



**Walailak University Regulation
on a Pay Raise
B.E. 2563**

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Whereas it is expedient to revise the criteria and methods for a pay raise to reward for the employees for performance outcome and motivate them for optimal improvement of the performance in compliance with the criteria and methods for performance appraisal emphasizing goal achievement and team building under the just, transparent and traceable process, and to make the criteria and methods for a pay raise comprehensive and practical for administration and management.

By virtue of Section 16 (2) and (9) of the Walailak University Act, B.E. 2535, resolution by the Personnel Management Committee in the meeting no. 5/2020 dated 30 July 2020, and resolution by the Walailak University Council in the meeting no. 6/2020 dated 12 September 2020, the Walailak University Council shall issue the regulation as follows.

1. This Regulation shall be called “Walailak University Regulation on a Pay Raise B.E. 2563”.
2. This Regulation shall enter into force from 1 October 2020 onwards.
The provisions in other rules, orders, stipulations, announcements, regulations or other resolutions insofar as are already provided for in this Regulation, contrary to or inconsistent with the provisions of this Regulation shall be replaced with this Regulation.
3. There shall be repealed the Walailak University Regulation on a Pay Raise B.E. 2562.
4. In this Regulation,

“University”	meaning	Walailak University
“University council”	meaning	Walailak University council
“president”	meaning	The president of Walailak University

	meaning	Academic administration employees, academic employees and professional
“Personnel Management Committee”	meaning	The Personnel Management Committee of Walailak University
“Employee”	meaning	University employees or contract staff
“Year”	meaning	A fiscal year of Walailak University
“Previous year cycle”	meaning	The period from September 1 st of the last calendar year to August 31 st of the current calendar year
“Salary”	meaning	the money made payable by the university to employees on a monthly basis which does not include position allowances or overtime payment or other types of benefits
“Annual pay raise”	meaning	Increase of monthly pay for the employees as an annual reward for their last year cycle’s devotion and performance.

5. The president shall take charge of this Announcement and have power to issue announcements and regulation not contrary to or inconsistent with the provisions of this Regulation.

In case any disruptions or issues arise as a result of exercising functions of this Regulation, final decisions shall be at the discretion of the Personnel Management Committee.

6. Annual pay raises of the employees shall be considered based on the following criteria:

- (1) Pay raise is allowed on an annual one-time basis within the annual budget approved by the University Council.
- (2) The university accounts of employees’ salary rates for each specific track of employees or as determined by the Personnel Management Committee shall be used. Still, it must

be noted that the pay raise cannot be higher than the maximum salary rates for the employees' positions.

- (3) Other factors shall also be taken into account such as cost of living and the assigned workloads in the year following.
- (4) The results of a previous year cycle's performance appraisal shall be taken into account but a pay raise higher than the performance appraisal result shall not be allowed.
- (5) For the employees having been in service for no less than 8 months, pay raise rates shall be calculated in proportion to the service period in the year cycle.

7. Minimum qualifications of the employees qualified for an annual salary rate are as follows:

- (1) Have been in service for no less than 8 months in the previous year cycle
- (2) Express punctuality by not clocking in late for more than 12 days
- (3) Have consistent dedication to the responsibilities
- (4) Not be subject to disciplinary actions, except for probation
- (5) Not be judged by court of laws for any criminal offences pertaining to fulfilment of duties or other offences undermining dignity of the positions, which are not the offenses committed by negligence or petty offenses.
- (6) Not be ordered work suspension for a period longer than 4 months
For those having been in service for longer than 8 months but not 12 months, the period of work suspension shall be determined in proportion to the period of service.
- (7) Those having been in service for 12 months in the previous year cycle shall be entitled to 24 leave requests, both for personal leave and sick leave combined, accounting for no more than 45 days. Those having been in service for no less than 8 months but not 12 months shall be entitled to fewer requests for both personal leave and sick leave combined in proportion to the service period. In case of extended period for medical attention, a maximum of 120 days for sick leave is allowed. However, this does not apply to illnesses caused by hazards faced on duty or during the travels or commutes to perform duties which are not caused by an employee's negligence.
- (8) Take no more than 98 days for maternity leave
- (9) Take no more than 120 days for ordination leave or no more than 70 days for Islamic Pilgrimage (Hajj)
- (10) No absence from work which is not due to force majeure
- (11) Take leave in other categories within the limits prescribed by the university
- (12) Obtain no less than 60 scores from the performance appraisal
- (13) Undertake the workload not lower than the amount required by the university
- (14) Other cases as issued in university announcements

8. A primary superintendent or a person assigned shall perform the annual employee performance appraisal in accordance with the criteria and methods prescribed by the university and the results shall be taken into consideration for employee's annual pay raises.

