



جامعة الأمير سّطام بن عبدالعزيز  
PRINCE SATTAM BIN ABDULAZIZ UNIVERSITY

# Employee Handbook

General Administration of Human Resources at Prince Sattam bin AbdulAziz  
University

IN THE NAME OF ALLAH, THE MOST  
GRACIOUS, THE MOST MERCIFUL

We are confident in Saudi citizen capabilities, and we have high hopes for him - after Allah - in building his homeland, and a sense of responsibility towards it. Every citizen in our country and every part of our dear homeland is the subject of my interest and care, and we look forward to everyone's contribution to serving the country.

King Salman bin AbdulAziz Al Saud, may Allah protect him

## Handbook Contents

General Director of Human Resources message	5
Category	11
Appointment	13
Training and scholarship	30
End of service	37
Communicate with General Directorate of Human Resources	40



General Director of  
Human Resources  
message:  
Hmood bin Badi Al-  
Harbi

Praise be to Allah, Lord of the Worlds, and may blessings and peace be upon the faithful Chosen One(Prophet Mohammad), and upon his family, companions, and followers.

And after:

The second edition of employee Handbook comes out of General Directorate of Human Resources' keenness on employee's need to be aware of his rights and job duties, and work mechanisms, systems and procedures, and to seek to spread professional culture, instill a work culture based on transparency, and create an attractive work environment for employees that helps to achieves their satisfaction and enhances loyalty and belonging to the university.

The Handbook also aims to introduce employee to Prince Sattam bin Abdulaziz University and its related colleges, centers, departments, and academic programs. And then the terms of reference of the General Directorate of Human Resources, which would make work environment within the university clear and well-defined, making it clear to employees at the university with their rights, duties and obligations.

Through this, we hope to contribute to the university's aspirations of advancement and quality in academic and administrative aspects, in addition to positivity and cooperative spirit it aspires to, and to have exemplary ethics befitting the university and its employees, which will reflect positively on the university's distinction and leadership, as well as community service.

In this regard, I can only extend our thanks and appreciation to my dear employee, for supporting work and development process at Prince Sattam bin AbdAulaziz University.

I am pleased to extend my sincere thanks to His Excellency the President of the University, Professor Dr. AbdulRahman bin Hilal Al-Talhi, who entrusts General Directorate of HR and all components of the university with a lot of care and support. I also would like to thank my male-female mates in the General Directorate of Human Resources who have made a commendable effort in preparing this handbook so that it is as it should be (fulfillment of directorate's aspirations and its beneficiaries by permission of Allah).

wishing everyone continued assistance

Only Allah leads to prosperity

#### Handbook reference

- Article (28) of Basic Law of Governance issued by The Royal Decree No.(A/90)dated 27/08/1412 AH :“The State shall facilitate the provision of job opportunities to every able person and shall enact laws that protect the employee and the employer”
- Article (28): “The law shall set forth the provisions for civil service, including salaries, remunerations, compensations, fringe benefits, and pensions.”
- Implementing Regulation for Human Resources in the Civil Service
- Regulatory frameworks for Implementing Regulation for Human Resources
- Recruitment Directory at Prince Sattam bin AbdulAziz University

## Principles of government work

- **Loyalty:** Sincerity and dedication in words and deeds and performing government work by following a firm priority that puts the nation, the wise leadership, and the interest of society at the forefront.
- **Excellence and leadership:** continuous and diligent work to provide qualitative and innovative services and follow future outlook approach, innovation and continuous improvement.
- **Efficiency and effectiveness:** exerting maximum efforts to complete work with required quality and accuracy at the lowest time and cost.
- **Integrity:** working seriously and sincerely, stimulating personal oversight, and not violating duties and tasks. Avoid any harms government work and conflicts with the public interest.
- **Individual and public responsibility:** taking responsibility and initiative in performing the duties assigned to individual or work teams with fullest extent and required speed in order to achieve public interest and to have a spirit of cooperation and correspondence.

## Background

Civil service staffs often hear some terms that have specific concepts and meanings in this sector. Perhaps someone who has recently joined civil service will miss some of these implications. These terms are like : employee - job - rank - salaries - grade - Increment....etc.

What are the meanings of these terms?

### **Employee:**

Employee is the person who is appointed by a regulatory law from a competent authority according to the terms of a specific system to carry out the duties and responsibilities of a specific job. In return, he is given a specific salary in addition to rights and benefits stipulated by system which he is covered by.

### **Job:**

It is a set of specific duties and responsibilities, in accordance with the competencies, tasks and objectives of the government entity, to be carried out by an employee on a permanent or temporary basis in accordance with civil service Laws & its Implementing Regulations in exchange for a specific salary in range of difficulty level and responsibility in that job

### **Rank:**

It is a job level in which an employee is placed after meeting required conditions that qualify him to occupy it. When a job is a higher level (i.e., higher rank), it is accompanied often by an increase in authority, responsibility, and salary.

