

University Employment Regulations for Non-Saudi

Citizens

As issued according to Higher Education Council resolution 3/4/1417 on its fourth session dated 7/2/1417, and approved by HRH the Custodian of the Two Holy Mosques in his capacity as head of the Higher Education Council by telegram number 7/B/16785 dated 4/11/1417.

The Text of Higher Education Council Resolution Number

3/4/1417

In accordance with the provisions of paragraph 7 of article 15 of the Regulations of the Higher Education Council, the Council hereby decrees that issuing labor regulations concerning individuals employed by universities, including Saudi citizens and contract employees, which also includes faculty members, falls within the authority of the Higher Education Council. This includes their salaries, bonuses, and allowances as approved by the Ministry of Higher Education, the Ministry of Finance, and the Civil Service Bureau.

After viewing the memorandum issued by the Secretariat General of the Higher Education Council and the draft of the regulations of

hiring non-Saudi citizens at universities appended hereto, the Council has made the following resolutions:

Defined Terms and Definitions

Article 1

The defined terms on this list have the following definitions:

1. Contract Employee: non-Saudi citizens working at universities under contract in accordance with the regulations.
2. Country of Citizenship: the country of which the Contract Employee is a citizen. If the Contract Employee resided in a country other than his/her Country of Citizenship for a period exceeding two years, the country of residence at the time of the contract may be considered the Country of Citizenship of the employee.
3. Year: 12 Hijri months unless otherwise specified by the text.
4. Month: 30 days unless otherwise specified by the text.
5. Personal Contract: the employee is not on external assignment by his/her university or another institution.

Article 2

The provisions of the regulations shall apply to the following categories:

1. Faculty, lecturers, language instructors, and teaching assistants.
2. Individuals holding other academic positions, including researchers, assistant researchers, and technicians with undergraduate and postgraduate degrees who have been employed to fill researcher, assistant researcher or technician positions of the 6th degree upwards and whose duties are directly related to teaching. The University Council is authorized to override this condition in exceptional cases.
3. Doctors and other medical professionals.
4. Engineers.
5. Individuals in specialized fields.
6. Administrative staff.
7. Technical and vocational assistants.
8. Teachers at schools and non-university institutes.

Article 3

The contract shall be drafted in accordance with the form appended hereto (Appendix 2). The university may add further items to the contract as necessary to serve public interest, provided lack of conflict with the regulations.

Employment

Article 4

Employment Conditions:

1. The availability of a vacant position which has received budgetary approval or the availability of a budget for a fixed-salary position.
2. The unavailability of a Saudi citizen to fill the position.
3. The availability of a description of the duties and responsibilities of the position, including the minimum requirements for the individual to fill the position.

Article 5

The Contract Employee shall fulfill the following conditions:

1. The Contract Employee shall not be less than 20 years of age and not more than 60 years of age on the Gregorian calendar. The University Council may extend the contract of the Contract Employee for a maximum of 10 years for professors and associate professor and for a maximum of 5 years for assistant professors if recommended by the Department Council and the Faculty Council. The University Council may extend the contract of the Contract Employee for 3 years for other staff if recommended by their institution of employment.

2. The Contract Employee shall be physically fit according to a recent medical certificate released by a medical institution recognized by the university.

3. The Contract Employee shall follow the rules of good conduct.

4. The Contract Employee shall possess the requirements set for the position.

5. The Contract Employee shall not be under contract with any other institution within the Kingdom of Saudi Arabia.

6. The Contract Employee shall be fully committed to his/her duties at the university.

Article 6

The contract period shall be one full Year (or more or less), renewable for the same period of time or for a duration decided upon by the university.

Article 7

The contract commences on the day on which the Contract Employee departs from his/her Country of Citizenship to the location of his/her job in the Kingdom of Saudi Arabia by the shortest route. The period of time between departure and reporting to assume duties shall not

exceed 3 days or precede the date of assumption of duties set by the university or the date on which the Contract Employee assumed his/her duties in accordance with the instructions issued by the university if the Contract Employee resides in the country in which the position is located and where he/she has signed the contract.

Salaries and Bonuses

Article 8

1. Salaries are determined in accordance to the charts in Appendix 1, appended hereto, after the determination of the appropriate chart for the position in which the Contract Employee is being employed. The instructions in the charts shall be considered an integral part thereof. The university may specify a lower salary than the salary specified in the chart is agreed to by both parties.

2. Following the university approval of the promotion of a faculty member to a higher academic rank by an institution outside of the university, the faculty member may receive the lower end of the pay scale for his/her new rank at the renewal of his/her contract. If his/her salary prior to the promotion is higher than or equal to the lower end of the pay scale of his/her new rank, he/she receives a salary immediately above his/her previous salary on the pay scale.

He/she then receives a contract renewal bonus based on the salary received upon promotion.

3. Individuals holding positions other than faculty, lecturers, and teaching assistants may be transferred to a higher rank within the same job category at contract renewal if he/she meets the requirements.

4. The University Council may grant the Contract Employee a rank bonus biannually with a recommendation from his/her supervisor when the Contract Employee reaches the top end of the pay scale.

