



UCL QATAR BENEFITS PACKAGE

These conditions of service are only applicable for those staff employed at UCL Qatar

Employee Categories:

Category A	External appointments (Non-Qatar) or UCL Secondees (Long Term)
Category B	External appointments (Qatar Nationals)
Category C	External appointments (Non-Qatar citizens already resident in Qatar)
Category D	UCL Secondees (Short Term - up to 1 year) & Appointments of up to 1 year
Category E	Visitors from London (normally stays up to 2 months)

* Allowances provided by our sponsor Qatar Foundation, e.g. accommodation provision, are subject to the rules in place at the Qatar Foundation and may change from time to time.

BENEFITS ELIGIBILITY

Employee Categories	Benefits						
	Housing	Transportation Allow.	Communication Allow.	Relocation (subject to length of appointment)	Annual Flight	Medical Insurance	School Fees
Category A	√	√	√	√	√	√	√
Category B	√	√	√	√ (supplement not applicable)	N/A	N/A	N/A
Category C	√	√	√	√ (supplement not applicable)	√	√	√
Category D	√	√	√	N/A	√ (appointments of 6 months or more)	N/A	N/A
Category E	<p><u>Accommodation</u></p> <p>Hotel Accommodation to be booked through the Approved Travel Provider, in line with UCL Qatar's Expenses Policy</p> <p><u>Subsistence</u></p> <p>Reimbursement will be made only for the cost of the room, reasonable evening meal, breakfast and one reasonable private telephone call. Where meals are not taken in the hotel, separate restaurant receipts must be obtained. Claims for subsistence and related expenses must always be supported by receipts. It should be noted that items of a personal nature such as wine, other alcoholic drinks, video hire, newspapers etc., will not be reimbursed by UCL Qatar. Laundry costs will be reimbursed if the member of staff is away for more than five days. See UCL Qatar's Expenses Policy. Expenses should be claimed via FIS Expenses.</p>						

Housing Support

- All employees of UCL Qatar are eligible for housing support in the form of either free accommodation suitable for family circumstances or to receive a housing allowance.
- For employees who choose not to be housed and wish to source their own housing a housing allowance will apply as follows:

GRADE	Monthly Housing Allowance – Married (in QAR)
9 & 10	15,000
6, 7 & 8	10,000
4 & 5	6,000
1,2 & 3	3,500
GRADE	Monthly Housing Allowance – Single (in QAR)
9 & 10	12,000
6, 7 & 8	8,000
4 & 5	4,500
1,2 & 3	2,000

Important Notes:

- These allowances will be reviewed from time to time.
- Where a married couple are both employed by UCL Qatar a single provision will be made for the family (i.e. one accommodation or allowance).
- A declaration of your preferred method of housing support should be made at the outset of your employment. If your circumstances change during your employment you may make a request to the HR Director, Qatar to be considered for a variation in the type of housing support you receive (accommodation/allowance). Reasonable evidence will be required to support any request to change your preferred method of housing support. A copy of a marriage certificate will need to be produced to be eligible for the higher rate allowance. You are required to notify UCL Qatar if your marital circumstances change. Any agreed changes (from housing to allowance) will only take place at the end of the lease period, to avoid early departure fees being incurred by UCL Qatar.
- The size, quality and location of housing accommodation is at the discretion of UCL Qatar and the available housing stock. Changes to your family circumstances (e.g. children leave home) may result in changed accommodation being provided.
- Where accommodation is provided, this will include the cost of utilities (i.e. electricity, water and basic home internet/landline if not provided by the accommodation but excludes the cost of telephone calls).

Communication Allowance

All staff are eligible to receive a communication allowance of QAR 1,200 p.a. This allowance may be used to cover the cost of telephone calls or for entering into a contract with a telephone company. The cost of the contract will be for UCL Qatar's account and any excess expenditure over the limit of the allowance will be recovered from the employee's salary on a three-monthly basis.

Transportation Allowance

UCL Qatar will provide a Transport allowance, of QAR 39,000 p.a., for each employee for the duration of their employment with UCL Qatar, from their date of arrival in Qatar. This may be used for car hire, towards car purchase, or for transport by taxi.

Flights at Start and End of Contract

UCL Qatar will pay for an economy flight for the employee, a spouse and dependent children (who will live with the employee in Qatar) for all staff not based in Qatar prior to the start of the appointment or secondment, and a return economy flight home at the end of the appointment or secondment, unless remaining in Qatar.

Annual Flights

UCL Qatar employees are allowed to claim the cost of one economy class return flight from Doha for the employee and his/her dependents (*who will come to live permanently in Qatar, and have their residence permit*) per full contract year. The benefit is intended for a trip from Doha to the employee's home but it may be used for travel to other destinations. Where the employee uses an annual flight, but leaves voluntarily or is dismissed before completing the full year service, the cost of the flight may be recouped in the final salary, pro rata to months' worked.

The flight may not be taken within six months of the employee's date of appointment.

Flights will be reimbursed to the value of the actual costs incurred as evidenced by receipts up to a maximum of QAR 11,000 per person. Any cost in excess of this amount will not be reimbursed. Alternatively, staff can specify their exact flights to be booked via UCL Qatar's travel agent, up to the same limit. If the employee wishes to travel business class UCL Qatar will only reimburse or cover the cost of an identical flight (same flight number and date) in economy class as evidenced by a quote obtained on the day that the business class flight was booked.

Partners who are both employed by UCL Qatar will only be entitled to the cost of one annual flight for themselves and each of their dependents.

