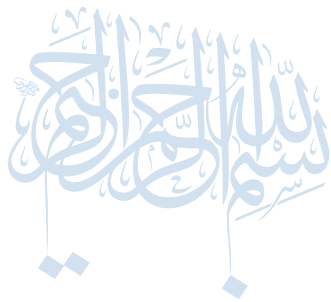




**Personnel  
Governing  
Policies and  
Regulations**

2021





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## Personnel Governing Policies and Regulations

- These regulations are provided herein in order to implement the provisions of Article (13) of the Saudi Labor Law issued by Royal Decree No. M / 51 dated 23/08/1426 A.H, and based on the provisions of Prince Sultan University's Statute.  
Amended by Royal Decree No. (M / 24) dated 12/05/1434 A.H.  
Amended by Royal Decree No. (M / 1) dated 22/01/1435 A.H.  
Amended by Royal Decree No. (M / 46) dated 05/06/1436 A.H.  
Amended by Royal Decree No. (M / 14) dated 22/02/1440 A.H.  
Amended by Royal Decree No. (M / 134) dated 27/11/1440 A.H.  
Amended by Royal Decree No. (M / 5) dated 07/01/1442 A.H.
- These regulations aim to regulate the relationship between the University and its employees for the public interest and for the best interest of both parties, so that both become aware of his rights and duties.



## CHAPTER ONE

# General Provisions

### Article (1)

This policy is called “Prince Sultan University Personnel Policy”.

### Article (2)

The terms, phrases and words wherever stated in this Policy shall mean the meanings set forth therein unless the context requires otherwise:

**Institution:** The Riyadh Philanthropic Society for Sciences

**Board of Directors:** Board of Directors of the Riyadh Philanthropic Society for Sciences

**University:** Prince Sultan University and all affiliate Colleges and Administrative Units

**Board of Trustees:** Prince Sultan University Board of Trustees

**University President:** Prince Sultan University President

**Employee:** Anyone, other than faculty members, working for the University for pay and shall be under the management and supervision of the University regardless of his/her designation

**Contract Employee:** Any person working for the account of Prince Sultan University other than Saudi nationals

**Basic Salary:** The agreed remuneration given to the employee monthly and without any allowances.

**Gross Salary:** Basic salary, plus all allowances entitled to the employee.

**Labor Law:** The Saudi Labor Law promulgated by Royal Decree No. M/51 dated 23/8/1426 A.H.

### Article (3)

The provisions of this Policy and other rules complementary thereto shall apply to all employees, other than faculty members, working at the University on full time basis unless a special provision is provided for in respect thereof in the Employment Contract.

#### **Article (4)**

This Policy shall not affect the employee's other acquired rights. In the case of a faculty member assigned to work on jobs covered by the provisions of this Policy, this shall not affect his other rights acquired under Faculty Members Policy.

#### **Article (5)**

The Gregorian calendar is the calendar used officially in the University and in this Policy.

#### **Article (6)**

This Policy shall be complementary to the employment contract and shall not conflict with terms and conditions, better for Employee, provided for therein.

#### **Article (7)**

Provisions of the Labor Law and Ministerial Resolutions issued for the implementation thereof shall apply to matters not specifically provided for in this Policy.

#### **Article (8)**

The University Board of Trustees may amend the provisions of this Policy whenever deemed necessary and such amendments shall not be deemed valid unless approved by the Ministry of Labor.

#### **Article (9)**

Upon employment, the University shall inform the employee of the provisions of this policy and the same shall be mentioned in the employment contract.





## CHAPTER TWO

# Jobs and Recruitment

### **JOBS**

#### **Article (10)**

Jobs at the University are classified into the following groups:

- a. Leadership Positions: All administrative positions which undertake developing strategies and setting the policies of the University administrative departments.
- b. Senior management-related and Supervisory Jobs : All administrative positions that undertake supervising and directing the specialized and general departments, as well as following up with them and ensuring that they meet their objectives .
- c. Middle-level Supervisory Positions: All posts that undertake the organization, coordination, monitoring the main auxiliary departments, as well as providing technical and administrative supervision.
- d. Specialized Administrative and Technical Positions: This group includes all the administrative and technical jobs responsible for the administrative, technical, financial, engineering-related tasks, and any other executive tasks that require specialized qualification and practical experience.
- e. Assistant Administrative and Executive Positions: All the positions that undertake the executive functions.
- f. Service and Back-up Positions: These include all occupational and service jobs as well as the jobs of workers and laborers.

## **EMPLOYMENT REQUIREMENTS**

### **Article (11)**

The requirements to be hired at the University:

- a. The applicant should be of Saudi nationals; however, Non- Saudi nationals may be exceptionally employed in accordance with the provisions of Article (33) of the Saudi Labor Law.
- b. He should not be below the age of 17 years.
- c. He should not be convicted of a criminal or disciplinary action unless acquitted.
- d. He must not have previously worked for the University and was dismissed for a disciplinary or inefficiency reasons.
- e. He should hold academic qualifications and work experience that are required for the intended job.
- f. He must successfully pass the tests and interviews required for the job as stipulated by the University.
- g. He should be medically fit by virtue of a medical certificate issued by an authority specified by the University.
- h. For Non-Saudi nationals, he should be permitted to work and granted a valid residence permit "Iqama".

The University may exempt Saudi employees from one or more of the above stated requirements, except for the medical fitness.

