Equal Pay and Pay Scale Equity Policy

1. Purpose

To promote fair, transparent and equitable remuneration and prevent unjustified pay differences, including gender-based differences for the same work or work of equal value.

2. Scope

This policy applies to pay-setting, increments, promotions and allowances for teaching and non-teaching employees across employment categories, subject to applicable law and approved institutional salary arrangements.

3. Definitions

- **Equal pay:** Equal remuneration for the same work or work of a similar nature, or work of equal value, without unlawful discrimination.
- **Pay equity:** Consistent and fair application of approved salary criteria, taking account of legitimate job-related factors.
- **Unjustified pay difference:** A difference in remuneration that cannot be explained by relevant factors such as role, responsibility, qualifications, experience, skills, performance or lawful appointment terms.

4. Policy Statement

VISTAS follows an institution-approved salary structure for teaching and non-teaching employees and is committed to equitable pay practices. Gender or any other protected characteristic shall not be the basis for an unjustified difference in remuneration for the same work or work of equal value. Pay decisions shall be supported by documented, job-related criteria and applicable law.

5. Policy Principles and Commitments

- The University shall maintain documented salary arrangements and criteria for pay fixation, increments, promotion and allowances.
- Salary decisions shall be based on legitimate job-related factors, including role, responsibilities, qualifications, experience, skills and performance.
- Pay differences shall be capable of explanation through documented and relevant criteria.
- Human Resources and Finance shall periodically review pay equity across relevant designations and employee categories.
- Unexplained differences shall be examined and corrective measures proposed to the Competent Authority.
- Individual salary information shall be kept confidential and used only for legitimate employment, audit and review purposes.

6. Implementation Procedure

1. Human Resources shall maintain current job descriptions, designation structures and approved salary arrangements.

2. At appointment, promotion or increment, Human Resources shall verify that pay fixation follows the approved institutional criteria.
3. Finance shall validate relevant payroll data for periodic pay-equity review.
4. Human Resources and Finance shall identify comparable roles and examine pay differences using consistent job-related factors.
5. Findings, limitations and recommendations shall be recorded in a confidential report.
6. Approved corrective measures shall be assigned to responsible officers and tracked to completion.

7. Roles and Responsibilities

Role	Responsibility
Human Resources	Maintain salary structures and job descriptions, coordinate reviews and document explanations for pay differences.
Finance	Validate payroll information and calculations.
Department Heads	Provide accurate role and responsibility information.
Competent Authority	Review findings and approve corrective measures.

8. Records and Supporting Evidence

- Approved institutional salary structures
- Job descriptions and pay-fixation criteria
- Appointment, increment and promotion records
- Periodic pay-equity review reports
- Corrective-action approvals and implementation records

9. Review and Amendment

This policy shall be reviewed at least once every three years, or earlier if applicable law, University structures, identified risks or implementation reviews require amendment. The review date and approved amendments shall be recorded.

Created / Revised on: _____

Approved by: _____ Date: _____

Signature / Seal: _____