



Kingdom of Saudi Arabia

Ministry of Education

Majmaah University

Policies and Procedures Manual For Majmaah University.

Deanship of Faculty and Personnel Affairs Department,

Supervised by: Dr Abdulaziz Ibrahim Al-Umran.

Introduction.

Owing to increased activities and management functions incumbent on the Deanship of Personnel Affairs Department, and the consequent evolution of procedures for technical, administrative and financial tasks systems, the University Rector Dr Khalid Bin Saad Al-Muqrin and his assistants realised the necessity for a 'Policies and Procedures Manual' within the deanship. This manual contains guidance on all work procedures within all departments of the Deanship.

Each sub-section on gives specific details and task forms for particular procedures, and the sub-sections together cover all the administrative procedures performed within the Deanship.

The manual:

- Identifies the Deanship policies and procedures of the Deanship so as to rationalise the relationship between the University and its employees, and its service recipients.
- Identifies mechanisms by which the Deanship can provide its obligatory services; and ways to monitor and assess the service quality.
- Reduces routine work procedures, and shortens them in terms of time.
- Seeks to improve quality service to the beneficiaries, and to develop all administrative processes on a continuous basis, by implementing shortcuts and streamlining.
- Seeks to learn from previous mistakes and to reduce their recurrence scientifically.
- Seeks to help beneficiaries of the Deanship's Services to understand our procedures and requirements.

This manual should be used as a supplementary guide to any other University manuals on Policies and Procedures; and any department may edit or add to the contents, or delete those sections no longer applicable. Any amendments should be coordinated with the Deanship's quality committee however, so as to reach our target of improved work procedures.

May Allah guide your steps aright to achieve these goals. Any comments or observations you may have on improving the manual would be highly appreciated!

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Deanship of Faculties and Personnel Affairs Department.

(Creating Employment Policy)

The responsible Department: Administration, Employment, and Personnel Affairs Department.

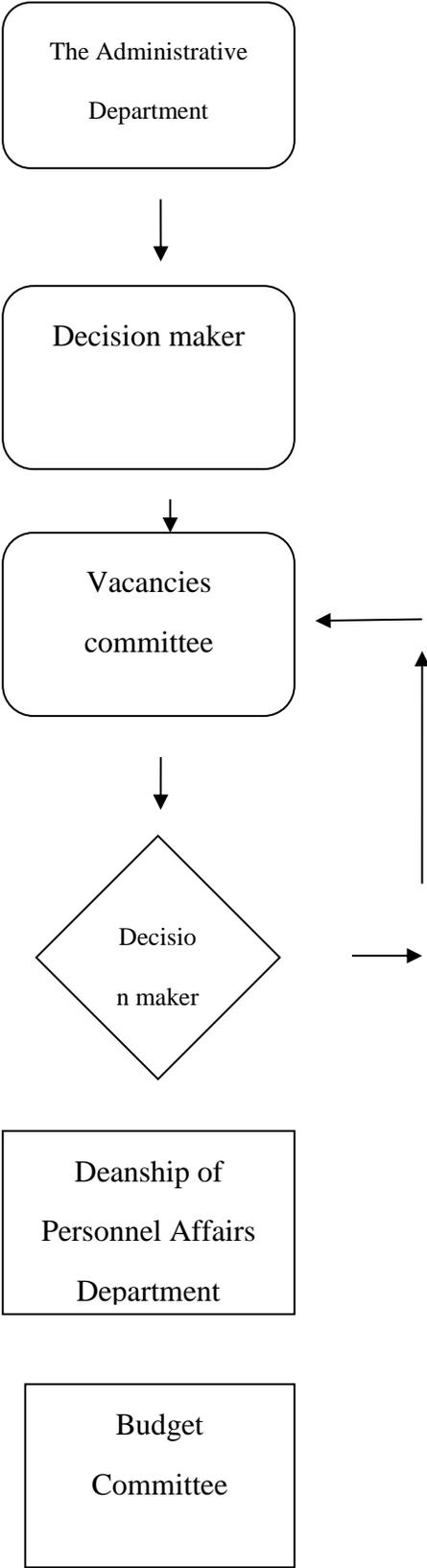
Purpose:

The Administration and Employment Department advises the budget department of the vacancies to be budgeted for, which should be done in co-ordination with the other bodies concerned both within and outside the University.

