



AIOU EMPLOYMENT PRACTICE

AND POLICIES GUIDE 2021

1.1 Employment Practice

- i. AIOU shall comply with the policies already in place by Finance Division, Government of Pakistan.
- ii. The policy grants rights to all the civil employees a minimum of 25000 PKR which is determined as a decent local living wage by the Government of Pakistan.
- iii. The average salary levels of our faculty and staff, shall always be higher than the aforementioned basic wage standard.

1.2. Employment Practice Unions

- i. The AIOU shall recognize labor and union rights in accordance with the Government of Pakistan irrespective of gender and nationality.
- ii. The AIOU currently has three unions namely:
 - 1) Employees Welfare Association (EWA)
 - 2) Academic Staff Association (ASA) and
 - 3) Officers Welfare Association (OWA).
- iii. All of these associations shall work for the welfare and rights of employees.
- iv. Any new organization shall be properly endorsed and approved by competent authority.

1.3. Employment Policy on Discrimination

- i. The AIOU shall follow its act for employment which has a clear non-discriminatory policy in its act which mentions that “The University shall be open to all persons of either sex of whatever religion, race, creed, class or colour and no citizen of Pakistan shall be denied the privileges of the University on the ground only, of sex, religion, race, caste, creed, class, colour or domicile.” It is mentioned at page 11 of the following link:

<https://www.aiou.edu.pk/rti/University%20Act/mobile/index.html>

- ii. Trainings and other services/offering shall be open to all irrespective of their sex, religion, race, caste, creed, class, color or domicile.

1.4. Employment Policy Modern Slavery



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- i. AIOU shall strictly discourage all types of modern slavery, forced and child labor and human trafficking at its campus. The University shall provide an enabling environment to eradicate all types of bonded or forced labor (including child labor).
- ii. Moreover, Article 11 of the Constitution of Islamic Republic of Pakistan shall be applied which prohibits all forms of slavery, forced labor and child labor in all its forms. As a government organization, AIOU has to strictly adhere to this policy:
https://na.gov.pk/uploads/documents/1333523681_951.pdf
- iii. AIOU shall strictly comply with the provisions under Article 11 of the Constitution of Islamic Republic of Pakistan and confirm that we do not recruit any child labourer under the age of 14 to work on campus. The minimum age to work at AIOU shall be 18.
- iv. The normal working hours of appointed personnel shall not exceed eight hours daily and forty hours weekly.
- v. In case the in charge of a department assigns any appointed personnel in advance to continue working beyond normal working hours due to assignment, the overtime will be recorded on an hourly basis. For each personnel, the overtime limit is three hours daily, eight hours on a public holiday, and 47 hours monthly.
- vi. The regulations stated above have been and their contents shall be regularly revised to keep up with the times. No illegal acts such as forced labour or slavery are permitted, and the rights and obligations of workers are guaranteed.

1.5 Employment Practice Equivalent Rights Outsourcing

- i. When AIOU outsources work to a third party, staff who participate in the tasks shall be insured in accordance with the provisions under the AIOU Act 1974 and AIOU Service Statutes 1978. For pay and allowances the Govt of Pakistan laws and instructions will be followed strictly.
- ii. In addition, the outsourcing company shall be urged to ensure that the relevant measures are implemented so that those workers' rights are protected. The details are listed below.
 - a) The basic salary of employees according to the Govt. of Pakistan is PKR 25,000/- Overtime pay shall be made in accordance with the law.
 - b) No one shall be discriminated on the basis of age, sex, sect, domicile etc.
 - c) All employees shall be given equal opportunity to enhance their skills and get trainings.



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d) Funds shall be provided for funerals, marriages, and childbirth.

1.6. Employment Policy Pay Scale Equity

- i. AIOU shall not differentiate between the salaries of all genders. Every individual employed at AIOU shall be given pay and packages irrespective of their gender, age or religion.
- ii. Fair policies and norms for the salary standard of the faculty and staff in AIOU shall be clearly based upon conditions such as personal academic degree, work experience, and professional ability.
- iii. There shall be no difference in treatment based on gender or sexual orientation.

1.7. Employment Practice Appeal Process

- iv. Every employee shall have the right to appeal or representation within a stipulated time as mentioned in AIOU Service Statutes.

https://online.aiou.edu.pk/LIVE_SITE/Service%20Statutes/index.html

- v. In order to protect the rights and interests of the faculty and staff, AIOU shall provide proper relevant complaint channels. A special section of Registrar office shall be specially designated to see appeal cases.