



Policy Owner:	Vice President Finance and Administration			<div><div>جامعة حمد بن خليفة HAMAD BIN KHALIFA UNIVERSITY</div><div></div><div>عضو في مؤسسة قطر Member of Qatar Foundation</div></div>
Responsible Unit:	Human Resources Directorate			
Policy Name:	Additional Compensation Policy			
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## HBKU ADDITIONAL COMPENSATION POLICY

Ver.	Approval Date	Effective Date	Type of Change	Approved by
00	27 April 2025	27 April 2025	Initial Release	President

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## 1. Purpose

This policy establishes the framework for providing additional compensation to HBKU employees and contracted staff who perform tasks or activities, as requested by an HBKU unit or HBKU affiliated entity, that are beyond their regular duties and responsibilities and the agreed upon scope of work. This policy supports the contribution of HBKU employees and contracted staff while maintaining the integrity and priorities of HBKU academic, research and innovation mission.

## 2. Scope

This policy applies to all HBKU employees and contracted staff including faculty, researchers, consultants, and freelancers, who are requested by a university unit or affiliated entity to perform additional work beyond their regular job duties and responsibilities and agreed upon scope of work.

This policy covers only work requested by an HBKU unit or an HBKU affiliated entity that is conducted under the administration of the requesting university unit or affiliated entity as part of a formally approved university activity or program, where the activity or program is clearly aligned with the unit's or affiliate's mission and with the University's strategic objectives and annual business plans.

This policy does not apply to extra professional activities initiated by HBKU employees or contracted staff, or to services requested by a third party (non HBKU unit or affiliated entity) that are not part of a university approved activity or program. Such activities are governed by the Professional Services or the Professional Consultancy Policies.

This policy does not apply to students, loaned employees, and employees on secondment or sabbatical leave.

## 3. Terms, Abbreviations, and Definitions,


In the context of this policy, the following terms and abbreviations are defined as indicated below.

Term/Abbreviation	Definition
Additional Assignment	An assignment that falls outside the scope of an employee or contracted staff's primary responsibilities. It consists of additional work, requested by an HBKU unit or HBKU affiliated entity, beyond regular job duties and responsibilities as detailed in the job description (JD) or scope of work defined in the contractual agreement.
Additional Compensation	Remuneration paid to an employee or contracted staff over and above their basic salary or compensation agreed upon in the contractual agreement.
Conflict of Commitment	A situation whereby an individual allows for his/her Additional Assignment to compromise his/her ability to meet his/her obligations and regular job-related duties and responsibilities and agreed upon scope of work.
HBKU	Hamad Bin Khalifa University
HBKU Member	An HBKU employee or contracted staff such as freelancers
Line of Authority	The hierarchical structure of authority within HBKU, as outlined in the organizational chart
President	HBKU President
Requesting Unit	The HBKU unit or affiliated entity that requests an Additional Assignment

## 4. Policy

### 4.1. General Provisions

- 4.1.1. HBKU units and affiliated entities may request an HBKU Member to conduct Additional Assignments that align with HBKU's mission and strategic objectives.
- 4.1.2. HBKU Members requested to perform an Additional Assignment may receive Additional Compensation for the extra work performed in accordance with the nature of the task or activity and their level of expertise.

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4.1.3. HBKU Members primarily involved in teaching or research (ranked faculty and scientists) are allowed time for extra professional activities for work conducted under this policy not to exceed one day per week, or the time permitted under other applicable university policies--such as Professional Consultancy policy--whichever is more restrictive.

4.1.4. This Policy explicitly excludes considerations related to overtime pay and any other forms of compensation that are awarded to HBKU Members for working beyond their normal working hours, during designated shift changes, or under conditions that warrant additional pay other than for Additional Assignment as per HBKU policies and applicable law and regulations. Double pay is not allowed, and overtime pay must not be provided for Additional Assignments for which Additional Compensation was received.

