



БҰЙРЫҚ

ПРИКАЗ

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Алматы қаласы

№ 738

город Алматы

**«Әл-Фараби атындағы
Қазақ ұлттық университеті» КеАҚ
қызметкерлеріне еңбекақы төлеу,
материалдық ынталандыру,
сыйлықақы беру және өзге де сыйақы беру
шарттары туралы ережені бекіту туралы**

Қазақстан Республикасының 2015 жылғы 23 қарашадағы №414-V Еңбек кодексінің 11, 23, 107-баптарына, «әл-Фараби атындағы Қазақ ұлттық университеті» КеАҚ Жарғысының 113-тармағының 15-тармақшасына және «әл-Фараби атындағы Қазақ ұлттық университеті» КеАҚ Директорлар кеңесінің 2021 жылғы 6 мамырдағы №1 шешімімен бекітілген («әл-Фараби атындағы Қазақ ұлттық университеті» КеАҚ ішкі нормативтік құжаттар сыныптамасының 4-тармағының 5-тармақшасына сәйкес **БҰЙЫРАМЫН:**

1. «әл-Фараби атындағы Қазақ ұлттық университеті» КеАҚ қызметкерлеріне еңбекақы төлеу, материалдық ынталандыру, сыйақылық беру және өзге де сыйақы беру шарттары туралы қоса беріліп отырған Ереже бекітілсін.

2. «әл-Фараби атындағы Қазақ ұлттық университеті» КеАҚ 2022 жылғы 06 қазандағы №506 бұйрығының күші жойылды деп танылсын.

3. Осы бұйрық 2025 жылғы 1 қаңтардан бастап қолданысқа енгізілсін.

БАСҚАРМА ТӨРАҒАСЫ-РЕКТОР

Ж.ТҮЙМЕБАЕВ



Document number	Version	Effective Date	Next review date
1	1	2024	2027
Document Title:	REGULATIONS ON THE PROCEDURE FOR REMUNERATION, BONUSES AND MATERIAL INCENTIVES FOR EMPLOYEES NON-PROFIT JOINT-STOCK COMPANY "AL-FARABI KAZAKH NATIONAL UNIVERSITY"		
Approved:	By order of the Chairman of the Board - Rector of the NAO Al-Farabi Kazakh National University, No. _____ dated “ ____ ” _____ 20____		
Agreed/ developed	Job title	Full name	Signature
Agreed:	Deputy Chairman of the Board – Acting First Vice-Rector	E. Duisenov	
Agreed:	Member of the Board - Vice-Rector on academic issues	A. Kazmagambetov	
Agreed:	Member of the Board - Vice-Rector for scientific and innovative activities	J. Aitzhanova	
Agreed:	Member of the Management Board - Acting Vice-Rector for Sustainable Social Development	S. Suatay	
Agreed:	Member of the Management Board – Acting Vice-Rector for Financial and Economic Affairs and Infrastructure Development	A. Tasybaev	
Agreed:	Director of the Department of Human Resources Development	A. Kaltaev	
Agreed:	Acting Head of the Legal Work Department of the Legal Department	E. Koigeldiev	
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ALMATY, 2024

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1. GENERAL PROVISIONS

1.1 These Regulations govern the remuneration system for employees of the Non-Profit Joint-Stock Company "Al-Farabi Kazakh National University" (hereinafter referred to as the Company or the University). These Regulations were developed to ensure a unified approach to employee compensation and motivation, and define the remuneration system, the procedure and conditions for bonuses, financial assistance, the payment of social benefits for vacation (once per year), and the payment of salary supplements to university employees.

1.2 These Regulations apply to the Company's employees engaged in labor activities in accordance with the labor legislation of the Republic of Kazakhstan. These Regulations do not apply to individuals performing work (services) under civil contracts or other agreements that do not fall under the definition of an employment contract.

1.3 This Regulation has been developed on the basis of the following regulatory legal acts:

- Labor Code of the Republic of Kazakhstan dated November 23, 2015 No. 414-V;
- Law of the Republic of Kazakhstan "On Non-Commercial Organizations";
- Law of the Republic of Kazakhstan dated May 13, 2003 No. 415 "On Joint Stock Companies";
- Law of the Republic of Kazakhstan dated March 1, 2011 No. 413-IV "On state property;
- Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III "On Education";
- Law of the Republic of Kazakhstan dated July 1, 2024 No. 103-VIII "On Science and Technology Policy";
- Law of the Republic of Kazakhstan dated December 27, 2019 No. 293-VI "On the status of a teacher";
- Resolution of the Government of the Republic of Kazakhstan No. 569 dated July 17, 2024;
- Order of the Minister of Health and Social Development of the Republic of Kazakhstan dated November 30, 2015 No. 908 "On approval of uniform rules for calculating average wages" with amendments and additions as of January 1, 2024 No. 504 dated December 12, 2023.
- Collective agreement of the Al-Farabi Kazakh National University;
- Charter of the University.