9. There shall be appointed a performance appraisal committee in order to carry out the appraisal as determined by the university-prescribed criteria which will be in charge of

scanning, examining, concluding the appraisal results and ranking them. Upon completion, the superintendent or the performance appraisal conductor shall proceed to notify employees.

10. There shall be a pay raise committee consisting of:

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| (1) President | Chairperson of the committee |
| (2) Vice president or assistant to the president | Committee |
| (3) Head of Division of Human Resources and Organization | Secretary |
| (4) General administration officer from Division of Human Resources and Organization | Assistant secretary |

The committee shall be in charge of the followings:

- (1) Consider and examine results of annual pay raise proposals of the executives and divisions
- (2) Consider and examine appeals filed by the employees who think that their annual performance appraisal results are unjust. The committee's consideration shall be final.

The statement in (2) shall not apply to employees subject to specific regulations or stipulations.

11. Individuals with power to approve a pay raise include:

- (1) The president or vice-presidents assigned by the president in case a pay raise does not exceed the prescribed limits.
- (2) The president in consultation with the Personnel Management Committee in case a pay raise does not comply with this Regulation.
- (3) The chairperson of the University Council in consultation with the University Council in case of the president's annual pay raise.

12. To be approved for the pay raise, employees must have the following qualifications:

- (1) Obtain 90 scores or higher. Besides the performance appraisal results specific for their positions, the employees must have works or performance results which are of benefit to the university of the affiliations in accordance with the criteria and methods provided in the university announcements under the approval of the Personnel Management Committee, and take no more than 10 days for both personal leave and sick leave.
- (2) Obtain 80 scores or higher except that the employees have performance appraisal results specific for their positions and take no more than 15 days for personal leave and sick leave combined.

- (3) Obtain 70 scores or higher except that the employees have performance appraisal results specific for their positions and take no more than 30 days for personal leave and sick leave combined.
- (4) Obtain 60 scores or higher except that the employees have performance appraisal results specific for their positions and take no more than 45 days for personal leave and sick leave combined, not exceeding 24 times.

Those having been in service for no less than 8 months but not 12 months shall be entitled to fewer requests for both personal leave and sick leave combined in proportion to the service period.

13. If the employees having obtained performance appraisal result are found to have taken personal leave and sick leave combined in excess of the limits provided in the minimum requirements in No.12, the performance appraisal result shall be made one level lower as specified in the Walailak University Announcement on the Criteria and Methods for Performance Appraisal in each Fiscal Year.

14. The university shall complete the performance appraisal process before 1 October every year and announce the names of employees obtaining 90 scores or above for public acknowledgement.

15. Allocation of the annual budgets to divisions shall be as determined by the policy and criteria in the university announcement under the approval of the Personnel Management Committee. The university may earmark certain amount of money to be paid as special pay for a pay raise for the employees achieving the appraisal result in No.12 (1) and/ or the employees with outstanding performance categorized as “Premium” according to the university announcement.

16. A pay raise for employees subject to ongoing disciplinary investigation or criminal offense lawsuit before an annual pay raise shall be put on hold. Certain amount of the budget shall be set aside for the employees’ annual pay raise until the investigation or the trial is concluded.

After the investigation or the trial has ended and the employees have been proved non-punishable by disciplinary actions or given sentences by court of laws or innocent, the authority shall proceed to approve the employees’ deferred pay raise (s) retrospectively to year in which it/ they are put on hold. However, in case the employees have been proved punishable by disciplinary actions or given sentences by court of laws, without suspended punishment or sentences, or guilty, the authority shall proceed to order a suspension of pay raise (s) only for the year (s) in which the employees are confronted with the allegations or prosecutions, except for punishments caused by negligence or petty offenses.

17. Employees who have reached the maximum pay raise according to the account of salary rates for particular positions may receive or not receive a monthly special pay which is not include in base salary as provided in the criteria and methods for university announcements under the approval of the Personnel Management Committee.

Announced on 14 October 2020

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(Prof. Dr. Wichit Srisa-an)

Chairperson of Walailak University Council