SAINT LOUIS UNIVERSITY

Baguio City, Philippines

Metric 8.2
Employment practice



8 DECENT WORK AND ECONOMIC GROWTH

Times Higher Education
Sustainability
Impact Ratings

AY 2025-2026

SAINT LOUIS UNIVERSITY

Baguio City, Philippines

Indicator 8.2.6 Employment policy pay scale equity



8 DECENT WORK AND ECONOMIC GROWTH

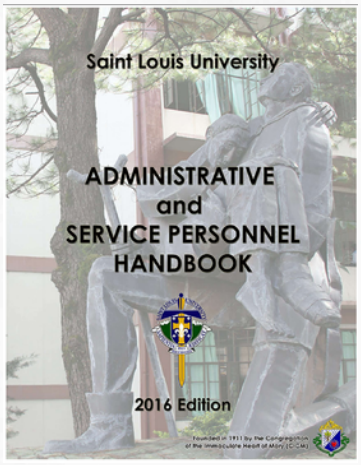
Times Higher Education Sustainability Impact Ratings

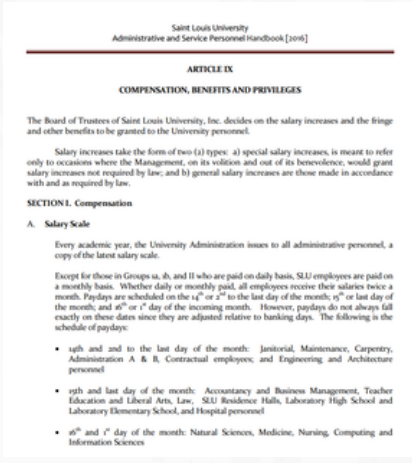
AY 2025-2026

SLU's Framework for Tracking Gender-Equitable Pay

Saint Louis University (SLU) promotes gender-equitable compensation through a standardized and transparent salary system applied uniformly across all academic and administrative ranks. This is evidenced from the SLU's Administrative and Service Personnel Handbook (2016) and the SLU Faculty Handbook (2016).

The University issues annual salary scales for non-faculty personnel, ensuring that compensation follows a fixed table that applies consistently to all employees within the same classification, preventing pay variations unrelated to rank or merit. These institutional salary tables explicitly guide how compensation is set and adjusted each year, reinforcing equity across positions.




Saint Louis University
Administrative and Service Personnel Handbook [2016]

ARTICLE IX

COMPENSATION, BENEFITS AND PRIVILEGES

The Board of Trustees of Saint Louis University, Inc. decides on the salary increases and the fringe and other benefits to be granted to the University personnel.

Salary increases take the form of two (2) types: a) special salary increases, is meant to refer only to occasions where the Management, on its volition and out of its benevolence, would grant salary increases not required by law; and b) general salary increases are those made in accordance with and as required by law.

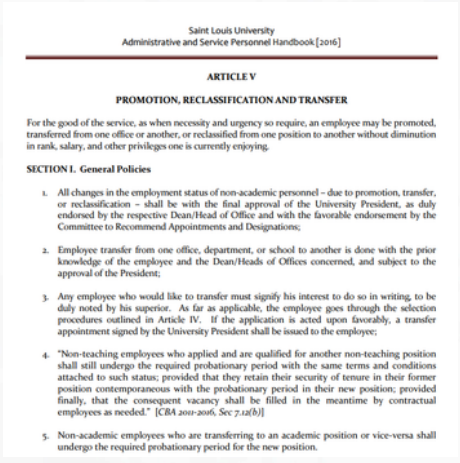
SECTION I. Compensation

A. **Salary Scale**

Every academic year, the University Administration issues to all administrative personnel, a copy of the latest salary scale.

Except for those in Groups 1a, 1b, and II who are paid on daily basis, SLU employees are paid on a monthly basis. Whether daily or monthly paid, all employees receive their salaries twice a month. Paydays are scheduled on the 14th or 2nd to the last day of the month; 15th or last day of the month; and 16th or 1st day of the incoming month. However, paydays do not always fall exactly on these dates since they are adjusted relative to banking days. The following is the schedule of paydays:

- 14th and and to the last day of the month: Janitorial, Maintenance, Carpentry, Administration A & B, Contractual employees; and Engineering and Architecture personnel
- 15th and last day of the month: Accountancy and Business Management, Teacher Education and Liberal Arts, Law, SLU Residence Halls, Laboratory High School and Laboratory Elementary School, and Hospital personnel
- 16th and 1st day of the month: Natural Sciences, Medicine, Nursing, Computing and Information Sciences


Saint Louis University
Administrative and Service Personnel Handbook [2016]

ARTICLE V

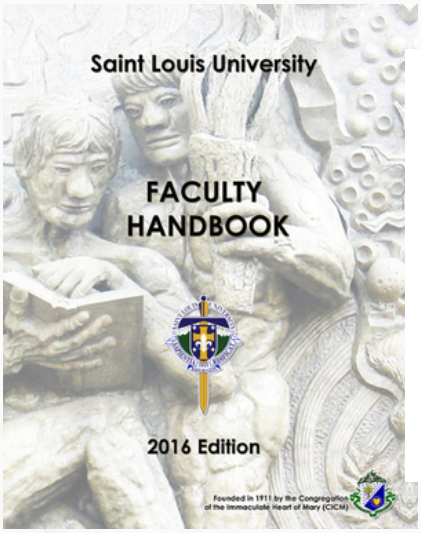
PROMOTION, RECLASSIFICATION AND TRANSFER

