



Personnel Governing Policies and Regulations

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- These regulations are provided herein in order to implement the provisions of Article (12) of the Saudi Labour Law issued by Royal Decree No. M / 51 dated 08.23.1426 H, and based on the provisions of Prince Sultan University's Statute.
- - 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) : Wherever they appear in this policy, the following terms and expressions shall have the meanings hereunder assigned to them unless specified 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 Rector: Prince Sultan University Rector

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: Anyone who works for Prince Sultan University other than Saudi Nationals

Basic Salary: The amount paid to the Employee on monthly basis and without any allowances.

Gross Salary: Basic salary plus all allowances allocated to the Employee

Labour Law: The Saudi Labour 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 prejudice 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 prejudice his other rights acquired under Faculty Members Policy.
- Article (5) : The Gregorian calendar is the applicable calendar in the university and in this Policy.
- Article (6) : This Policy shall be complementary to the employment contract and shall not be in conflict with terms and conditions, better for Employee, provided for therein.
- Article (7) : Provisions of the Labour Law and Ministerial Resolutions issued for the implementation thereof shall apply to matters not specifically provided for in this personnel policy.
- Article (8) : The University Board of Trustees may amend provisions of this Policy whenever deemed necessary and such amendments shall not be deemed valid unless approved by the Ministry of Labour.
- 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.

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CHAPTER TWO: Jobs and Recruitment

JOBS

Article (10) : Jobs at the University are classified into the following groups:

a. **Leadership Positions:** Include all administrative positions which undertake the responsibility for drawing up the strategies and for setting the policies of the University administrative departments.

b. **Senior Management Positions:** Include all administrative positions that undertake the responsibility for the planning, the supervision and the follow up of the specialized and general departments.

c. **Specialized Administrative Positions:** All posts that undertake all functions related to research, planning, auditing, accounting and legal affairs.

d. **Medium-range Supervisory Positions:** All posts that undertake the functions of organization, coordination, follow up and technical supervision of all the main and auxiliary sections.

e. **Assistant Administrative and Executive Positions:** Include 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 labourers.

CONDITIONS OF EMPLOYMENT

Article (11) : For employment at the University the following requirements should be met:

a. Should be a Saudi national, Non- Saudi nationals may be exceptionally employed in accordance with the provisions of Article (33) of the Saudi Labour Law.

- b. Should not be below the age of 17 years.
- c. Should not be convicted of a criminal or disciplinary action unless acquitted.
- d. Must not have previously worked for the university and dismissed for a disciplinary or inefficiency reasons.
- e. should be a holder of academic qualifications and work experience required for the intended job.
- f. Must successfully pass the tests and interviews required for the job as stipulated by the University.
- g. Should be medically fit by virtue of a medical certificate issued by an Authority specified by the University.
- h. For Non-Saudi national, he should be permitted to work, and holding a valid residence permit “Iqama” .

The University may exempt the Saudi employees from one precondition or more except the medical fitness.

DOCUMENTS REQUIRED FOR EMPLOYMENT

Article (12) : Those who are interested to work at the University should submit the following documents:

- a. Copy of the Identity Card (I.D) in case of Saudi nationals.
- b. Copy of the Residence Card “Iqama”, Work Permit and Passport in case of Non-Saudi nationals
- c. Certified copy of the academic qualification 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 4x6 and one 2x3 personal photographs.
- e. 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) : A personal file shall be maintained for each employee. Such file shall include all that related to his 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 fixed on the basis of the approved salary scale.

Article (15) : Employee 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 term of the contract, the type of work and any other necessary details. However, the contract may be constructed in a foreign language side by side with Arabic provided that the Arabic version shall always prevail, with the observance of the instructions related to the non- Saudi national in this respect

Article (16) : The University shall have the right to terminate the employment contract in case the employee did not, without a legitimate excuse report to work within 15 days from the date of contract signature if the Employee has been appointed inside the Kingdom, or from the date of arrival to the Kingdom if the contract has been made therewith abroad.

