

**BRAINAE UNIVERSITY**

**SALARY AND REMUNERATION STRUCTURE**

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# I. GENERAL PROVISIONS

## 1.1. Vision

The vision of BU is to be a pole of radiance and academic excellence in quality education, research, and services to the community offering professional programs to enrich individual lives and make a difference in the Great Lakes Region.

## 1.2. Mission

The mission of BU is to provide academic training, service, and social involvement, preparing the world for thoughtful, productive lives and service in their respective professions and places.

## 1.3. Objectives

BU has the following objectives:

* Developing priority subjects that meet the Country and the region's needs,
* Using an educational system that can promote the creative and innovative spirit and favor active methods;
* Disseminating science and technology for the development of the country and the Great Lakes Region;
* Combining knowledge and wisdom to promote Delaware citizens and universal cultural aspects.

## 1.4. Core Values

BU strives for excellence in all endeavors. The other core values it stands for are:

* Integrity,
* Commitment and dedication,
* Teamwork,
* Critical thinking,
* Academic freedom

These principles are shared among the members of the BU community and they provide a framework in which decisions are made.

# II. SALARY STRUCTURE

## 2.1. Introduction

Salaries in BRAINAE University are determined based on job classification i.e. on the hierarchy as per the institution's organizational structure and are on the monthly basis.

The total monthly salary of any employee is generally his/her gross salary and is made of the following:

1. Basic salary;
2. Housing allowances;
3. Transport allowances;
4. Contribution of the institution to social security;
5. The contribution of the institution to medical care

## 2.2. Objectives

* Have a well-defined salary structure
* Have competitive salary structures for the institution
* Have salary structure as a tool for remuneration decision making
* Guidance for performance appraisal and motivation of employees
* Avoid salary discrepancy

## 2.3 Methodology

**2.3.1. Review current pay practices**

The information on salary from the existing salary payroll list has served as a tool to determine the salary structure.

**2.3.2. Review of jobs classification and jobs description**

Review job descriptions for accuracy and completeness. The job title and job description were used as a point of comparison and served as the basis to facilitate salary determination.

**2.3.3. Setting levels, job index, and index value**

The employee's level, index, index value, and gross salary are corresponding to each job position and job description. The information from the public-sector job is used. The government compensation structure is edging toward becoming more competitive with private-sector employment. This means the salary levels used to recruit government workers help construct a pay scale for our institution.

**2.3.4. Establish a comprehensive salary scale**

A salary pay scale is used to determine employees' salaries. It is listed in table form and helps to remain consistent in setting pay and protect against favoritism.

## 2.4. Principles

**2.4.1. Equity**

Occupants of similar job positions should be remunerated in the same manner. In case of any gaps between salary levels, they should be objectively justified, about the qualifications, skills/competencies, and performance of the position requirements.

**2.4.2. Motivation**

For the salary scale to comply with motivation, it should be reasonable and fair thus it should be competitive in comparison to other salaries enjoyed within the institution on one hand, (internal competitiveness) and within the nearest environment, on the other hand (external competitiveness). For continuity purposes, motivation needs to be permanently sustained and stimulated.

**2.4.3. Efficiency and Effectiveness**

Each job position contributes to the achievement and completion of the institution's mission; this contribution is measured in terms of the complexity of the job position and its impact on the job position. Thus, the salary is strictly allocated to the individuals about their job positions and not to what they are.

**2.4.4. Market competitiveness**

Potential employees are more informed than ever about the salaries paid for the same position elsewhere. To compete for talented employees, the institute must be aware of what the market is paying for certain skills and develop fair and reasonable salary ranges in other institutions in the same line of activity.

The salary to be paid should be able to meet the comparison with the salary for the equivalent jobs paid elsewhere, to attract and retain the necessary competencies.

**2.4.4. Bearable**

The salary in the institute should be determined taking into consideration the financial capacity and sustainability of the institute. Particular attention will be paid to the updating remuneration system to compensate for the inflation effects, the rise in the cost of living, and also consideration of the institution's financial situation.

**2.4.5. Salary structure**

The structure of the salary being offered, in terms of the breakup of the various components that constitute the compensation, is called salary structure.

The components include:

**1.1. Basic Salary:** It is the taxable base income and is determined by the index of the employee. It excludes any bonuses.

**1.2. Housing Allowance:** The housing allowance paid for the employee is

25% of the basic salary.

**1.3. Transport Allowance:** The transport allowance paid for the employee is 35% of the basic salary. The transport allowances here specified are not granted to top management and the campus coordinator. Their transport is facilitated according to a lump sum schedule.

**1.4. Medical Allowance:** The employer pays the employee for the medical expenditures incurred. It is tax-free and equal to 7.5% of the basic salary.

**1.5. Responsibility allowances:** Makes up for the remaining part of the salary, mostly smaller than the basic salary and completely taxable. Responsibility allowances are determined by the Executive council of the institute.

**1.6. Performance bonus:** Taxable lump sum amount paid once a year, given to the employee based on the individual's performance and/or the organization for the year. Performance bonus guidelines are paid according to the internal regulations manual.

**1.7. In case of added responsibilities:** In case any staff is given any other added responsibilities along his/her current contract; the employee gets 15% of her/his basic (net) salary.

**2.4.5. Other staff benefits**

## 2.5. Communication

* The Vice-chancellor of the institute; one thousand and five hundreds (1,500$) per month for mobile phone and one thousand (1000$) for office internet connection.
* The Deputy Vice-chancellor; one thousand (1000$) each month for mobile phones and eight hundreds (800$) for internet connection.
* The campus coordinator; one thousand (1000$) each month for mobile phone
* For a director and his or her equivalent; one thousand (1000$) for a mobile phone.

