



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>
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Employment Categories Policy

Ver.	Approval Date	Effective Date	Type of Change	Approved by
00	04/11/2025	09/11/2025	Initial Release	President

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1. Purpose

The purpose of this policy is to identify and define the categories of employees of Hamad Bin Khalifa University (HBKU). The University needs to have flexibility to meet varying employment needs to achieve HBKU's mission and objectives.

2. Scope

This policy applies to all HBKU employees, including faculty, researchers, and staff as well as individuals hired by HBKU to perform specific tasks or provide services as needed for a limited period. This policy does not cover student employment other than the employment of students as Graduate Assistants. Student employment at HBKU is governed by the Student Employment Policy.


3. Terms, Abbreviations, and Definitions

The following terms and abbreviations used in this policy shall have the meanings defined below:


Term/Abbreviation	Definition
Regular Employee	An individual hired by HBKU under the Permanent, Fixed Term, or Rolling Term Employment Category.
Full-time Employee	This refers to employees who regularly work a standard number of hours per week as per the University Work Schedule Policy. Full time Employees may hold various positions and roles including, faculty or researcher, and administrative or other support staff positions and roles
Part-Time Employee	This refers to employees who work less hours per week than the number of hours per week as per the University Work Schedule Policy and who often have other commitments or responsibilities, such as pursuing their own studies or managing personal obligations. Part time employees may hold various positions and roles, including faculty or researcher positions, and administrative or other support staff functions, often on a temporary or flexible basis. Part-time employees may not be eligible for the same benefits as full-time employees.
Exempt Employee	This refers to employees who are not eligible to receive compensation for Overtime work
Non-Exempt Employee	This refers to employees who are eligible for compensation for Overtime work as per the University Work Schedule Policy
University or HBKU	Hamad Bin Khalifa University

4. Policy

- 4.1. All individuals hired by HBKU to perform a specific task or to provide services and support are classified into specific employment categories that help determine their responsibilities and eligibility for compensation, benefits, and allowances as per HBKU policies and Procedures.
- 4.2. The University employment categories are established to assist the university in achieving excellence and in fulfilling its mission and objectives.
- 4.3. The University employment categories are organized into two main categories consisting of the Regular Employee and Non-Regular Employee Categories.
- 4.4. Regular Employees are entitled to compensation, benefits and allowances as per HBKU policies while Non-Regular Employees are not entitled to compensation, benefits, or allowances provided to Regular Employees, but may receive compensation and benefits as per the terms of their employment contract or established formal agreement.
- 4.5. Employees in all employment categories may be classified as either Full-time or Part time Employees and as either Exempt or Non-exempt Employees as determined by the HR Directorate.


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- 4.6. Employees who move to a new employment category receive the employment benefits of the new category; however, benefits do not carry-over from the previous category except where required by law.
- 4.7. The following employment categories are established by the University.
- 4.7.1. **Permanent Employee:** This refers to individuals working under the supervision and management of HBKU on an unlimited or indefinite duration contract of employment. These individuals are considered as Regular Employees and are entitled to compensation, benefits and allowances as per HBKU policies.
- 4.7.2. **Fixed Term Employees:** This refers to individuals working under the supervision and management of HBKU with a definite fixed term contract with a duration of not less than one year and not exceeding 3 years. Such contracts can be extended by mutual agreement. These individuals are considered as Regular Employees and are entitled to compensation, benefits and allowances as per HBKU policies.
- 4.7.3. **Rolling Term Employees:** This refers to individuals working under the supervision and management of HBKU and holding a faculty or researcher position with an active rolling contract of 3-years duration offered on an automatic recurring basis unless a notice of non-renewal or termination is made by the end of the first year. Each year, such contracts would automatically be renewed for an additional three (3) years if a notice of non-renewal or termination was not made by the end of the first year. These individuals are considered as Regular Employees and are entitled to compensation, benefits and allowances as per HBKU policies.
- 4.7.4. **Limited Term Employees:** This refers to individuals employed on research grants or projects where either the project or the funding has a limited duration. Limited Term Employees are employed with a limited term contract with a duration as per the anticipated funding or project end date. Limited term employees must be informed, at the time of their hiring, of the job anticipated end date subject to funding or project renewal. Limited Term employees are not Regular Employees and therefore are not entitled to compensation, benefits, or allowances provided to university Regular Employees, but may receive compensation and benefits as per the terms of their employment contract and/or the grant or project provisions and requirements.
- 4.7.5. **Honorary Employees:** This refers to people of distinction and high standing hired by HBKU to undertake specialized roles at HBKU. Honorary employees are not Regular Employees and therefore are not entitled to compensation, allowances, or benefits provided to Regular Employees, but may receive a stipend or other payments as per the terms of their honorary employment contract.
- 4.7.6. **Freelancers:** This refers to individuals hired by HBKU under specific terms to perform a particular assignment in a profession within HBKU where specialized knowledge of a subject, field, or specific skills are required. The duration of employment can be for a period up to one (1) year renewable as per the university needs subject to the approval of the concerned unit and the Human Resource Directorate. Freelancers are not Regular Employees and therefore are not entitled to compensation, benefits, or allowances provided to Regular Employees, but may receive a salary, benefits, and allowances as per the terms of their employment contract.
- 4.7.7. **Short Term Employees:** This refers to individuals who are not sponsored by HBKU and who are hired with a Short-Term Contract for a defined period not to exceed six (6) months that may be renewed only once for up to a maximum period of three (3) months for a total contract period that must not exceed 9 months. Employment can be terminated by either the employee or the university at any time and for any