## **DOCUMENTS REQUIRED FOR EMPLOYMENT**

### **Article (12)**

Those who are interested to work at the University should submit the following documents:

- a. A copy of the identification card (ID) for Saudis.
- b. A copy of the residence permit "Iqama", work permit and passport for non-Saudi nationals.
- c. A certified copy of the academic qualifications and work experience in case the employee arrived recently in the Kingdom. The original copies of the said documents shall be submitted for checking
- d. Two personal photographs (4x6 and one 2x3).
- e. A certificate of medical fitness by an authority specified by the University.

The above-mentioned documents shall be kept in the employee's file.



### **Article (13)**

The University shall keep a personal file showing all information related to the employee's service as well as copies of the decisions taken in respect of the employee's relationship with the University.

## **EMPLOYMENT CONTRACT**

### **Article (14)**

Contracting for the University approved jobs shall be as per the recruitment plans, the benefits of which are already approved within the University estimated budget. Suitable salary, transportation and other allowances for each Job shall be determined based on the approved salary scale.

### **Article (15)**

Employees shall be employed under an employment contract made in two copies in Arabic language. One copy shall be handed over to the employee and the other shall be kept in his personal file at the University. The contract shall include details regarding the work nature, the agreed salary, the duration of the contract, the type of work and any other necessary details. However, the contract may be translated into a foreign language in addition to the Arabic language, provided that the Arabic version shall always prevail, under the the instructions related to the non- Saudi national in this respect.

### **Article (16)**

The University may terminate the employment contract in case the employee does not, without a legitimate excuse, join work within 15 days as of the date of signing the contract if the employee has been appointed inside the Kingdom, or as of his arrival date to the Kingdom if it has been contracted with an employee from outside the Kingdom.

### **Article (17)**

The employment contract shall be deemed valid and effective from the date of actually joining the work.

### **Article (18)**

An employee shall be on a probation for a period not exceeding three months as of signing the contract. The probation period can be extended for three more months upon an agreement between the University and the employee, during which both of them may terminate the contract, and neither shall be entitled to compensation nor shall the University be entitled to an end-of-service award.

### **Article (19)**

The probation period does not include Eid al-Fitr and Eid al-Adha holidays and sick leaves.

### **Article (20)**

The employee who completes the probation period, without terminating his contract, shall be considered as tenured and the period of probation shall be added to his term of service.

### **Article (21)**

An employee may not be assigned a work that is substantially different from the work agreed upon without his written consent, except in cases of necessity that may be required by the nature of the work, provided that it shall be temporary.

### **Article (22)**

The authority to sign employment contracts with the applicants for the University jobs, other than faculty members, shall be as follows:

- a. Higher management jobs for the President or his Deputy.
- b. Middle-level supervisory positions, specialized administrative jobs, executive and administrative jobs for the Vice President for Administrative and Financial Affairs.
- c. Operational and back-up Jobs for the Human Resources Manager.

### **Article (23)**

The University may not transfer the employee from his original workplace to another place that requires a change of residence if the transfer would cause a serious injury to the employee, and if there is not a legitimate reason required by the nature of his work.

### **Article (24)**

A transferred employee, along with his dependents who live with him in the Kingdom at the date of transfer, shall be entitled to the transfer costs including the costs of shipping their luggage unless the employee requests the transfer.





## CHAPTER THREE

### Training

#### **Article (25)**

The University shall provide training for its Saudi employees to be professionally qualified to replace the non-Saudi employees. Names of those who replace the non-Saudi nationals shall be entered into a record prepared for the purpose of registering the Saudi employees' names who replace the non-Saudi employees.

#### **Article (26)**

Specifying employees' training needs and enrolling them in courses inside or outside Saudi Arabia shall be based on the programs developed for such purpose, with the aim of developing their skills and knowledge. The training period shall be added to the trainee's service duration.

#### **Article (27)**

The employee is entitled to receive his basic salary throughout the training or scholarship period. All other the allowances shall be discontinued with the exception of the training or scholarship allowance, which shall not exceed 15% of the basic salary.

#### **Article (28)**

The University shall bear the costs of the training and shall provide the trainee with a return ticket and all other living requirements, such as accommodation and internal transportation, in accordance with the rules set forth by the University in this respect, and without contradiction with the Labor Law and Ministerial Resolutions issued in this respect.

#### **Article (29)**

The University may terminate the employee's training, and the employee shall pay the University all the costs of his training in the following cases:

- a. If it is proved in the reports submitted by the institute responsible for the training that the employee is not taking the training seriously.
- b. If the employee decides to end the training before meeting the completion

date of the training specified by the institute without an acceptable excuse.

**Article (30)**

Upon completing the training or scholarship, the employee shall work for the University for a period of time that equals the period spent on the training/scholarship; however, if the employee refuses or refrains from working for a similar period, he shall pay the University all the costs of the training or scholarship incurred by the University for the period not worked for the University.





## CHAPTER FOUR

### Salary & Wages

#### **Article (31)**

The salary scale appended herewith shall apply to all employees working at the University on full time basis, other than the faculty members, in accordance with its applicability to each. Salaries and other benefits of those contracted with on secondment basis shall take place through negotiation.

#### **Article (32)**

1. With the exception of certain qualifications listed in the Qualifications and Experience for Employment Guide, the University shall make a contract with the employee based on the first salary of the grade on which he is appointed. The University President may approve an increase not exceeding 100% thereof for distinctive employees who have outstanding work experiences. A committee that is formed for such purposes shall evaluate the employee' experiences and the recommended salary increase. Such increase shall not be considered in the calculation of the allowances specified based on the employee's basic salary.
2. The University President shall have the power to increase the salaries by 25% of the basic salary of non-Saudi technicians and administrative employees who work in the same field.
3. Computer majors with two or more valid professional certificates shall be entitled to a 30% professional allowance on a monthly basis.

