim that all employees receive at least a defined living wage shall be made only after verification against the applicable benchmark.

5. Pay Scale Equity and Gender Equality

5.1 NUML shall apply the same approved pay scales, wages and admissible allowances to eligible male and female employees without any gender-based discrimination.

5.2 Individual pay differences may arise from grade, pay stage, length of service, appointment category, qualifications, approved allowances and other legitimate employment terms, but not solely from gender.

5.3 Any identified unexplained gender-based pay disparity shall be referred to the Human Resources Branch and Finance Branch for review and corrective action, subject to approval by the Competent Authority.

6. Monitoring of Gender Pay Equity

6.1 The Finance Branch maintains employee-wise salary records and approved remuneration data.

6.2 For internal review purposes, HR and Finance should jointly conduct periodic gender-disaggregated pay comparisons within comparable grades and appointment categories.

6.3 Reviews should distinguish legitimate differences arising from pay stage, length of service and admissible allowances from any unexplained difference.

6.4 Findings, if any, should be documented and submitted to the Competent Authority for appropriate action and approval.

7. Roles and Responsibilities

7.1 Human Resources Branch: Maintain appointment, grade, category and service records; verify employment terms; coordinate review of any pay-equity concern.

7.2 Finance Branch: Process salaries in accordance with approved terms; maintain employee-wise payroll and pay structure records; support wage and gender-pay comparisons; report identified irregularities.

7.3 Heads of Departments / Regional Campuses: Forward relevant employment information and report pay-related discrepancies if any.

7.4 Competent Authority: Consider and decide cases requiring interpretation, correction or policy approval.

8. Records and Evidence

Supporting records may include approved pay-scale notifications, appointment letters and contract terms, salary statements, payroll registers, approved allowance notifications, and documented gender-disaggregated pay reviews.

9. Review and Reporting

The HR and Finance Branches should review implementation periodically. Any change to statutory minimum wage, approved pay structures or relevant University rules should be reflected in the policy or supporting procedures after due approval.

10. Interpretation and Approval

Any matter not expressly covered under this policy shall be referred to the Competent Authority for decision, subject to applicable laws, NUML statutes and approved rules.