

NGU Living Wage Policy

Policy Name	NGU Living Wage Policy
Last Review Date	January 2024
Review Cycle	Every 2 years
Approved By	NGU University Council

1. Overview

This policy operationalizes Newgiza University (NGU)’s commitment to providing all staff with a wage that meets or exceeds the local living wage as defined by national socio-economic data from the Central Agency for Public Mobilization and Statistics (CAPMAS) or other authorized government bodies.

2. Purpose

The purpose of the NGU Living Wage Policy is to ensure that every NGU employee earns at least the local living wage, thereby guaranteeing economic dignity and decent living standards for employees and their families.

3. Policy Statement

NGU is committed to ensuring that all employees, academic, administrative, technical, and support staff, receive fair and equitable compensation that meets or exceeds the locally defined living wage. In alignment with the United Nations Sustainable Development Goal 8 on “Decent Work and Economic Growth,” NGU upholds the principle that every employee is entitled to remuneration sufficient to secure a decent standard of living for themselves and their families. The University’s Human Resources Department shall annually benchmark the living wage against official data issued by the Central Agency for Public Mobilization and Statistics (CAPMAS) or other recognized governmental sources and adjust salary scales accordingly to reflect changes in inflation and cost of living. This standard applies equally to full-time, part-time, temporary, and contracted staff, as well as to any outsourced service providers engaged by the University. NGU’s payroll systems, employment contracts, and salary structures will be continuously monitored to maintain full compliance, ensuring transparency, non-discrimination, and equal pay for equal work.

4. Commitments and Actions

4.1. Commitment to Fair Pay

- NGU guarantees that no employee, academic or non-academic, will earn below the nationally recognized living wage benchmark.

4.2. Commitment to Evidence-Based Benchmarking

- NGU will maintain a transparent and data-driven process for determining the living wage standard.

4.3. Commitment to Transparency and Accountability

- NGU ensures clarity in compensation practices and open communication with staff.

4.4. Commitment to Equal Pay and Non-Discrimination

- NGU upholds the principle of equal pay for equal work, free from bias based on gender, age, or role.

4.5. Commitment to Ethical Contracting

- NGU extends the living-wage principle to outsourced and contracted personnel.

4.6. Commitment to Continuous Improvement

- NGU views wage equity as an evolving process, responsive to economic realities.

4.7. Commitment to Reporting and Verification

- NGU will document compliance as part of its institutional sustainability reporting.

5. Implementation and Monitoring

- The Human Resources (HR) Department is responsible for enforcing the Living Wage Policy across all university units. It shall ensure that every new employment contract, payroll entry, and renewal meets or exceeds the current living-wage threshold.
- HR will annually obtain the official living wage benchmark from CAPMAS or other authorized government sources. Salary scales will be reviewed annually in January to ensure compliance with updated living-cost data and inflation rates.

6. Communication

NGU will ensure wide awareness of this policy by:

- Publishing it on the official NGU website.
- Circulating it through university emails.

7. Review

- This policy will be reviewed every two years or earlier if required by changes in national labour law.