

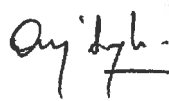




Fair Compensation and Equity Policy

Document Control

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Applicable To	All JKLU Staff & Students (wherever applicable)

Purpose

The purpose of this policy is to ensure that JK LakshmiPat University (JKLU) provides fair, transparent, and equitable compensation to all employees. This includes a commitment to paying at least a living wage, establishing pay scale equity, and tracking gender pay equity to eliminate any disparities.

Objective

The objectives of this policy are:

- To guarantee that all staff and faculty receive compensation that meets or exceeds the defined local living wage.
- To establish and maintain pay scale equity, with a commitment to measuring and eliminating any gender-based pay gaps.
- To regularly track and monitor pay scale equity to ensure that any non-merit-based wage discrepancies are identified and addressed.

Scope

This policy applies to all JKLU employees, including full-time, part-time, and contractual staff. It encompasses compensation practices, pay scale equity, and gender-based pay tracking:

Definitions

- **Living Wage:** The minimum income necessary for an employee to meet basic living expenses, as defined by local government standards or a recognized local poverty indicator.
- **Pay Scale Equity:** Ensuring that compensation is based solely on qualifications, experience, and performance, with no bias related to gender or other personal characteristics.
- **Gender Pay Gap:** The difference in average earnings between male and female employees, analyzed and adjusted to eliminate non-merit-based discrepancies.

Roles and Responsibilities

- **University Administration:** Responsible for supporting policy implementation and compliance with labor laws.
- **Human Resources Department:** Oversees compliance with this policy, conducts pay audits and manages the grievance process. HR is also responsible for tracking gender pay equity and monitoring adherence to the living wage commitment.





- **Department Heads:** Monitoring the transparent pay practices within their departments and supporting policy objectives.

Policy Statements

1. Living Wage Commitment

- JKLU is committed to paying all staff and faculty a wage that meets or exceeds the local living wage, as determined by the regulators.
- The HR team institutes an annual review of local cost-of-living data independently or along with an external agency to ensure that JKLU's minimum pay aligns with or exceeds living wage standards.

2. Pay Scale Equity

JKLU ensures pay practices across all employees and actively eliminates any disparities through the following measures:

- **Equitable Pay Structure:** All employees are compensated based on qualifications, experience, and job performance, with a commitment to addressing gender-based disparities.
- **Transparent Pay Criteria:** Compensation criteria are standardized across departments, ensuring consistency and fairness in pay decisions.
- **Commitment to Gender Equity:** The HR team conducts an annual audit to review pay scales, track gender equity, and report findings to senior leadership, as guided by The Code on Wages, which mandates equal pay for equal work and prohibits discrimination based on gender.
- **Reporting and Accountability:** Results from audits are documented and reviewed by university leadership to ensure accountability and necessary action if inequities are identified.

Feedback and Improvement

- **Employee Feedback:** JKLU encourages employees to provide feedback on the policy's effectiveness. HR will consider this input during the annual policy review.
- **Regular Policy Updates:** Based on feedback and findings from audits, necessary adjustments will be made to strengthen the policy and ensure it meets evolving standards.



Grievance and Appeal Process

- **Grievance Reporting:** Employees who believe they are experiencing pay inequities, or discrimination may submit a formal grievance to HR. Grievances can be submitted confidentially via email at hr@jkl.edu.in.
- **Investigation Process:** HR will investigate grievances promptly and fairly. A grievance committee may also be constituted to review any specific case, if needed, and recommend resolutions.
- **Appeal Mechanism:** If an employee is not satisfied with the resolution, they may submit an appeal application to the Registrar's office at registrar@jkl.edu.in for further review and a final decision.

Confidentiality

JKLU is committed to maintaining the confidentiality of all individuals involved in the grievance and audit processes. Information shared during investigations or pay audits will be treated with the highest degree of confidentiality, and only essential personnel will have access to this information.