## 4.2. Eligibility

4.2.1. HBKU Members may qualify for Additional Compensation under the HBKU Additional Compensation Policy when all the following conditions are met except when an exception to one or more of the below conditions is approved by an Executive Officer reporting directly to the President:

- The Additional Assignment is requested by an HBKU unit or an HBKU affiliated entity.
- The Additional Assignment is part of an HBKU approved activity or program.
- The HBKU Member is qualified to perform the Additional Assignment.
- The Additional Assignment exceeds the responsibilities outlined in the job description (JD) or Scope of Work (SOW) of the HBKU Member.
- The HBKU Member's involvement does not lead to a Conflict of Commitment.
- The HBKU Member does not exceed the Additional Compensation limit per fiscal year determined in the Additional Compensation Rates approved by the President.

4.2.2. The Additional Assignment must be completed outside the employee's or contracted staff's normal working hours, as defined in the university Work Schedule Policy or the terms of their contractual agreement. It must also fall within the allowed time for extra professional activities, including consulting or professional services related activities, unless an exception is approved by an Executive Officer reporting directly to the President.

4.2.3. HBKU Members without permitted time for extra professional activities, may under exceptional circumstances, be eligible for Additional Compensation if the Additional Assignment must take place during the HBKU Member's working hours established in accordance with the University Work Schedule policy, and the HBKU Member possesses special skills required by the Additional Assignment that are not readily available.


Such contribution during the HBKU Member's working hours is subject to advance approval by: (1) the direct supervisor of the HBKU Member; (2) the head of the relevant HBKU department or unit; (3) the appropriate Dean, Executive Director, or similar authority; and (4) the Executive Officer reporting directly to the President in the relevant Line of Authority.

## 4.3. Review and Approval

4.3.1. To seek compensation for an Additional Assignment, the Requesting Unit must complete an Additional Assignment Request Form for each HBKU Member receiving HBKU Additional Compensation due to their involvement.

4.3.2. The Additional Assignment Request Form must be signed by the HBKU Member and shall include a concise description of the HBKU Member's contributions as well as detailed information related to the Additional Compensation.

4.3.3. The Additional Assignment Request Form must include a clear statement indicating that it is the responsibility of the HBKU Member to ensure compliance with HBKU policies and all eligibility requirements for Additional Compensation.

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- 4.3.4. By signing the Additional Assignment Request Form, the HBKU Member acknowledges and agrees that if it is later determined by Human Resources, the Provost office, or the VP Research office, that the HBKU Member was not eligible for Additional Compensation, no Additional Compensation will be provided, and any Additional Compensation already received by the HBKU Member in relation to the Additional Assignment must be reimbursed in full.
- 4.3.5. All Additional Assignments providing Additional Compensation must be clearly documented, including a detailed description of the tasks, duration, the rationale for Additional Compensation, and the expected outcomes.
- 4.3.6. Prior to the authorization of Additional Compensation, it is mandatory to secure approval from the direct supervisor, the head of the relevant HBKU department or unit, and the appropriate Dean, Executive Director, or similar authority in the relevant Line of Authority.
- 4.3.7. The Requesting Unit must send to the Human Resources Directorate a copy of all approved Additional Assignment requests with relevant details.

#### 4.4. Limitations

- 4.4.1. Participation in Additional Assignments by HBKU Members must not create conflicts of interest, involve the misuse of HBKU's resources or name, infringe on Intellectual Property rights, or lead to unauthorized disclosure of confidential HBKU information.
- 4.4.2. HBKU Members may not contribute to Additional Assignments during paid or sabbatical leave while receiving full HBKU compensation, except with explicit approval from the Vice President for Finance and Administration.
- 4.4.3. HBKU Members on unpaid leave may engage in Additional Assignments and receive Additional Compensation, provided they secure approval from their direct Line of Authority; the appropriate College Dean, Executive Director, or similar authority; and the Executive Officer reporting directly to the President in the relevant Line of Authority.
- 4.4.4. HBKU Members must ensure that their engagement in Additional Assignments will not result in a Conflict of Commitment.
- 4.4.5. HBKU Members shall not receive any reduction in their standard teaching, research, or service obligations in exchange for their contributions to Additional Assignments.
- 4.4.6. HBKU Members with permitted time for extra-professional activities must not exceed the permitted time limit for extra professional activities unless an exception is approved by the appropriate College Dean, Executive Director, or similar authority and the Executive Officer reporting directly to the President in the relevant Line of Authority.
- 4.4.7. For HBKU Members with permitted time for extra-professional activities, the permitted time can be accumulated so that the HBKU Member can use several days at once to, for example, conduct a three-day workshop.