Article 9

1. The University Council may increase the salaries determined in accordance with the pay scale by no more than 50% of the salary in the case of employees hired from Europe and America, or any other developed countries, as specified by the University Council.

2. The University Council may hire faculty members, individuals holding similar positions, or medical doctors working in rare specialties, or individuals of excellent scientific reputation, experience, skills, or excellent credentials earned at a top-tier university at a salary bonus not exceeding 100% of their salary. The

University President may coordinate with the Head of the Civic Service Bureau to apply this article on other job categories.

3. Individuals who have proven experience and excellent scientific reputation may be hired in faculty position without fulfilling the academic requirements specified by the employment regulations is approved by the University Council based on a recommendation made by the Scientific Council.

Article 10

1. A Contract Employee hired as a faculty member, language instructor, lecturer, or teaching assistant, who previously held a position in university instruction after earning his/her degree and/or academic rank is eligible for an annual bonus in accordance with the pay scale chart in Appendix 1, appended hereto.

2. For employment purposes, years of non-academic experience earned by faculty members, language instructors, lecturers, and teaching assistants may be considered if they are in the same area of expertise and if they started after attaining the degree based on which the Contract Employee was hired. In such cases, two years of non-academic experience count as one year of academic experience.

3. At the time of employment, years of experience for non-academic staff (individuals applying for positions other than faculty, lecturers, language instructors, and teaching assistants) are counted starting from the date of the attainment of the latest degree. Specialization courses taken after the attainment of the degree are counted for their full duration as part of the overall years of experience. The degree and years of experience must be attained at a recognized institution.

Article 11

A maximum of 5 years of experience at the time of hiring are counted for individuals belonging to the categories specified in Article 2. The University Council may override this requirement in exceptional situations up to a maximum of 15 years of experience.

Article 12

Contract Employees with a graduate degree related to his/her field of employment is eligible for an annual bonus for each year spent in graduate studies beyond the degree required for the position. The bonuses shall not exceed two for the period between the bachelor's degree and the master's degree, three bonuses for the period between the master's degree and the doctorate, and five bonuses for

the period between the bachelor's degree and the doctorate. The bonus is calculated in accordance with the corresponding salary category on the salary chart in Appendix 1, appended hereto.

Article 13

The Contract Employee is eligible for an annual bonus of a maximum of 5% of his/her salary and not exceeding the limits specified in the salary chart for each category. For the purpose of the calculation of the annual bonus, a Contract Employee whose contract extends over the duration of the academic year and who has spent 10 and a half months of his/her previous contract period as an employee at the university is eligible for the annual bonus.

Article 14

The salary of the Contract Employee may not be suspended except under the orders of the relevant institution or department. The University President may deduct any amount owed to the state from money received by the Contract Employee from the university without any additional procedures. With the exception of alimony, the deducted amount may not exceed one third of the salary. If the

Contract Employee has more than one debt, alimony is prioritized over state debt.

Required Working Hours

Article 15

1. Faculty, lecturers, teaching assistants, and language instructors are required to complete 40 hours of work on a weekly basis. The working hours are dedicated to teaching, research, academic advising, and administrative and academic duties dictated by the relevant university authorities.

2. Other university staff are required to complete 48 hours of work on a weekly basis. The working hours are dedicated to teaching, research, and training duties, in addition to other duties dictated by the relevant university authorities. The working hours completed by Contract Employees working at hospitals may not exceed 55 hours a week. The university may specify the beginning and end of or divide the daily working hours to serve its best interest.

3. Contract faculty and individuals holding similar positions have the same rights and duties as Saudi faculty in terms of working hours and overtime.

Allowances and Compensations

Article 16

1

The university board may grant faculty members working in their field of specialty a maximum of 30% of their basic salary as scarce skills allowance. Fields that deserve a scarce skills allowance and the percentage of the allowance are to be decided by the university board. Faculty members may not receive a scarce skills allowance simultaneously with the allowances stated in paragraphs 1 and 2 of Article 9.

2

Physicians and dentists performing academic duties as faculty members, lecturers, teaching assistants and research assistants at hospitals may be granted 80% of their basic salary as hospital allowance in return for the extra workload required of them according to regulations when applicable. Faculty members may not receive a scarce skills allowance and hospital allowance simultaneously.

3

Pharmacists and medical technicians performing academic duties as faculty members, lecturers, teaching assistants and research assistants at hospitals may be granted 50% of their basic salary as hospital allowance in return for the extra workload required of them according to regulations when applicable. Faculty members may not receive a scarce skills allowance and hospital allowance simultaneously.

Article 17

The university shall provide the employee and his/her family and dependents (brought to the Kingdom as residents) with a maximum of four airplane tickets, including the employee's ticket. Airplane tickets are to be provided whether family members travel with the employee or individually according to the following guidelines:

- (1) The employee shall receive one-way airplane tickets from his or her country to the Kingdom at the beginning of employment. This is inapplicable in the case of Kingdom residents.

(2) The employee shall receive annual two-way airplane tickets to his/her country for the duration of his/her contract at the time of regular breaks. This is also applicable to employees recruited from within the Kingdom who have been employed by the university for more than two years.