Article (17) : The employment contract shall be deemed valid and effective from the date of actually joining the work.

Article (18) : The employee who is employed by the University in accordance with the previous articles shall not be considered as under probation unless expressly

provided for in the contract. The term of the probation period shall be clearly mentioned in the contract provided that the same shall not exceed three months for the employees who draw monthly salaries and one month for other employees. The employee shall not be appointed under probation more than once.

Article (19) : The employee who completes the probation period without having been informed of the revocation of his service shall be considered as tenured and the period of probation shall be added to his term of service.

Article (20): : If during the probation period it has been established that the employee is not fit for the job, the University may revoke the employment contract without gratuity or notice in accordance with the provisions of para (6) of Article (80) of the Labour Law provided that the employee shall have the opportunity to object to such revocation.

Article (21) : The University may not assign the employee a job differs from the agreed work without his written consent, except in case of need and, as required by the nature of the work, provided that the same shall be on temporary basis.

Article (22) : The Authority to sign the employment contracts with the applicants for the University jobs other than the faculty members shall be as follows:

- a. Senior Management Jobs: the University Rector or his deputy.
- b. Specialized Administrative Jobs, Supervisory Jobs, and Assistant Administrative and Executive Jobs: the University Director for Administrative and Financial Affairs.
- c. Assistant Administrative and Executive Jobs: the Personnel Manager.

Article (23) : Employee shall not be transferred from the original Employee shall not be transferred from the original work place to another place that may require him to change his place of residence if

such transfer may cause physical damage to the employee and if not for a reason related to the nature of his work.

Article (24) : Transferred employee shall be entitled, along with his dependents who reside with him in the Kingdom at the date of transfer, to the transfer costs including the cost of luggage transport unless such transfer is requested by the employee.

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CHAPTER THREE: Training

- Article (25) : The University shall organize training for its Saudi employees and qualify them professionally to replace the non-Saudi nationals. Names of those who replace the non-Saudi nationals shall be entered into a register prepared for this purpose.
- Article (26) : Training needs and training of employees at home or abroad shall be identified as per the respective programs, with the aim of upgrading and developing their skills and knowledge. The training period shall be added up to the trainee's term of service.
- Article (27) : Employee is entitled to his basic salary throughout the training course or scholarship while all 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 shoulder the costs of training and study and shall provide the Employee on scholarship with a return ticket and, all means of living such as accommodation and internal transportation in accordance with the rules set forth by the University in this respect, and without contradiction with the Labour Law and Ministerial Resolutions issued in this respect.
- Article (29) : The University may call off Employee's training and hold him responsible for all the costs incurred during his training in the following cases:
- If it is established from the reports filed by the Authority responsible for the training that the employee is not taking the training seriously.
 - If Employee decides to end the training before the date specified by the scholarship authority without an acceptable excuse.
- Article (30) : Upon completing the training or scholarship, the Employee shall work for the University for a period of time equal to the training/scholarship period, and upon breach of the same he must settle all the costs 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. Save for certain qualifications listed in the Save for certain qualifications listed in the qualifications and experience manual for employment, the Employment contract shall be made on the basis of the first salary range of the employee grade. University Director may approve an increase not exceeding 100% thereof in case the employee owns distinctive experiences provided that such experiences shall be evaluated and the increase rate recommended on ad hoc basis. Such increase shall not be considered in the calculation of the allowances based on the Employee's basic salary.
2. University Rector shall have the power to increase the salaries of the non-Saudi technicians and administrative employees working in the same field by 25% on the basic salary.
3. Computer majors with two or more valid professional certificates shall be entitled to a 30% monthly professional allowance.

Article (33) : Salaries and allowances shall be paid in Saudi Riyals at the work place during the official working hours and in accordance with the following provisions:

- a. Employee who draws a monthly salary shall receive his salary at the end of the calendar

month. He shall receive his salary through transferring it to his bank account or by cheque.