1.4 These Regulations are intended for official use by the following University employees:

1) Chairman of the Board - Rector, Members of the Board - Vice-rectors, heads of structural divisions;

2) employees involved in the implementation of staffing planning and personnel management functions: the Department of Economics and Finance, the Department of Human Resources Development, the Legal Department, and other categories of employees of the Company.

1.5 The main concepts used in this Regulation:

1) Payroll fund (PF) – expenses on staff salaries, including bonuses, allowances, surcharges, compensation from any source of funding.

2) remuneration of labor - a system of relations associated with ensuring the mandatory payment of remuneration to an employee for his labor in accordance with the Labor Code of the Republic of Kazakhstan, this Regulation, as well as labor, collective agreements and acts of the employer;

3) wages (W) – remuneration for work depending on the employee's qualifications, complexity, quantity, quality and conditions of the work performed, as well as compensatory and incentive payments;

4) official salary (OS) – a fixed amount of remuneration of an employee per month for the fulfillment of work standards (labor duties) taking into account the employee's qualifications, complexity, academic title, quantity, quality and conditions of the work performed;

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5) additional payment – a payment of a compensatory nature (compensation for additional physical effort, hazardous conditions, time costs, combining positions, expanding service areas, increasing the volume of work, performing the duties of a temporarily absent employee, an academic degree);

6) bonus – a payment of an incentive nature (for an honorary title, for a sports title);

7) part-time work – performance by an employee of other regular paid work under the terms of an employment contract in his or her free time from the main job;

8) bonus – a one-time payment for outstanding results achieved in any activity or an incentive payment to an employee for high qualifications, exceeding production standards, for holidays and anniversaries, for the quality of work in addition to the salary;

9) social benefit for vacation - paid once per calendar year upon provision of paid annual leave;

10) Employer's acts – orders, instructions, regulations, rules, provisions, shift schedules, vacation schedules issued by the employer;

11) Personnel – a group of employees or a collection of individuals performing work functions on the basis of an employment contract. If the performance of work (services) is carried out on the basis of a civil-law contract for work or other agreement, then these individuals are not considered to be part of the staff;

12) employee – an individual who is in an employment relationship with an employer and directly performs work under an employment contract.

2. CONDITIONS AND PROCEDURE FOR ESTABLISHING WAGES, ALLOWANCES AND SURCHARGES

2.1 Remuneration of the Company's employees is carried out in accordance with this Regulation in accordance with the legislation of the Republic of Kazakhstan.

2.2 The size of the Payroll Fund (PF) is established in accordance with the Company Development Plan.

2.3 The University independently determines the form of remuneration, staffing schedule, tariff list, salary amounts, bonus system, and other remuneration within the established payroll.

2.4 The size of official salaries, the bonus system, the conditions for providing financial assistance and the payment of health benefits to the executive employees (the Chairman of the Management Board - Rector, the Members of the Management Board - Vice-Rectors, the Chief Accountant, the Corporate Secretary and the employees of the Internal Audit Service) of the Company are established by a decision of the Board of Directors.

2.5 The basic salary of the Company's employees includes and is taken into account when calculating the average salary in accordance with the current legislation of the Republic of Kazakhstan, the following types of payments of a permanent nature:

- official salary;
- surcharges;
- allowances;
- hourly wages for performing additional teaching and learning work;
- additional payment for the academic title and degree of teaching staff and those equivalent to them (in the amount provided for in accordance with the legislation of the Republic of Kazakhstan);
- additional payment according to the estimate in accordance with the Regulation on the provision of additional paid services at the Al-Farabi Kazakh National University;
- other payments provided for by the current legislation of the Republic of Kazakhstan and the regulatory acts of the Company;

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Health benefits for annual paid leave are paid in the amount of 145,000 (one hundred forty-five thousand) tenge and for evening cleaners 90,000 (ninety thousand) tenge, based on the order on the employee's labor leave, provided by the Department of Human Resources Development;

Employees of the Company who have worked for less than six months and part-time workers, when providing leave, receive a health benefit is not paid.