(3) The employee shall receive a one-way repatriation ticket at the end of his/her contract. This is not applicable to employees recruited from within the Kingdom who have been employed by the university for less than two years, and employees whose sponsorship was transferred to a different institution inside the Kingdom according to the relevant regulations.

Article 18

The term “family” refers to:

- (1) The employee’s spouse or Mahram.
- (2) Legal dependents, including:
 - (a) Sons under the age of eighteen.
 - (b) Unmarried daughters.
 - (c) Parents.
 - (d) Underage siblings.

(e) Unmarried sisters.

This is only applicable when approved by immigration authorities according to the relevant regulations.

Article 19

1

In case of a female employee or her Mahram being employed by the university at the same time of the other being employed by another governmental institution, airplane tickets shall be provided by the institution providing the accommodation allowance.

2

The accompanying party shall not receive repatriation tickets if the university transfers his/her sponsorship to a non-governmental institution.

Article 20

Air travel shall be via the shortest route on Saudi Arabian Airlines if available. The university shall provide the employee with airplane tickets. In exceptional cases, the university may allow the employee to buy the airplane tickets and reimburse the paid amount.

Employees not wishing to use their airplane tickets may be reimbursed by the university for half of their monetary value.

Article 21

1

Professors shall receive Ofoq-class airplane tickets. Other employees shall receive economy tickets.

2

The employee can exchange homebound airplane tickets for tickets to any other country. The university shall not incur any additional fees. This is subject to the rules and regulations of Saudi Arabian Airlines.

Article 22

In the event of the employee's wish to take his/her annual vacation over two separate periods of time according to Article 33 of the Rules and Regulations, the university shall only provide airplane tickets for the last period. In the case of the university giving the employee his/her annual vacation over two separate periods of time for

reasons related to work responsibilities, the university shall grant the employee two separate single tickets.

Article 23

In the event of domestic or international travel for work purposes, the employee shall receive economy tickets on Saudi Arabian Airlines when available. The university may permit the employee to travel by land at his/her own expense, provided that it shall not affect his/her arrival at the workplace on time; the employee shall be reimbursed for the monetary value of an economy airplane ticket when possible. In the case of travel to a destination not being connected to the employee's original workplace by aviation routes, the employee shall travel by land at the expense of the university. The university may permit the employee to travel at his/her own expense and shall reimburse him/her for the monetary value of public transportation ticket.

Article 24

The university shall provide the employee with accommodation or annual accommodation allowance according to Addendum 1 of the Salary Chart. The accommodation allowance may be received in advance at the beginning of employment and thereafter at the beginning of each contractual year. Employees whose first contractual year does not cover a full academic year shall receive a prorated housing allowance. In the event of the recruitment of a female employee and her Mahram, only the one receiving the highest housing allowance is eligible for such allowance. The same rule applies to employees whose spouse is employed by another governmental or non-governmental institution. Female employees married to Saudi citizens residing in the Kingdom are not eligible for a housing allowance.

Article 25

1

In the event of the university not providing furnished accommodation, newly appointed faculty members receive 50% of their housing allowance as a one-time furnishing allowance. Faculty

members previously employed by a Saudi governmental institution are only eligible for a furnishing allowance if their previous employment was terminated at least two years prior to their appointment at the university.

2

In the event of the recruitment of a female employee and her Mahram, only the one receiving the highest furnishing allowance is eligible for such allowance.

3

In the event of the employee's spouse holding a job at the university or elsewhere in the Kingdom, the employee is not eligible for a furnishing allowance.

4

In the event of the employee or the employee's spouse holding a job in the Kingdom prior to their appointment at the university; the employee is not eligible for a furnishing allowance unless the date of their departure from the Kingdom is at least two years prior to their appointment at the university.

5

In the event of the employee's contract not covering a full year, the employee receives a prorated furnishing allowance. The remaining

amount of the allowance is received at contract renewal, provided that the new contract and the initial contract cover at least one full year.

Article 26

The employee receives a monthly transportation allowance according to the Salary Chart. The university may also provide transportation in lieu of the transportation allowance. Employees residing on- or in close proximity to campus are not eligible for a transportation allowance.

Article 27

1

In the event of an employee being sent on official business outside of the workplace within the Kingdom, he/she receives a daily allowance according to the following guidelines:

- (a) SR 450 for employees whose salary exceeds SR 7000.
- (b) SR 300 for employees whose salary ranges between SR 4500-7000.
- (c) SR 255 for employees whose salary ranges between SR 2700-4500.

(d) SR 160 for employees whose salary is less than SR 2700.

The allowance may be increased by 50% if the employee is sent on official business outside the Kingdom, in which case the employee also receives 1/30 of his/her monthly transportation allowance as additional transportation allowance.

2

The Dean may grant a faculty member permission to attend a conference or seminar based on a recommendation made by the Department Board and College Board, in which case the university incurs no expenses.