Ranks -in civil service law salary scale- consist of 15 ranks. It starts with Rank (1) and ends with rank (15). As for employees who are worked with Servants Regulations, their salary scale consists of (3) ranks, starting with the thirty-first and ending with the thirty-third. For the rest of the other jobs, such as education, health care, and judges, they have other salary scales which are accompanied with regulations related to those jobs.



(Implementing  
Regulation for Human  
Resources in the Civil  
Service) Background:

**Salary:**

A salary is a form of periodic payment from an employer to an employee, either the employer government or private sector.

**Grade:**

The grade means the horizontal division of ranks, or levels, which is the periodic increment within the rank. The grades within ranks in civil service law are as follows: (10) grades for ranks from the first to the tenth rank. Then they begin to decrease until they reach (5) grades in the fifteenth rank. Grades may come unspecified, because It is subject to official authority discretion.

**Annual Increment:**

Annual Increment is an increase percentage added every year to salaries of public sector employees according to their ranks and salaries, so that the employee's salary increases every year by a fixed rate until retirement.

**Qualifications :**

Qualifications often include academic certificates, practical experiences, required abilities and skills to perform the job's work.

**Classification :**

Classification is a process to distinguish functions from one to another. Then, shall gathering them into categories (a general category - then a specific type within the general category - then a category of categories within the specific type. So that each category includes all jobs that are similar in type of work, level of difficulty in its responsibilities and duties, and required qualification requirements to perform it.

## Classification Background:

Classification of occupations process is known as a comprehensive and integrated process that aims to divide work into different occupations according to type of work, method of carrying out the assigned tasks and qualification requirements, which results in dividing the occupations and sorting them in a hierarchical manner into main category from which subgroups branch off and then into smaller categories until the occupations- Which is considered the lowest occupational division in occupations lists- are reached.

Some of used terms in the classification are below :

A- Major group:

It is a general professional division that contains jobs belonging to occupations or different work fields, but there are broad common characteristics between them, such as level of qualification in jobs and ranks.

The major groups of jobs have been defined into ten groups:

- Specialized jobs
- Educational jobs
- Diplomatic jobs
- Administrative & Finance jobs
- Associate Administrative jobs
- Operations jobs
- Social & culture jobs
- Religious Jobs
- Technician & Assistant technician jobs
- Craft jobs

## Classification Background:

### **B-Qualitative Group**

Qualitative group is a sub-professional division consisting of a group of jobs that are working in one field, but they differ in some aspects and details, whether in terms of work or its level (such as the qualitative group of engineering jobs, which includes electrical and civil engineering jobs, architecture, and other types of engineering specializations).

### **D-Categories Chains**

Categories Chains are professional subdivisions within the qualitative groups. It consists of more than one jobs category that are similar in work field but differ in level of difficulty and responsibility. Therefore, they differ in rank, and categories chain is considered the normal path to promotion.

### **E-category**

Category is the smallest occupational subdivision branching out from categories series. The category includes all types of sufficiently similar jobs in terms of:

- Type & kind of work
- Level of difficulty and responsibility
- Required qualification requirements to perform the work

## Background:

### **Law:**

Law is the basic rules that are approved by the agent(Laws Imposer), which is the Council of Ministers, after it is studied by the Shura Council, and it is issued by Royal Decree according to method contained in the Council of Ministers law. The Law may not be amended or canceled except by another law. That is, a royal decree shall issued to that effect.

### **Regulations:**

Regulations is the detailed rule of the law, and it is issued using a decree that is less effective than the Law is issued by the party to which the system is entrusted to issue it. The regulations do not amend or cancel any article in the law, nor is it permissible to issue rules contrary to what is stipulated.

Regulations are mostly issued for Civil Service Law by Civil Service Council, as it is the agency that its law specifies issuing such regulations, unless the law has entrusted a specific agency with the right to issue a specific regulation.

### **Circular:**

Circular is a public letter issued by an executive authority responsible for supervising specific actions or implementing certain provisions, which includes clarification of a concept or meaning of a specific matter, and by jurisdiction virtue of this authority, it decides the relevant authorities to implement it or to proceed with unification of work or procedures between those authorities.

## Background (Appointment)

### **Appointment :**

Appointment is a right possessed by the competent agency to hire a specific person to fill the job in accordance with prepared rules in advance for that purpose. There are many methods of hiring in the government's career, and administrative agency authority in hiring differ from one law to another. For example, judges hiring is carried out by royal decree based on a proposal from Supreme Judicial Council, and faculty hiring in universities is owned by University Council. Likewise, hiring in public institutions (which is the entity established by government and given by its system financial and administrative independence). Hiring therein is owned by the institution's board of directors or the official who is specified by its system. Also, hiring a servant or worker is a right owned by the administrative body itself without sharing of any other party, but the matter is with regard to appointment to fill positions covered by the civil service system or educational regulations. Also, appointing an a servant or worker is a right owned by an administrative entity itself without any engagement of other party. However, regarding appointment to fill positions covered by the civil service system or educational regulations, Prince Sattam bin AbdulAziz University shall engaged with an related administrative entity. The Prince Sattam bin Abdulaziz University is responsible for nominating employees to fill vacant positions that government agencies request to fill according to their needs.