- b. Employee who receives a daily pay or lump sum amount shall receive the same at the end of the week.
- c. Employee whose term of service is ended shall receive his salary and all other entitlements forthwith.
- d. Employee who quits job willingly shall receive his salary and all other entitlements within a period not exceeding 7 days from the date of leaving work.
- e. Overtime pay shall be paid within a maximum period of three days from the end of the overtime work unless paid with the employee's normal salary.

- Article (34) : Should the pay day fall on a weekend or a public holiday, payment shall be made on the working day preceding the holiday.
- Article (35) : Upon receipt of his salary or any amount entitled thereto, Employee shall sign a receipt or the record prepared for this purpose.
- Article (36) : Employee may authorize another person of his choice to receive his salary by virtue of an authorization certified by the Director of Financial Affairs or by a legitimate power of attorney.

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CHAPTER FIVE: Performance Appraisals,

Increments and Promotions

Performance Appraisals:

Article (37) : The University shall prepare reports on the performance of its employees including the following elements:

- a. Ability to work and competence.
- b. Employee's behavior and cooperation with seniors, colleagues, students and visitors.
- c. Punctuality
- d. Extent of compliance with the University regulations in general.

Article (38) : Reports are prepared by the Employee's line manager provided that the same shall be approved by a manager senior thereto.

Article (39) : Employee's performance shall be appraised in the report on percentage basis 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 has been assessed as "poor" may put up a grievance within two weeks from furnishing him with the copy of appraisal report. Employee shall submit his grievance to his line manager who prepared the report on his performance.

Increments:

- Article (42) : The University grants the Employee a periodic increment in accordance with the increment set for his grade. Increments shall be granted to employees entitled to the same on the basis of their performance appraisal.
- Article (43) : The increment which the employee is entitled to upon promotion shall not affect the date of his entitlement to the periodic increment.
- Article (44) : Increments are paid to employees according to the following conditions:
- a. The Employee is entitled to this increment on the basis of his performance appraisal. Such increment should be in accordance with the criteria adopted in the salary scale.
 - b. The Employee has completed one year of service from the date of joining the work or from the date of obtaining the last increment.
 - c. The Employee may be granted part of the increment he is entitled to before completing a period of one year. Such increment shall be calculated on pro rata basis according to the period of time that has passed since the Employee was appointed provided that he has completed the three-month probation period.
 - d. The University may grant an exceptional increment with the observance of the University regulations provided that it is approved by the University Board of Trustees .

Promotions:

- Article (45) : The employee shall be eligible for promotion when the following requirements are met.
- a. Higher vacancy 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 present position.
- e. The Employee should not be under judicial investigation or trial at the time of promotion.
- f. The Employee must not have been sentenced for a disciplinary action, which may lead to denial of promotion.

The University administration may grant the Employee an exceptional promotion with the observance of the University regulations in this respect provided that it is approved by the University Board of Trustees.

Article (46) : If two or more employees are qualified for the higher position, priority for promotion shall be granted as follows:

- a. He who has obtained the highest grade in the last periodic report.
- b. He who has attended training courses or has obtained academic degrees.
- c. He who is the most senior
- d. He who is the eldest.

Article (47) : Decisions for promotion to various positions shall be made by those who are authorized to contract thereon.

Article (48) : The promoted employee shall be entitled to the basic salary which comes immediately above the basic salary drawn before the promotion.

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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. At the beginning of the contract to the Employee's place of work from the place where he has been recruited if the contract was concluded outside the Kingdom or from his country of origin if the contract was concluded inside the Kingdom.
 - b. At the end of the Employee's service and upon his request to return to the place where he was recruited.
 - c. Once every year when the Employee avails of his annual leave. The Employee shall be provided with the tickets according to the agreement between him and the University.
 - d. The employee may exchange his entitled 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 entitled tickets at a maximum rate of 75% of the market price of the tickets at the time of the claim of the cash payment.

