



An-Najah National University
Human Resources Department

Pay Scale Gender Equity Report

Fiscal Year 2024/25 (1 October 2024 – 30 September 2025)

0%

Gender pay gap

at every grade and every year of service

540 salary points reviewed · Administrative and academic staff

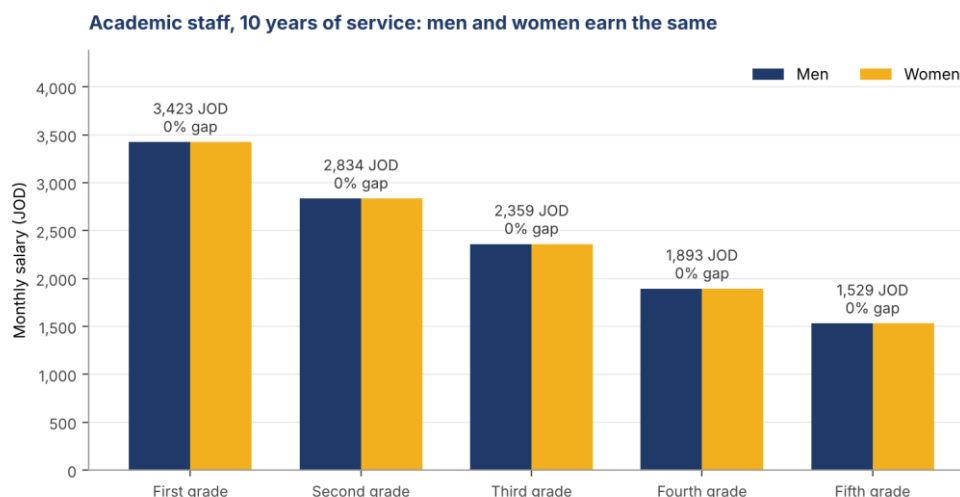
Item	Details
Report period	Fiscal year 2024/25: 1 October 2024 – 30 September 2025
Pay scale reviewed	University pay scale in force from 1 October 2023 (administrative and academic staff, and administrative allowance)
Currency	Jordanian dinar (JOD), monthly amounts
Prepared by	Human Resources Department
Submitted to	University Administration; copies to the <u>DEI Committee</u> and the <u>Employees' Union</u>
Prepared under	Pay Scale Equity and Gender Pay Gap Policy , Section 7; Living Wage, Equal Pay, and Fair Pay Scale Policy

Executive Summary

This report presents the University's annual measurement of pay scale gender equity for fiscal year 2024/25 (1 October 2024 – 30 September 2025). The review examined every point of the University's pay scale: 10 administrative grades and 5 academic grades, each across 36 years of service, a total of 540 salary points. It found a **0% gender pay gap at every grade and every year of service**. At each point, the scale sets one salary that applies to every employee at that level, man or woman, local or international.

Key findings:

- **Gender:** 0% pay gap between men and women at all 540 salary points.
- **Nationality:** 0% pay gap between local and international staff, who are paid on the same scale.
- **Salary range:** monthly salaries range from 550.16 JOD (administrative Ninth grade, year 1) to 4,921.57 JOD (academic First grade, year 36).
- **Allowances:** the 32% allowance, periodic increments and cost-of-living adjustments are calculated as fixed amounts or fixed percentages of the scale, so they are identical for men and women. The administrative allowance is fixed by position, from 45 to 325 JOD.
- **Trend:** the gap has remained at 0% in fiscal years 2022/23, 2023/24 and 2024/25, because the same unified scale applied to all staff in each year.



This result comes from the way pay is set. The University follows a transparent and standardized **Pay Scale** in accordance with the unified framework for Palestinian higher education institutions as issued by the Palestinian Higher Education Council. Salary classifications and benefits are clearly defined to promote fairness, accountability, and trust

among all employees. A salary depends only on job category, grade, academic qualification and years of service.

Introduction and Mandate

An-Najah National University is committed to equal pay for all its employees. Section 7 of the [Pay Scale Equity and Gender Pay Gap Policy](#) requires the Human Resources Department to measure and track pay scale gender equity every year, and to report the results. The University's [Living Wage, Equal Pay, and Fair Pay Scale Policy](#) commits it to "measuring, monitoring, and closing gender pay gaps" through regular internal assessments and audits.

These commitments rest on Palestinian law. Article 9 of the Amended Palestinian Basic Law of 2003 guarantees equality without discrimination on grounds of sex, race, religion, color, political opinion or disability. [Palestinian Labor Law No. \(7\) of 2000](#) prohibits discrimination against women in employment. Salaries follow the University's Pay Scale, based on the unified framework for [Palestinian higher education institutions](#) issued by the Palestinian Higher Education Council. Section 8 lists all references.

This report fulfils these requirements for fiscal year 2024/25. Its purpose is to:

1. Confirm whether men and women at the same level are paid equally.
2. Extend the same check to international staff.
3. Compare the results with previous years.
4. Identify any difference that needs correction.

Roles in this review

Party	Role
Human Resources Department	Carried out the review and prepared this report
University Administration	Receives the report and approves any correction
DEI Committee	Reviews the report and hears pay complaints
Employees' Union	Receives a copy and may raise concerns

Scope and Methodology

- 1- Scope:** The review covered the full pay scale applied to all University employees in fiscal year 2024/25: the administrative staff scale (10 grades), the academic staff scale (5 grades), each for years of service 1 to 36, and the administrative allowance for 7 positions.