The Ministry of civil services fill these positions through nominations from graduates' universities, colleges, institutes and specialized programs, or through announcing and competitions to choose the most qualified to fill a public position. After the employee is nominated to the administrative entity, a decision to appoint him is issued by Authorized person, and the appointment is not considered effective unless the employee carries out his job duties.



## Background (appointment)

### **appointment Conditions:**

In addition to some of conditions required by some systems for occupying certain types of public jobs, there are specific required conditions of filling the job. The Civil Service law, in Article (4), specified these conditions for who will be appointed to one of the public jobs, and the conditions are:

- a. A Saudi national. The non-Saudi may be employed temporarily in jobs that require competencies that are not available in Saudi applicants to fill these jobs, in accordance with rule No.(45) in 01/08/1398H set by Civil Service Council.
- b. Be not less than eighteen (18) years of age.
- c. Be medically fit for work.
- d. Be of good conduct.
- e. Have the required qualifications for the post.
- f. Not have been sentenced to add punishment, retribution, or imprisonment for more than one year or not have been convicted of any of the following crimes: bribery, forgery, embezzlement, drug or alcohol trafficking or promotion, or if he has been sentenced and at least one year has passed since the punishment was implemented or since he was discharged.
- g. Not have been dismissed from the state service for disciplinary reasons or have been dismissed and at least one year has passed since he was dismissed.
- h. He must not have previous service that ended in accordance with Article (226) of the regulations, unless one year has passed from the date of service termination.

## Probation Year

The probation period is a full year, during which the employee may not be assigned to work outside his job location or to work a job of another category. If the employee is absent from his work during the probation period for a legal reason or otherwise and this does not result in the termination of his service, then the period shall be extended to the extent of his absence. the probation period shall be continuous to be calculated. The intermittent probation periods that each of them is less than one year, even if its total exceeds one year, shall not be calculated.

If the employee's competence is not proven during the probation period, he shall be dismissed by a decision of the agency appointed him. Instead of dismissal, the employee may be transferred to another position in the entity he works for or elsewhere. In this case, he is subject to a new probation period. If his suitability is not proven, he shall be dismissed from service. The employee whose service is terminated according to the previous article shall not be entitled to an ordinary leave from his work. The deducted retirement benefits shall be refunded to the employee and he shall not claim a refund of the (appointment fees) paid to him according to Article (10/27) of the Implementing Regulations of the Civil Service Law, and he is allowed to return to service after the lapse of one year from the end of his service, In this case, the bonuses that he benefited from during the probation period shall not be counted for him.

## Background promotion & ) (transfer

### **promotion & Transfer:**

If an employee proves his competence at work - during his service, he will of being promoted from a current rank to a higher rank, thereby improving his job and financial status. Note, Some think that this promotion is normal and takes place after completing required period. This is a misconception, as merely completing the period does not give the employee the right to promotion, even if this period is long.

#### **Firstly, Promotion:**

Promotion is not originally a right for an employee, but rather it is a discretionary matter for the entity for which he works if it deems that the employee has proven his competence and improvement in his performance and fulfills specified conditions of promotion, which are stated in Regulations of Promotions, and these conditions are:

1. There is a vacant job to be promoted to.
2. The applicant shall be qualified in consistent with the requirements of the declared job.
3. The position to be promoted to shall be classified in the next rank of the employee's current rank.

Whenever these conditions are met by more than one employee of the rank he holds, the entity shall conduct a differentiation between them for promotion to higher rank according to the explained method by the Law and regulations of promotions.

#### **Second: Transfer**

Regarding transfer, which was mentioned here adjacent promotion, there is a connection between them in that each of them is based on the job, such an employee leaves one job for another job.

One of the most important transfer regulations is implementing transfer decision issued by an administrative authority. If an employee does not implement transfer decision for a period of more than fifteen days without a legitimate excuse, the administrative authority has the right to terminate the employee's service. One of its most important transfer regulations is taking the opinion of Prince Sattam bin AbdulAziz University before transferring an employee in case job category to which he will be transferred is different from the job he occupies.



Background:  
(Employee Duties)

**Employee Duties:**

- 1-Avoid any job violations, whether at the workplace or outside it.
- 2-Undo errors and correct it.
- 3-Maintaining job secrets and not revealing any information even after leaving work.
- 4-Achieving beneficiaries' satisfaction from university's services without prejudice to applicable regulations.
- 5- Shall deal with customers Neutrality and objectivity, to maintain of equality and equal opportunities principle, and to completely avoid favoritism, fanaticism, or nepotism.
- 6-Providing instructions based on accurate information to the public or co-workers.
- 7-Evaluating self behavior continuously.
- 8-Evaluating continuously of achievement and professional development, leading to achieving job satisfaction.
- 9-Keep up to date of specialization field.
- 10-Commitment to tidy and good appearance that is appropriate for work environment.
- 11-Commitment to attend courses and workshops, and benefit from them in practical applications field.

## Background:

### **Official working hours :**

It is an employee's duty to adhere to official working hours and to continue attending from beginning of work until its end and to occupy entirety working hours in performing work duties assigned to him according to his job.