## 2.6. Transport facilities

* The Vice-chancellor and Deputy Vice-chancellor benefit from the Institution's transport facilities.
* Any other transport facility for other staff can be determined by the competent authority.

## 2.7. Table of salary details in BU

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **N°** | **POST** | **I.V** | **Level** | **Index** |  **GROSS $**  |
| 1 | Vice Chancellor | 500 | E | 3156 |  2,012  |
| 2 | Deputy Vice-Chancellor | 441 | F | 2869 |  1,613  |
| 3 | Full Professor | 441 | F | 2869 |  1,794  |
| 4 | Associate Professor | 350 | 1. IV | 2608 |  1,294  |
| 5 | Senior Lecturer | 350 | 2.III | 1890 |  938  |
| 6 | Academic Registrar | 330 | 2.III | 1890 |  893  |
| 7 | Lecturer | 350 | 3.III | 1575 |  782  |
| 8 | Library Director | 330 | 3.II | 1369 |  647  |
| 9 | Director of University Extension | 330 | 3.II | 1369 |  647  |
| 10 | Director of Marketing and Production Unit | 330 | 3.II | 1369 |  647  |
| 11 | Director of ICT | 330 | 3.II | 1369 |  647  |
| 12 | Director of Planning and Development Unit | 330 | 3.II | 1369 |  647  |
| 13 | Director of Student Service Unit | 330 | 3.II | 1369 |  647  |
| 14 | Director of Finance | 330 | 3.II | 1369 |  647  |
| 15 | Director of Administration and Finance | 330 | 3.II | 1369 |  647  |
| 16 | Personal Assistant to Vice Chancellor | 330 | 3.II | 1369 |  647  |
| 17 | Assistant Lecturer | 350 | 4.III | 1313 |  652  |
| 18 | Head of Internal Audit | 300 | 4.II | 1141 |  485  |
| 19 | Human Resources Officer | 300 | 4.II | 1141 |  485  |
| 20 | Tutorial Assistant | 350 | 4.II | 1141 |  566  |
| 21 | Public Relations and Communication Officer | 300 | 4.II | 1141 |  485  |
| 22 | Medical Doctor | 300 | 4.II | 1141 |  485  |
| 23 | Laboratory Technician | 350 | 4.II | 1141 |  566  |
| 24 | Chief Accountant | 300 | 5.III | 1094 |  465  |
| 25 | Website Manager | 300 | 5.II | 951 |  405  |
| 26 | Planning Officer | 300 | 5.II | 951 |  405  |
| 27 | Procurement Officer | 300 | 5.II | 951 |  405  |
| 28 | Accountant | 300 | 5.II | 951 |  405  |
| 29 | Internal Auditor | 300 | 5.II | 951 |  405  |
| 30 | Procurement Officer | 300 | 5.II | 951 |  405  |
| 31 | Estate Officer | 300 | 5.II | 951 |  405  |
| 32 | In Charge of Works Maintenance and Repair | 300 | 5.II | 951 |  405  |
| 33 | IT Professional | 300 | 5.II | 951 |  405  |
| 34 | Logistics Officer | 300 | 5.II | 951 |  405  |
| 35 | Librarian | 300 | 6.II | 793 |  337  |
| 36 | In Charge of Sports | 300 | 6.II | 793 |  337  |
| 37 | In charge of Admissions and Registration | 300 | 6.II | 793 |  337  |
| 38 | Exams Officer | 300 | 6.II | 793 |  337  |
| 39 | In Charge of Computer Equipments | 300 | 6.II | 793 |  337  |
| 40 | In Charge of Academic Archives and Documentation | 300 | 6.II | 793 |  337  |
| 41 | In Charge of Academic Quality | 350 | 6.II | 793 |  394  |
| 42 | In Charge of Culture | 300 | 6.II | 793 |  337  |
| 43 | Research Unit Officer | 300 | 6.II | 793 |  337  |
| 44 | In charge of Consultancy | 300 | 6.II | 793 |  337  |
| 45 | In Charge of Marketing | 300 | 6.II | 793 |  337  |
| 46 | Production Officer | 300 | 6.II | 793 |  337  |
| 47 | Scholarship Officer | 300 | 6.II | 793 |  337  |
| 48 | Programs Development Officer | 300 | 6.II | 793 |  337  |
| 49 | Guidance and Counseling Officer | 300 | 6.II | 793 |  337  |
| 50 | Faculty Academic Assistant | 300 | 6.II | 793 |  337  |
| 51 | Faculty Administrative Assistant | 300 | 6.II | 793 |  337  |
| 52 | Librarian | 300 | 6.II | 793 |  337  |
| 53 | Documentalist | 300 | 6.II | 793 |  337  |
| 54 | Agronomist Assistant | 300 | 7.II | 660 |  281  |
| 55 | Veterinary Assistant | 300 | 7.II | 660 |  281  |
| 56 | Laboratory Technician | 350 | 7.II | 660 |  328  |
| 57 | Nurses | 300 | 7.II | 660 |  281  |
| 58 | Electrician | 300 | 7.II | 660 |  281  |
| 59 | Administrative Assistant | 300 | 7.II | 660 |  281  |

## 2.8. Provisions for salary modifications

Any revision of salary structure will be recommended by the competent level of the institution’s administration i.e. the Board of Directors. This can be a result of different reasons such as market situations, claims of employees if judged necessary, increment and promotion, etc.