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reason, or no reason. For short term contracts which duration exceeds 3 months, a 1-month prior notice is required. Short Term Employees will normally be recruited at a position that is no higher than grade 15 and will be assigned a grade and position in line with similar or equivalent jobs in HBKU. Short Term Employees are not Regular Employees and therefore are not entitled to compensation, benefits, or allowances provided to Regular Employees, but may receive compensation, benefits, and allowances as per the terms of their short-term employment contract.

- 4.7.8. **Service Workers:** This refers to hourly paid individuals who are not sponsored by the University. These individuals are not considered as Regular Employees and are paid only for hours worked. They are not entitled to compensation, benefits, or allowances provided to Regular Employees but may receive compensation, benefits, and allowances as per the terms of their employment contract. The hiring of service workers must be approved by the Human Resource Directorate on a case-by-case basis.
- 4.7.9. **Visiting Faculty and Scholars:** This refers to individuals with specific expertise or special skills who are employed at other institutions, retired, or who may have no employer and who are hired by HBKU on a Visiting Faculty or Visiting Scholar contract with specific terms and a contract duration not to exceed 1 year to perform a particular assignment where specific skills or specialized knowledge of a subject or field are required. Visiting Faculty or Visiting Scholar contracts may be renewed in accordance with the University Visiting Faculty and Scholars Policy. Visiting Faculty and Scholars are not Regular Employees and therefore are not entitled to compensation, benefits, or allowances provided to Regular Employees, but payments and benefits may be provided as per the terms of their employment contract or established formal agreement in accordance with the Visiting Faculty and Scholar policy.
- 4.7.10. **Adjuncts:** This refers to faculty or researchers employed at other institutions who are offered a contract on part-time basis with a limited term contract duration not to exceed 3 years that can be extended by mutual agreement. Adjuncts are not Regular Employees and therefore are not entitled to compensation, allowances, or benefits provided to Regular Employees, but payments and benefits may be provided as per the terms of their employment contract or established formal agreement.
- 4.7.11. **Affiliates:** This refers to faculty or researchers employed at other institutions who collaborate in teaching and/or research on an on-going basis with HBKU. Affiliates are not Regular Employees and are not entitled to compensation, allowances, or benefits provided to Regular Employees, but payments and benefits may be provided on a case-by-case basis as per the terms of the established formal agreement.
- 4.7.12. **Postdoctoral Scholars (Postdocs):** This refers to Postdoctoral Fellows or Postdoctoral Associates who are individuals who recently received their doctorate degree and are hired by HBKU on a Postdoctoral appointment contract to work under the supervision of an HBKU faculty or researcher. Postdoc appointments are usually for not less than one semester and not to extend beyond a total of five years. Postdoctoral Scholars are not Regular Employees and therefore are not entitled to compensation, benefits, or allowances provided to Regular Employees, but may be provided compensation, benefits, and allowances as per the terms of their postdoctoral appointment contract. Postdoctoral Scholars may be supported by external grants, awards, or fellowships and may be paid and entitled to benefits as per the terms of their contract.