The official working hours per day are seven hours, starting at seven-thirty in the morning and ending at two-thirty.

### **Salaries and Increments:**

As elaborated above in this guide, salary and the increase that occurs periodically through increments. In addition, salary shall increase with promotion from one rank to a higher rank, as specified in the salary scales.

There are multiple scales: there are judiciary members scales, a salary scale for university's faculty members, a health positions scale, and an educational positions scale. In addition, There are Employees' scale in civil service law , servants regulations scale and scale for employees those appointed under Wages System in Government in technical, craft, or ordinary work. These scales can be viewed if needed by contacting personnel affairs departments of government agencies.

### **Allowances, Remunerations and Compensations :**

During his service, an employee have many financial incentives and benefits (Some of them are permanent, interim throughout the service or disbursed one-time, in a lump sum, or suspended for a specific reason ). These financial incentives and benefits are what the system called (Allowances, Remunerations and Compensations)

## Allowances

These are financial amounts that are disbursed on an ongoing basis, usually with the salary, or are disbursed in a lump sum if a specific reason is met. Salary regulations are taken in terms of disbursement, reduction, or suspension. But it is not considered part of the salary.

These allowances are multiple as follows:

1. A monthly transport allowance shall be disbursed to an employee based on the following category: SAR 500 – for the 1st rank to the 5th rank. SAR 700 – for the 6th rank to the 10th rank. SAR 900 – for the 11th rank to the 13th rank. SAR 1200 – for the 14th rank.
2. A transport allowance shall be disbursed to an employee who is delegated and assigned to overtime, for each day of delegation and assignment to the overtime at a rate of (1/30) of the monthly transport allowance allocated to the employee's rank.
3. A daily assignment allowance shall be disbursed to an employee who is assigned to work outside the workplace, and it ranges depending on the rank between 150 riyals and 800 riyals, in addition to 50% if the assignment is outside the Kingdom or vice versa or from one country to another country outside the Kingdom.
4. If an employee is transferred from a country to another country, or the transport is from inside to outside the Kingdom, or vice versa, or from an entity to another entity outside the Kingdom, or an employee is delegated for a period or consecutive periods of more than ninety days, an amount equivalent to two-month salary shall be disbursed to such employee

## Background (Allowances)

5. Remote Areas Allowance: The employees appointed to permanent jobs in remote areas may be granted a monthly allowance At a rate ranging between 5% to 10% of the first salary of such rank.
6. The employee is continuously delegate outside the Kingdom shall be granted allowance of SAR (amount) according to his rank.
7. The employee is continuously delegate outside the Kingdom shall be granted a treatment allowance.
8. Appointment (i.e. preparation) allowance, The employees is appointed to serve at a government entity for the first time is granted one month's salary.
9. A danger allowance of SAR (600) shall be disbursed to the employees exposed to danger due to the nature of their work.
10. An infection or harm allowance of SAR (750) shall be disbursed to the employees who are directly exposed, based on their work, to a harm or infection.
11. A nature of work allowance shall be granted at a rate of (20%) of the first salary of the rank held by employee for The difficulty of the work performed by the employee, or the diseases that could afflict the employee in case of continuous work, such as the copying jobs.
12. A full-time allowance paid to doctors and pharmacists at a varying percentage of their monthly salary.

There are also a number of rewards. These are amounts that are not continuous in most cases, but are disbursed on a lump sum basis for one time or several times if the reason is multiple.

Among these rewards are:

## Background (Allowances)

1. Overtime remuneration : All extra working hours performed during Official working days, holidays and "EIDS" shall be deemed overtime hours
  2. A remuneration equivalent to half a salary shall be disbursed to veterinarians who work overtime for supervising slaughter and fresh meat.
  3. Veterinarians shall be granted an annual remuneration equivalent to a two-month salary.
  4. Reward: Bonus: End of service reward according to Article 27/19, amounting to three months' salaries
  5. A special reward for those who participate in councils' membership formed for specific purposes or membership in directors boards of public institutions.
  6. A reward equivalent to half a month's salary when the employee excels in a training program
- There are also a number of compensations shall be paid to the employee if the cause is verified:
1. travel ticket refund provided to the employee when he use his own means of transportation.
  2. Regular vacations compensation within prescribed periods for which compensation may be made as stated in regulations or decisions of the Civil Service Council.
  3. Death, disability, or injury due to work compensation, as stipulated in Article 27/1, amounts to 60 thousand riyals.
  4. An end-of-service reward for occupants of educational positions upon their services end, and its amount varies according to the length of service and the level occupied.



## Background: (Leaves)

### **Leaves:**

#### **Article (152):**

**A-**If a female employee desires to be fully dedicated for looking after her infant, she may have a quarter paid maternity leave / leaves for (three years) to the maximum over her service in the State after the end of the maternity leave stated in Article (151) provided that the amounts disbursed to her shall not be less than one thousand and five-hundred riyals (SAR 1500) per month, according to the following regulations:

1. This leave must be granted to the employee during the first three years of the child's life.
- 2- The administrative authority may delay such leave for a period of not later (90) days as of the date of submitting the application for the leave, as required by the work interest. Besides, such leave may be extended upon the administrative authority's approval within the aforesaid maximum limit.

