

**NON-COMMERCIAL JOINT STOCK COMPANY
«ABAI KAZAKH NATIONAL PEDAGOGICAL UNIVERSITY»**



APPROVED

**by the Decision of the Board of Directors
of NJSC “Abai Kazakh National
Pedagogical University”**

Protocol No.3, March 31, 2022

Chairman of the Board of directors

Issimbaeva G.I.

G.I. Issimbaeva

ДИРЕКТОРЛАР
КЕҢЕСІ
СӨБЕТ
ДИРЕКТОРОВ

**REGULATIONS ON REMUNERATION AND BONUSES
FOR MEMBERS OF THE MANAGEMENT BOARD OF THE
NON-PROFIT JOINT-STOCK COMPANY
"ABAI KAZAKH NATIONAL PEDAGOGICAL UNIVERSITY"**

Almaty, 2022

1. General provisions

1.1. This Regulation on remuneration and bonuses for members of the Board of the non-profit joint-stock company «Abai Kazakh National Pedagogical University» (hereinafter – The Regulation) was developed in accordance with the Law of the Republic of Kazakhstan «On Joint Stock Companies», the Law of the Republic of Kazakhstan «On Non-Profit Organizations», the Law of the Republic of Kazakhstan «On State Property», the Law of the Republic of Kazakhstan «On Education», other legislative and other regulatory legal acts and the Charter of the Non-Profit Joint Stock Company «Abai Kazakh National Pedagogical University» (hereinafter referred to as the University).

1.2. This Regulation defines the main approaches to remuneration and bonuses of the Chairman of the Management Board - the Rector (hereinafter referred to as the Chairman), members of the Management Board of the University.

2. Terms and procedure of remuneration

2.1. The size of the official salaries of the Chairman, members of the Management Board are determined by the decision of the Board of Directors of the University.

2.2. The Chairman and members of the Management Board of the University have the right to engage in and receive additional income for pedagogical and scientific activities in the University, as well as work with the consent of the Board of Directors in other organizations.

2.3. Payment of salaries to the Chairman and members of the Management Board is carried out in cash in the national currency of the Republic of Kazakhstan at least once a month, no later than the 10th day of the next month.


2.4. If the payment day coincides with weekends or holidays, the payment is made the day before.

3. The procedure for calculating the amount and conditions of payment of bonuses based on the results of work for the year

3.1. In order to strengthen the interest of the Chairman and members of the Management Board of the University in improving the efficiency of production, the quality of work, bonuses are paid based on the results of work for the year under the conditions, grounds and in accordance with the procedure provided for by this Regulation.

3.2. Payments of bonuses based on the results of work for the year based are paid depending on the results of work for the purpose of material encouragement for the successes achieved and improving the efficiency of work, are not permanent and are not taken into account when calculating the average salary.

3.3. Payments of bonuses based for the year based on the results of activities are paid within the limits of the funds provided for these purposes in the University's Development Plan. Bonuses are paid after the results of financial and economic activities are approved in accordance with the

 Тоғымұлы А. А.

 Умарбаев К. Т.

established procedure on the basis of the audited financial statements for the reporting period.

3.4. The amount of the annual performance bonus for the Chairman and members of the Management Board of the University is determined by the decision of the Board of Directors of the University.

3.5. Payments of bonuses based on the results of work for the year to the Chairman and members of the Management Board are calculated in proportion to the actual time worked for the corresponding position. To calculate the bonus, the time spent on regular work leave (working days), the period of being on a business trip (including advanced training courses) are included in the actual time worked.

3.6. When changing the position of the Chairman and members of the Management Board (his official salary), the amount of the bonus is determined as the sum of the amount of bonuses calculated separately for each official position (each size of the official salary) in proportion to the time worked in this position (with this salary).

3.7. The basis for the payment of bonuses based on the results of work for the year for the Chairman and members of the Management Board are:

1) positive financial result according to the Company's annual financial statements;

2) achievement of key performance indicators (KPIs).

3.8. If the Chairman and members of the Management Board have disciplinary penalties in the reporting year, regardless of their removal or availability, the bonus is not paid.

3.9. If there are conditions established by this Regulation for the payment of the amount of bonuses, the decision on its payment to the Chairman and members of the Management Board is made in the following order:

1) the expected costs of bonuses, which are of a regular or periodic nature, are taken into account if there is a bonus payment from the payroll of the current year following the reporting period. The remuneration for the period is based on the planned data;

2) the Department of Economic Planning and Analysis of the University calculates the award based on the results of work for the year to the Chairman and members of the Management Board and provides the Board of Directors with information on the possible amount of the award;

3) The Board of Directors of the University makes a decision on the issue of determining the amount of bonuses to the Chairman and members of the Management Board.

3.10. The information provided to the Board of Directors for making the necessary decision should be sufficient to form an accurate idea of the availability of conditions for the payment of bonuses.

3.11. The main condition for the payment of premiums is the availability of profit for the reporting year, calculated taking into account the planned amount for the payment of premiums according to the audited financial statements.

3.12. The Chairman and members of the Management Board of the University who have actually worked for at least 3 (three) months in the reporting period have the right to receive bonuses based on the results of work for the year.