Article 28

If a staff member, for any job purpose, is transferred to work in another town inside the Kingdom, he/she will then be entitled to a relocation allowance of about SR 4,000. If the relocation is from the Kingdom to abroad or the reverse, or from one foreign destination to another, he/she shall be entitled to an allowance of SR 5,000 besides the air tickets as mentioned in the Articles 17 to 22. However, for a non-faculty member, the amount payable in both cases is SR 3,000, in addition to the airline tickets. If the transfer is

for two Contract Employees, with one being the Mahram of the other, only one allowance is payable; that of the higher scale. This allowance is paid only once per fiscal year.

Article 29

Upon completion of two years' service at the university, the Contract Employee is entitled to an end-of-service gratuity at the rate of a half month's salary for each year of service. So if a faculty member, a lecturer, a demonstrator, or a technician completes five years of service, he/she can be entitled to a service award: a month salary for each year of service, up to a maximum of SR 100,000 or what he/she actually deserves according to the previous chart. The reward is given at the termination of service and should be given depending on the last salary the Contract Employee used to get. This payment should be granted only for the complete number of years worked and upon a total of uninterrupted period of service. All other categories of Contract Employees and after completing five years of service, are entitled to an end-of-service gratuity at the rate of a half month's salary for each year of service up to a maximum of SR 50,000 or what he/she actually deserves according to the previous chart.

A Contract Employee's service period of 22 months is considered equivalent to two years and a period of 58 months is considered equivalent to five years. The gratuity may be increased by up to 100% on the recommendation of the College Faculty Board or any other specialized board. It should be also endorsed by the University Council and approved by the Supreme Higher Education Council up to the maximum amounts stipulated in this article.

Article 30

The Contract Employee and his/her family members can benefit from the public Health Services available inside the Kingdom all along the duration of the contract. However, the Supreme University Council may, in exceptional circumstances, take other decisions.

Article 31

The University can in some cases pay the educational costs of the Contract Employee's children, excluding transportation, starting from the primary education to the completion of the secondary education stage on the following conditions:

1. The child has not been accepted by a government school.

2. The age of the child is no less than six years and no older than eighteen years.
3. The child is attending school inside the Kingdom. However, the university is not responsible for providing funds for children's education outside the Kingdom.
4. The total cost concerns no more than four children and shouldn't exceed SR 25,000 per school year. The University Council will at its discretion determines the payable amount for each child as it considers convenient.

Vacations

Article 32

In addition to the official end of the week holidays and Aid holidays, a faculty member is entitled to 60 days annual leave with full salary payable at the start of the leave. All other categories are entitled to 45 days. However, for the Contract Employees who have worked for less than one year, the leave is proportional to the period worked. The new Contract Employee whose contract starts within one month of the usual university start date deserves complete vacation. The University Council can, however, modify the period of annual vacation according to the academic calendar requirements. Vacation

may be shorter than the prescribed period and will then be subject to a written agreement between the two sides. The university has the right to determine the start and end of vacation periods. Yet for the secondment period, exceptional leave and absence are not counted in the entitled vacation.

Article 33

In cases of necessity, and upon the request of the Contract Employee, his/her department recommendation and the University President approval, the Contract Employee's vacation may be split into two periods at most, provided that neither period is less than one third of the due vacation and that the Contract Employee enjoys one of the two periods within the academic year of his/her vacation entitlement.

Article 34

1. In order to meet work exigencies or upon the Contract Employee's request, the President of the university may postpone the Contract Employee's annual vacation or part of it by no more than six months from the start of the Contract Employee's first year of contract.

2. The President of the university may shift the weekly off-days (the week-ends) to meet work requirements.
3. The President of the university may cancel the entire Contract Employee's Vacation or part of it with an agreement from the part of the Contract Employee except in cases of extreme urgency. Compensation for the cancelled leave will be provided and shall be based upon the Contract Employee's salary in the year in which he/she deserved the leave. If the Contract Employee's whole vacation period is cancelled, he/she is not entitled to an airline ticket.
4. The President of the university may cancel the Contract Employee's Aid Fitr and/or Aid-Adha holidays according to work requirements, with the Contract Employee's agreement except in cases of emergency and the recompense will be based on the Contract Employee's salary.

Article 35

The Contract Employee may be granted an emergency leave not exceeding ten days annually on full pay. The number of days of emergency leave taken will be deducted from the annual leave

allocation. The Contract Employee is not entitled to a ticket when taking an emergency leave.

Article 36

Contract Employees holding faculty positions and other similar positions may be granted unpaid exceptional leave for a period that may not exceed one semester at the discretion of the university. The Contract Employee shall remain in service and the duration of the exceptional leave shall not be subject to any of the stipulated privileges in the contract.

Article 37

A Contract Employee whose health condition prevents him/her from performing his/her work duties shall receive one-month medical leave, extendible to two months with half salary. The Contract Employee is not eligible for medical leave if the injury or illness occurred during his/her presence overseas on vacation. The medical leave expires by the end of the fiscal year during which it was granted.

If the illness or injury is caused by work, the Contract Employee is eligible for double the medical leave. Reporting the Contract Employee's medical condition and calculating the duration of medical leave for which he/she is eligible is performed according to the same regulations applicable to Saudi employees.