- The basis for the payment of social benefits for temporary disability are sick leave certificates. The amount of the monthly temporary disability benefit is established by law for the relevant financial year.

2.6 The assignment of positions to the relevant category of personnel is carried out on the basis of regulatory and legal acts governing the activities of higher education institutions and this Regulation.

2.7 The remuneration system for the Company's employees depends on the employee's position, field of activity, quality and quantity of work performed, taking into account the level of qualification, demand for the employee, the uniqueness of the specialty, the shortage of the specialty in the labor market, the planned volume of work, complexity, responsibility and other significant conditions of work.

2.8 The size of the official salary is established and approved by the staffing schedule, the tariff list and is fixed in the employment contract concluded between the Company and the employee.

2.9 The salary amount for internal combinations of teaching staff must be calculated from the basic salary of the teaching staff and must not exceed the salary of the main position.

2.10 The procedure and conditions for remuneration of foreign specialists attracted to work in the Company are carried out in accordance with the legislation of the Republic of Kazakhstan and are determined by the Agreement for the provision of paid services.

2.11 Piecework wages are applied in accordance with labor legislation. In this case, all labor relations between the employer and employees, including payments to employees for their work, are regulated and established by an employment contract in compliance with the laws of the Republic of Kazakhstan.

2.12 If there is an estimate in accordance with the Regulation on the provision of additional paid services at the Al-Farabi Kazakh National University, piecework remuneration is applied in accordance with the approved estimate.

2.13 Payment of wages to employees engaged in remote and seasonal work is carried out in accordance with labor legislation, the employment contract, and the employer's act.

2.14 INSocietyThe following main types of incentive payments can be applied:

- allowances;
- additional payments to official salaries;
- awards.

2.15 The amount of additional payments for combining positions, expanding the service area, or performing (replacing) the duties of a temporarily absent employee may be established by the employer by agreement with the employee, based on the volume of work performed in total, as a percentage, or from the rate of the combined position, but may not exceed 0.5 of the official salary of the combined position.

2.16 Additional payment to employees for performing (replacing) the duties of a temporarily absent employee is not made if replacing a temporarily absent employee is part of the job responsibilities of the replacement employee.

2.17 The amounts of additional payments for titles and academic degrees for teaching staff and persons equivalent to them (if work at the University is their primary place of employment) are established in accordance with the Law of the Republic of Kazakhstan "On Education" and the Law of the Republic of Kazakhstan "On the Status of a Teacher." The amounts of bonuses for

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honorary titles are established in accordance with Resolution No. 569 of the Government of the Republic of Kazakhstan dated July 17, 2024.

2.18 If an employee with a basic salary does not belong to the teaching staff and does not have a part-time teaching load, then additional payment for an academic degree and title is not paid.

2.19 Additional payments to official salaries, additional payments for working conditions, for the title of Honored Figure (of Culture), for work at night, for work on holidays, for overtime, for the title of Honored Trainer, for secrecy (for the military), for publication in a journal, for clinical workload, for the length of service in the Society and others are established in accordance with legislative regulatory documents, the collective agreement and this Regulation.

2.20 Additional payments to official salaries and bonuses introduced in accordance with this Regulation may be applied simultaneously.

2.21 Additional payments introduced in accordance with this Regulation may be cancelled or reduced in the event of systematic violation of production and/or labor discipline by the employee.

2.22 Additional payments and allowances are established by order of the Chairman of the Board-Rector or the supervising vice-rector, indicating their amount.

3. CONDITIONS AND PROCEDURE FOR AWARDING BONUSES TO EMPLOYEES

3.1. Bonus according to this Regulation is introduced for the material incentive of all University employees.

3.2. The employee's bonus includes the basic salary, the employee cannot be awarded more than 6 (six) times a year.

3.3. Prize based on the results of work for the year, the University employees are paid in the absence of accounts payable and receivable and the presence of savings in the wage fund within the limits of funds provided for in the University Development Plan.

3.4. Dimensions of the bonuses are established by the Chairman of the Board, the Rector of the University, or by a member of the Board - Vice-Rector for Financial Activities, based on proposals from the heads of structural divisions.

3.5. Administrative document for the payment of bonuses is the order of the Chairman of the Management Board - Rector or a member of the Management Board - Vice-Rector for Financial Activities.