DELEGATION

- Article (50) : If the employee is delegated on an official mission outside his place of work, he shall be treated as follows:
- a. shall be provided with the travel tickets and visa fees if required.
 - b. shall be provided with the required transportation from his work place to the place of delegation and back, unless a transport allowance equal to the allowance allocated to his grade has been paid in lieu.
 - c. shall receive a delegation allowance against the actual costs incurred for accommodation,

food and internal transport unless the same is provided by the University. The value 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 of the employee's leaving his work place until the time 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 upon the employee returning from the delegation.
- Article (52) : Delegated employee shall travel by air if possible, on first class for senior 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 equal 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 the 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.

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CHAPTER SEVEN: Working Hours and Weekly Rest Days

- Article (58) : Official working hours shall be five days a week, and Thursday and Friday 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 submit to the inspection 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) : In 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.

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CHAPTER EIGHT: Leaves & Vacations

ANNUAL LEAVE

- Article (69) : The employee shall be entitled to a vacation of minimum 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 the above article may be agreed on in the Employment Contract.
- Article (71) : The University shall specify the time for the employee to avail of his annual leave according to the work requirements; taking into consideration the employee's desire to fix a time for his leave if possible and the University decision in this respect shall be final.
- Article (72) : The employee should not waive his annual leave with or without consideration and has to avail of the same at the year of maturity. He may also postpone his annual leave or days to the following year by the University 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 pay against the entitled leave days if he leaves the work before availing of the same. He will also be entitled to the leave pay for fractions of the year on pro rata basis according to the time he spends at work. The last salary received by the employee shall be taken as the basis for calculating his leave pay.

- Article (76) : By the employee's approval, the University may call him back during his annual leave whenever required provided that the University shall bear, in this case, the cost of travel of the Employee and his family who accompanied him and who are legally supported by him from his place to the work place as well as the cost of their return after the completion of the job to that place to spend the remaining period of the annual leave whenever required by the employee.
- Article (77) : The employee shall not be entitled to an annual leave against the following periods:
- a. Period of the exceptional leave.
 - b. Period of detention unless acquitted.
 - c. Period of absence for study.
 - d. Period of secondment
 - e. Period of the employee's absence with or without pay if his service ends by the end of the absence period.
 - f. Period of employee's imprisonment to serve a sentence issued against him.

EID AND OTHER HOLIDAYS

- Article (78) : A resolution shall be issued by the University Director for administrative and financial affairs regarding Eids and Public Holidays without contradiction with the Article (112) of the Labour Law. Days of Eid and other public holidays shall be treated as leave with full pay.

EMERGENCY LEAVE (Male Staff)

- Article (79) : The male employee shall have the right to avail of emergency leave with full pay in the following cases:
- a. Five days in case of marriage.
 - b. Two days in case of wife's delivery.
 - c. Three days in case of death of the spouse, one of his ascendants or descendants.
- The University shall have the right to request producing supporting documents for such cases.

- Article (80) : A Muslim female Employee whose husband dies shall be entitled to Idha leave for 130 days commencing on the date following the husband's death, against which she will receive a full pay if she has already completed three years of service before she becomes entitled to Idha leave, and half pay if she has not completed three years of work.
- Article (81) : A Pregnant Employee shall be entitled to a ten-week leave commencing four weeks before the expected date of delivery and six weeks after delivery. A certified medical report specifying the expected date of delivery shall be produced. Employee should not be asked to do any work during the six weeks following the delivery.
- Article (82) : Employee shall be entitled to half pay against her maternity leave in case, by the time of entitlement to leave, she has not completed three years of service, and to full pay in case she has completed three years of service or more. Such Employee shall not receive pay against her annual leave if maternity leave is availed of in the same year with full pay, and shall receive half pay if the same is availed of with half pay.

EMERGENCY LEAVE (Female Staff)

- Article (83) : The female employee shall have the right to avail of emergency leave with full pay in the following cases:
- a. Five days in case of marriage.
 - b. Two days in case of family emergency circumstances.
 - c. Three days in case of death of the spouse, one of her ascendants or descendants.
- The University shall have the right to request producing supporting documents for such cases.