**B-**If a custodian female employee applies for a leave for looking after a (sponsored orphan) child, she may have the maternity leave stated in paragraph (A) of this Article, based on it.

#### **Article (153):**

A male employee may be granted a fully-paid one-day paternity leave when he has an infant, within a week from the date of delivery.

## Background: (Leaves)

### **Article (154):**

The competent minister may grant the employee leave with full salary to participate inside and outside the Kingdom in sporting events, activities, cultural or social programs, or for any other similar reasons not related to the work of the government agency in which the employee works, and to participate in relief and civil defense work, provided that this is based on a the relevant official authorities' request in accordance with the regulatory framework.

### **Article (155):**

The competent minister may allow the employee during official working hours to receive training on how to deal with disability in accordance with the following regulations:

A-The employee does not have a balance of regular leave. If he does have a balance of it, the period of his absence for training is calculated from this balance.

B- The disabled person must be one of the employee's children, one of his parents, or his legal dependents.

C- Absence period from work should be limited to necessary period for training as determined by specialists at the training authority based on a report on disabled person condition approved by rehabilitation specialist and approved by the training authority, provided that the period of absence does not exceed (forty-two) days.

## Background: (Leaves)

C- A certified certificate must be issued by training authority proving that the employee actually attended duration and times of training.

### **Article (156):**

The government entity may deduct an employee's work absence days from his regular leave balance if the employee provides an excuse accepted by the entity. However, if he does not have a balance of leave, he is counted as an excused absence for which he is not entitled to a salary. The hours of the employee's absence are collected and treated accordingly.

### **Article (157):**

In the event that an employee is absent from work due to a disaster that prevents him from arriving at his workplace, the competent minister or his authorized representative may consider the employee's absence with a legitimate excuse to be entitled to a salary, and the days of absence will not be deducted from his leave balance.

### **Article (158):**

Leave balances earned according to the civil service system are limited to those covered by it, and when an employee is subject to the civil service system, any leave balances earned according to another system are not taken into account.

### **Article (159):**

**A-** An employee's regular leave may be interrupted and the employee may start work according to the following conditions:

1. The employer and employee agree together to interrupt the leave.
2. The employee must have at least (five) days of leave.

**B-** Any of vacations stipulated in these regulations may be interrupted by another vacation if it is legally due, except the following : Eid (Feast) holidays, the weekends, national day, emergency, school, and exceptional leaves.

### **Article (160):**

If one working day comes between two official holidays, such day shall be counted within the period of his regular leave.



## Background (Secondment)

### **Secondment:**

It is the temporary work of an employee covered by civil service law with a government agency, private sector institution, non-profit institution, foreign government, or regional or international bodies or organizations.

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

The secondment of the services of the occupants of the twelfth rank or less, or its equivalent, shall be by a decision of the competent Minister for a period not exceeding (one year). Such period may be extended for a period/ periods that shall not exceed (a year), provided that the related secondment period shall not exceed three years. The services of the employee shall not be seconded once again unless passing not less than three years from the date of completing the aforementioned limit, and the total of the secondment employees' periods shall not exceed six years during its service period in the country.

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

The services of the employee shall not be seconded until a period of no less than (3) years has passed from the end of the continuous secondment period of (3) years.

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

In all cases, the secondment period for an employee may not exceed (10) years during his job service.

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

The Secondment requires a request from borrowing party and approval of both the loaning party and the seconded employee.

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

The secondment of the services of the employees, whatever their positions or ranks, to work for a government, international or regional organization, shall take place by a Decision of the Civil Service Council and for the period specified by the Council, except for those against whom legal rulings have been issued governing their status in this regard.

## Background (Secondment)

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

The services of the employee shall not be seconded ,If the appointed employee does not complete the regular probationary period.

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

The secondment ends at the end of its term, and the secondment may be terminated by decision of the competent minister upon a request from borrowing party. It may also be terminated upon a request from loaning party or the seconded employee after coordination with the borrowing party.

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

The seconded employee retains his original job and rank during secondment period, and it may not be filled by someone else through appointment, promotion, or transfer. It is permissible to be seconded, borrowed, or assigned to it in accordance with the controls regulating that.

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

The government entity that bears the employee's salary must deduct, during the secondment period, retirement deductions imposed on employee's salary and bonuses. If the secondment is to non-governmental entities, the seconded employee shall bear the full retirement deductions, including the similar share borne by the government entity.

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

The salary of the seconded employee shall be discontinued from the date of his leaving the work, after the issuance of the secondment decision until the end of his secondment period or its termination and the commencement of the work. During the secondment period, the borrowing party shall bear the seconded employee salary, rights and financial benefits unless otherwise agreed upon.

## Background (Secondment)

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

The employee seconded to one of the international or regional organizations and bodies shall be paid his basic salary, in addition to what is paid to him by the entity to which he has seconded.