3.6 In order to strengthen the material interest of the Company's employees in improving production efficiency and quality of work, remuneration (bonuses) are paid on festive anniversary dates (60 years, 70 years, 75 years, 80 years, 85 years, 90 years).

3.7 The amount of remuneration (bonuses) for the anniversaries of employees whose main place of work is the university is established by order of the Chairman of the Board-Rector.

3.8 Bonuses and remunerations shall not be awarded to an employee:

- 1) if the employee has an outstanding disciplinary sanction;
- 2) those on unpaid leave for childcare, adoption of a newborn child (children), educational leave, or for compulsory military service);
- 3) part-time workers;
- 4) employees on probation.

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4. CONDITIONS AND PROCEDURE FOR PROVIDING FINANCIAL ASSISTANCE

4.1 Provision of financial assistance to an employee, within the limits of available funds, may be carried out in the following cases:

- for treatment requiring additional financial costs (inpatient or outpatient treatment for more than 10 calendar days, except for sanatorium treatment) with the provision of supporting documents;
- in case of causing property damage to an employee by third parties as a result of illegal actions committed against him (robbery, theft), as well as natural disasters (fire, flood, earthquake) on the basis of supporting documents of the relevant authorities (internal affairs, fire service, etc.);
- in the event of the death of an employee, members of his family, close relatives (parents, spouses, children, adoptive parents, adopted children), based on the provision of copies of death certificates and a document confirming the family relationship.
- in case of a difficult financial situation, based on the order of the Chairman of the Board-Rector or his deputy.

4.2 In the event of the death of an employee, financial assistance is provided to his family in the person of one of the spouses, in the absence of the employee, one of the children, in the absence of children, a sibling, in the absence of close relatives, financial assistance for the funeral is provided to the person organizing the funeral, who presents the original death certificate.

4.3 If financial assistance is available based on available funds, supporting documents and a petition from your immediate supervisor must be attached to the application for financial assistance. Once the application is submitted, all necessary documents must be submitted. Submit to the Chairman of the Management Board - Rector for a final decision on financial assistance. Payment of financial assistance is formalized by a separate order of the Chairman of the Management Board - Rector or the supervising member of the Management Board - Vice Rector.

4.4 Amount of financial assistance may not exceed 30 minimum monthly calculation indicators.

4.5 In exceptional cases, the terms and amount of financial assistance are determined by the Chairman of the Board – Rector, but not more than one official salary.

4.6 Financial assistance is paid once per calendar year.

5. ACCOUNTING OF EMPLOYEES' LABOR

5.1 The primary document for recording employee labor (time-based) is the timesheet. The amount of time worked is determined based on the timesheet for all working days of the month.

5.2 The timesheet is maintained by the head of the structural unit on a monthly basis using the form provided by the human resources department.

5.3 The contractor bears personal responsibility for the late submission of the timesheet.

5.4 Timesheet is being conducted by the head of the department on a daily basis, and the time sheets of management positions are taken into account by the Vice-Rector in his/her area.

5.5 The timesheet must be submitted to the Department of Economics and Finance no later than the 25th day of the corresponding month.

5.6 Ontime of business trip, internships, and advanced training for up to 40 days, the employee retains his job (position) and wages for working days that fall on the days of the business trip.

5.7 Heads of departments and deans of faculties are personally responsible for rational and fair distribution of work among the members of the department and faculty workforce.

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5.8 The University reserves the right to make adjustments to the data in the Timesheets within the specified period.

5.9 The University reserves the right to verify data on actual attendance at work using timesheets with the electronic identification system (Face ID, ID cards).

5.10 Hourly wages can be set according to approved standards and by the relevant order of the Chairman of the Board - Rector, in the following cases:

- in case of part-time work or its partial workload (without accrual and payment of official salary);
- for performing additional work (in excess of the established official salary);
- for the provision of additional paid educational services;
- for professional educational programs of postgraduate education, implemented both within the framework of the state educational order and on a paid basis under contracts with legal entities and individuals;
- in other cases provided for by current legislation.

6 FINAL PROVISIONS

6.1 These Regulations may be amended and supplemented in the following cases:

- change in the financial position of the Company;
- initiative of the Company's management.

6.2 The amounts of additional payments, allowances for working conditions, hourly wages and other payments are defined in Appendices No. 1-4 to this Regulation.