#### **Article (33)**

Salaries and allowances shall be paid in Saudi Riyals at the workplace and during the official working hours and in accordance with the following provisions:

1. The employees who receive a monthly salary shall be paid at the end of the month. Salaries must be paid into the employees' bank accounts or by a Cheque.
2. If the employee is paid on a daily basis, or if the work is paid by a piece,

he shall be paid at the end of the week.

3. The employee whose service duration is ended shall receive his salary and all his other entitlements within a period not exceeding (7) days.
4. The employee who quits his job shall receive his salary and all his other entitlements within a period not exceeding (15) days as of the date of leaving work.
5. Overtime working hours shall be paid with the employee's monthly salary in accordance with the provisions approved by the University.

**Article (34)**

Should the pay day fall on a weekend or a public holiday, payments shall be made on the working day preceding the holiday.

**Article (35)**

Upon receiving his salary or any amount entitled to him, the employee shall sign a receipt or a record prepared for this purpose.

**Article (36)**

The employee may authorize another person of his choice to receive his salary or any other entitlements by virtue of an authorization certified by the Vice President for Financial Affairs or by a legitimate power of attorney.





## CHAPTER FIVE

# Performance Appraisals, Increments and Promotions

### **Performance Appraisals**

#### **Article (37)**

The University shall prepare reports on the performance of its employees that include the following:

- a. Their ability to work and their competence level.
- b. The employee's conduct and his cooperation with his seniors, colleagues, students and visitors.
- c. Punctuality
- d. His compliance with the University regulations in general.

#### **Article (38)**

The employee's direct manager prepares Reports, provided that the same shall be approved by the manager's senior.

#### **Article (39)**

The employee's performance shall be rated in the report using percentages, provided that the final assessment shall be in accordance with the following criteria:

Excellent	91% - 100%
Very good	81% - 90%
Good	71% - 80%
Satisfactory	61% - 70%
Poor	60% and below

#### **Article (40)**

The employee shall be furnished with a copy of the report as soon as approved and the employee shall have the right to object to the report in accordance with the grievance rules provided for herein.

#### **Article (41)**

The employee who receives and evaluation of "poor" in his report may file a grievance within two weeks of receiving the evaluation. The employee shall file his grievance to his direct manager who evaluated his performance

## **Increments**

### **Article (42)**

The University grants the employee a periodic increment in accordance with the increment specified for his salary grade. Increments shall be granted to the employees who are entitled to increments based on their performance appraisal.

### **Article (43)**

The increment, which the employee is entitled to upon his promotion, shall not affect the date of his entitlement to the periodic increment.

### **Article (44)**

Increments are paid to employees according to the following requirements:

- a. The employee is entitled to increments based on his performance evaluation. Increments should be in accordance with the percentages provided in the salary scale.
- b. The employee shall complete one year of service as of joining date or the last date of receiving an increment.
- c. The employee may be granted part of the
- d. increment he is entitled to before completing a period of one year. Such increment shall be calculated based on the duration he has completed as of the joining date, provided that he completes the three-month probation period.
- e. The University may grant an exceptional increment under the University regulations, provided that it shall be approved by the University Board of Trustees.

## **Promotions**

### **Article (45)**

The employee is entitled to be promoted when the following requirements are met.

- a. A vacancy, that is higher than his current position, must be available.
- b. The employee should have the qualifications required for the position for which he is nominated.
- c. The employee must have obtained a minimum of 91% in his last periodic report.
- d. The employee must have completed at least three years in his current position.



- e. The employee shall not be engaged in a judicial investigation or trial during the time he is qualified for the promotion.
- f. The Employee must not have faced a disciplinary action, which may lead to rejecting his promotion.

The University Administration may grant the employee an exceptional promotion under the University regulations in this respect, provided that it shall be approved by the University Board of Trustees.

#### **Article (46)**

If two or more employees are qualified for the same higher position, the priority shall be given to:

- a. The employee who has obtained a higher evaluation in his last periodic report.
- b. The employee who has more training courses or academic degrees.
- c. The employee who has more years of service.
- d. The employee who is older.

#### **Article (47)**

those who are authorized to contract thereon shall make Decisions for promotions to different positions.

#### **Article (48)**

The promoted employee shall be entitled to the basic salary, which comes immediately after his basic salary he was entitled to before receiving the promotion.





## CHAPTER SIX

# Air Tickets- Delegation - Allowances AIR TICKETS

### Article (49)

The University provides the employee and four members of his family air tickets according to the following conditions:

- a. After signing a contract, from the employee's country to the country where he is hired, whether he signs the contract inside or outside Saudi Arabia.
- b. At the end of the employee's service and upon his request to return to the place where he has been contracted with or the country where he came from.
- c. Once a year, when the employee takes his annual leave. The employee shall be provided with the tickets according to the agreement made between him and the University.
- d. The employee may exchange his air tickets from the Kingdom to his country with air tickets to any other country without the University bearing any extra costs.
- e. Cash may be received in lieu of the entitled airplane tickets at a price not exceeding 50% of the market price at the time of requesting cash payment.

### DELEGATION

#### Article (50)

If the employee is delegated on an official mission outside his workplace, he shall be entitled to the following:

- a. Airplane tickets and visa fees, if required.
- b. The required transportation to and from his workplace to and from the place of delegation, unless a transport allowance that is similar to the allowance designated to his grade has been paid.

A delegation allowance for the actual costs incurred by the employee for

accommodation, food and local transportations unless the same is provided by the University. The amount of the delegation allowance shall be fixed according to the employee's grade.

