



Rewards and Incentives Policy

Prepared by:	HR Department, Professional Development Committee
Approved by:	Scientific College Council, ZCW BoD
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Signed by:	Dean



1. Introduction

Al Zahra College for Women (ZCW) has recognized the importance of rewarding and motivating distinguished staffs for their exceptional performance. It is therefore fundamental to set a clear policy for fair rewarding system at ZCW for both individuals and teams. This rewarding system will also motivate ZCW staff to achieve vision, mission and goals of the College.

2. Purpose

The purpose of Rewards and Incentives Policy is to set out clear system for rewarding staff who make an extraordinary performance. Reward and incentive system that include a mix of cash and non-monetary rewards as well as social awards, such as acknowledgment and kudos, have the greatest impact on staff performance. The policy also aims to motivate staff to perform exceptionally for gaining a reward.

3. Policy Statement

ZCW has highly recognized that motivated staff can be a fundamental element in organizational success. When staff are motivated to perform at higher levels of productivity, the college as a whole runs more efficient and is more effective at reaching its goals. Therefore, rewards and incentives are positive outcomes that are earned as a result of a staff performance. These rewards are aligned with organizational goals. When a staff assist the college in the achievement of one of its goals, a reward often follows.

4. Scope of Application

This policy applied to Dean, Vice Dean, Assistant Dean, HoD, Staff Members,



5. Definitions

- a. 'Reward' is "a thing given in recognition of service, effort, or achievement", or "something given in exchange for a useful idea, good behavior, excellent work, etc." (Cambridge Dictionary).
- b. 'Incentive' is "something that encourages a person to do something", i.e. "The management have introduced a productivity incentive scheme for members of staff".(Cambridge Dictionary)

6. Rewards and Incentives guidelines and procedures

ZCW academic staff is a key resource to institution's success. Academic staff, in particular, accounts for a significant component of the budget of ZCW and has a major role to play in achieving the goals of the College. ZCW academic staff, both as teachers and researchers and also as HoDs, offer a high quality learning experience to all their students. Accordingly, the performance of academic staff has a significant impact on the quality of student learning and thereby on the endeavor that ZCW can make to Omani society. Consequently, their motivation is important in deciding the quality of this interface otherwise without increased motivation ZCW risks losing valuable Staff.

ZCW has addressed that well motivated academic staff and employees can, with appropriate support, make a national and international reputation for themselves and the College in teaching quality, publishing good the research and performing well services. Rewards system can do the purpose of retaining valuable academic staff, and motivating employees, as well as assisting achieving human resource objectives in order to improve the quality of teaching, services and gaining excellent reputation. There are two main kinds of rewards include (i) intrinsic rewards such as feedback and acknowledgement letters or certificates, (ii) extrinsic rewards such as salary increase, cash payment, gifts, and promotions.



To perform the reward system by following these procedures:

- i. The HRD prepares a list of well performed academic staff and employees based on their annual evaluation reports.
- ii. A meeting will be hold by the Dean, HoQAD, and HoHRD to select two from the academic staff and one from non-academic staff to be rewarded.
- iii. The dean will send the selected rewarded names to BoD to be approved.
- iv. Announcement of the rewarded names will be during the annual Graduation Day or at the end of the Academic year (final event).
- v. Distribution of certificates and cash payments or gifts.

8. Approving Body

This policy shall be approved by the Scientific College Council (SCC) and BoD.

9. Further Information

For further information on this policy contact Dean's office or Quality Assurance Department.



Documentation Control

Section Number	Reason for Revision	Outline of Revision	Date of Ratification