Article 38

The Contract Employee is eligible for fully paid maternity leave for 45 days. In the event of the death of the husband of the Contract Employee, she is eligible for fully paid leave for the duration of the waiting period for Muslim Contract Employee, and one month leave for non-Muslim Contract Employees.

Article 39

The Contract Employee has the right to combine more than one leave for which he/she is eligible over the course of one contractual year when and if he/she is eligible.

Assignments, Secondment, and Transfers

Article 40

The University Council reserves the right to approve the Contract Employee's assignments or secondment for a period not exceeding 6 months in accordance with the rules set by the Council. In cases of assignments and secondment, the institution to which the Contract Employee is assigned or seconded bears responsibility for his/her financial benefits. The Contract Employee remains in service and is not eligible for a severance package at the conclusion of the assignment or secondment period.

Article 41

The university may transfer the Contract Employee to another position within the university or approve his/her transfer outside the university under the following conditions:

1. No qualified Saudis are available for the job to which he/she is transferred.
2. The Contract Employee must meet the minimum requirements of the job to which he/she is transferred
3. The Contract Employee and the institution to which he/she is transferred must approve the transfer. If the transfer commences prior to the end of the contract period, he/she shall be treated according to the current contract, and his/her position may be modified at the end of the contract period or to the current contractual year if the contract period exceeds one year.

Article 42

If the Contract Employee is transferred to the university from another government institution, he/she shall be treated as follows:

1. The contract shall extend over vacations and the entire service period. The service period will be counted towards the Contract Employee's years of experience for faculty members and individuals holding similar posts according to Article (10) of these regulations.

2. The severance package for his/her previous job follows the contract from the previous employer. Employment at the university falls under this list of regulations.

Duties and Responsibilities

Article 43

The Contract Employee must abide by the duties and responsibilities designated by the university regulations. In matters not stipulated in this regulation list, the Contract Employee must follow the rules stipulated by the Civil Service System and its executive rules.

Article 44

In cases of professional errors committed while employed at the university, the Contract Employee is subject to the same disciplinary provisions and regulations as Saudi employees.

Article 45

The Contract Employee must abide by the rules and regulations of the Kingdom. The Contract Employee and his/her family must respect The Kingdom's traditions and not compromise religion or interfere with politics.

Article 46

The University reserves the right to terminate the contract if the Contract Employee does not commence his/her duties within fifteen days of the date specified by the university at the beginning of the contract period.

Article 47

The contract shall be renewed automatically unless one party notifies the other party in writing of the wish to terminate the contract no less than two months prior to contract expiry.

Article 48

The contract may be terminated prior to its expiry in the following cases:

1. The Contract Employee obtains Saudi citizenship.
2. Acceptance of resignation.
3. Insistence on the resignation in spite of the university rejection.
4. Absence from work for more than fifteen continuous days or thirty separate days without a valid excuse accepted by the university when the university decides to terminate the contract for this reason. In this case, the Contract Employee is considered to have resigned.

- 5- Cancellation of the position.
- 6- Permanent disability/incapacity for work
- 7- Incompetence
- 8- Low performance ratings.
- 9- Disciplinary termination from of the University.
- 10- Requirements of public interest.
- 11- If the Contract Employee is convicted of a felony or sentenced to a Sharia-prescribed penalty.
- 12- Death
- 13- If the period of the Contract Employee's illness exceeds the allowed period for sick leave stipulated by Article (37). In this case, the Contract Employee is eligible for repatriation tickets and his/her previously paid allowances shall not be prorated.

Article 49

- 1- If the Contract Employee's service ends according to paragraphs (3,4,9,11) of Article 48, it results in the following:
 - a. The Contract Employee is no longer eligible for repatriation tickets for him/her and his/her family, severance package, holidays or compensation. The University President may grant repatriation tickets in exceptional cases.

b. The housing allowance paid to the Contract Employee shall be prorated for the remaining period of the contract if it is equal to or exceeds six months. The same can be applicable to the furniture allowance if the termination takes place at least 6 months prior to the end of the first contractual year.

c. The Contract Employee reimburses the university for the amount of two months' salary if his/her service is terminated in accordance with paragraphs 3 and 4 of Article (48).

2- Paragraph 1-b of this Article is applied to the Contract Employee whose service ends in accordance with paragraph (2) of Article (48).

3- If the contract is terminated in accordance with Paragraph (1) of Article (48), the Contract Employee is no longer eligible for repatriation tickets for him/her and his/her family.

Article 50

The University Council may, in exceptional cases, exempt the Contract Employee from some or all of the expenses resulting from his/her termination of the contract according to the provisions of Article (48).

Article 51

1-The Contract Employee whose contract is terminated due to the cancellation of the position or the requirements of public interest is given a compensation equivalent to two months' salary.

2- In case of death or disability (permanent or temporary) which prevents the Contract Employee from performing the duties of his/her job, or temporary or permanent disability that doesn't prevent him/her from performing the duties of his/her job, the Contract Employee is subject to the provisions of the Civil Service System and its executive regulations on the condition that the injury must have occurred because of work.

Article 52

In case of the Contract Employee's death, the university pays all the necessary repatriation expenses for him/her and his/her family. In case of the death of one of the Contract Employee's family members, the university pays for the decedent's repatriation and a return ticket for the accompanying family member.