**Article (51)**

The above-mentioned costs shall be calculated from the date the employee leaves his workplace until the date of his return according to the period specified by the University. The delegation allowance may be paid in advance, provided that such advance payment shall be settled after the employee returns from the delegation.

**Article (52)**

Delegated employees shall travel by airplanes whenever possible, on first class for leadership positions and economy class for the rest of the employees.

**Allowances:**

**Article (53)**

Along with his monthly salary, the employee shall receive a travel allowance according to his grade. Such allowance shall not be paid to the employee if he is provided by a means of transport.

**Article (54)**

The employee is entitled to a housing allowance equals to three months' salary provided that the same shall not be less than SR20,000 and not more than SR30,000. This allowance shall be paid in two installments per year.

**Article (55)**

Payment of the housing allowance shall discontinue in case the University provides the employee with a furnished accommodation.

**Article (56)**

The period for which the employee is entitled to housing allowance shall commence from the date of joining work.

**Article (57)**

In case of contracting with an employee and his spouse, the housing allowance should not be combined, and only one housing allowance shall be paid to the one who receives the higher allowance.





## CHAPTER SEVEN

# Working Hours and Weekly Rest Days

### **Article (58)**

Official working days shall be five days a week, and Friday and Saturday shall be considered a weekly rest days with full pay.

### **Article (59)**

The official working hours shall not be more than eight hours a day in the normal days reduced to six hours during the holy month of Ramadan for Muslims only with the exception of security guards and cleaners, who shall be working 10 hours a day in the normal days and eight hours during the holy month of Ramadan for Muslims only.

### **Article (60)**

The employees shall report to the work place and leave at the specified timing according to the schedule issued by the University. Such schedule should contain the beginning and end of working hours. In case of working on shift basis the beginning and end of the working hours of each shift should be stated.

### **Article (61)**

In the schedules referred to in Article (60), it is to be observed that the Employee shall not work for more than five consecutive hours without a break for prayers or meals provided that such a break should not be less than half an hour at one time or one and a half hour during the total number of the daily working hours. It is to be also observed that the Employee shall not stay at the work place for more than 10 hours a day unless he is a security guard or a cleaner.

## **RULES OF ATTENDANCE AND INSPECTION**

### **Article (62)**

The employees' entry to and leaving their work place shall be through the points allocated thereto.

### **Article (63)**

The employee shall establish his attendance through using the means provided by the University for this purpose.

### **Article (64)**

The employee must coordinate with the inspection process when he is requested to do so.

## **OVERTIME**

### **Article (65)**

Any work entrusted to the Employee after the official working hours or on Eid days or public holidays shall be considered as overtime.

### **Article (66)**

The employee shall be assigned to work on overtime-basis by decision from the head of the unit where he works. The decision shall specify the number of hours to be worked by the employee and number of days, and a copy of the written decision shall be handed over to the employee.

### **Article (67)**

consideration of the overtime hours, the University shall pay the employee an overtime pay equal to his basic pay for one hour in addition to 50% for each overtime hour. If the work is carried out during the weekend or on Eid days or public holidays, the employee shall be entitled to overtime pay equal to the basic pay for one hour in addition to 100% for each overtime hour.

### **Article (68)**

The basic pay for one hour is calculated by dividing the sum of the basic salary plus the transport allowance by the monthly working hours.





## CHAPTER EIGHT

### Leaves & Vacations

#### **ANNUAL LEAVE**

##### **Article (69)**

The employee shall be entitled to an annual leave not less than thirty days with full pay for each year of service. However, the University may grant the employee part of his annual leave on pro rata basis according to the part of the year he spends at work.

##### **Article (70)**

An annual leave that exceeds the period mentioned in Article (69) may be agreed on in the Employment Contract.

##### **Article (71)**

The University shall specify the times for the employees to enjoy their annual leave according to the work requirements, taking into consideration the employee's desire to set the dates for his leaves if possible, and the University's decision in this respect shall be final.

##### **Article (72)**

The employee shall enjoy his annual leave in the year it is due and may not forgo it or receive cash in lieu. He may also carry over his annual leave or days into the next year upon the University's approval.

##### **Article (73)**

Upon the beginning of his leave, the employee shall sign a statement showing the date of the start of the leave and the address where he will spend his leave.

##### **Article (74)**

The University shall pay the employee's salary for the period of the vacation in advance as per the last salary he received.

##### **Article (75)**

The employee shall be entitled to a pay for the accrued leave days (a maximum of 120 days) if he leaves work without using such leave. He is entitled to a

leave pay for the parts of the year in proportion to the part he spent at work. The last salary that the employee received shall be considered as the basis for calculating his leave pay.

#### **Article (76)**

Upon the employee's approval, the University may ask him to return from his annual leave whenever required, provided that the University shall bear, in this case, the costs of the employee and his dependents' airplane tickets, those who are in a vacation with him, to the workplace as well as the costs of their return tickets after the job is completed to spend the remaining period of the annual leave whenever the employee desires.

#### **Article (77)**

The employee shall not be entitled to an annual leave in the following cases:

- a. During an exceptional leave.
- b. During detention unless acquitted.
- c. During his leave of study.
- d. If the employee goes on a secondment.
- e. If the employee is absent with or without pay where his service ends by the end of the absence period.
- f. If the employee is in prison to serve a sentence issued against him.

### **EID AND OTHER HOLIDAYS**

#### **Article (78)**

The University Vice President for Administrative and Financial Affairs shall issue a resolution regarding Eid and Public Holidays, without contradiction with Article (112) of the Labor Law. Eid and other public holidays shall be treated as a leave with full pay.

