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Gender Pay Equity Monitoring and Analysis Procedure

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Article 1:

Purpose

1. This Procedure establishes the institutional mechanism for monitoring, measuring and analysing gender pay equity at Universum International College (UNI).
2. The purpose of the Procedure is to ensure that remuneration practices are transparent, objective, consistent and free from unjustified gender-based disparities and to provide a systematic basis for identifying, addressing and monitoring any differences in pay between female and male employees performing the same or comparable work or work of equal value.
3. The Procedure supports UNI's commitment to equal treatment, non-discrimination, fair remuneration and continuous improvement of human resources management.

Article 2:

Scope

1. This Procedure applies to all employees of UNI, including academic, administrative, professional, managerial and support staff, regardless of employment status, position, school, department or level of responsibility.
2. Gender pay equity monitoring shall cover salary scales, salary grades, basic salary, additional remuneration, bonuses, allowances and other forms of remuneration where applicable.
3. The analysis shall consider employees performing the same, substantially similar or work of equal value, as well as differences in remuneration across academic ranks, employment categories, positions and salary grades.

Article 3:

Principles

1. UNI shall apply the principles of equality, non-discrimination, objectivity, transparency, confidentiality and equal remuneration for work of equal value.
2. Gender shall not constitute a factor in determining salary, salary progression, promotion, bonuses, allowances or other employment-related financial benefits.
3. Differences in remuneration may exist where they are objectively justified by factors such as position, responsibilities, qualifications, experience, performance, workload, employment status or applicable salary scales.
4. Gender pay equity monitoring shall distinguish between legitimate remuneration differences and differences that may indicate an unjustified gender-based disparity.

Article 4:

Institutional Responsibility

1. The Human Resources Department shall be responsible for coordinating the collection, maintenance and analysis of remuneration data required under this Procedure.
2. The Human Resources Department shall work, where necessary, with the Finance Department and relevant institutional authorities to ensure the accuracy and completeness of salary and remuneration data.
3. The Quality Assurance Unit may support the monitoring and reporting process by reviewing relevant institutional indicators and ensuring that identified improvement actions are incorporated into the appropriate institutional action-planning mechanisms.
4. The competent institutional authority shall review the findings and approve corrective or improvement measures where unjustified disparities are identified.

Article 5:

Collection of Data

1. UNI shall maintain accurate and up-to-date remuneration records required for gender pay equity analysis.
2. The data collected for monitoring purposes shall, where applicable, include the employee's position or role, academic or professional rank, employment category, salary grade, basic salary, additional payments, bonuses, allowances, contracted working hours, length of service and other objectively relevant remuneration factors.
3. Relevant remuneration data shall be disaggregated by sex for the purpose of institutional analysis.
4. Personal identifying information shall be restricted to authorised personnel and shall not be disclosed in published reports where disclosure could identify individual employees.

Article 6:

Frequency of Monitoring

1. UNI shall conduct a gender pay equity analysis at least once every academic year.
2. Additional analysis may be conducted where significant changes occur in salary structures, recruitment, promotion, employment categories or remuneration policies.
3. The annual analysis shall compare the most recent available data with previous monitoring results in order to identify trends and determine whether identified disparities are increasing, decreasing or remaining stable.

Article 7:

Pay Equity Analysis

1. UNI shall periodically verify gender pay equity by comparing the remuneration of female and male employees within the same position, salary grade or category of work. Where female and male employees hold the same position and are subject to the same applicable salary scale and remuneration criteria, UNI shall ensure that there is no unjustified difference in remuneration based on gender.

2. Where female and male employees in the same position receive equivalent remuneration, the expected gender pay difference is **0%**.

3. The analysis shall verify that any remuneration differences, where identified, are attributable only to objective and documented factors such as qualifications, professional experience, performance, workload, employment status, seniority or applicable salary grade, and not to gender.

4. Where no gender-based differences are identified, the annual monitoring report shall record the finding that **no gender-based pay disparity was identified among employees in the same or comparable positions**.