Article 53

1- Based on the provisions mentioned in Article (5), the university can hire individuals previously employed by other institutions in the Kingdom subject to the approval of the previous employer. This is only applicable if the Contract Employer is no longer employed by the previous employer due to contract expiry, resignation, or position cancellation. The performance evaluation grade for the last year spent with the previous employer must be no less than Very Good.

2- The university shall not hire individuals previously employed at other institutions in the Kingdom in the following cases:

A. Individuals whose employment was terminated due to absence from work. These individuals may only be hired no less than two years following the date of job termination.

B. Individuals whose contracts were terminated due to incompetence.

C. Individuals whose employment was terminated to serve public interest unless approved by the institutions which terminated his/her employment.

D. Individuals whose employment was terminated because of disciplinary action from the Trial Council, individuals who were convicted of a felony, or individuals whose employment was terminated in accordance with paragraph (11) of Article (48).

General Provisions

Article 54

The Rules, Regulations, and appendices complement the terms of the employment contract referenced in Article (3).

Article 55

1. The provisions of these Rules and Regulations shall be applicable immediately upon issuance. Existing contracts shall be subject to the Rules and Regulations upon contract renewal.
2. The Rules and Regulations render all conflicting provisions null and void, taking into account all rights acquired by Contract Employees in accordance with previous Rules and Regulations.

Article 56

Any dispute arising between the parties due to the implementation of the contract in accordance with these regulations which cannot be resolved amicably falls under the jurisdiction of the relevant judicial authority in

the Kingdom. Decision made by the authority shall be final and binding to the parties.

Article 57

The University Council and University President are authorized to delegate some of their duties as mentioned in the Rules and Regulations.

Article 58

The University Council may set executive regulations in accordance with the Rules and Regulations.

Article 59

All matters not specifically stipulated by the Rules and Regulations are subject to system of the Higher Education Council and its executive regulations, as well as the systems, decrees, and decisions approved by the Kingdom.

Article 60

The Council of Higher Education has the right to interpret the Rules and Regulations.

Appendix (1) Table (1)

Faculty Members, Lecturers, Language Instructors and Teaching Assistants

| Job | Basic Monthly salary | Annual experience raise | Maximum monthly salary | Transportation Allowance | Annual Housing Allowance |
|---------------------|----------------------|-------------------------|------------------------|--------------------------|--------------------------|
| Professor | 9100 | 500 | 13600 | 600 | 25000 |
| Associate Professor | 7250 | 450 | 11300 | 600 | 25000 |
| Assistant Professor | 5600 | 400 | 9300 | 600 | 25000 |
| Language Instructor | 4080 | 350 | 6880 | 500 | 17000 |
| Lecturer | 3400 | 350 | 6550 | 500 | 18000 |
| Teacher Assistant | 2700 | 300 | 5400 | 500 | 14000 |

Hiring Conditions:

- **Assistant Professor:**

The incumbent must hold a PhD or equivalent degree, or must have earned the academic title at a university recognized by the hiring university.

- **Associate Professor:**

The incumbent must have earned the academic title at a university recognized by the hiring university.

- **Professor:**

The incumbent must have earned the academic title at a university recognized by the hiring university.

- **Lecturer:**

The incumbent must hold a minimum of an MA or its equivalent as recognized by the hiring university. He/she shall receive the minimum in his/her pay rank except in the following cases:

A- Lecturers in Engineering, Pharmacy, and Applied Medical Science shall receive the second rank on the pay scale.

B- Lecturers in Clinical Pharmacy shall receive the third rank on the pay scale.

C- Lecturers at Medical School and Dentistry shall receive the fourth rank on the pay scale.

Language Instructor:

In order to teach a foreign language at the university, the incumbent must possess any of the following requirements:

1. The incumbent must hold a minimum of a BA in the language being taught with a graduation grade of no less than "Good". He/she must hold a foreign language teaching diploma and must have no less than one year of experience in teaching the language, preferably to Arab students.
2. The incumbent must hold a minimum of a BA in the language being taught with a graduation grade of no less than "Good". He/she must have no less

than three years of experience in teaching the language, preferably to Arab students.

Teaching Assistants:

Teaching Assistants receive the minimum salary on their pay scale with the following exceptions:

A- TAs in Engineering, Pharmacy, and Applied Medical Science shall receive the second rank on the pay scale.

B- TAs in Clinical Pharmacy shall receive the third rank on the pay scale.

C- TAs at Medical School and Dentistry shall receive the fourth rank on the pay scale.

The incumbent must hold a minimum of a BA with a graduation grade of no less than "Very Good".

**Table No (2)
Researchers, their Assistants and Technicians**

| Grade | Basic monthly salary | Annual experience raise | Maximum monthly salary | Transportation Allowance | Annual Housing Allowance |
|---------------|-----------------------------|--------------------------------|-------------------------------|---------------------------------|---------------------------------|
| First | 4,855 | 350 | 7,305 | 500 | 20,000 |
| Second | 3,955 | 300 | 6,955 | 500 | 15,000 |
| Third | 2,700 | 250 | 6,450 | 400 | 14,000 |

Appointment is made according to the following conditions:

First Grade: PhD in the specialty or its equivalent with a minimum of three years studying period after the BA degree.