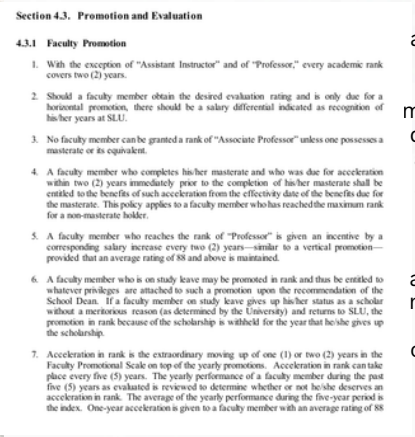
For the good of the service, as when necessity and urgency so require, an employee may be promoted, transferred from one office or another, or reclassified from one position to another without diminution in rank, salary, and other privileges one is currently enjoying.

SECTION I. General Policies

1. All changes in the employment status of non-academic personnel – due to promotion, transfer, or reclassification – shall be with the final approval of the University President, as duly endorsed by the respective Dean/Head of Office and with the favorable endorsement by the Committee to Recommend Appointments and Designations;
2. Employee transfer from one office, department, or school to another is done with the prior knowledge of the employee and the Dean/Heads of Offices concerned, and subject to the approval of the President;
3. Any employee who would like to transfer must signify his interest to do so in writing, to be duly noted by his superior. As far as applicable, the employee goes through the selection procedures outlined in Article IV. If the application is acted upon favorably, a transfer appointment signed by the University President shall be issued to the employee;
4. "Non-teaching employees who applied and are qualified for another non-teaching position shall still undergo the required probationary period with the same terms and conditions attached to such status; provided that they retain their security of tenure in their former position contemporaneous with the probationary period in their new position; provided finally, that the consequent vacancy shall be filled in the meantime by contractual employees as needed." [CBA 2011-2016, Sec 7.12(b)]
5. Non-academic employees who are transferring to an academic position or vice-versa shall undergo the required probationary period for the new position.

For faculty members, compensation progression is based on merit-driven and qualification-based promotion criteria, including performance, academic credentials, and institutional contributions. These criteria ensure that advancement and the accompanying salary adjustments are grounded in professional achievement rather than personal characteristics.




Section 4.3. Promotion and Evaluation

4.3.1 Faculty Promotion

1. With the exception of "Assistant Instructor" and of "Professor," every academic rank covers two (2) years.
2. Should a faculty member obtain the desired evaluation rating and is only due for a horizontal promotion, there should be a salary differential indicated as recognition of his/her years at SLU.
3. No faculty member can be granted a rank of "Associate Professor" unless one possesses a masterate or its equivalent.
4. A faculty member who completes his/her masterate and who was due for acceleration within two (2) years immediately prior to the completion of his/her masterate shall be entitled to the benefits of such acceleration from the effectivity date of the benefits due for the masterate. This policy applies to a faculty member who has reached the maximum rank for a non-masterate holder.
5. A faculty member who reaches the rank of "Professor" is given an incentive by a corresponding salary increase every two (2) years—similar to a vertical promotion—provided that an average rating of 88 and above is maintained.
6. A faculty member who is on study leave may be promoted in rank and thus be entitled to whatever privileges are attached to such a promotion upon the recommendation of the School Dean. If a faculty member on study leave gives up his/her status as a scholar without a meritorious reason (as determined by the University) and returns to SLU, the promotion in rank because of the scholarship is withheld for the year that he/she gives up the scholarship.
7. Acceleration in rank is the extraordinary moving up of one (1) or two (2) years in the Faculty Promotional Scale on top of the yearly promotions. Acceleration in rank can take place every five (5) years. The yearly performance of a faculty member during the past five (5) years as evaluated is reviewed to determine whether or not he/she deserves an acceleration in rank. The average of the yearly performance during the five-year period is the index. One-year acceleration is given to a faculty member with an average rating of 88

Supporting this uniformity, University policy also states that employees cannot experience any reduction of salary when promoted or reclassified, guaranteeing consistent upward movement and eliminating potential disparities during rank transitions. The Human Resources and Finance Departments further strengthen gender pay equity by reviewing salary scales, monitoring payroll implementation, and applying these standardized compensation policies across all units. Because salary grids apply equally to all personnel within the same rank—and merit-based systems govern faculty advancement—the University minimizes opportunities for gender-based discrepancies while maintaining transparent oversight of compensation trends.

Through these well-established mechanisms—annual pay tables, merit-based promotional standards, and policies safeguarding consistent salary progression—SLU effectively tracks and upholds gender pay equity. This structured approach ensures that all personnel, regardless of gender, receive fair and consistent compensation aligned with their roles, qualifications, and professional standing.



The SLU SDG Report 2026