Implementation:

Applicable to all jobs.

Flow chart for Available Jobs Operations



Deanship of Faculties and Personnel Affairs Department

Policy: Determining employment policy.

Department: Administration and Employment.

Official responsible: the Director of the Administration and Employment division.

(Identifying Jobs)

No.	Step Description	Responsible Official/s.
1	The Administrative and Employment division prepares the required jobs data per information from the vacancies committee; or the requirements of the University plan.	The Administrative and Employment division T
2	Sending the data to the decision maker to present it to budget committee.	The Dean of Personnel Affairs Department.
3	After studying the request, the budget committee takes the appropriate decision, then sends it to the Faculties and Personnel Affairs DepartmentDeanship.	Budget committee.

Deanship of Faculties and Personnel Affairs Department.

Policy: Creating employment policy.

Department: The Administrative and Employment division.

Official responsible: The Director of the Administrative and Employment division.

(Job Creation)

No.	Step Description	Responsible Official/s.
1	Per the previous procedure: Prepare the data relevant to the jobs, to be sent to the budget committee.	Personnel Affairs Department
2	Consider the need for creating such a position, then take the appropriate decision.	The Dean of Personnel Affairs Department
3	Prepare the job data, coded to reflect the applicable classifications.	Budget committee
4	Forward the information to the financial department for inclusion in the projected budget.	The suitable employee
5	Forwarded the expenditure projection to the Ministry of Finance.	Budget management
6	Prepare cards for creating jobs, for submission to the Ministry of Finance.	Budget management
7	Ratify the jobs in co-operation with the Ministry of Finance and the Civil Service Ministry, according to the decision	Budget committee

	<p>reached by the Ministry of Finance.</p> <p>Issue the University budget, including provision for the accredited jobs.</p> <p>Classify the jobs according to the new job names.</p>	<p>Ministry of Finance</p> <p>The Administrative and Employment division</p>
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Deanship of Faculties and Personnel Affairs Department

Policy: creating employment policy.

Department: Personnel Affairs Department.

Official responsible: the director of Personnel Affairs Department

(Proposed Job Titles)

No.	Step Description	Responsible Official/s.
1	Following on from the previous procedure: Prepare a schedule of the University's requirements, including the job titles of proposed posts.	Personnel Affairs Department
2	Send the schedule to the committee.	The Dean of Personnel Affairs
3	Study the schedule and take the suitable decision.	Department. Objections committee.
4	Fill out the proposed job titles form, and get approval from the administrators.	The responsible employee.
5	Send the proposed job titles form to the Civil Service Ministry.	The Dean of Personnel Affairs
6	Refer the reply of the Civil Service Ministry to the Personnel Affairs Department, as either accepted or refused.	Department. The Dean of Personnel Affairs
7	Refer the report to the appropriate employee.	Department. The director of Personnel Affairs Department.
8	Arrange the jobs according to their job titles.	Administrative distributions.

The Deanship of Faculties and Personnel Affairs Department.

Policy: creating employment policy.

Department: Personnel Affairs Department.

Official responsible: the director of Personnel Affairs Department

(Eliminating Staff Posts.)

No.	Step description	Responsible Official/s.
1	Following on from the previous step: Prepare the jobs report for the posts which are intended for elimination. Then send it to the University Requirements committee.	Personnel Affairs Department The Dean of Personnel Affairs Department.
2	Refer the report to the changing job titles committee.	Objections committee. The responsible employee.
3	Study the situation, and take the right decision.	
4	Designate the posts to be eliminated, and have the directors approve the proposal formally.	The Dean of Personnel Affairs Department. The Dean of Personnel Affairs Department.
5	Send the report to the Civil Service Ministry.	The director of Personnel Affairs Department.
6	Refer the Civil Service Ministry's decision back to the Personnel Affairs Department.	Administrative distributions.
7	Refer the report to the appropriate employee.	
8	Abolish the designated posts.	

Creating Employment Policy: List of Prescribed Forms .

No.	Pattern number	Pattern name	Retention
1	External pattern	Job Modification pattern	3 years
2	External pattern	Job Reduction pattern	3years

The Deanship of Faculties and Personnel Affairs Department

Department: Personnel Affairs Department and staff.