EXCEPTIONAL LEAVE

Article (84) : By a decision from the University Director 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 back 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:

1. The first thirty days with full pay.
2. The second sixty days with $\frac{3}{4}$ pay.
3. The third thirty days without pay.

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Article (86): If the employee becomes sick due to his job or while discharging his duties and becomes temporarily unable to discharge his duties, he shall then be entitled to a sick leave during one year according to the following:

1. The first two months with full pay.
2. $\frac{3}{4}$ of his pay for the period following the first two months till he completely recovers.
3. His service shall be terminated if he does not recover within eighteen months from the beginning of his sickness.

Article (87): The sick employee shall not be allowed to work unless decided by the University doctor, or by an approved medical reference, that he has completely recovered and is able to resume work, and that he is in no danger 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 spends at least three years in service, and who intends to perform Hajj, a three days leave with full pay in addition to Eid Al Adha holiday only once throughout the term 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 is undergoing training or studying a leave with full pay throughout the period of exams according to the following conditions:

1. His joining a university or any educational or training institution is approved by the University.
2. He shall sit for an exam for the first time and not as a resit.

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GENERAL PROVISIONS

Article (90): The employee, while enjoying any of the leaves stated in this chapter may not work for others, whether with or without pay. The University may deprive him from his pay against the leave or recover what has already been paid to him against the leave..

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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 at a visible place about the work hazards and means of protection as well as the instructions to be followed in case of any accidents.
2. Smoking prohibition at the declared work places.
3. Provide firefighting equipment and prepare escape exits in case of emergencies.
4. Keep the work place clean, tidy, and provide detergents.
5. Provide fresh water for drinking and washing.
6. Provide water closets with the necessary hygienic standard.
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 will be in charge of 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 rules.

LEVELS OF FIRST AID

Article (93): At any place where more than 10 employees work, 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 employees

Article (94): At any work place where more than 50 employees work, 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 insurance documents 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 spectacles, hearing aids, plastic surgeries, and orthodontics which are not necessarily resulting from an accident or a disease caused by the employee's discharging of his duties. The medical care shall not include the telephone calls and the additional hotel services resulting from the hospitalization.

Article (97): Insurance shall be obligatory for non-Saudi employees and their families, whereas Saudi employees have either the option of the insurance documents or medical allowance.

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 condition so 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 social security.

Article (101):

Provisions of occupational hazards branch at the social security system shall apply to the work injuries and occupational diseases.

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CHAPTER TEN: Duties and Restrictions

UNIVERSITY DUTIES

- Article (102): The University undertakes
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 to:
1. Abide by the work instructions and orders unless the same contradicts with the provisions of employment contract, the public law, public ethics or what endangers others' safety.
 2. Be punctual.
 3. Perform the work in the required manner under the supervision of his line manager and according to his instructions.
 4. Care for the machines and instruments under his custody, and maintain the same and safeguard the University properties.
 5. Stick to good conduct and behavior, and maintain 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 endanger the safety of the work place or the employees.
 7. Preserve the scientific research and administrative secrets of the University which come to his knowledge during the performance of his job.

8. Dedicate himself fully to the University work, and shall not carry out any work out of the limits of his work, with or without pay, without the University 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 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 receive visitors at the work place except the university employees and students.
13. Not to use the University equipments 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 with the exception to the provisions herein.
- Article (105): By a resolution from the University Rector or Deputy, a university employee may be seconded, after his 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 objectives. The seconding party shall bear the salary and the other benefits of the seconded employee
- Article (106): Secondment shall be for one year renewable for another year starting before the end of the previous year and for a maximum period of five years.
- Article (107): By approval from the University Rector or 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 social security organization.