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- 4.7.13. **Graduate Assistant:** This refers to registered graduate students enrolled and registered in a degree program at HBKU who are hired to serve as Teaching Assistant (TA), Research Assistant (RA) or Administrative Assistant (AA). Graduate Assistants are not Regular Employees and therefore are not entitled to compensation, benefits, or allowances provided to Regular Employees, but may be paid and/or be entitled to benefits as per the terms of their Graduate Assistantship Contract. Graduate Assistants are required to maintain specific requirements stipulated in their contract to maintain their position.
- 4.7.14. **Volunteer:** This refers to an individual hired to perform work on voluntary basis with no payment nor benefits for the work performed. Volunteers are not Regular Employees. Each volunteer must sign an undertaking as defined by HBKU Human Resources Directorate. Volunteers provide services for which they neither expect nor receive compensation or benefits. Volunteers may be reimbursed for expenses with prior approval and are not entitled to compensation, allowances, or benefits.
- 4.7.15. **Trainee:** This refers to an individual with university degrees or high school certificates who may be engaged with HBKU for a defined period of time not to exceed 1 year to be trained in a particular field. Trainees are not Regular Employees and therefore are not entitled to compensation, allowances, or benefits provided to Regular Employees, but may be paid and entitled to benefits as per HBKU policies and the terms of their employment contract or established formal agreement.
- 4.7.16. **Interns** This refers to students who are attending post-secondary education who may be engaged on a temporary basis for a period not to exceed six (6) months. The purpose is to develop students' skills and abilities and to acquaint them with real work life. Interns are not Regular Employees and their engagement with HBKU should also give HBKU an opportunity to appraise their work attitude and performance, which can be useful in any future employment consideration. Interns are not entitled to compensation, benefits, or allowances provided to Regular Employees, but may be paid as per the terms of their internship agreement.
- 4.7.17. **Contingent Workers:** This refers to individuals who are not university employees who are working for a company, independent vendor, or establishment contracted by HBKU and are not paid directly by HBKU. They have no direct contractual relationship with HBKU and are not entitled to compensation or benefits provided to HBKU Regular Employees but some of their salaries and benefits may be paid indirectly by HBKU through the mother company contracted by HBKU. Requirements of HBKU's policies may, where necessary, apply through appropriate provisions in the contracts with the said mother companies.
- 4.7.18. **Independent Contractors:** This refers to individuals hired by HBKU to perform a limited scope of work or to perform a specific service or task under specific terms with a contract duration up to one (1) year renewable as per the University needs. Independent contractors are not HBKU Regular Employees and therefore are not entitled to compensation, benefits, or allowances provided to Regular Employees, but may be compensated for their work as per the terms of their employment contract with HBKU.
- 4.7.19. **Individual Contributors:** This refers to individuals hired by HBKU to perform a limited scope of work or to perform a specific service or task under specific terms with a contract duration up to four (4) weeks that may not be extended or renewed for a total period of continuous employment of six (6) months or beyond without a break in service of at least two (2) months. Independent contributors are not HBKU Regular

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Employees and therefore are not entitled to compensation, benefits, or allowances provided to Regular Employees, but may be compensated for their work as per the terms of their employment contract with HBKU.

- 4.8. Non Regular Employees shall not be eligible for a salary increase within their contract period. They may be considered for a salary revision only at the point of contract renewal/extension subject to approval by the appropriate approval authority as per HBKU DOA and relevant HBKU policies.
- 4.9. Non Regular Employees in the Visiting Faculty and Scholars, Short Term Employees, or Freelancers employment categories who transition to one of the Regular Employee employment categories will receive ESB retrospective of their initial hiring date as long as there is no break in service for at least two (2) months as prescribed in the Qatar Labor law.
- 4.10. All individuals classified under any of the university defined employment categories must comply and will be subject to the provisions of HBKU policies and procedures including HR policies unless indicated otherwise in their employment contracts.

5. Associated Procedures, Guidelines, and Supporting Documents

NA

6. References and Related Policies

Academic Faculty Appointment Policy
Visiting Faculty and Scholar Policy
Employment Policy
Work Schedule Policy
Student Employment Policy

7. Source, Responsible Office, Authority

The Human Resources Directorate is responsible for the administration, implementation, and enforcement of this policy.