Second Grade: Master Degree in the specialty or its equivalent.

Third Grade: BA in the specialty or its equivalent.

They are appointed on the basic monthly salary except the following: graduates of the College of Engineering, Pharmacy or Applied Medical Sciences. These are appointed on the second grade of the monthly salary. Whereas graduates of Clinical Pharmacy are appointed on the third grade of the monthly salary and graduates of Medicine or Dentistry are appointed on the fourth grade. Those who are appointed as researchers, assistant researchers or technicians should have the Bachelor Degree (or equivalent) with a minimum grade of Very Good. The University Council can, at its discretion, accept a grade of Good.

Doctors' Salaries Chart

| Qualifications | Basic Monthly salary | Experience Allowance | Transference Allowance | Maximum monthly salary | Annual Housing Allowance |
|---|----------------------|----------------------|------------------------|------------------------|--|
| BA in Medicine | 4000 | 200 | 400 | 7000 | Three Months salary not to exceed 25000 SR |
| BA in Medicine + no less than one year Diploma | 4300 | 220 | 400 | 7600 | |
| MA in Medicine or equivalent (two year duration of study after a BA degree) | 4600 | 250 | 400 | 8350 | |
| PHD in Medicine or equivalent (three year duration of study after a BA degree) | 5500 | 300 | 500 | 10000 | |

Instructions Regarding Physicians' Charts

It is highly recommended to consider the following when estimating salaries according to this chart:

1. Regarding dentistry, the bachelor degree duration of study must be 5 or 6 studying years (one of which is a preparatory year and the rest are educational years).
2. What defines the physician's salary is the experience that takes place in recognized governmental or private hospitals. However, the excellence year alongside any other experience years that take place in small clinics or unrecognized hospitals are not accepted.
3. A doctor is entitled to a fully-paid salary provided that he/she is committed to working in a governmental sector; plus a minimum of three extra working hours per day.
4. A doctor must have a minimum of two years experience in his/her field of specialism except for some cases in which this condition does not apply.
5. Doctors who work as professors or assistant professors and who have experience as teaching staff members are to be paid two months salary at the end of each year as lump sum.
6. A forensic doctor is treated as same as a physician.

Engineers' Salaries

| Qualifications | Basic Monthly Salary | Experience Allowance | Maximum Monthly Salary | Transference Allowance | Annual Housing Allowance |
|---------------------------|----------------------|----------------------|------------------------|------------------------|--|
| BA in Engineering | 2900 | 130 | 4850 | 350 | Three month salaries (not less than 800 SR and not more than 15000 SR) |
| MA in Engineering | 3400 | 150 | 5650 | 400 | |
| PHD in Engineering | 4100 | 300 | 8600 | 400 | |

Instructions Regarding Engineers' Salaries

1. Members who are nominated as engineers (such as electrical engineers, architects... and the like) are treated according to the engineers' salary chart.
2. Experience that is taken into consideration when estimating salaries is the one gained in actual engineering projects and is certified by recognized governmental sectors or engineering committees.

3. Entitlement of salary is based on condition of employee's commitment to working in a governmental sector.

4. An engineer must have no less than two years experience in his/her field of specialism except for some cases in which such a condition does not apply.

Table 5

Employment in Specialized Areas

| Qualification | Basic Salary | Annual Experience Raise | Maximum Monthly Salary | Transportation Allowance | Annual Housing Allowance |
|----------------------|---------------------|--------------------------------|-------------------------------|---|--|
| BA | 2,100 | 150 | 4,350 | 300 for those whose salary is less than 2,000 | Three months' salary with a minimum of 8,000 and a maximum of 15,000SR |
| Master | 2,900 | 150 | 5,150 | 350 for those whose salary is ranges between 2,000 to 3,000 | |
| PhD | 3,600 | 700 | 6,600 | 400 for those whose salary is above 3,500 | |

1- This table refers to specialized posts which include but are not limited to the following:

- a. General specialized posts - with the exception of physicians and engineers as outlined in the Categorization Guide.
- b. Employment posts categorized with an employment grade of no less than sixth: organization specialist, organization and administrative researcher, planning specialist, research

specialist, budget specialist, budget researcher, computer analyst, programmer, statistic specialist, archaeological inspector, categorization specialist, examination specialist, library specialist, translator, accounting analyst, accountant, store specialist, social worker, social researcher, sport specialist, workforce specialist, journalist researcher, newscaster and news inspector, publication inspector, program inspector, director, executive, agricultural engineer, accounting reviewer, accounting auditor, accounting inspector, English newspaper editor, economy researcher, statistic researcher, case researcher, training researcher, financial auditor, history research specialist, psychology researcher, cultural researcher, manuscript researcher, document researcher, library researcher, agricultural insurance researcher, media researcher, forest specialist, IQ evaluator specialist, Islamic Studies specialist, nutritional characteristics specialist, chemistry laboratory specialist, trainer, news editor, nutrition specialist, statistical researcher, editor of English magazine, producer, and any other employment post the University Council President sees fit to include.