* * *

CHAPTER TWELVE: Temporary Employees

- Article (109): The University may hire employees to work on temporary basis 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 the discharge of his duties, the temporary employee shall be subject to the University rules and regulations in anything that is not specifically provided for in the contract made therewith, and shall be reporting directly to the senior staff appointed by the University for this job, or anyone as set out in the contract made with the employee.
- Article (112): Contracts are concluded with the temporary employees by approval from the University Director for administrative and financial affairs according to a justified request from the head of the administrative unit or the project of concern. The decision for seeking assistance shall include the time required to complete the work, the duties of the employee, the amount of remuneration, and any other issue related to the accomplishment of the required tasks.
- Article (113): Temporary employee shall receive a remuneration corresponding to his qualifications, experiences, and the nature of the tasks, in addition to the travel expenses from place of residence to the work place and back.
- 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 for the following reasons:

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 satisfactorily discharge his duties for which he has been contracted.
3. If the project for which he has been contracted is postponed.

Article (116):

Save for cases provided for in Article (115), the temporary employee may not abandon his task before the end of the contract term or the accomplishment of the task, unless it is for exceptional circumstances acceptable to the University Director for administrative and financial affairs.

* * *

CHAPTER THIRTEEN: Grievance

- Article (117): Without prejudice to the right of the Employee to resort to special administrative or judicial authorities, the employee shall have the right to put up a grievance to the University Rector against any action or procedure taken against him. The employee shall submit the same to the University administration within two weeks of his awareness of the action. The said 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 submitting his grievance.

* * *

CHAPTER FOURTEEN: End of Service

Article (119) : The Employee's service ends in one of the following cases:

1. Agreement between university and Employee on terminating the contract provided that the same is in a written form.
2. Expiry of the term of the limited contract.
3. Employee's resignation OR termination.
4. Employee reaching retirement age.
5. Force majeure.

Article (120) : The University may terminate Employee's contract without prior notice or, gratuity or compensation in the following cases:

1. Employee attacks one of his superiors.
2. Employee fails to perform fundamental responsibilities mentioned in the contract.
3. If it is proved that Employee has bad conduct.
4. If it is proved that Employee resorted to forgery to work at the university.
5. Employee's absence from work for a period exceeding ten consecutive days or intermittent period of more than twenty days in aggregate during one contractual year.
6. If it is proved that the Employee abused his/her professional rank illegally for personal gain.
7. If it is proved that the Employee has disclosed university confidential information.

Article (121) : At the end of service all the documents of the employee kept in his personal file, and upon his request, shall be returned thereto. The University shall furnish the employee with the service certificate.

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 in excess of what has been set forth in the contract or policy.

Article (123) : The employee retires at the age of 65 and the Board of Trustees , based on a recommendation from the University Rector, may extend the employee's service for further terms not exceeding five years in aggregate if so required for the work interest.

Article (124) : The University may not renew the limited contract provided that the Employee shall be notified in writing at least one month before the expiry of the contract. If the employee has not been notified at the specified time the contract is deemed as automatically renewed for a further term.

Article (125) : If the employee's service ends due to cancellation of his job, the University shall notify him at least three months before the date set for the cancellation of the job. In such case, the University shall pay compensation to the Employee equal to three months salary upon failure to send him or delay the notice without the same affecting his entitled end of service benefits according to the provisions herein and other relevant regulations.

Article (126) : The employee's service ends upon his death, and his salary shall be disbursed in full to his heirs for the month of death in addition to the leave pay due until the time of death. This is in addition to three months salary as a grant from the University to the family members the employee has been supporting since the contract started without prejudice to his rights provided for herein and in other relevant regulations.

Article (127) : 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 1st five years of service.
 2. His full salary for each year of service for every year following the 1st five years of service
- Article (128) : End of service gratuity shall be calculated according to the last monthly full salary drawn by the employee.

RESIGNATION

Article (129) : The employee shall tender his resignation in writing through his line manager. The resignation shall include reasons for resignation and time expected for leaving the work, which should not be less than one 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 lapsed without deciding thereon.

Article (130) : The Employee who tenders his resignation shall continue holding the job until the date specified by the competent authority as the time for the enforcement or validity of resignation because no decision has been made thereon.

