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REGULATIONS ON THE SYSTEM OF REMUNERATION, SOCIAL SUPPORT AND
EMPLOYEE MOTIVATION
SHYMKENT UNIVERSITY

SHYMKENT UNIVERSITY QUALITY MANAGEMENT SYSTEM
PROVISIONS of the UNIVERSITY 01 – 03 - 2023

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1. APPLICATION AREA

1.1 These regulations apply to persons engaged in labor activity on the basis of an employment contract concluded in the SHU.

1.2 Remuneration of this Regulation means the amount of money paid by the employer to employees for the performance of their duties, including incentive payments to employees in connection with the performance of their work duties, in accordance with the legislation of the Republic of Kazakhstan, employment contracts.

2. REFERENCE DOCUMENTS

2.1 1 The Law of the Republic of Kazakhstan "On Education" dated October 24, 2011 No. 487-VI (with amendments and additions as of 10.07.2023 No. 19-VIII).

2.2 The Labor Code of the Republic of Kazakhstan dated November 23, 2015 No. 414-V (with amendments and additions as of 04.07.2023 15-VIII of the Law of the Republic of Kazakhstan).

2.3 The Charter of the University;

2.4 Academic Policy Of The University.

3. NAMES, DEFINITIONS AND ABBREVIATIONS

SHU- Shymkent University

1) salary (official salary) – a fixed amount of remuneration per month for the performance of work duties, depending on the qualification of the employee, complexity, quantity, quality and conditions of the work performed;

2) social support – provision of financial assistance to an employee, expressed in the payment of funds in the amount and cases established by this Regulation;

3) bonus is a reward intended for additional stimulation of SHU employees, which is an incentive tool.

4) average salary – the amount of money calculated by the employer and paid to the employee for the period during which the employee is guaranteed the preservation of his earnings;

5) average daily (hourly) earnings – the accrued amount of wages for a unit of time (day, hour);

6) billing period – a period of twelve calendar months preceding the event with which the corresponding payment (payment) is associated, or the period of actual time worked if the employee has worked for the employer for less than twelve calendar months, used to calculate the average salary;

7) event – cases related to the preservation or payment of average wages in accordance with the Labor Code, and (or) the provision of social support in accordance with this Regulation.

4. DESCRIPTION OF THE PROCEDURE


4.1 General provisions

4.1.1 For all cases of determining the average salary, holidays established by the legislation of the Republic of Kazakhstan are excluded from the billing period.

4.1.2 When calculating the average salary, the unworked time and the amounts accrued during this period for the unworked time when the average salary was paid or maintained to the employee in accordance with the Labor Code are excluded from the calculation period.

4.1.3 Depending on the job responsibilities performed, SHU employees are divided into the following groups:

- senior employees;
- teachers;
- administrative staff;
- household workers.

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4.1.4 Remuneration of SHU employees is made in accordance with the regulatory legal acts of the Republic of Kazakhstan and relates to general and administrative expenses.

4.1.5 The University distributes the salary fund independently. Determines the total number of employees, their professional and qualification composition, establishes the forms, system of remuneration and incentives, surcharges, allowances for employees in accordance with current legislation and the results of economic activity.

4.1.6 Remuneration of SHU employees includes:

1) the basis of the salary, consisting of the official salary, paid to employees for the performance of assigned official duties, according to job descriptions;

2) compensatory payments related to special working hours and working conditions provided for by the legislation of the Republic of Kazakhstan: additional payments for night work and overtime, payment for vacation days, days of temporary disability, and others.

4.2. Remuneration of labor

4.2.1. The total earnings of all full-time employees are made up of the official salary.

4.2.2. The official salary of a SHU employee is determined by the staffing table.

4.2.3. Additional wages include various types of surcharges, allowances and compensations for combining professions and performing additional duties, and for work on weekends and holidays.

4.2.4. Wages for work performed in cash are calculated according to individual official salaries.

4.2.5. The calculation of basic and additional wages is carried out in accordance with the current legislation of the Republic of Kazakhstan. Differentiated remuneration is provided for special contribution to the development of the university.