### **EMERGENCY LEAVE (Male Staff)**

#### **Article (79)**

The male employee shall have the right to have an emergency leave with full pay in the following cases:

- a. Five days in case of marriage.
- b. Three days in case of wife's delivery.
- c. Five days in case of death of the spouse, one of his ascendants or descendants.

The University shall have the right to request supporting documents for such cases.

#### **Article (80)**

A Muslim female employee whose husband passes away shall be entitled to a fully paid leave for 130 days as of the date of her husband's death. A non-Muslim employee whose husband passes away is entitled for a fully paid fifteen-day leave.

#### **Article (81)**

A pregnant employee shall be entitled to a maternity leave for ten weeks, starting with a maximum of four weeks before the expected date of delivery.

#### **Article (82)**

During maternity leave, the employee shall be entitled to the following:

1. Extend the leave for one-month unpaid leave.
2. Fully paid one-month leave in the event of giving birth to a sick child or a person with a disability, whose health condition requires continuous accompaniment.

### **PERSONAL LEAVE (Female Staff)**

#### **Article (83)**

A female employee shall have the right to have a leave with full pay in the following cases:

- a. Five days upon getting married.
- b. Two days in case of a family emergency.
- c. Five days in case of a death of a spouse, or one of her ascendants or descendants.

The University may request any supporting documents for all the above-mentioned cases.

### **EXCEPTIONAL LEAVE**

#### **Article (84)**

Upon a decision by the University President and under certain circumstances, the employee may be granted an exceptional leave for three months without pay within three years, and such leave may be extended for a similar term only once. If the employee fails to report to work after the end of such period his service shall be terminated.



## **SICK LEAVE**

### **Article (85)**

The employee who proves his sickness by a certificate issued from the University doctor, or any other approved medical reference, shall be entitled to a sick leave during one year in the following manner:

- a. The first thirty days with full pay.
- b. The second sixty days with  $\frac{3}{4}$  pay.
- c. The third thirty days without pay.

### **Article (86)**

If the employee becomes sick because of the nature of his job or while performing his duties and becomes temporarily unable to work, he shall then be entitled to a sick leave for one year according to the following:

1. The first two months with full pay.
2. 34/ of his pay for the period following the first two months until he completely recovers.
3. His service shall be terminated if he does not recover within eighteen months from the beginning of getting sickness.

### **Article (87)**

A sick employee shall not be allowed to work unless the University's doctor, or an approved medical reference, approves that he has completely recovered and is able to resume work, and that he is safe to perform his work and shall not cause any harm to his colleagues.

## **HAJJ LEAVE**

### **Article (88)**

The University shall grant the Muslim employee, who intends to perform Hajj, a three days leave with full pay in addition to Eid Al Adha holiday, if the Eid holiday is less than (7) days, only once throughout the duration of his service. The University shall have the right to organize such leave in a manner that will not adversely affect the progress of work.

## **EXAMS LEAVE**

### **Article (89)**

The University shall grant the Saudi employee who joins a training or a studying program a leave with full pay throughout the exams period according to the following conditions:

1. The University shall approve enrolling in a university or any educational or training institute.
2. He shall sit for an examination for an unrepeated year.

## **GENERAL PROVISIONS**

### **Article (90)**

The employee, while enjoying any of the leaves explained in this Chapter, may not work for others, whether with or without pay. The University may deprive him from his pay during that leave; otherwise, the University shall request a repayment of the amount he was paid during that leave.

\* \* \*



## CHAPTER NINE

# Protection, Safety, Levels of First Aid, Medical Care, Work injuries and Occupational Diseases

### Article (91)

The University shall take the following protection and safety measures to protect the University employees from hazards and diseases arising from work.

1. Post an announcement in an area visible to the employees about the work hazards and means of protection, as well as the instructions to be followed in case of any accidents.
2. Prohibit smoking at the specified working areas.
3. Provide fire fighting equipment and prepare exits in case of emergencies.
4. Keep the workplace clean and provide cleaning agents.
5. Provide fresh water for drinking and washing.
6. Provide water closets with the necessary hygienic standards.
7. Train the employees on how to use the protection and safety equipment provided by the University.

### Article (92)

At each of the work sites, the University shall appoint a safety officer who oversees the following:

1. Improve protection awareness of the employees.
2. Conduct periodic inspection to ensure serviceability and proper use of protection and safety equipment.
3. Investigate accidents, record the same and prepare reports including the measures and precautions to be taken to avoid recurrence.
4. Supervise the implementation of protection and safety measures.

## **LEVELS OF FIRST AID**

### **Article (93)**

At any place where there are more than 10 employees, the University shall provide a first aid box containing sufficient quantities of bandages, medications and detergents, etc., and one trained employee or more shall provide the necessary first aid to the injured employee.

### **Article (94)**

At any workplace where there are more than 50 employees, the University shall provide first aid room that fulfills all the necessary conditions, and a licensed nurse shall be responsible for providing first aid to the employees under a physician's supervision.

## **MEDICAL CARE**

### **Article (95)**

The University shall provide medical care for all employees and their families by means of medical insurances from an approved medical insurance company, and in consistency with health insurance system.

### **Article (96)**

Medical care shall not include regular and preventive medical tests, which are not associated with the diagnosis of a certain disease. It shall also not include plastic surgeries, and orthodontics which are not necessarily resulting from an accident or caused by a disease as a result of the employee's job nature. The medical care shall not include telephone calls and additional hotel services resulting from getting admitted to the hospital.

### **Article (97)**

Insurance shall be obligatory for all employees and their families.

## **WORK INJURIES AND OCCUPATIONAL DISEASES**

### **Article (98)**

The employee who sustains a work injury or an occupational disease shall report the same to his immediate manager or the management as soon as he becomes able to do so, and he may go directly to the doctor if his case requires.

