



**Walailak University Announcement  
on Criteria for Determining Experience Allowance and Professional  
Remuneration  
B.E. 2562**

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Whereas it is expedient to revise the criteria for determining experience allowance and professional remuneration,

By virtue of Section 24 of the Walailak University Act, B.E. 2535, No. 28 of the Walailak University Regulation on Personnel Management, B.E. 2561 and resolution by the Personnel Management Committee in the meeting no. 6/2019 dated 18 October 2019, this Announcement shall be issued as follows.

1. This Announcement shall be called “Walailak University Announcement on Criteria for Determining Experience Allowance and Professional Remuneration B.E. 2562”.
2. This Announcement shall enter into force on the date following its announcement date.
3. There shall be repealed the Walailak University Announcement on Criteria for Determining Experience Allowance and Professional Remuneration dated 4 January 2019.
4. In this Announcement,

“University”	meaning	Walailak University
“University employee”	meaning	Academic administration employees, academic employees and professional
“Personnel Management Committee”	meaning	The Personnel Management Committee of Walailak University
“Committee”	meaning	The Committee on consideration of Salary

		Rates for University Employees with work experiences
“University employee”	meaning	Academic administration employees, academic employees, and professional practitioners and general administration employees
“Government agency”	meaning	Ministries, bureaus, departments, or government agencies differently termed, either a bureau or a non-bureau agency, with head of the agency being a director general or the equivalents, in command or under supervision of the administration, which also includes the government-directed universities but not other government agencies
“Other government agencies”	meaning	Enterprises, public organizations, independent organizations, constitutional organizations, court general administration units, units affiliated to the parliament, independent government agencies or other agencies as determined by the Personnel Management Committee
“Professional remuneration”	meaning	Profession-related pays in accordance with the Walailak University account of salary rates and remuneration rates
“Account of university salary rate”	meaning	Account of salary rates in pursuance of the Walailak

University Council  
 Announcement on Accounts  
 of Starting and Maximum  
 Salary Rates In Accordance  
 with Degree of Walailak  
 University Employees and  
 Contract Staff, B.E. 2557,  
 amended by the Walailak  
 University Council  
 Announcement on Accounts  
 of Starting and Maximum  
 Salary Rate in Accordance  
 with Degrees of Walailak  
 University Employees and  
 Contract Staff (2) B.E. 2561  
 or revised editions.

5. The president shall take charge of this Announcement. In case any disruptions or issues arise due to this regulation, final decisions shall be at the discretion of the Academic Council.

6. In order to be entitled for the experience allowance as provided in this Announcement, University employees shall have had earned the average performance appraisal result of no less than “Very good” over the past 3 years or the performance appraisal scores over the 3-year period prior to leaving a position or retiring from other organizations/ units/ departments. However, with performance appraisal result of less than 3 years, the performance appraisal result received most recently, prior to leaving a position or retiring from others organizations/ units/ departments.

In case of different levels of performance appraisal results than those stated in Paragraph 1 being in use, the committee shall proceed to identify the equivalence.

In case of necessity causing inability to act in compliance with this provision, the president shall have power to grant an approval on a case-by-case basis.

7. With highly relevant experiences to the position, academic administration employees appointed from the third-party candidates may receive higher salary rates than those specified in the account of university salary rates. The followings are how work experiences are calculated.

7.1 Only the work experiences gained from the administrative positions of the same/ equivalent or higher levels shall be taken into account.

7.2 Work experience allowance shall be calculated in proportion to the actual experiences gained. Only the work period of 1 year or above in each organization/ unit/ department shall legitimately account for the calculation of the work experience allowance and the non-whole month work period shall be rounded off, excluding part-time work experiences and overlapping work experiences.

7.3 With work experiences, the salary rates shall be calculated based on the post-appointment base salary in accordance with the educational degree at the rate of 4 percent per year, only for a maximum of 5 years using a compound calculation method.

8. Academic employees may receive higher post-appointment salary than that prescribed in accordance with educational degrees in the university accounts of salary if they have had pedagogical, research or other professional experiences or professional development after completion of the educational degree for appointment which prove to be asset to class teaching. The following criteria for work experience allowance calculation shall apply.