Official responsibilities: The Director and staff of the Personnel Affairs Department.

(Employment Policy)

Purpose:

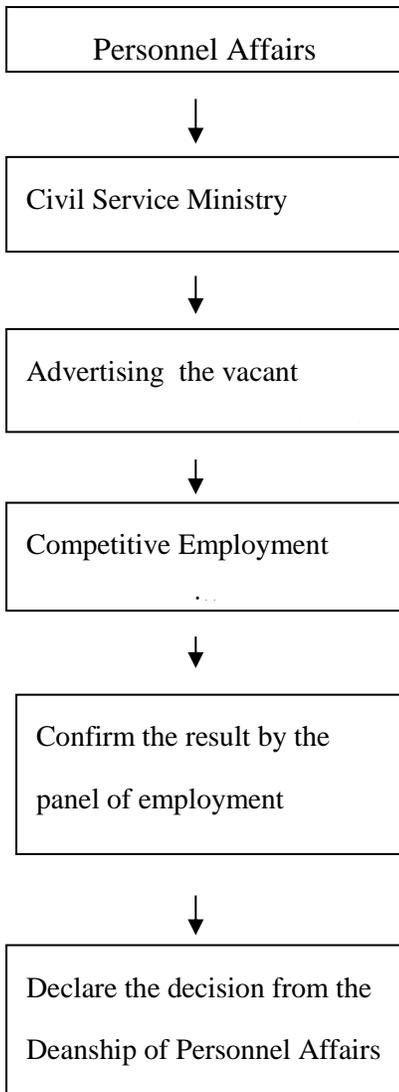
The employment department is responsible for filling vacancies in order to provide the University colleges and units with the requisite qualified staff, according to the conditions and requirements set by the Civil Service Ministry; and the rules of the Higher Education Council, so as to ensure the work of the University will be carried out by skilled and qualified employees.

Implementation:

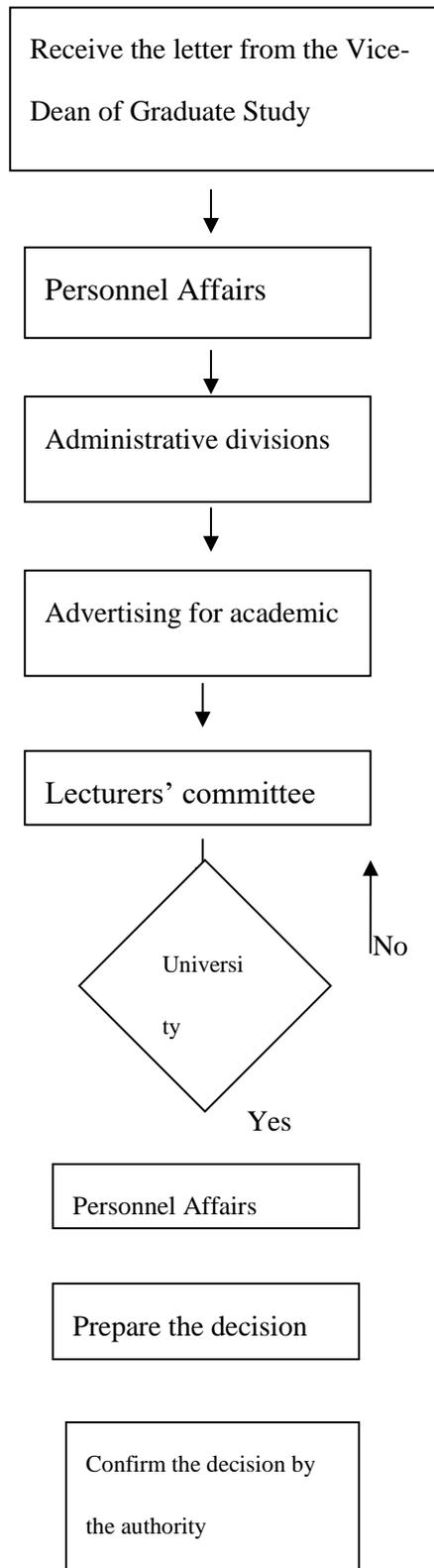
Applicable to all academic, technical, administrative, and health employees.