### **Article (85):**

The seconded employee must start his main work within a period not exceeding 3 working days from end- date of secondment if it is within the Kingdom, and not exceeding 15 working days if secondment is outside the Kingdom. The salary, rights and financial benefits will be paid to the employee for that period by the agency that was paying his salary during secondment period.

## Background (Assignment)

### **Assignment :**

An assignment is a temporary work assignment to an employee within a government agency to perform another job 's mission or an official mission in addition to or without his job.

A. Assignment's types are divided into:

1. The employee may be fully assigned to carry out another specific job within a government agency.
2. The employee may be partial assigned to perform another specific job, along with his main job, inside the city within a government agency.

B. carry out a specific official task, it is divided into:

1. An employee may be fully assigned to carry out a specific official task within a government agency.
2. An employee may be partial assigned to carry out a specific official task , along with his main job, within a government agency.

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

By decision of the competent minister, The employee may be assigned to perform another specific job, along with or without his main job, whether the assignment is inside or outside the city in which his workplace is based, according to the following conditions:

## Background (Assignment)

1. There is an approved job in the budget and it is actually or de jure vacant, and it is required to be performed, whether in the employee's main workplace or another government agency.
2. The employee shall not be assigned to perform more than one job at a time, along with his main job.
3. The assignment shall not be for the employee during probation period.
4. The employee shall not be assigned if he has received a job performance evaluation for the previous year with a rating of (unsatisfactory) or its equivalent.
5. The period of the employee's partial assignment shall not exceed (six) months, renewable for one similar period in cases required by work's interest and with the approval of the competent minister. If the assignment is fully, then determining the duration of the assignment is left to the discretion of the government agency in which the employee works.

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

By decision of the competent minister, The employee- regardless of his position or rank- may be assigned to perform another specific job, along with or without his main job, whether the assignment is inside or outside the city in which his workplace is located, provided that assignment duration, whether fully or partial, is a maximum of one year, renewable for similar periods-In cases required by work's interest and of competent minister's approval.

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

The employee assigned outside the city in which his main workplace is located must start work on the day following the end of the assignment whose duration is (30) days or less, and within a period not exceeding (3) working days from the date of the end of the assignment whose duration exceeds (30) consecutive days.

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

An employee's assignment may be terminated at any time before the end of his term by decision of the competent minister.



## Background Training and ) (scholarship

### **Training and scholarship:**

A set of efforts and activities that aim to enrich the employee with more information, knowledge, skills and experiences that improve and develop his level of performance at work and develop his capabilities. Implementing Regulation for Human Resources in the Civil Service have raising training programs level, as well as approving training programs abroad and approving enrollment in them. An employee sent for training abroad, regardless of his qualification, is paid an amount equivalent to a delegating allowance for the first thirty days, and is paid to him in an additional period. The monthly stipend paid to a student sent to study at the university level in the same country, in addition to his monthly salary. An employee sent for training abroad is also paid all allowances that are paid to an employee (on scholarship) at university's level if training duration is (six) months or more, and half of it if the period is less than that. The employee sent for training abroad is also provided with a round-trip plane ticket, regardless training duration. And also for his wife and children when they travel to stay with him if training period exceeds a month.

Scholarships and training aim to qualify university employees scientifically to obtain an academic degree, or develop their skills academically, administratively, and technically through training as required by the interest of the university.

A permanent committee for scholarships and training is established at the university, which is formed by the University Council and headed by Vice President for Graduate Studies and Scientific Research. Its recommendations are submitted to the Council after their approval by the President. The Scholarships and Training Committee is responsible for looking into scholarship and training affairs, and it has the following:

## Background (Training and scholarship)

1. Proposing a general policy for scholarships and training
2. Proposing the annual plan for scholarships and training of university staff after coordination with the relevant departments at the university.
3. Considering recommendation of colleges' councils, institutes, to send teaching assistants and lecturers on scholarships, coordinating among them, and recommending what it deems appropriate in light of annual scholarship plan, taking into account the following:
  - A. Number of Saudi faculty members and their percentage of total faculty members in a department, their specific specializations, and their teaching loads.
  - B. Number of lecturers and teaching assistants in a department.
  - C. The number of scholarship students from a department, those expected to return, and their precise specializations.
4. Recommending sending university staff, including administrators, technicians, and others, according to the plan approved by the university.
5. Recommending an extension or termination of scholarship or training based on councils of colleges proposal, institutes, and relevant department.
6. Recommending training for university staff.
7. Follow up scholarship students and trainees in coordination with academic departments or the entity to which the scholarship student or trainee belongs, provided that a report is submitted to the University Council on the scholarship student who is failed in his studies after half the period has passed.
8. Issue a detailed annual report on scholarships and training status at colleges', managements', and departments' level and submitting it to University Council.

## Background (Training and scholarship)

### **Scholarship Inside the Kingdom :**

Internal Scholarship is the continuation of postgraduate studies in one of an educational agencies in the Kingdom, where opportunities have been created for delegation to study within the Kingdom to raise the efficiency of employees and develop their knowledge, skills and experiences in a way that suits the needs of government agencies and their employees. This has been regulated by Implementing Regulation for Human Resources.

