

**Regulation No. (38) for the year 2004 the salary and bonus Regulation in**

**Jordan University of Science and Technology Issued in accordance with Article (25) of the Official Jordanian Universities Law No. (42) for the year 2001 and amended by Regulation No. (65) for the year 2005 and Regulation No. (11) for the year 2008**

**(Note: This document is a translated copy of the its Arabic version, the Arabic text would prevail in the event of a dispute)**

**Article 1:** This regulation is called (modified regulations for the salary and bonus regulations at Jordan University of Science and Technology for the year 2013) <sup>1</sup>  
And it shall be read with Regulation No. (38) of 2004 and shall be enforced with effect from the date of its publication in the Official Gazette.

**Article 2:**

A) The salary scale for faculty members, administrative staff and technicians at the University is determined as follows:

1. Faculty members

Rank	Category	Salary		The annual increase in Jordanian dinars
		From	to	
Professor		401	851	15
Associate Professor	A	391	439	12
	B	306	354	
Assistant Professor	A	301	341	10
	B	248	288	
Practitioner Professor	A	300	340	10
	B	228	268	
Instructor	A	222	264	7
	B	163	205	
Assistant Instructor		95	191	6

2. Administrative and technical staff

Degree	Category	Salary		The annual increase in Jordanian dinars
		from	to	
First	A	359	494	9
	B	279	315	
Second	A	230	258	7
	B	186	214	
Third	A	165	189	6
	B	133	157	
Fourth	A	121	145	6
	B	87	111	
Fifth		65	85	5
Sixth		46	62	4
Seventh		34	46	3

B) A faculty member or employee is entitled to the annual increase upon its due date

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<sup>1</sup> Royal Highness approval, based on the Minsters council decision dated 13/02/2013

**Article 3:**

- A) A reward shall be paid to the part-time lecturer for every actual teaching hour, the amounts specified as follows:
1. The lecturer who holds a Professor's rank or a rank at its level 25 Jordanian  
dinar (JOD)
  2. The lecturer who holds the rank of an Associate Professor or a rank at its  
level 20 JOD
  3. The lecturer who holds the rank of Assistant Professor or a rank of its level 15 JOD
  4. The lecturer who holds a PhD 15 JOD
  5. The lecturer who obtained a Master's degree 12 JOD
  6. The lecturer holding a Bachelor's degree 10 JOD
- B) If the need arises to assign people without academic qualifications or university ranks to give lectures at the University, the University President may specify a remuneration for any of them, ranging between (10-25) JOD per lecture.
- C) The practical hours in the laboratory are calculated by considering each laboratory hour as half an hour of teaching.

**The Bonuses**

**Article 4:**

- A) A monthly administration bonus is paid to those with administrative responsibilities at the University as follows:
1. The University President 300 JOD
  2. The Vice President 175 JOD
  3. The Dean 125 JOD
  4. The Vice Dean, Head of the Academic Department, Assistant to the  
President, Assistant Vice President, Director of the Administrative Unit. 75 JOD
  5. The Assistant Dean, Vice Director of the Administrative Unit, Assistant  
Director of the Administrative Unit, Director of the Administrative  
Department 45 JOD
  6. The Assistant Director of the Administrative Department, Head of the  
Division and Head of the Bureau 20 JOD
  7. The head of the administrative branch 10 JOD
- B) It is not permissible for one person to obtain more than one of the allowances stipulated in this Article

**Article 5:** A monthly university allowance is paid to university employees as follows:

- A) Faculty members:<sup>2</sup>
1. Professor 850 JOD
  2. Associate Professor 625 JOD
  3. Assistant Professor 465 JOD
  4. Lecturer 280 JOD
  5. Assistant Lecturer 230 JOD
- B) Administrative and technical staff:
1. First degree 355 JOD
  2. Second degree 280 JOD
  3. Third degree 245 JOD
  4. Fourth degree 225 JOD
  5. Fifth degree 200 JOD
  6. Sixth degree 190 JOD
  7. Seventh degree 175 JOD

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<sup>2</sup> Royal Highness approval, based on the Minsters council decision dated 13/02/2013

**Article 6:**

A) The faculty members are paid a specialization allowance equivalent to (135%) of their basic salaries.

B) The administrative employees, who have completed two years of university service, are paid a degree bonus as follows:

Degree	The percentage of the basic salary
First	50%
Second	48%
Third and fourth	46%
Fifth and sixth and seventh	44%

C) The administrative employees, who have not completed two years of university service, are paid a degree bonus equivalent to (25%) of their basic salary.

D) Professional employees with who hold a first university degree at least, who are not members of the faculty in the majors shown below shall be given a technical allowance as follows:

Specialization	The percentage of the basic salary
Medicine and Doctor of Pharmacy (Pharm D.)	110%
Engineering	95%
Pharmacy and Dentistry	60%
Nursing, agriculture and Veterinary Medicine	35%

It is not permissible to combine the allowances stipulated in paragraphs (b), (c) and (d) of this article

**Article 7:** An additional allowance for university employees is paid as follows:

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|---|----------|
| A) The University President   | 90 JOD   |
| B) The Vice President and Dean  | 75 JOD   |
| C) The Vice Dean, Assistant to the President, Assistant Vice President, Director of the Administrative Unit | 67.5 JOD |
| D) The faculty member   | 60 JOD   |
| E) The employee of the first or second degree   | 52.5 JOD |
| F) The employee of the third or fourth degree   | 45 JOD   |
| G) The employee of the fifth or sixth degree  | 30 JOD   |
| H) The employee of the seventh degree   | 18 JOD   |