Employment Operations Flow Chart.

Health, administrative and technical careers



Academic careers



The Deanship of Faculties and Personnel Affairs Department.

Policy: Employment Policy

Department: Personnel Affairs Department

Official responsible: Head of Saudi department

(Advertising to recruit academic staff)

No.	Step description	Responsible Official/s.
1	Announce the job requirements in newspapers and on the University website.	Personnel Affairs Department
2	Submit the necessary documents per the stipulated requirements.	Faculty
3	Fill in the job application form.	The responsible employee
4	Conduct exams and interviews in the faculty.	Faculty
5	Examine the candidates and arrange them according to their grades, then send the results to the specialised committee.	Faculty Committee
6	Prepare the minutes for the lecturer committee meeting,	Secretary of University
7	and for the scientific council for PhD holders; including in these minutes their employment	council. Secretary of University
8	recommendations, then refer the minutes to the Rector.	council. The Dean of Personnel Affairs Department.
9	The secretary of the committee for the scientific council prepares an	The Director of Personnel Affairs Department.

	<p>accreditation letter for the attention of his Excellency, the secretary of the University council.</p> <p>The secretary of the committee prepares a letter to the secretary of the University council.</p>	<p>Responsible employee.</p> <p>The Director of Personnel Affairs Department.</p>
10	<p>Document the decision of the University council.</p>	<p>The responsible employee</p>
11	<p>Promulgate the decision of the University council on the nomination.</p>	
12	<p>Refer the University's employment decision to the director of Personnel Affairs Department.</p>	<p>The responsible employee at the Deanship of Personnel Affairs Department.</p>
13	<p>Refer the decision to the responsible employee.</p> <p>Prepare the decision.</p> <p>Revise the decision.</p>	
14	<p>Confirm the decision and sign it.</p> <p>Report the decision to the parties concerned.</p>	
15		

The Dean of Faculties and Personnel Affairs Department.

Policy: Employment policy

Department: Personnel Affairs Department

Official responsible: Head of Saudi Staff

(Inter-Departmental Transfer Procedures for academic staff.)

No.	Step description	Responsible Official/s.
1	Send the University council's letter of permission for the transfer of an academic staff member.	Dean of Personnel Affairs Department.
2	Refer to the competent employee.	Director of Personnel Affairs Department.
3	Request transfer permission from the employee's department.	
4	Refer the permission letter from the employee's department to the director of the Personnel Affairs Department.	Dean of Personnel Affairs Department.
5	Refer the letter to the competent employee.	Dean of Personnel Affairs Department.
6	Prepare the transfer document.	
7	Check through the document.	
8	Confirm the decision.	Director of Personnel Affairs Department.
9	Request the clearance certificate from the employee's former department.	
10	Provide the faculty with copies of the transfer	Director of Personnel Affairs Department.

<p>11</p> <p>12</p> <p>13</p>	<p>document, and the clearance certificate so the faculty can start the transfer process.</p> <p>Receive the document from the faculty.</p> <p>Prepare the starting letter.</p> <p>Sign the document and send a copy to the former faculty to place on file.</p>	<p>Dean of Personnel Affairs Department.</p> <p>The responsible employee at the Deanship of Personnel Affairs Department.</p> <p>The responsible employee at the Deanship of Personnel Affairs Department.</p> <p>Director of Personnel Affairs Department.</p>
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The Dean of Faculties and Personnel Affairs Department

Policy: Employment policy

Department: Personnel Affairs Department

Official responsible: Head of Saudi employees

No.	Step description	Responsible Official/s.
1	Forward the University council's written permission for contracting to the director of Personnel Affairs Department.	The Deanship of Personnel Affairs Department. The responsible employee
2	Forward the document to the responsible employee.	Director of Personnel Affairs Department.
3	Prepare the document.	
4	Check through the document.	The responsible employee
5	Confirm the document.	
6	Circulate the document to the responsible authorities.	Director of Personnel Affairs Department.

The Dean of Faculties and Personnel Affairs Department

Policy: Employment policy

Department: Personnel Affairs Department

Official responsible: Head of Saudi employees.