6.3 This Regulation applies to employees of all structural divisions of the Company and comes into force from the moment of its approval by the Chairman of the Management Board - Rector.

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**Appendix No. 1 to the Regulation
On the procedure for remuneration and bonuses
and material incentives for employees
NJSC " Al-Farabi Kazakh National University"**

Additional payments and allowances for working conditions of teaching staff

No.	Names of professions, positions, categories of workers	Types of additional payments	Amount of surcharge	Note
1	Candidates of Science, Doctors of Philosophy (PhD), Doctor of Science in the field	Additional payment for an academic degree	17 MCI *	In accordance with the Laws of the Republic of Kazakhstan "On Education", "On the Status of a Teacher", "On Science", and the Decree of the Government of the Republic of Kazakhstan dated December 31, 2015 No. 1193, the specified additional payment is established in the presence of a relevant diploma issued by an authorized body of the Republic of Kazakhstan in the field of certification of highly qualified scientific personnel, and is made for the main job.
2	For doctors of science	Additional payment for an academic degree	34 MCI *	
3	Associate professors (associate professors) with the academic degree of candidate of science, Doctor of Philosophy (PhD)	Additional payment for an academic degree	25 MCI*	
4	Associate professors (associate professors) with a doctorate degree	Additional payment for an academic degree	42 MCI *	
5	Professors with the academic degree of Candidate of Sciences, Doctor of Philosophy (PhD), Doctor of Sciences	Additional payment for an academic degree	50 MCI*	

*MCI is the monthly calculation index established by law.

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**Appendix No. 2 to the Regulation
On the procedure for remuneration and bonuses
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NJSC "Kazakh National University named after al-Farabi"**

Additional payments and allowances for clinical workload

Item No.	Name of professions, positions, categories of workers	Types of additional payments	Amount of surcharge	Note
	The faculty of the Faculty of Medicine and Healthcare carries out the following activities: - preclinical - clinical - expert - advisory - clinical and diagnostic - therapeutic and prophylactic - outpatient and polyclinic - pre-medical	Psycho-emotional and physical stress	Clinic: Professor - 110,000 tenge Acting professor and associate professor - 90,000 tenge. Acting associate professor and senior lecturer – 75,000 tenge Teacher – 50,000 tenge Fundamental medicine: Professor - 90,000 tenge Acting professor and associate professor – 75,000 tenge Acting associate professor and senior lecturer – 50,000 tenge Teacher – 30,000 tenge	The additional payment includes all taxes, fees, payments and deductions to the budget provided for by the legislation of the Republic of Kazakhstan.

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**Appendix No. 3 to the Regulation
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NJSC "Kazakh National University named after al-Farabi"**

Additional payments and allowances for working conditions of the Company's employees

N o. p/ p	Name of professions, positions	Types of increases, additional payments and surcharges	Amounts of increases, surcharges and allowances	Note
1	To the Company's employees Additional payment is made for night work	Additional payment for night work (from 10:00 PM to 6:00 AM)	Not less than 1.5 times the employee's daily (hourly) rate	In accordance with the Labor Code of the Republic of Kazakhstan dated November 23, 2015, as amended on July 1, 2021.
2	Employees of the Company receive additional payment for work on holidays and weekends.	Additional payment for work on holidays and weekends	Not less than 1.5 times the employee's daily (hourly) rate	
3	The Company's employees receive additional payment for overtime work.	Overtime pay	Not less than 1.5 times the employee's daily (hourly) rate	
4	Employees of the Company	Separate additional payments for special working conditions from extra-budgetary funds	According to the submission of the head of the structural unit and the order of the Chairman of the Board - Rector	

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**Appendix No. 4 to the Regulation
On the procedure for remuneration and bonuses
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NJSC "Kazakh National University named after al-Farabi"**

**Hourly wage
NJSC "Kazakh National University named after al-Farabi"**

No.	Name	tenge per hour		
		Professor, Doctor of Science	Associate Professor, PhD	Persons without a degree
1	Conducting training sessions, guiding all types of practices	3500	3000	2500
2	Participation in the work of the certification committee as a chairman or member of the committee	3700	3500	3300
3	Admission of entrance examinations	3700	3500	3300
4	Persons from the educational support staff participating in the training sessions, other employees	2000 - 2500		
5	Supervision of diploma projects	3500	3000	2500
6	Supervision of master's projects and master's dissertations	3500	3000	
7	Dissertation Research Guidance (1st year of doctoral studies)	3500	3000	