The employee who is granted a scholarship to study inside the Kingdom shall be paid a monthly salary and transportation allowance, assignment allowance for doctors and pharmacists, working hour difference allowance for the specialists, who are not doctors, technicians, and health care assistants.

The employee who is granted a scholarship to study in a place away from his workplace at a distance not less than the distance of assignment shall be paid a deportation allowance for one time.

### **Scholarship Outside the Kingdom:**

the need of work Sometimes required specialize employees in a certain type of academic qualifications, where such academic specializations are not available at home that meet this purpose, which makes the administrative authority resort to sending some of its employees to study abroad. Scholarship opportunities have been created to study outside the Kingdom to raise employees efficiency and develop their knowledge, skills and experiences to convoy the needs of the government entity. Implementing Regulation for Human Resources stipulate an academic qualifications that a government entity may send its employees to obtain, which are: (a university degree or its equivalent - a higher diploma, a master's degree, a doctorate degree, or other postgraduate studies). Implementing Regulation for Human Resources stated "The employee is granted a scholarship to train outside the Kingdom, whatever his qualification, shall be paid an assignment allowance for the first thirty days. With regard to the excess period, the employee shall be paid the monthly reward paid to the university student granted a scholarship in the same country, along with his monthly salary.



## Background (Job performance evaluation)

### Evaluation of employee performance:

#### A. The employee performance while on duty

Job performance evaluation process is one of the pillars upon which it is based in determining the employee's career path, the extent of his compatibility with work, his need for development, or his deficiency in performing his job duties. It is a measure for reform and development.

Prince Sattam bin AbdulAziz University has issued a to job performance evaluation regulation based on Implementing Regulation for Human Resources . This regulation included an organization of this aspect and contains a set of models according to which the job holder performs. Employee evaluation aims to establish an approach that ensures linking measuring performance process with rewarding and appreciating outstanding achievements and results, improving and increasing employee productivity through performance evaluation that is consistent with the strategic goals that the university seeks to achieve, encouraging and strengthening individual achievements in order to achieve the spirit of teamwork, enhancing a continuous learning culture and increasing Professional development opportunities of the employee, enabling a government entity to identify and appreciate employees who have a high level of performance and motivating them on an ongoing basis, setting clear foundations to measure the extent of actual contributions to achieving and accomplishing the strategic objectives of the government entity, and enabling the government entity to identify low-performing employees and prepare plans to develop their performance and consolidating justice principle that civil service laws seek to achieve. The process of preparing performance reports has been entrusted to the employee's direct manager, who determines objectives, relative weight, and target output for each objective in coordination with the employee in accordance with the performance charter(The performance charter may be amended after end of the first half of performance cycle)

, where the report must be approved by direct manager's superior, and the employee will then be informed of report's results.

## Background (Job performance evaluation)

If the employee is not satisfied with his report result, he may appeal in accordance with the grievance procedures contained in the organizational framework. In this case, A committee may be formed by decision of the competent minister, consisting of three members, including General Director of Human Resources, whose mission will be to examine grievances related to performance processes in the agency, provided that the committee submits its recommendations within a period not exceeding one month from submitting date of its grievance to the competent minister for him to decide, Whatever his decision is final. These procedures, in their entirety, aim to establish objectivity principle in job performance report. job performance report is also considered a reliable basis for many job aspects when promoting or scholarships, and a means of reform that enables officials to identify employees who need further training or guidance and to choose appropriate and capable competencies to fill higher positions. It also has an impact on many relevant decisions. The relationship to the employee's current and future status. Given that this process is continuous and not linked to any purpose, the job performance evaluation regulations emphasized principle of periodic preparation reports on the employee in order to achieve objectivity in preparing the report, so that the report is prepared every year and is considered sufficient for all regulatory requirements during that year unless any changes in the employee's performance. The employee is required to modify his previous evaluation in terms of a clear improvement or a clear decline.

## Background (Job performance evaluation)

### **B. Employee evaluation during the period of probation:**

Although employee's performance evaluation during the period of probation(which lasts one year) falls within of job performance evaluation process concept in terms of identifying related level of employee's performance of his job tasks and duties, it differs in terms of objectives as well as in terms of procedures, because the objectives of this process are to determine the extent to which the employee has exceeded this period and his suitability to occupy the position in order to consider his confirmation and continuation in it, or his transfer to another job commensurate with his abilities and skills, or the termination of his relationship with the public job. During the period of probation, job performance is evaluated at least once to determine the extent of his suitability to continue to occupy the position and is not subject to Evaluating the period of probation based on the foundations, standards and levels of the performance management process is based on job duties and tasks.

employee's performance evaluation during the period of probation aim to review employee's performance in case of deficiency and give him directions that help bring him to the desired level of performance and behavior in a more objective and fair manner. The evaluation of his performance after confirmation is considered valid and sufficient for all the purposes referred to in evaluating job performance in general.