(Renewing the Contracts of Saudi academic staff)

No.	Step description	Responsible Official/s.
1	Forwarding the University council's permission for contracting to the director of Personnel Affairs Department.	The Deanship of Personnel Affairs Department. The responsible employee.
2	Forward the document to the responsible employee.	Director of Personnel Affairs Department.
3	Prepare the document.	The responsible employee.
4	Check through the document.	The responsible employee.
5	Confirm the document.	The responsible employee.
6	Circulate the document to the responsible authorities.	Director of Personnel Affairs Department.

The Dean of Faculties and Personnel Affairs Department

Policy: Employment policy

Department: Personnel Affairs Department

Official responsible: Head of Saudi employees.

(Nominating Candidates for vacant administrative posts)

No.	Step description	Responsible Official/s.
1	Identify the jobs to be advertised.	The administrative staff.s
2	Send the job data to the responsible employee to draft a letter to the Civil Service Ministry.	Dean of Personnel Affairs Department
3	Confirm the vacant posts with the Civil Service Ministry,	Dean of Personnel Affairs Department
4	confirm with the Ministry the conditions of service, and	Dean of Personnel Affairs Department
5	qualifications for the job; then	
6	advise the recruitment officer of the pertinent facts.	Financial department
7	Forward the Civil Service Ministry's letter to Personnel Affairs Department.	Competitions department. Competitions department.
8	Prepare the appropriate job advertisements, including job	
9	conditions and the essential qualifications for each job.	Dean of Personnel Affairs Department
10	Advertise the posts in the official newspapers.	Supervisory committee
11	Receive the applicants' applications and analyse them to for suitability.	Competent committees

12	Collate the application forms for the shortlisted applicants. Forward the data to the responsible employee who sends it to the supervisory recommittee for recruitment.	Dean of Personnel Affairs Department
13	Form committees to write the questions and the procedures for the test and interviews. Conducting the examinations and analyse the results.	Responsible employee Personnel Affairs Department.
14	Forward the results to the supervisory committee. Confirm the results. Announce the results.	

The Dean of Faculties and Personnel Affairs Department

Policy: Employment policy

Department: Personnel Affairs Department

Official responsible: Head of Personnel Affairs Department.

(Recruitment of administrators, technicians, servants and health jobs)

No.	Step description	Responsible Official/s.
1	As per the previous procedure:	Personnel Affairs Department
2	Ensure the candidate has a medical checkup, and enter this in for the applicable post.	Personnel Affairs Department
3	Check through the reasons for recruitment, and forward them to the Civil Service Ministry.	Dean of Personnel Affairs Department
4	Forward the approved/disapproved reasons for recruitment of the Civil Service Ministry to Personnel Affairs Department.	Director of Personnel Affairs Department Responsible employee
5	Forward to the responsible employee.	Director of Personnel Affairs Department
6	Prepare the record of the recruitment decision.	Dean of Personnel Affairs Department
7	Forward the record of the decision to the responsible employee.	Personnel Affairs Department Competent employee
8	Sign the document.	Competent employee in
9	Forward the document from Personnel Affairs Department to the Support Services department.	Personnel Affairs Department
10	Provide the parties concerned with copies of it.	
	Liase with the employee's line manager over the job commencement details.	His direct manager

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- Civil Service Implementation lists.
- Requisite forms: (A-101) for employees and servants, and (b-101) for non-employees and servants.

The Dean of Faculties and Personnel Affairs Department

Policy: Employment policy

Department: Personnel Affairs Department

Official responsible: Head of Personnel Affairs Department

(Transferring the employees to the University)

No.	Step description	Responsible Official/s.
1	The recruitment committee applies to the employee's	The applicant
2	current employer to have him transferred to the University.	Dean of Personnel Affairs Department
3	Forward the recruitment committee letter to Personnel	Director of Personnel Affairs Department
4	Affairs Department.	Department
5	Forwarding the letter to the responsible employee.	Dean of Personnel Affairs Department
6	Write to the employee's current employer, seeking permission for the transfer.	Department
7	Forward the transfer letter to the Personnel Affairs	The competent employee
8	Department.	Dean of Personnel Affairs Department
9	Request the Civil Service Ministry to authorise the transfer, (the letter to them must be signed by the Dean).	Personnel Affairs Department
10	Forward the Civil Service Ministry letter to the director of Personnel Affairs	Director of Personnel Affairs Department
11	Department.	Department
12	Forward the letter to the responsible employee to prepare a transfer letter.	Director of Personnel Affairs Department
13	Print the official document.	Department
	Sign the document.	