Article (131) : The Employee who resigns shall be entitled to an end of service gratuity according to the following:

1. No end of service gratuity is paid to the Employee who resigns before having completed two years of service.
2. One third of the fund provided for is paid to the Employee who resigns before having completed five years of service.
3. Two thirds of the fund provided for is paid to the Employee who resigns before having completed ten years of service.
4. Full end of service gratuity is paid to the Employee who resigns after having completed ten years of service.

CHAPTER FIFTEEN: Final Provisions

- Article (132): Provisions of Saudi Labor Law are enforced on other issues not mentioned herein.
- Article (133) : Committees from the Ministry of Labor are to look into any unresolved disagreements that might arise due to the application of this policy.
- Article (134): Executive rules of this policy are to be issued under a decision made by the university rector.
- Article (135) : All University employees shall be subject to the provisions of the Labour Law promulgated by the Royal Decree No M/51 of 23/8/1426 A.H. and the amendments thereto.
- Article (136) : All the Saudi employees in the University shall be subject to the provisions of the social security system.

PRINCE SULTAN UNIVERSITY
ANNEXES TO THE PERSONNEL POLICY

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- **Annex (1) :** Groups of University Jobs
- **Annex (2) :** Manual of qualifications and experiences required for administrative jobs.
- **Annex (3) :** Salary Scale of the Saudi employees referred to in the personnel policy.
- **Annex (4) :** Salary Scale of the administrative financial clerical and technical non-Saudi employees.

ANNEX (1)

Groups of University Jobs

1. Group of Leading Positions :

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

Categories of Jobs in the Group:

This group includes the following Job:

- University Rector.

Requirements for taking up the Job:

Appointment for the Job of the University Rector and fixing his salary shall be by a resolution from the University Board of Trustees .

2. Group of Jobs of the Senior Management:

General Definition: This group includes all the administrative Jobs which assume the planning, supervision and follow up of the specialized and general departments.

Categories of Jobs in the Group:

This group includes the following categories:

-	University Deputy for Academic Affairs and Scientific Research	According to the faculty scale
-	University Deputy for Administrative and Financial Affairs	According to the faculty scale
-	Dean of the Students Affairs	According to the faculty scale
-	Dean of Admission and registration	According to the faculty scale
-	Dean of intermediate year and general science courses	According to the faculty scale

-	Dean of Faculty	According to the faculty scale
-	Director of Research and Publication Center	M9-M10 or (according to the faculty scale)
-	Director of Community Service and Continuous Education Center	M9-M10 or (according to the faculty scale)
-	Director of Information and Computer Center	M9-M10
-	Administration Director General	M9-M10
	Internal Auditor	M8-M9
-	Director of a specialized Department	M8

Requirements for taking up the group jobs:

Minimum requirements to take up this group jobs is to have the academic qualifications and working experiences as set in the qualification and experiences manual (Annex No. 2). University degree shall be the minimum requirement for taking up the Job and the acquired experience should be after obtaining the last academic qualification.

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3. Group of Specialized Administrative Jobs

General Definition: This group includes all the Jobs assuming the study, research, planning, auditing and legal affairs.

Categories of Jobs in the Group:

This group includes the following categories:

- Assistant Auditor M4
- Auditor M5
- Senior Auditor M6
- Chief Auditor M7
- Assistant Accountant M4
- Accountant M5

- Senior Accountant M6
- Chief Accountant M7

Requirements for taking these Jobs:

To take up the Jobs of this group it is required to have the academic qualifications and working experiences as set in the qualification and experiences manual (Annex No. 2). University degree shall be the minimum requirement for taking up the group jobs and the acquired experience should be after obtaining the last academic qualification.

4. Group of Middle Supervisory Jobs:

General Definition: 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.

Categories of Jobs in this Group:

This group includes the following categories:

- Administrative Section Head M6
- Supervisor M7

Requirements for taking the job:

To take up the jobs in this group it is required to have the academic qualifications and working experiences as set in the qualification and experiences manual (Annex No. 2). High school certificate shall be the minimum requirement for taking up the job and the acquired experience should be after obtaining the last academic qualification.