3.13. The period when the Chairman and members of the Management Board are on maternity leave, on leave without pay to care for a child until they reach the age of three years, as well as adoption or adoption of a newborn child (children), hospitalization (surgery, serious illness), outpatient treatment, as well as if the disease includes the list of diseases for which a longer period of disability is established, approved by the Government of the Republic of Kazakhstan, is not included in the actual time worked. Payments of bonuses based on the results of work for the year to the Chairman and members of the Management Board are made only for the time actually worked.

3.14. Bonuses are paid to the Chairman and members of the Management Board after deduction of deductions and tax payments provided for by law.

4. Evaluation of the effectiveness of the Chairman and members of the Management Board

4.1. The procedure for evaluating the effectiveness of the Chairman and members of the Management Board of the University consists of the following stages:

1) setting qualitative and quantitative indicators of their labor activity aimed at improving the quality of the tasks assigned to the University as a whole, achieving high positive results in the University's activities;

2) approval of key performance indicators KPIs;

3) performance monitoring;

4) calculation and approval of the actual performance.

4.2. Key performance indicators KPIs are approved in accordance with the annex to this Regulation.

At the end of the reporting period, the Chairman and members of the Management Board fill out the calculation of KPI indicators with actual values and submit them to the Board of Directors of the University for consideration.

KPI calculations are submitted by the Chairman and members of the Management Board for approval by the Board of Directors no later than May 31 of the reporting year.

4.3. The Management Board of the University is responsible for timely consideration of issues related to the development and adjustment of KPIs.


The Chairman and members of the Management Board are responsible for:


1) timely and reliable calculation of the effectiveness of KPI targets and provision of supporting documents;

2) timely informing the Board of Directors about the circumstances in which KPI adjustments are required;

3) disclosure of income information.

4.4. KPIs for the Chairman and members of the Management Board are approved by the Board of Directors of the University.

 (Таогымина)

 (Нисакова)

4.5. The KPI indicators are adjusted by the Board of Directors, but no more than once a year.

4.6. The Board of Directors evaluates the activities and prepares recommendations for subsequent decision-making on the payment or refusal to pay bonuses.

5. Guarantees, compensation and social security

5.1. Compensation and social payments to the Chairman and members of the Management Board are made in the manner and amounts provided for by the legislation, this Regulation and the employment contract.

5.2. When providing annual paid leave to the Chairman and members of the Management Board, a recovery allowance in the amount of 2 (two) official salaries is paid once during the financial year.

5.3. The first payment of the recovery allowance is made after 12 (twelve) months from the date of appointment of the Chairman and members of the Management Board to the position. Subsequently, the allowance is paid once a calendar year, regardless of the transfer from one position to another.

5.4. When an employee of the University is elected a member of the Management Board of the University or changes the position and/or official salary of the Chairman and members of the Management Board, the recovery allowance is paid once during the financial year. At the same time, the amount of the allowance is determined depending on the official salary at the time of granting annual leave.

5.5. The Chairman and members of the Management Board may be provided with financial assistance at the expense of the funds provided for in the University's Development Plan for the current financial year on the basis of copies of supporting documents in the amount of one official salary in the following cases:

1) termination of an employment contract with an employee in connection with reaching retirement age (with the exception of employees who have pension provision on the date of employment in the University) and who have worked for at least 3 years in the University;

2) in connection with the death of the Chairman, a member of the Management Board with payment to one of the family members or, in the absence of such, to the person who took over the organization of the funeral, after withholding taxes;

3) simultaneous birth of two or more children in an employee;


4) death of the spouse, parents or children of the employee;

5) due to the serious illness of the Chairman, a member of the Management Board, the need for treatment and surgery, outpatient treatment (when providing an opinion on the nature and severity of the disease).

5.6. Nonresidents, the Chairman and members of the Management Board of the University, for the period of employment relations with the University, may be paid the costs of renting housing.

5.7. In order to create favorable conditions for their effective work, other forms of social support may be provided to the Chairman and members of the Management Board in accordance with labor legislation.

 (Табдугзундор)


 (Усаклова)


6. Final provisions

6.1. Approval of the Regulations, as well as amendments and additions to it, is carried out by decision of the Board of Directors.

6.2. If, as a result of changes in the legislation of the Republic of Kazakhstan and (or) the University's Charter, certain provisions of the Regulations come into conflict with them, then such norms become invalid, and before making changes or additions to the Regulations, the University's officials and employees are guided by the regulatory legal acts of the Republic of Kazakhstan and the University's Charter.

No. of the Regulation	Indicator	Weight	Unit of measure	Level					
				Plan	Actual	Deviation	Percentage	Plan	Actual
Total including				Base	Threshold	Base	Threshold	Base	Threshold
1	Implementation of the University Development Strategy	20	%	100%	100-100%	100%	100-100%	100%	100-100%
2	The share of students studying on the an advanced grant from the total number of students	15	%	100%	100-100%	100%	100-100%	100%	100-100%
3	Share of completed projects in the first year after launch	15	%	100%	100-100%	100%	100-100%	100%	100-100%
4	Percentage completion of the tasks set in the plan of the university for the year	10	%	100%	100-100%	100%	100-100%	100%	100-100%
5	Completion of the tasks set in the plan of the university for the year	10	%	100%	100-100%	100%	100-100%	100%	100-100%
6	Completion of the tasks set in the plan of the university for the year	10	%	100%	100-100%	100%	100-100%	100%	100-100%

 (Табдырulina)

 (Usarova)