14	Issue the transfer document, and provide the parties concerned with copies.	Dean of Personnel Affairs Department
15	Obtain the clearance certificate from the former employer. Give permission for the employee to start the work. Request the former employer to send us the employee's file. Forward us the employee's file.	The competent employee The employer of the employee Personnel Affairs Department Former employer

- The transfer is subject to permission by the Civil Service Ministry.

The Dean of Faculties and Personnel Affairs Department.

Policy: Employment policy

Department: Personnel Affairs Department

Official responsible: Head of Personnel Affairs Department.

(Transferring existing staff to new posts)

No.	Step description	Responsible Official/s.
1	Forward the necessary letter of authority for the transfer to the Director of Personnel.	Dean of Personnel Affairs Department
2	Forward this letter to the responsible employee.	Director of Personnel Affairs Department
3	Prepare the necessary transfer document after the transfer arrangements have been finalised.	Dean of Personnel Affairs Department
4	Print this document.	
5	Sign the document.	The competent employee
6	Personnel Affairs Department staff to process the transfer permission document.	Dean of Personnel Affairs Department
7	Send it to the responsible	
8	employee to make the transfer arrangements.	Personnel Affairs Department
9	Print the transfer finalisation document.	
10	Sign the document.	Director of Personnel Affairs Department
		Director of Personnel Affairs Department
		Dean of Personnel Affairs Department

The Dean of Faculties and Personnel Affairs Department

Policy: Employment policy

Department: Personnel Affairs Department

Official responsible: Head of Personnel Affairs Department

(Extension of an employee’s job contract)

No.	Step description	Responsible Official/s.
1	Refer extension of contract	Dean of Personnel Affairs
2	letter to Personnel Affairs	Department
3	Department.	
4	Refer the letter to the	Director of Personnel Affairs
5	responsible staff member to	Department
6	check that all conditions for an	
7	extension of contract have	Dean of Personnel Affairs
8	been complied with.	Department
9	Prepare the necessary contract	
10	extension documentation for	
11	the employee concerned.	The competent employee
12	Prepare a letter to the Civil	
13	Service Ministry, requesting	Dean of Personnel Affairs
	permission for the extension.	Department
	Print the letter.	
	Sign the letter.	
	Forward the letter to the Civil	Personnel Affairs Department
	Service Ministry.	
	Forward the returned letter to	
	Personnel Affairs Department.	Director of Personnel Affairs
	Prepare the official document	Department
	extending the contract.	
	Print the document.	Director of Personnel Affairs
	Sign the document.	Department
	Provide the parties concerned	Dean of Personnel Affairs
	with copies of it.	Department
		Assistant services

- Article (30/8) of the Civil Service Code.

Hiring form

Region:.....

A 101

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Civil record number



The relevant options in questions 1 to 8 should be filled in by the applicant.

1- name father grandfather family birthday position

2- address: telephone:

3- if you are a student, write your institution name academic year:

4- qualifications:
University years of study place level major graduation year

- a.
- b.
- c.

5- sessions and workshops:

6- work experience

7- the position for the job level

8- I declare that all the information I have provided is correct, and that this is my only application for this particular post. I hereby undertake to remain within the post at least one year in if successful in my application. I acknowledge the employer's right to take disciplinary action fort any misdemeanours on my part.

Signature:.....

The blanks from 9 to 13 must be filled in by the administrative staff.

9-

Other information:

Job title number level salary duration causes past work

-
-
-
-
-

-
-
10- If the applicant has an inappropriate qualification, the employer should tick one of these two points:

a- not appropriate for the job; b- the applicant may sit for a clearance certificate.

b- We have a vacancy in..... Rank.....No..... Place..... We hope to place him in this position.

11- The employee was subjected to the following disciplinary measures during the last 12 months.

a- forfeiture of the regular yearly increase. b- the deduction of 15 days salary.
c- suspension from work. d- Non-promotion. e- Non-receipt of a scholarship.