**Article (99)**

The treating doctor of the employees shall report to the management any indications of an occupational disease or an epidemic among the employees.

**Article (100)**

The University shall subscribe, on behalf of the employees, in the occupational hazards branch at the General Organization for Social Insurance.

**Article (101)**

Regulations of the occupational hazards branch by the General Organization for Social Insurance shall apply to the work injuries and occupational diseases.





## CHAPTER TEN

# Duties and Restrictions

### UNIVERSITY DUTIES

#### Article (102)

The University undertakes the following:

1. To treat its employees in a proper manner that reflects its care for their interest and well- being, and refrain from any act or say that may harm their dignity or religion.
2. To give the employees the necessary time to exercise their rights provided for herein without affecting their salaries.

### EMPLOYEE DUTIES

#### Article (103)

The employee undertakes the following:

1. Abide by the work instructions and orders unless the same contradicts with the provisions of the employment contract, the public law, public ethics or what endangers others' safety.
2. To be punctual.
3. Perform the work in the required manner under the supervision of his direct manager and according to his instructions.
4. Use the machines and instruments under his custody properly and maintain the same as well as the University's properties.
5. Perform good conduct and behavior, show cooperation with his colleagues, and obey his seniors. He should be keen to satisfy the students and the University visitors within the scope of his specialty and the framework of order.
6. Provide all assistance and help during emergencies or any other hazards that threatens the safety of the workplace or the employees.
7. Maintain confidentiality of any scientific research and administrative documents of the University, which come to his knowledge during the performance of his job.

8. Dedicate himself fully to the University and shall not carry out any work not related to his work, with or without pay, without the University's permission.
9. Refrain from exploiting his work at the University for a personal interest or to gain an interest for others at the cost of the University's interest.
10. Inform the University of any change in his social status, place of residence within a maximum period of one week from the date thereof.
11. Abide by all the instructions, rules, and traditions prevalent in the country.
12. Not to bring visitors at the workplace except the University's employees and students.
13. Not to use the University's equipment's and instruments for personal purposes.

\* \* \*



## CHAPTER ELEVEN

# Transfer, Assignment and Secondment

### **Article (104)**

The appointing authority shall have the right to transfer the employee from one department to another within the University without any fixed financial benefits resulting from that transfer, with the exception to the provisions herein.

### **Article (105)**

By a resolution from the University President or his Deputy, university employees may be seconded, upon their approval, to another authority without affecting the work progress at the University, provided that such secondment shall be for performing a duty consistent with the University's objectives. The seconding party shall bear the salary and the other benefits of the seconded employee.

### **Article (106)**

Secondment shall be for one year that may be renewable for another year before it ends and for a maximum period of five years.

### **Article (107)**

By approval from the University President or His Deputy, the University may bear whole or part of the salary and other benefits of the seconded employee.

### **Article (108)**

The period of secondment shall be included in the employee's service at the University, provided that the employee effects the retirement deductions from his salary at his original position, and any other increases thereto, for the General Organization for Social Insurance.

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## CHAPTER TWELVE

# Temporary Employees

### **Article (109)**

The University may hire employees to work temporarily to carry out certain tasks on full time or part time basis without compliance with the official working hours.

### **Article (110)**

Temporary employees, whether on full time or part time basis, can be hired for a period not exceeding one year in aggregate.

### **Article (111)**

During performing his duties, the temporary employee shall be subject to the University's rules and regulations in all that is not specifically mentioned in his contract , and shall report directly to his senior appointed by the University for this job, or anyone mentioned in the contract made with the employee.

### **Article (112)**

The Vice President for Administrative and Financial Affairs concludes Contracts with temporary employees upon an approval according to a justified request from the head of the administrative unit or the concerned project. The decision for seeking assistance shall include the time required to complete the work, and duties of the employee, as well as the amount of remuneration, and any other issue related to completing the required tasks.

### **Article (113)**

Temporary employees shall receive a remuneration corresponding to his qualifications, experiences, and the nature of the tasks, in addition to the travel expenses from and to the place of residence from and to the workplace.

### **Article (114)**

The contract with the temporary employee shall specify the other benefits provided to the employee such as medical treatment and leaves.

### **Article (115)**

The contract signed with the temporary employee may be terminated prematurely in the following cases:

1. If his service is not satisfactory, and in this case, he may be denied part of his remuneration specified in the contract provided that the same shall not exceed 25%.
2. If his health condition makes him unable to properly perform his duties for which he has been contracted.
3. If the project, for which he has been contracted, is postponed.

### **Article (116)**

Except for the cases provided for in Article (115), the temporary employee may not quit his task before the end of the contract duration or before completing that task unless it is for exceptional circumstances acceptable by the University's Vice President for Administrative and Financial Affairs.

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## CHAPTER THIRTEEN Grievance

### **Article (117)**

Without prejudice to the right of the employee to resort to specialized administrative or judicial authorities, the employee shall have the right to file grievance to the University President for any action or procedure taken against him. The employee shall file his grievance to the University administration within two weeks of his awareness of the action. This process shall not harm the Employee.

### **Article (118)**

The Employee shall be informed of the outcome of his grievance within a maximum period of one week from the date of filing his grievance.

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## CHAPTER FOURTEEN

### End of Service

#### **Article (119)**

The employee's service ends in one of the following cases:

1. If it is agreed between University and the employee to terminate the contract, provided that it shall be done in writing.
2. If the limited term contract is expired.
3. If the employee resigns or is terminated.
4. If the employee reaches retirement age.
5. Force majeure.