5. Group of Administrative Execution and Supporting jobs

General Definition: This group includes all the supporting job categories carrying out Executive Works.

Categories of this job group:

This group includes the following categories:

- First Administrator M5
- Second Administrator M4
- Third Administrator M3
- Clerk M3 / M5
- Secretary M3 / M5

Requirements for taking the group job:

To take up the group jobs it is required to have the academic qualifications and working experiences as set in the qualification and experiences manual (Annex No. 2). Intermediate College certificate shall be the minimum requirement for taking up the group jobs and the acquired experience should be after obtaining the last academic qualification.

6. Group of Service and Back-up Jobs

General Definition: This group includes the job of all the workers and labourers.

Categories of this job group

This group includes the following categories:

- Labourer M1 / M2
- Worker M1 / M2
- Security Guard M1 / M2

Requirements for taking the group job:

To take up the group jobs it is required to have the academic qualifications and working experiences as set in the qualification and experiences manual (Annex No. 2). Preparatory school certificate shall be the minimum requirement for taking up the group jobs and the acquired experience should be after obtaining the last academic qualification.

ANNEX 2:

Manual of qualifications and experiences required for administrative jobs.

Jobs Group	Qualification	Reading, Writing or Elementary Skill	Intermediate Secondary	Intermediate + Typing or Computer	Secondary School	Post Secondary Diploma	Specialized Post Secondary	University Degree	Specialized University Degree	Master Degree
Senior Management	10							15	15	10
	9							12	12	8
	8							10	10	6
Specialized Administrative Jobs	8							10	10	6
	7							7	6	3
	6							4	3	Entry
Middle Supervisory Administrative & Executive & Supporting Jobs	5									
	7				12	12	10	7	(Entry 3)	3
	6				8	8	7	4	3	Entry
Back-up Services	5		8	8	4	4	3	Entry		
	4		4	4	Entry	Entry (2)	Entry (3)			
	3		Entry	Entry (2)						
Back-up Services	2	4								
	1	Entry								

-Figures given in the manual other than scales represent the number of years of experience required for the appointment on certain scale.

- Entry: means without experience after obtaining the qualification.

- Entry (2): means without experience after obtaining the qualification but shall be appointed on the second grade of the scale

ANNEX 3

Salary scale of the administrative, financial, clerical and technical Saudi employees

Position	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	1529	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	6378	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. Annual increment is calculated according to the following:

- a. Full increment if assessment is over 91% (excellent).
 - b. 50 % increment if assessment is between 81-90% (very good).
 - c. No increment if assessment is less than 81%.
- B. All employees are granted a 15% as of the initial ceiling as a monthly cost of living allowance.
- C. On appointment, a 5% of the basic salary (initial ceiling) is granted for each year of previous experiences, and in a maximum of 10 years, in the same field specialization as an increment .

ANNEX 4:

Salary scale of the administrative, financial, clerical and technical non-Saudi employees

Academic qualification	Initial ceiling	Transport Allowance	Secondment Within KSA	Secondment Outside KSA
Specialized University MA Degree Scientific / Technical	4000	400	150	300
MA University Degree	3500	400	150	300
Specialized BA / BS	3000	400	150	300
BA	2750	400	150	300
Post Secondary Diploma	2500	400	150	270
General Secondary	1875	400	150	250

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A. Annual increment is calculated according to the following:

1. 8% increment on basic salary (first range) if assessment was 91% and over (excellent).
2. 5% increment on basic salary if assessment was over 81% up to 90% (very good).
3. 3% increment on basic salary (first range) if assessment was 71% up to 80% (good).
4. No increment on basic salary (first range) if assessment is below 70%

B. All the above mentioned employees are granted a 15% of the basic salary (first range) as a monthly cost of living allowance.

C. Upon appointment, 4% of basic salary (first range) shall be calculated as experience allowance for each year up to ten years of past experience in the same area.

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