8.1 Work experiences gained after completing the educational degree under which the academic employee is appointed to the position shall account for the work experience

8.2 Work experience allowance shall be calculated in proportion to the actual experiences gained. Only the work period of 1 year or above in each organization/ unit/ department shall legitimately account for the calculation of the work experience allowance and the non-whole month work period shall be rounded off, excluding part-time work experiences and overlapping work experiences.

8.3 With work experiences, the salary rates shall be calculated based on the post-appointment base salary in accordance with the educational degree at the rate of 4 percent per year, only for a maximum of 5 years using a compound calculation method.

9. With relevant experiences to the position, professional practitioners and general administration employees may receive higher salary rates than those specified in the account of university salary rates. The followings are how work experiences are calculated.

9.1 Work experiences gained after completing the educational degree under which the academic employee is appointed to the position shall account for the work experience

9.2 Work experience allowance shall be calculated in proportion to the actual experiences gained. Only the work period of 1 year or above in each organization/ unit/ department shall legitimately account for the calculation of the work experience allowance and the non-whole month work period shall be rounded off, excluding part-time work experiences and overlapping work experiences.

9.3 With work experiences, the salary rates shall be calculated based on the post-appointment base salary in accordance with the educational degree at the rate of 4 percent per year, only for a maximum of 5 years using a compound calculation method.

9.4 Positions providing work experience allowance must be the positions announced for application and specifying the need for experienced individuals to join workforce of the university.

10. When recruited and appointed a university employee, Professional practitioners and general administration employees with degrees unrelated to the position but relevant work experience shall have only their work experience allowance calculated for a maximum of 5 years based on the salary rates in accordance with the appointed position.

11. For professional practitioners and general administration employees passing the recruitment and being appointed to a higher position or transferring from a professional practitioner and a general administration employee to an academic employee, if the calculated

salary rate is lower than the employee's current rate, the employee shall receive the current rate for the benefit of the employee.

12. University employees wishing to receive higher post-appointment salary rates than those provided in this Announcement shall have to submit a comprehensive and correct work experience certification form at the Division of Human Resources and Organizations within the lapse of a period of 30 days from the date of appointment.

13. The president shall appoint The Committee on consideration of Salary Rates for University Employees with work experiences consisting of:

Vice President for Administration	Chairperson
Vice President for Academic Affairs	Committee
Vice-President for Global Engagement and Faculty Development	Committee
Assistant to the President for Personnel Administration	Committee
Head of Division of Human Resources and Organization	Committee and secretary
Assigned general administration staff from the Division of Human Resources and Organization	Assistant secretary

14. Professional licensure allowance or professional allowance shall be as determined by the university.

15. Consideration for work experience allowance which the Division of Human Resources and Organization is in receipt of before enforcement of this Announcement shall be made in pursuance of the Walailak University Announcement on Criteria for Determining Work Experience Allowance and Professional Allowance, dated 4 January 2019.

16.<sup>1</sup> For former government employees or government officials recruited or selected to be a university employee, if the post-appointment salary rates which include work experience allowance as stated in the Walailak University Announcement on Criteria for Determining Work Experience Allowance and Professional Allowance, dated 12 November 2019 or the revised editions are lower than their last month's salary rate from the government agencies, the employees, as a university employee, shall be entitled to the post-appointment salary rates to the equivalent amount received in their last month's salary from the government agencies. However, it shall be noted that such amount not exceed the prescribed maximum salary rates

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<sup>1</sup> Amended by No.5 of the Walailak University Announcement on Criteria for Determining Work Experience Allowance and Paying Professional Allowance (2) B.E. 2563, dated 4 June, 2020

in accordance with the Walailak University Council Announcement on Accounts of Starting and Maximum Salary Rates in Accordance with Degrees of University Employees and Contract Staff, B.E. 2557 and the revised editions.

17. <sup>2</sup> Giving university employees post-appointment salary at a higher rate than that stated in the criteria stated in the Walailak University Announcement on Criteria for Determining Work Experience Allowance and Professional Allowance, dated 12 November 2019 or the revised editions shall be subject to approval by the Personnel Management Committee on a case-by-case basis.

Announced on 12 November 2019

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(Prof. Dr. Sombat Thamrongthanyawong)  
President of Walailak University

**The Division of Human Resources and Organizations**

**17 February 2021**

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<sup>2</sup> Amended by No.5 of the Walailak University Announcement on Criteria for Determining Work Experience Allowance and Paying Professional Allowance (2) B.E. 2563, dated 4 June, 2020