**Article 8:**

- A) A monthly transportation allowance for university employees is paid as follows:
- |   |         |
|---|---------|
| 1. The University President   | 170 JOD |
| 2. The Vice President and Dean  | 100 JOD |
| 3. The Vice Dean, Assistant to the President, Assistant Vice President, Director of the Administrative Unit | 90 JOD  |
| 4. The faculty member   | 80 JOD  |
| 5. The employee of the first or second degree   | 70 JOD  |
| 6. The employee of the third or fourth degree   | 60 JOD  |
| 7. The employee of the fifth or sixth degree  | 40 JOD  |
| 8. The employee of the seventh degree   | 24 JOD  |

- B) It is not permissible for one person to collect more than one of the allowances stipulated in this article
- C) The allowance stipulated in Paragraph (A) of this Article shall not be paid to whoever the University allocates a car or secure his/her transportation permanently.
- D) The payment of transportation allowance shall be stopped for each of the faculty members or employees delegated to training courses of more than thirty days for the duration of the course and during a sabbatical leave.

**Article 9:** With the written approval of the University President, a faculty member may perform other work outside the scope of his prescribed university duties or perform work outside the University according to the following terms and conditions:

- A) Work for an additional wage or bonus inside the University and on assignment from the University, in cases other than those specified in Article (13) of this system, whether or not he/she used the capabilities and facilities available at the University in that work. The faculty member, in this case, and whoever participated in the work are granted a wage or a reward from the total net income that is gained from work carried out in accordance with this paragraph, according to instructions issued by Deans Council for this purpose
- B)
  1. Paid work and remuneration outside the University and the work load and time that a faculty member is allowed to spend outside the University for that purpose is determined by a decision of the University President. In all cases, it is a condition that the faculty member's performance of any work outside the University does not conflict with the university duties entrusted to the faculty member.
  2. The percentage distribution of the achieved revenue between the University and the faculty member who performs a work outside the University is determined according to instructions issued by the deans' council for this purpose.
  3. The work of the faculty members who holds degrees in medicine and dentistry outside the University shall be regulated, including determining the percentage of achieved revenue distribution stipulated in Clause (2) of this paragraph according to instructions issued by the Council of Deans for this purpose.

**Article 10:** The University President may grant a non-Jordanian faculty member a residency allowance of no more than (20%) of his/her basic salary according to the salary scale

**Article 11:**

- A) A monthly family allowance of seven JOD is paid for the wife of a university worker and two JOD for each child up to the fourth child
- B) If there are multiple wives of the person entitled to the allowance, then the wife's allowance shall be given to one wife only if he is receiving the allowance for four children, and if the number of children is less than four, then the allowances allocated to the children shall be given to the other wives in addition to the first wife, provided that the number of additional wives with children who are entitled to the allowance does not exceed four.

- C) The family allowance is not paid in any of the following cases:
1. For children who have completed eighteen years of age, with the exception of those who are continuing their high school or first university degree
  2. To the person entitled to the allowance for a wife who receives a monthly salary from a public or private institution

**Article 12:** University employees are given a personal allowance of forty-five Jordanian Dinars for those who receive basic salaries of (145) JOD and above, and thirty-one dinars for those who receive basic salaries of (58-144) JOD and twenty-eight Jordanian Dinars for those who receive basic salaries From (57) JOD and below

**Article 13:** The University President may assign any of the university employees to teach, conduct scientific research, or any other work therein, during the official working hours or after hours, or during the days of leave that he/she deserves, or to summon him/her from it to do that work, provided that the assignment is done according to this article in exchange for a financial reward determined by the University President

**Article 14:** The University President can decide to grant a financial reward to anyone from outside the University assigned to a work for the university or provide a service required by the University's interest.

## General Provisions

**Article 15:**

A) The University Board of Trustees may, with the approval of the Higher Education Council, set a percentage of the parallel program fees paid as incentives to the faculty members and administrative staff in accordance with instructions issued by the University Council for this purpose.

B) The amount of the increase in the total salaries that will arise due to implementing the provisions of this amended regulation are deducted from the incentives that are paid in accordance with the provisions of Paragraph (a) of this article, and if these incentives are not sufficient to cover that increase, the Ministry of Higher Education and Scientific Research shall cover the difference from the Allocations to support universities

**Article 16:** Other full-time lecturers, research and teaching assistants, and employees who receive specified salaries or based on contracts are treated on the basis of the basic salary of their counterparts who are faculty members or classified employees unless their contracts or appointment decisions specify otherwise. This does not apply to employees on contracts that are inclusive of all allowances

**Article 17:** Each case to which no text has been answered in this bylaw shall be submitted to the deans' council to take the appropriate decision without contradicting the provisions of this bylaw.

**Article 18:** None of the University's faculty members or employees is entitled to receive any bonus or allowance, whatever the type, name, amount or percentage of any of them, with the exception of what was decided before the implementation of the provisions of this bylaw, and they continue to receive it.

**Article 19:**

A) The salary and bonus regulation at Jordan University of Science and Technology No. (10) for the year 1999 is canceled. All provisions, regulations and decisions related to salaries and bonuses that were applied at the University before this bylaw came into effect and contradict with its provisions are also canceled, taking into account the provisions of Article (18) of this bylaw

B) No text in any other regulation that conflicts with the provisions of this regulation is applied

**Article 20:** The University Council issues the necessary instructions to implement the provisions of this regulation and in a manner that does not contradict its provisions