- 2- Data:** The University's official pay scale in force from 1 October 2023, issued by the Human Resources Department. For each grade and year of service, the scale sets the monthly salary and its components: basic salary, the 32% allowance, periodic increments (2016–2020) and cost-of-living adjustments (2016–2023).
- 3- Method:** For each of the 540 salary points, HR compared the salary a man and a woman receive at the same grade and years of service, and the salary of a local and an international employee at the same point. HR also checked that every salary component is calculated by the same rule for all employees, with no factor linked to gender or nationality.
- 4- Calculation:** For each salary point: $\text{Gap (\%)} = (\text{salary of men} - \text{salary of women}) \div \text{salary of men} \times 100$.

Findings

- 1- Gender pay gap by grade:** The gap between men and women was 0% at every grade and every year of service. The tables show the monthly salary at selected years of service. Each figure is the salary paid to both men and women at that point.

Administrative staff: monthly salary for men and women (JOD)

Grade	Year 1	Year 10	Year 20	Year 30	Gap
First	2,728.80	3,166.35	3,652.52	4,138.70	0%
Second	2,240.26	2,596.79	2,992.94	3,389.09	0%
Third	1,844.14	2,168.26	2,528.39	2,888.51	0%
Fourth	1,507.44	1,782.94	2,089.06	2,390.18	0%
Fifth	1,210.35	1,453.44	1,723.53	1,993.63	0%
Sixth	1,014.50	1,192.76	1,390.83	1,588.89	0%
Seventh	836.25	982.10	1,144.16	1,306.22	0%
Eighth	660.19	789.84	933.89	1,077.94	0%
Ninth (A)	633.03	727.63	832.73	937.84	0%
Ninth	550.16	663.60	789.64	915.68	0%

Academic staff: monthly salary for men and women (JOD)

Grade	Year 1	Year 10	Year 20	Year 30	Gap
First	2,904.85	3,423.44	3,999.64	4,575.85	0%
Second	2,396.50	2,834.06	3,320.23	3,806.40	0%
Third	1,954.17	2,359.32	2,809.49	3,259.65	0%
Fourth	1,569.06	1,893.18	2,253.30	2,613.43	0%
Fifth	1,221.36	1,529.27	1,871.38	2,213.50	0%

2- Examples: The following examples show identical pay for employees at the same point on the scale:

Grade and years of service	Man (JOD)	Woman (JOD)	International staff (JOD)	Gap
Administrative, Third grade, 10 years	2,168.26	2,168.26	2,168.26	0%
Administrative, Ninth grade, 1 year	550.16	550.16	550.16	0%
Academic, First grade, 20 years	3,999.64	3,999.64	3,999.64	0%
Academic, Fifth grade, 1 year	1,221.36	1,221.36	1,221.36	0%

3- Salary components: Every component is calculated by the same rule for all employees at the same point:

Component	How it is calculated
Basic salary	Set by the scale for each grade and year of service
32% allowance	Fixed amount per grade, for example 496 JOD for administrative First grade and 528 JOD for academic First grade
Periodic increments	2% (1/2016), 2% (10/2016), 3% (10/2017), 3% (10/2018), 3% (10/2019) and 2% (10/2020) of the basic salary
Cost-of-living adjustments	1.4% (2016), 1% (2018), 0.49% (2021), 2.81% (2022) and 4.02% (2023) of the basic salary

Administrative grade Ninth (A) consists of the basic salary, the 32% allowance and two 2% increments, applied by the same rule to every employee in that grade.

4- Administrative allowance: The administrative allowance is fixed by position and paid to men and women on equal terms:

Position	Monthly allowance (JOD)
University President	325
Vice Presidents	235
Assistants to the President	220
Deans of Faculties	170
Directors of administrative departments, centres, units and other departments	100
Head of Academic Department	100
Head of Administrative Section	45

5- International staff: International staff are paid on the same scale as local staff. At every point on the scale, the gap between local and international staff was 0%.

Trend Over Time

Each year's results are recorded in the University's pay equity register, kept for at least 5 years. The gap has stayed at 0% in every year recorded.

Fiscal year	Pay scale applied	Gender pay gap
2024/25	Pay scale in force from 1 October 2023	0%
2023/24	Pay scale in force from 1 October 2023 (including the 4.02% cost-of-living adjustment)	0%
2022/23	Unified pay scale in force before 1 October 2023 (including the 2.81% cost-of-living adjustment of 2022)	0%

Safeguards That Keep the Gap at Zero

The 0% result is built into how pay is managed, not achieved by chance:

- **Unified pay scale:** one transparent and standardized Pay Scale, based on the unified framework for Palestinian higher education institutions, sets every salary from four factors only. Salary classifications and benefits are clearly defined to promote fairness, accountability and trust among all employees.
- **No individual negotiation:** basic salary cannot be negotiated, and HR checks each new employee's placement on the scale before the contract is signed.
- **Automatic increments:** applied to all eligible employees on the same date.
- **Leave protected:** paid leave, including maternity leave, does not affect grade, increments or years of service.
- **Transparency:** the pay scale is available to all employees, and any employee may ask HR for a written explanation of their salary.
- **Complaints:** employees may complain to the DEI Committee, with support from the Employees' Union.

Conclusions

The University has no pay gap between men and women, or between local and international staff, at any grade or year of service. All 540 salary points on the scale apply equally to every employee at that level. No correction was needed in fiscal year 2024/25.

Recommendations

1. Continue the annual measurement and keep the pay equity register up to date.
2. Track the share of women in senior academic and administrative grades, and support women's progression through the University's recruitment and promotion policies.
3. Publish a summary of this report and the pay scale on the University website.

Approval by:

- Director of Human Resources Department
- Vice President for Administrative Affairs
- Vice President for Academic Affairs
- Director Finance Department
- Director Financial Control and Internal Audit Department