2- The qualification should be in the same post specialty with the exception of posts that generally have no specialty in universities.

Table No (6)

Employment in Administrative & Clerical Positions

| Qualification | Basic Salary | Annual Experience Raise | Maximum Salary | Transportation Allowance | Annual Housing Allowance |
|---|---------------------|--------------------------------|-----------------------|---|---|
| Secondary School with experience in translation for no less than 3 years | 1,600 | 80 | 2,800 | 300 SR for those whose salary is less than 2,000 SR | Three months' salary with a minimum of 8,000 and a maximum of 14,000 SR |
| Secondary school with a diploma in a foreign language for no less than 1 year and capability to translate from Arabic to the foreign language and vice versa | 1,800 | 90 | 3,150 | 350 SR for those whose salary is between 2,000 and 3,500 SR | |
| Secondary school with a diploma in a foreign language for no less than 2 years and capability to | 1,900 | 100 | 3,400 | 400 SR for those whose salary is above 4,000 SR | |

| | | | | |
|---|-------|----|-------|--|
| translate from Arabic to the foreign language and vice versa | | | | |
| Intermediate school diploma with the ability to type in Arabic | 850 | 60 | 1,750 | |
| Intermediate school diploma with the ability to type in Arabic & a foreign language | 1,200 | 70 | 2,250 | |
| Secondary school diploma with the ability to type in Arabic or a certificate in typing from a trade secondary school | 1,200 | 70 | 2,250 | |
| University Degree | 1,400 | 60 | 2,300 | |
| Secondary School Diploma | 1,120 | 40 | 1,720 | |

Whoever is hired for a job in one of these categories, he/she must meet the conditions mentioned in the table above.

Table No (7)

Technical Assistants & Handicraftsmen Salaries

| Qualification | Basic Salary | Annual Experience Raise | Transportation Allowance | Maximum Salary | Annual Housing Allowance |
|--|---------------------|--------------------------------|--|-----------------------|---|
| A one-year technical or handicraft diploma after primary school | 900 | 60 | | 1,800 | Three months' salary with a minimum of 8,000 and a maximum of 12,000 SR |
| A two-year technical or handicraft diploma after the primary school | 1,050 | 60 | 300 SR for those whose salaries are less than 2,000 SR | 1,950 | |
| A three-year technical or handicraft diploma after the primary school | 1,275 | 60 | | 2,175 | |
| A four-year technical or | 1,500 | 60 | | 2,400 | |

| | | | | |
|---|-------|----|--|-------|
| handicraft diploma after the primary school | | | | |
| Intermediate technical school | 1,275 | 80 | | 2,475 |
| Intermediate technical school + technical or handicraft diploma for one year | 1,475 | 80 | 350 SR for those whose salaries are between 2,000 and 3,500 SR | 2,675 |
| Intermediate technical school + technical diploma for two years | 1,725 | 80 | | 2,925 |
| Intermediate technical school + | 1,995 | 80 | | 3,195 |

| | | | | |
|---|-------|-----|--|-------|
| technical or handicraft diploma for three years | | | | |
| Technical secondary school | 1,725 | 100 | | 3,225 |
| Technical secondary school + technical or handicraft diploma for no less than one year | 1,950 | 100 | 400 SR for those whose salaries are above 4,000 SR | 3,450 |
| Technical secondary school + technical or handicraft diploma for no less than | 2,250 | 100 | | 3,750 |

| | | | | |
|--|-------|-----|--|-------|
| two years | | | | |
| Technical secondary school + technical or handicraft diploma for no less than three years | 2,550 | 100 | | 4,050 |

Appointments are made in accordance with the conditions stated in the chart above, and in case a contract is made with one who doesn't have a scientific qualification it is allowed to consider the following:

- 1- Four years of experience will be equivalent to a primary school qualification.
- 2- For one who has a primary school qualification, four years of experience will be equivalent to an intermediate school qualification.

Table No (8)

General Education Table of Salaries

| Qualification | Basic Salary | Annual Experience Raise | Maximum Salary | Transportation Allowance | Annual Housing Allowance |
|---|---------------------|--------------------------------|-----------------------|--|---|
| University Degree (Non-Educational) | 1,930 | 85 | 3,205 | 300 SR for those whose salaries are less than 2,000 SR | Three months' salary with a minimum of 8,000 and a maximum of 14,000 SR |
| University Degree (Non-Educational) + Educational diploma of no less than one year | 2,260 | | 3,760 | 350 SR for those whose salaries are between 2,000 and 3,500 SR | |
| Master Degree (Non-Educational) | 2,420 | | 3,930 | | |
| University Degree in Education | 2,180 | 100 | 3,680 | | |

| | | | | |
|--|-------|-----|-------|--|
| University Degree in Education + diploma in Education for no less than one year | 2,530 | 100 | 4,020 | 400 SR for those whose salaries are above 4,000 SR |
| Master Degree in Education | 2,850 | 100 | 4,650 | |
| PhD in Education or other | 4,100 | 100 | 6,350 | |