#### **Article (120)**

(A) The University may terminate the employee's contract without prior notice, gratuity or indemnity in the following cases:

1. If the employee assaults any of his superiors.
2. If the employee fails to perform his essential obligations arising from the work contract.
3. If it is established that the employee has committed a misconduct or an act of infringing on honesty or integrity.
4. If the employee deliberately commits any act or default with the intent to cause material loss to the University.
5. If it is proved that the employee resorts to forgery to obtain a job at the University.
6. If the employee is hired on probation.
7. If the employee is absent without a valid reason for more than (30) days in one year or for more than fifteen consecutive days.
8. If the employee unlawfully takes advantage of his position for personal gain.
9. If the employee discloses any of the University's confidential information.

(B) Without prejudice to all his statutory rights, an employee may leave his job without notice in any of the following cases:

1. If the University fails to fulfill his essential contractual obligations towards the employee.
2. If the University or its representative resorts to fraud at the time of contracting with respect to the work conditions and circumstances.
3. If the University assigns the employee, without his consent, to perform a work, which is essentially different from the work, agreed upon.
4. If the employee's manager or superiors commits a violent assault or an immoral act against the employee.
5. If the treatment by the manager or his superiors is characterized by cruelty, injustice, or insult.
6. If there exists in the workplace a serious hazard threatening the safety or health of the employee.
7. If the manager, through his actions and his unjust treatment, has caused the employee to appear as the party terminating the contract.

#### **Article (121)**

Upon expiration of the work contract, and upon the employee's request, the University is required to return all his certificates and documents he had submitted and give him a certificate of work experience that is free of charge.

#### **Article (122)**

The employee whose service is terminated due to incompetence during the probation period shall not be entitled to any gratuity for his service more than what has been set forth in the contract or policy.

#### **Article (123)**

The employee retires at the age of 65. The Board of Trustees, upon a recommendation from the University President, may extend the employee's service for further terms not exceeding five years in total if required for the work interest.

#### **Article (124)**

The University may not renew the limited term contract provided that the employee shall be notified in writing at least (60) days before the expiration of his contract. If the employee has not been notified at the specified time, the contract shall be automatically renewed for a further term.

### **Article (125)**

If the contract is for an indefinite term, any of the two parties may terminate it on the basis of a legitimate reason that shall be indicated by a notice addressed to the other party in writing before the termination of the term specified in the contract, provided that it is not less than sixty ( 60) days; otherwise, the party who terminates the contract shall pay the other party on the notice period an amount equal to the salary of the employee for the same period.

### **Article (126)**

Unless the contract includes specific compensation in exchange for its termination by one of the parties for an unlawful reason, the party affected by the termination of the contract shall deserve compensation as follows:

1. The salary of the remaining term of the contract if the contract is of a limited term.
2. The salary of fifteen days for each year of the employee's service if the contract is for an indefinite term.

The compensation referred to in (1, 2) above should not be less than the worker's wages for a period of two months.

### **Article (127)**

If the employee's service ends due to cancellation of his job, the University shall notify him at least three months before the date of the cancellation of the job. In this case, the University shall pay the employee a compensation that equals a three-month salary upon failing to notify him or late notification. The compensation shall not affect his entitled end-of-service benefits according to the provisions provided herein and other relevant regulations.

### **Article (128)**

The employee's service ends upon his death, and his salary shall be paid in full to his heirs for the month of his death in addition to any leave pay he was entitled to receive until the time of death. This is in addition to a three-month salary as a grant from the University to the employee's dependents during the term of the contract, without prejudice to his rights provided herein and in other relevant regulations.

### **Article (129)**

The employee whose service ends shall be entitled to an end-of-service gratuity according to the following:

1. Half of his salary for each year of service during the first five years of service.

2. His full salary for each year of service for every year following the first five years of service.

#### **Article (130)**

End-of-service gratuity shall be calculated according to the last monthly full salary paid to the employee.

### **RESIGNATION**

#### **Article (131)**

The employee shall submit his resignation in writing through his direct manager. The resignation shall include reasons for resignation, and the expected date for leaving work, which should not be less than two months month. The University shall have the right to accept the resignation within 30 days or postpone the same for a period not exceeding three months. The resignation shall be deemed accepted when one month has passed without deciding thereon.

#### **Article (132)**

The employee who submits his resignation shall continue performing his job until the date the competent authority determines the effective time of the resignation, or when the resignation is effective because no decision is made.

#### **Article (133)**

The employee who resigns shall be entitled to an end-of-service gratuity according to the following:

1. The employee who resigns before completing two years of service is not entitled to an end-of-service gratuity.
2. If the employee who resigns, and his service is more than two years and less than five years, he shall be entitles to one third of the gratuity.
3. f the employee who resigns, and his service is more than five years and less than ten years, he shall be entitles to two thirds of the gratuity.
4. The employee who resigns after ten years of service is entitled to the full gratuity.





## CHAPTER FIFTEEN

### Final Provisions

#### **Article (134)**

Provisions of Saudi Labor Law are enforced on other issues that are not mentioned herein.

#### **Article (135)**

Committees from the Ministry of Labor are to look into any unresolved disagreements that might arise due to the application of this policy, if such disagreements could not be settled amicably.

#### **Article (136)**

Executive rules of this policy are to be issued under a decision made by the University President.

#### **Article (137)**

All University employees shall be subject to the provisions of the Labor Law promulgated by the Royal Decree No M/51 of 23/8/1426 A.H. and the amendments thereto.

#### **Article (136)**

All Saudi employees in the University shall be subject to the regulations of the General Organization for Social Insurance.