4.2.6. Official salaries are the absolute amount of remuneration expressed in monetary form for various groups and categories of employees per unit of time (hour, day, month).

4.2.7. The University establishes official salaries for employees when hiring, and also considers individual types of payment for a certain area of work.

4.3. The procedure and terms of payment and labor

4.3.1 Wages are paid in cash in the national currency of the Republic of Kazakhstan at least once a month, no later than the first decade of the following month. The date of payment of wages is provided for in employment contracts.

4.3.2 If the day of payment of wages coincides with weekends or holidays, payment is made on the eve of them.


4.4. Combining positions and replacing a temporarily absent employee

4.4.1. Employees who, along with their main work in the SHU, carry out additional work in another position or duties of a temporarily absent employee without exemption from the main work, are paid an additional fee at the price agreed with the employee for the main job, except in cases when the substitute employee is a full-time deputy.

4.4.2. The amount of additional payments is established by the employer in agreement with the employee.

4.4.3. The amount of additional payment for combining positions (expanding the service area) or performing the duties of a temporarily absent employee is set by the employee in proportion to the actual workload and may not exceed 50 (fifty) percent of the official salary of an employee combining positions performing the duties of a temporarily absent employee.

4.4.4. Additional payment for performing the duties of a temporarily absent employee is made on the basis of an order.

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4.5. Payment for work on holidays and weekends

4.5.1. Payment for work on holidays and weekends is made in an increased one-and-a-half amount based on the daily (hourly) employee rates.

4.5.2. Payment for work on holidays and weekends is made on the basis of the order of the Rector of SHU.

4.5.3. Overtime is considered to be work in excess of the established working time.

4.5.4. Overtime pay is made for each hour of overtime work at least one and a half times the hourly rate (based on the official salary) on the basis of the order of the Rector of SHU.

4.6. Vacation

4.6.1. All employees of the SHU are guaranteed annual paid leave with retention of their place of work (position) and average salary.

4.6.2. Annual paid work leave is divided into two types - basic and additional, provided to employees in cases established by legislative acts of the Republic of Kazakhstan.

4.6.3. By agreement of the parties, employees of the SHU may be granted leave without pay.

4.6.4. SHU employees are provided with additional unpaid study leave for the period of exams, preparation and defense of the graduation project (work), and final exams.

4.6.5. Administrative employees of the University are granted annual leave of 24 (twenty-four) calendar days, in accordance with employment contracts, as well as employees who have worked for 10 years or more at the university, an additional 6 calendar days are provided for annual leave.

4.6.6. The teaching staff of the SHU are granted annual leave of 56 (fifty-six) calendar days, in accordance with employment contracts.

4.6.7 Upon termination of the employment contract, an employee who has not used or has not used fully paid annual labor leave (annual labor leave) is compensated for unused days of paid annual labor leave (annual labor leave).

4.6.8 The granting, postponement, extension of leave or withdrawal from leave shall be formalized by an act of the employer.

4.7. Social support and incentives for SHU employees

4.7.1. SHU employees may receive one-time financial assistance in the amount of up to 1 (one) official salary, in the following cases and subject to documentary confirmation:

- 1) Deaths of close relatives (spouses, parents, children, brothers, sisters, etc.);
- 2) By getting married;
- 3) The birth, adoption or adoption of a child;

4.7.2. All employees of the SHU may be paid one-time bonuses on public holidays of the Republic of Kazakhstan, intended to further stimulate the efficiency of employees.

4.7.3. Payments of one-time bonuses are made at the expense of funds provided for these purposes in the budget of the SHU for the current year.

4.7.4. The payment of a one-time bonus on a public holiday should not exceed the amount of 2.5 times the minimum wage established by the law on the republican budget and effective at the beginning of the relevant financial year.

4.7.5. Lump-sum bonuses are not paid to employees if they have been disciplined in the last 6 (six) months.

4.7.6 Additional payment to the teaching staff for scientific publications (Scopus, WOS) of educational and methodological manuals, monographs (of National and International importance) in the amount of 20-50% of salary based on the official letter of the Department of Science.