#### 4.5. Compensation

- 4.5.1. The total Additional Compensation for an Additional Assignment must remain within the planned budget or generated revenues of the activity unless an exception is approved by the budget holder and the Vice President for Finance and Administration.
- 4.5.2. The Requesting Unit is solely responsible for ensuring that Additional Compensation is adequately budgeted for from the activity's budget or expected revenues.
- 4.5.3. The Additional Compensation shall be paid by the Requesting Unit using the approved budget or generated revenues and may not be paid directly by a third party.
- 4.5.4. HBKU's Additional Compensation rates along with the maximum annual compensation per HBKU Member, must be established by the Human Resources Directorate (HR) and approved by the President. These rates will undergo periodic review by HR and remain effective until replaced by new rates approved by the President.

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- 4.5.5. The Additional Compensation rates to be applied to an Additional Assignment must depend on the Additional Assignment, the level of expertise of the HBKU Member, the allocated budget, and the revenues generated by the planned activity, if any.
- 4.5.6. The President retains exclusive authority to sanction exceptional compensation rates surpassing those authorized by the relevant approval authority as detailed in the approved compensation rates document approved by the President, accommodating special circumstances and contributions.
- 4.5.7. Additional Compensation is not mandatory. HBKU Members may decline any portion of the Additional Compensation for which they qualify.
- 4.5.8. With prior consent from the HBKU Member, the Requesting Unit's management may waive Additional Compensation for the HBKU Member requested to perform tasks that support the University strategic objectives like enhancing the university's profile or contributing to public good.
- 4.5.9. Activities conducted before or after an Additional Assignment, which are essential for the completion of the Additional Assignment, are not considered separate Additional Assignments and may be included in the Additional Compensation as preparation time.
- 4.5.10. Additional Compensation should not exceed a predefined percentage of the HBKU Member's annual compensation as determined in the President approved Additional Compensation Rates.
- 4.5.11. Additional Compensation is awarded following the successful completion of the specified assignments and shall not be computed as part of the monthly or annual salary.
- 4.5.12. Additional Compensation will not be provided retroactively for Additional Assignments performed without prior approval.
- 4.5.13. Additional Compensation must be processed in compliance with applicable law and regulations and HBKU policies.
- 4.5.14. Throughout each fiscal year, the Human Resources Directorate must maintain active records of Additional Compensation provided to each HBKU Member. Such records should include the activity title, dates, activity description, the nature of contribution and services provided, time contributed by the HBKU Member, and details related to the Additional Compensation.

## 5. Associated Procedures, Guidelines, and Supporting Documents

HBKU Additional Compensation Procedure.

HBKU Additional Compensation Rates.

## 6. References and Related Policies

Work Schedule Policy

Professional Services Policy

Professional Consultancy Policy

## 7. Source, Responsible Office, Authority

This policy and its supporting documents were developed by the Office of the Provost in close collaboration with the Office of Institutional Effectiveness. It was reviewed by the University Policy Committee and the Office of the Vice President for Finance and Administration including review by the Human Resources Directorate and HBKU Finance, endorsed by the Provost and the University Policy Officer, and approved by the President.

The HBKU Human Resources Directorate is charged with overseeing the implementation and ensuring compliance with this policy.