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Annex (1):

**Group of Senior management-related and Supervisory Jobs.**

Annex (2):

**Group of Middle Supervisory Jobs.**

Annex (3):

**Group of Specialized Technical and Administrative Jobs.**

Annex (4):

**Group of Administrative Execution and Supporting jobs.**

Annex (5):

**Group of Operational and Back-up Jobs.**

Annex (6):

**Manual of qualifications and experiences required for administrative jobs.**

Annex (7):

**Salary Scale for Saudi employees referred to in the personnel policy.**

Annex (8):

**Salary Scale for the administrative financial clerical and technical non-Saudi employees.**



## Groups of University Jobs

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### **1. Group of Leadership Positions:**

This group includes all the senior management Jobs which assume the leadership, planning, policy set up, and responsibility for all administrative departments and sections.

This group includes the following Job:

- University President.
- Vice President for Administrative and Financial Affairs.
- Vice President for Academic Affairs.
- Vice President's Assistant.

According to the scale of leadership positions at the University.

### **2. Group of Senior management-related and Supervisory Jobs:**

This group include all administrative jobs, which involve directing, supervising and following up with the specialized and general department.

This group includes the following categories: Annex No. (1)

Requirements for taking up the group jobs: Annex No. (6)

### **3. Group of Middle-level Supervisory Jobs:**

This group includes all administrative Jobs assuming the tasks of organization, supervision, coordination, monitoring, and performance appraisal in addition to the technical supervision over the main supporting sections.

This group includes the following categories: Annex No. (2)

Requirements for taking up the group jobs: Annex No. (6)

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#### **4. Group of Specialized Technical and Administrative Jobs:**

This group includes all the administrative and technical jobs responsible for the administrative, technical, financial, engineering-related tasks, and any other executive tasks that require specialized qualification and practical experience.

This group includes the following categories: Annex No. (3)

Requirements for taking up the group jobs: Annex No. (6)

#### **5. Group of Administrative Execution and Supporting jobs**

This group includes all the supporting job categories carrying out executive work.

This group includes the following categories: Annex No. (4)

Requirements for taking up the group jobs: Annex No. (6)

#### **6. Group of Operational and Back-up Jobs:**

This group includes the jobs of administrative and operational nature.

This group includes the following categories: Annex No. (5)

Requirements for taking up the group jobs: Annex No. (6)

## Appendix (7) Saudi Employees Salary Scale

Job	Degree															Annual Increment	Transport Allowance	Internal Delegation Allowance	External Delegation Allowance
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15				
10	11867	12317	12767	13217	13667	14117	14567	15017	15467	15917	16367	16817	17267	17717	18167	450	700	500	1000
9	9890	10340	10790	11240	11690	12140	12590	13040	13490	13940	14390	14840	15290	15740	16160	450	700	500	1000
8	8241	8641	9041	9441	9841	10241	10641	11041	11441	11841	12241	12641	13041	13441	13841	400	700	500	900
7	5838	6238	6638	7038	7438	7838	8238	8638	9038	9438	9838	10238	10638	11038	11438	400	600	450	900
6	4865	5215	5565	5915	6265	6615	6965	7315	7665	8015	8365	8715	9065	9415	9765	350	600	450	900
5	4054	4404	4754	5104	5454	5804	6154	6504	6854	7204	7554	7904	8254	8604	8954	350	600	400	700
4	3378	3678	3978	4278	4578	4878	5178	5478	5778	6078	6387	6678	6978	7278	7578	300	600	400	700
3	2815	3115	3415	3715	4015	4315	4615	4915	5215	5515	5815	6115	6415	6715	7015	300	600	350	500
2	2346	2596	2846	3096	3346	3596	3846	4096	4346	4596	4846	5096	5346	5596	5846	250	400	300	450
1	1955	2155	2355	2555	2755	2955	3155	3355	3555	3755	4005	4255	4505	4755	5005	250	400	300	450

A. The annual increment is calculated as follows:

- 1- An employee is entitled for full increment if the annual evolution is above 91% (Excellent).
  - 2- An employee is entitled for 50% of the increment if the annual evolution is between 8190%- (Very good).
  - 3- An employee is not entitled for increment if the annual evaluation is less than 81%.
- B. All employees shall grant 15% of their first salary according to the assigned rank as Living Allowance.
- C. All employees shall grant 15% of their first salary according to the assigned rank as Social Allowance.
- D. Upon appointment, an employee is granted an increment of 5% of the basic salary (first salary) as previous experience allowance for each year in the same field up to ten years.

## Appendix (8)

### Non-Saudi Administrative and Technician Employees Salary Scale

Academic Degree	Academic Degree	Transport Allowance	Internal Delegation Allowance	External Delegation Allowance
Specialized Master Degree	4000	400	150	300
Master Degree	3500	400	150	300
Specialized Bachelor Degree	3000	400	150	300
Bachelor Degree	2750	400	150	300
Post-Secondary Diploma	2500	400	150	270
General Secondary	1875	400	150	270

- A. The Annual increment is calculated as follows:
1. An employee is entitled for an increment of 8% of the basic salary (first salary) if the annual evolution is 91% or above (Excellent).
  2. An employee is entitled for an increment of 5% of the basic salary (first salary) if the annual evolution is 81% to 90% (Very good).
  3. An employee is entitled for an increment of 3% of the basic salary (first salary) if the annual evolution is 71% to 80% (Good).
  4. An employee is not entitled for an increment if the annual evaluation is less than 70%.
- B. All employees shall grant 15% of the basic salary (first salary) as Living Allowance.
- E. Upon appointment, an employee is granted an increment of 4% of the basic salary (first salary) as previous experience allowance for each year in the same field up to ten years.