When required, employees will be repaid the cost of flights via UCL Qatar's expenses procedure which requires production of a payment receipt for the actual flight.

UCL Qatar staff should use UCL Qatar's [travel insurance](#) by completing the standard application form, please see the [UCL Qatar Finance pages](#) for information on how to do this. Please also note that the annual flights are insured, personal travel outside Qatar is not insured and employees should make their own insurance arrangements.

*For the avoidance of doubt, where a married couple works for UCL Qatar, one annual return flight per family will be payable.

Universities Superannuation Scheme (USS)

Membership of the Universities Superannuation Scheme (USS), a UK-based pension fund, is encouraged. Employer contributions are currently 16% and employee contributions are currently 6.35% for new joiners, or 7.5% for those in the final salary section. Pension contributions and entitlements are calculated on basic salary (i.e. excluding other allowances). Since contributions will be made to the USS in sterling, a deemed baseline sterling salary will be agreed at the commencement of employment, and revised with effect from each subsequent 1 July, taking into account the prevailing sterling exchange rate.

End of Service Gratuity

Staff who choose to opt out of the Superannuation Scheme at commencement of employment will be eligible for an end of service gratuity payment after the completion of a minimum of **one year's service**. The gratuity is calculated at the following rates:

1. In compliance with Article (54) of the Labour Law for periods of service **greater than 1 year but less than the full term of the contract three years**. Three weeks basic salary per year of service. Fractions of a year will be paid pro rata.
2. For staff with service of **a minimum of three years**, an end of service of gratuity of the UCL Qatar employer contribution to the USS for each year of service or part thereof, e.g.:

Deemed baseline salary p.a.	QAR 206,250
UCL Qatar Employer USS Contribution @ 16%	QAR 33,000
Length of contract in years	3.00
End of Service Gratuity	QAR 99,000

Medical Insurance

UCL Qatar will provide medical insurance. For information about medical insurance, please contact UCL Qatar HR (hr.qatar@ucl.ac.uk).

School Fees

There are several good international schools in Doha. UCL Qatar will pay school fees up to the fee level of QAR 85,855 p.a. for each school age child (including pre-school).

Pay, Tax and Bonuses

Grades and Salary rates

Jobs will be graded using UCL job evaluation scheme. A UCL Qatar payscale has been developed which will be reviewed on an annual basis taking into account local labour market pay and economic circumstances. The review date will be 1 August.

Salary will be paid in Qatari Riyals (QAR) into local bank accounts.

Tax

Under Qatari legislation, individuals are not currently required to pay income tax on their earnings. On the basis that a change in residential status has occurred, salary will not be taxed in the UK. Individuals must check and be responsible for their personal tax circumstances.

NI Contributions

For UK nationals, NI contributions (employer and employee) will be payable for 52 weeks after a change in residential status. Employees may choose to continue contributions after this period.

Please note that any salary payments including round sum allowances (e.g. relocation supplement) may be subject to *any* statutory deductions, including NI, student loans, etc. subject to individual circumstances. As in the UK, you will not have deductions made against recompense for allowable business expenses.

Relocation Policy

This includes reasonable reimbursement of transport of personal effects for self, a spouse and dependent children. A one-off relocation supplement of (QAR 29,500) is payable upon taking up the appointment, which is to provide for initial costs of setting up home, **subject to qualifying length of contract**. The one-off supplement is applicable to new employees who meet the definition of **Category A** only.

The Relocation Scheme applies to academic staff (Lecturer through to Professor) and research and administrative staff grades 7 – 10 who take up an appointment with UCL Qatar.

A) Relocation Expenses

Principles

- To be eligible, candidates must have an offer of employment with UCL Qatar for three or more years and be granted a visa to work in Qatar.
- Should a member of staff in receipt of relocation expenses (including a relocation supplement) voluntarily leave UCL Qatar within 36 months of appointment, a proportion of the reimbursed expenses will be repayable, based on the following sliding scale.

12 months of less	12 – 24 months	24 – 36 months
100%	50%	25%

- Dependent children are considered as children living at home, up to the age of 18, or still in Higher Education up to the age of 21 or who have a disability and for whom the candidate has lasting carer responsibility for (no age restriction).

Eligibility

- Applications for relocation expenses from Qatari citizens will not be considered unless the appointee has moved from the place/town where they were ordinarily resident in order to take up their appointment with UCL Qatar and the move makes a significant difference to their travel to work time.

Approval

- Applications must be endorsed by the Chief Operating Officer, UCL Qatar. Cases of doubt about eligibility will be referred to the Director of Human Resources.

Expenses Payable

- Reasonable relocation expenses (normally up to a maximum of 10% of starting salary) will be reimbursed in respect of the following expenditure where it is supported by evidence of expenditure:
 - Qatar nationals only: Legal expenses in connection with the buying and selling of property, including survey fees. Stamp duty (or similar property-related taxes) and estate agents' commission are excluded.
 - The cost of transporting the personal effects of the member of staff, a spouse and dependant children.
 - The cost of storage of personal effects for a period not exceeding six months.
 - The cost of transit insurance and packing.
 - The cost of fares including a spouse and dependant children at normal economy rates.

- An advance of 50% of the relocation expenses may be made up to six weeks before the date of taking up appointment on production of satisfactory evidence of expenditure.
- Applications for relocation expenses must be made to the Chief Operating Officer, UCL Qatar within six months of the date of commencement of the appointment or such later date as may (in the individual circumstances) be acceptable to UCL Qatar.

**HR Policy and Planning
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