



Departmental Policy
Departmental Procedure
Instructions/Forms

UCQ
Local -Hire Employee Allowances

Classification

H08 176.40eanT Q q 342.31 40:

- i. application fees;
- ii. registration, placement or reservation fees;
- iii. tuition fees;
- iv. capital maintenance fees;
- v. textbook fees; and
- vi. exam fees.

Transportation fees and canteen or snack fees specified in the

- f) ^{3 1 R} Sponsored Local- + L U H (P S O R \ H H ´ P H D Q W) is:
 - i. employed by UCQ to work at UCQ as defined in the Comprehensive Agreement; and
 - ii. sponsored by an entity or person other than the College of Nursing Project; or
 - iii. not sponsored.
- g) ^U niversity ´ P H D Q W University of Calgary.
- h) ^{3 8 & 4 ´} P H D Q V W K H 8 Q L Y H Q W \ R I & D O J

Policy Statement 4

General

4.1 Allowances for Sponsored, Non-Sponsored, and Qatari Local-Hire Employees are set by the State of Qatar and are subject to change without notice. The University reserves the right to modify or change allowances without notice to reflect changes made by the State.

4.2 Allowances are provided to Sponsored and Qatari Local-Hire Employees for:

- a) housing;
- b) local transportation;
- c) furniture;
- d) School Fees; and
- e) annual return air travel.

4.3 Allowances are provided to Non-Sponsored Local-Hire Employees for local transportation.

4.4 The level of allowance is:

- a) based on job classification and family status; and
- b) subject to terms and conditions described in this policy.

4.5 Allowance levels are outlined in Schedule A.

4.6 No duplication of benefits is permitted.

Eligibility

4.7 When the spouse of a Sponsored or Qatari Local-Hire Employee is employed by a government entity, the Employee is eligible for:

- a) the transportation a

- 4.8 When the spouse of a Sponsored or Qatari Local-Hire Employee is employed by a government entity and receives an allowance for School Fees that is less than the benefit payable at UCQ, the Sponsored or Qatari Local-Hire Employee is eligible for the difference between the amount paid by the government entity and the amount covered by UCQ.
- 4.9 When both husband and wife are Sponsored or Qatari Local-Hire Employees, allowances are provided to the individual working at the highest job classification level.
- 4.10 When both husband and wife have equivalent positions at UCQ, the Dean will determine which Sponsored or Qatari Local-Hire Employee receives the allowances.
- 4.11 Eligibility for allowances will change if the family status or job classification of the Sponsored or Qatari Local-Hire Employee changes.
- 4.12 Local-Hire Employees on an approved leave without pay will not receive the following allowances for the duration of the leave:
- a) housing;
 - b) transportation;
 - c) social; and
 - d) furniture.
- 4.13 The following allowances may be affected when an Sponsored or Qatari Local-Hire Employee takes an approved leave without pay greater than 22 working days:
- a) School Fees; and
 - b) annual return air travel; or
 - c) salary in lieu of air travel.

Furniture Allowance

- 4.14 The furniture allowance for Sponsored and Qatari Local-Hire Employees is paid semi-monthly for 48 months or up to the date of termination of employment, whichever is less.
- 4.15 The allowance will be paid in equal installments based on a 48 month term.

School Fee Allowance

- 4.16 UCQ will 4ru9.17 3f 1 F1 1149n Q q 162.02 81.e W* n BT /F1

- 4.19 If a child is eligible, that is between the ages of 3 and 18, for only part of a school term, the amount payable by UCQ will be pro-rated accordingly.
- 4.20 Sponsored and Qatari Local-Hire Employees are responsible for all additional fees charged by the school or fees in excess of allowable School Fees.

Implementation Authority

- ensure that University staff are aware of and understand the implications of this policy and related procedures;
- monitor compliance with the policy and related procedures;
- regularly review the policy and related procedures to ensure consistency in practice; and
- sponsor the revision of this policy and related procedures when necessary.

Procedures	6	Annual Travel
Instructions/Forms	7	Declaration of Benefits Form
History	8	<i>Approved:</i> accepted by the JOB Executive Committee, May 24, 2011; approved by the Associate Vice-President (Human Resources), August 5, 2011.

Effective: August 5, 2011