### **Disciplinary Sanctions:**

When an employee commits a financial or administrative violation, he is summoned by informing him and his direct supervisor, provided that the notification shall includes a request for his appearance for investigation at a specific place and time and an explanation of the disciplinary violation attributed to him. He will be asked about this violation. He is being investigated and his statements about this violation and his defense are being learned, as this violation may have been unintentional on his part, and thus the measures that could be taken against him will be mitigated or he will not be held accountable at all.

## Background (Disciplinary Sanctions)

1. Written Warning.
2. Deduction from the salary not to exceed (three) months' net salary, provided that the monthly deduction does not exceed (one-third) of the net monthly salary.
3. Withholding a Periodic increment (one year).
4. Postponement of a promotion for a period not exceeding two years from the date of promotion eligibility.
5. Dismissal from service



## Background (End of Service)

### End of Service:

As we mentioned at the beginning, the ways in which an employee can join the service in one of various state agencies, there are a number of reasons and ways in which an employee's service ends, which are explained by End of Service Regulations approved by the Implementing Regulations for Human Resources:

#### 1. Resignation :

A resignation is a written request submitted by an employee to his/her immediate superior, declaring his/her desire to leave work. An employee shall not be terminated except by issuing a decision to accept the resignation or after thirty days as of the date of submitting the request for resignation. However, an employee may not leave work before the date specified for the resignation or after "thirty" days. If an employee is absent from work within that period for no legitimate excuse, such employee shall be treated according to the provisions of the regulations relating to absence from work for no legitimate excuse.

#### 2. Request for early retirement before the legal age of the Civil Pension Law:

In this case, the employee is referred to early retirement by the approval of whoever has the right to appoint him if his service reaches (twenty) years. if the service of the employee occupying (fourteenth or fifteenth rank) exceeds twenty-five years, his referral to early retirement shall be by decision of the competent minister - after taking the Ministry of Human Resources and Social Development's views - and the Prime Minister shall be informed of that."

#### 3. Abolition of post;

#### 4. Reaching the legal age of retirement unless service is extended by a resolution from the competent authority;

#### 5. Physical disability; which is determined by medical reports.

## Background (End of Service)

6. Absence from work for no legitimate excuse for a period of consecutive fifteen days or intermittent thirty days within the year prior to the issuance of the termination resolution;
7. The failure to implement a transfer resolution for no legitimate excuse within fifteen days as of the date of notifying an employee of the resolution;
8. Termination for disciplinary actions;
9. Termination by a Royal Decree or a resolution from the Council of Ministers;
10. Denaturalization;
11. Missing an employee for a period specified by the Council of Ministers;
12. Ineligibility of an employee who holds a position exempted from a competition or degree;
13. Inadequacy for obtaining unsatisfactory job assessment for consecutive three time as determined by the Regulations;
14. Death.

### **Retirement:**

When an employee's services end, all services statement in the ex-current entity is made for him, if he has worked in more than one entity. This statement is made by the entity in which he works, and then sends it to Prince Sattam bin AbdulAziz University to audit and review it in light of the Ministry's records and form it as an integrated statement that will be sent to the General Organization for Social Insurance, which is a public institution with a legal personality and financial and administrative independence that provides social protection and an insurance agency in various regions and cities of the Kingdom to facilitate the process of reaching pensions to their owners. You deal with a bank that disburses pensions through it.

The employee's retirement benefits are determined in light of the Implementing Regulations for Human Resources.

## Background (End of Service)

After enforcing such Regulations, an end-of-service gratuity, equivalent to a six-month salary, shall be disbursed to an employee in the following cases:

- Retirement due to incapability of work.
- Retirement due to reaching the legal age of retirement.
- Death.

An end of service benefits, equivalent to a four-month salary, shall be disbursed to an employee who goes into an early retirement. In all cases, these benefits shall not be combined to the remuneration of the job categories included in special regulations of which the Civil Service Law shall be an integral part thereof, provided that the end of service benefits of such job categories shall not be less than the end of service gratuity of the employees included in the Civil Service Law, if they fulfill the requirements for disbursement. An employee shall be compensated for the days of the annual leave entitlement based on the latest salary, according to the following:

- 1- If an employee's service ends due to a death or physical disability, the employee shall be compensated for the full leave entitlement.
- 2- If an employee's service ends for another reason, the employee shall be compensated for no more than seventy-two (72) days of the leave entitlement. Without prejudice to what was stated in Paragraph (A), An employee shall be compensated for not exceeding (one hundred and eighty days) from the entire balance of regular leave due to him before the entry into force Council of Ministers' Resolution No. (350) dated 03/07/1439 AH.

In all cases, overall compensation – excluding two cases mentioned above - must not exceed (one hundred and eighty) days of the entire leave balance due to the employee.

Communicate with  
General  
Administration of  
Human Resources

General Administration of Human Resources  
University City - Building No. (6), first floor  
P.O.Box: Kingdom of Saudi Arabia  
ALKharj (11942)

Tel: 011 588 2300

Fax: 2301 588 011

Website:

<https://dfpa.psau.edu.sa/ar>