Article 8:

Monitoring Salary Scales and Pay Grades

1. UNI shall monitor the distribution of female and male employees across established salary scales and pay grades.
2. The monitoring shall determine whether female and male employees are represented proportionately across salary levels and whether employees performing comparable work are positioned consistently within the applicable salary scale.
3. Where a salary scale provides a range of remuneration for the same position or grade, UNI shall examine whether there are systematic gender differences in the placement of employees within that range.
4. Where relevant, the analysis shall also examine gender differences in salary progression, promotions, performance-related increases, bonuses and other forms of financial advancement.

Article 9:

Identification and Investigation of Disparities

1. Where the monitoring process identifies a material or unexplained difference in remuneration between female and male employees, the Human Resources Department shall conduct a further review.
2. The review shall identify the objective factors contributing to the difference and determine whether the difference is justified by the applicable salary structure, qualifications, experience, performance, responsibilities, workload or other legitimate factors.
3. Where a difference cannot be adequately justified by objective criteria, UNI shall identify appropriate corrective measures.
4. Particular attention shall be given to recurring or systematic differences affecting employees in comparable positions, salary grades or academic ranks.

Article 10:

Corrective and Improvement Measures

1. Where unjustified gender-based pay disparities are identified, UNI shall establish appropriate corrective measures and assign responsibility for their implementation.
2. Corrective measures may include review of salary placement, adjustment of remuneration, review of promotion and salary progression practices, improvement of salary-setting criteria, revision of relevant procedures or other appropriate institutional measures.
3. Corrective actions shall include a responsible person or unit, implementation timeframe, expected result and follow-up mechanism.
4. The implementation and effectiveness of corrective measures shall be reviewed during the subsequent monitoring cycle.

Article 11:

Gender Pay Equity Report

1. The Human Resources Department shall prepare an annual Gender Pay Equity Monitoring Report based on the results of the institutional analysis.
2. The report shall, at minimum, present the number and proportion of female and male employees, remuneration differences by relevant employment category or salary grade, identified trends, significant disparities, explanations for objectively justified differences and corrective or improvement measures where required.
3. The report shall compare results with previous monitoring periods to determine progress and identify areas requiring further institutional attention.

4. The competent institutional authority shall review the report and determine any necessary follow-up actions.

Article 12:

Confidentiality and Data Protection

1. All information collected and processed under this Procedure shall be handled in accordance with applicable data protection and confidentiality requirements.
2. Individual salary information shall not be disclosed through institutional reports unless disclosure is legally required or expressly authorised.
3. Reports intended for institutional monitoring shall use aggregated and anonymised information wherever possible.
4. Access to detailed remuneration data shall be limited to authorised personnel with a legitimate institutional responsibility.

Article 13:

Integration with Quality Assurance and Institutional Planning

1. Findings from gender pay equity monitoring shall be considered as part of UNI's institutional quality assurance and continuous improvement processes.
2. Where monitoring identifies areas requiring improvement, relevant actions shall be incorporated into institutional action plans and monitored until completion.
3. The results may also inform the review of human resources policies, salary structures, recruitment procedures, promotion procedures, professional development opportunities and other employment-related practices.

Article 14:

Record Keeping

1. The Human Resources Department shall maintain records of annual gender pay equity analyses, reports, identified disparities, explanations, corrective measures and follow-up results.
2. Records shall be retained in accordance with UNI's applicable document retention, confidentiality and data protection requirements.
3. Previous monitoring results shall be retained to enable year-to-year comparison and assessment of institutional progress.

Article 15:

Review of the Procedure

1. This Procedure shall be reviewed periodically to ensure its continued relevance, effectiveness and alignment with applicable legislation, institutional policies and recognised good practices.
2. The Procedure shall be reviewed at least every three years or earlier where significant changes in legislation, institutional salary structures or equality requirements require revision.
3. Proposed amendments shall be submitted to the competent institutional authority for approval in accordance with UNI's applicable governance procedures.

Article 16:

Final Provisions

1. This Procedure shall enter into force upon approval by the competent institutional authority.
2. All institutional units responsible for employment, remuneration, staff development and quality assurance shall cooperate in its implementation.
3. The implementation of this Procedure shall constitute part of UNI's institutional commitment to equal treatment, non-discrimination and evidence-based monitoring of gender pay equity.



Arlinda Qehaja
Vice President of Operations