13- The applicant is qualified.....

The Personnel Affairs Department declares that all the information is correct.

Competent employee

Director of Personnel Affairs Department

Name:

signature:

name:

signature:

Date:

official stamp:

14- Civil Service Ministry accreditation:

Competent employee:

director of revision department:

Date:

notes:

15- The rest of the form should be filled by the experts in the Civil Service Ministry.

- Is all the information correct?
- Has he any qualifications for the post other than those already mentioned?
- Has he signed for point 4?
- Is there any other relevant work experience information?
- Was his previous work experience relevant to this post?
- Has he been working at least two years ?
- Has he met the formal job requirements?

Job title:

Level:

Place:

Date:

double check:

16- This information has been checked by (name of the responsible officer).

17- The supervisory employee in the revision department..... (name).

Signature: date:

No.	Nominee	Job title	Job number	Place of work

18- Additional Information:



NATIONALITY:	SEX:	AGE:	MARITAL STATUS:
PASSPORT NO:	ISSUE PLACE:	ISSUE DATE:	
POSITION APPLIED FOR:			

MEDICAL REPORT

MEDICAL EXAMINATION			LABORATORY INVESTIGATION				
TYPE OF MEDICAL EXAMINATION			NEGATIVE/NORMAL	POSITIVE/ABNORMAL	TYPE OF LABORATORY INVESTIGATION	NEGATIVE/NORMAL	POSITIVE/ABNORMAL
	VISION	R. EYE	L. EYE			(URINE)	
EYE	OTHER	R. EYE			- SUGAR		
		L. EYE			- ALBUMIN		
EAR		R. EAR			- BILIRUBIN		
		L. EAR			- ACIDS		
CHEST X - RAY		R. EAR			(STOOL)		
		L. EAR			- HELMINTHS		
PULMONARY TUBERCULOSIS (SYSTEMIC EXAMINATION)		R. EAR			- SALMONELLA/S		
		L. EAR			- Y. CHOL		
BLOOD PREP		R. EAR			(BLOOD)		
		L. EAR			- OTHER		
HEAR		R. EAR			- HEMOGLOBIN		
		L. EAR			- MALARIA		
LUNG		R. EAR			(SEROLOGY)		
		L. EAR			- HIV TEST		
ABDOMEN		R. EAR					
		L. EAR					
(OTHERS)		R. EAR					
		L. EAR					
EXTREMITIES		R. EAR					
		L. EAR					
SKIN (VENEREAL DISEASES)		R. EAR					
		L. EAR					
- CLINICAL		R. EAR					
		L. EAR					
- LAB		R. EAR					
		L. EAR					
VDR		R. EAR					
		L. EAR					
IPH		R. EAR					
		L. EAR					
CONFIRM IF THE APPLICATION HAS ONE OF THE FOLLOWING:						NO	YES
COMMUNICABLE DISEASES							
MENTAL DISORDERS							
MENTAL RETARDATION							
PHYSICAL DISABILITIES							
HANDICAPPED							
PARALYSIS							
BLINDNESS							
HEARING DISABILITIES							
SPEECH DISABILITIES							
PREGNANCY TEST							
ABOVE IS THE MEDICAL REPORT FOR MR / MRS / MISS _____, WHO IS							
[] FIT [] UNFIT FOR THE ABOVE MENTIONED JOB.							
- TO BE FIT, ALL MEDICAL EXAMINATIONS AND LABORATORY INVESTIGATIONS MUST BE WITHIN NORMAL LIMITS. IN THE EVENT OF AN ABNORMAL/POSITIVE RESULT, A TYPEWRITTEN LETTER SIGNED BY THE PHYSICIAN STATING THE CONDITION AND ANY TREATMENT IMPLEMENTED. THIS LETTER SHOULD ALSO INDICATE WHETHER THIS CONDITION OR TREATMENT WILL HAVE ANY EFFECT ON THE APPLICANT'S							
THIS IS TO CERTIFY THAT DR. _____ LICENSE NUMBER: _____ IS CURRENTLY LICENSED TO PRACTICE MEDICINE.						DEPARTMENT OF HEALTH (2)	

NAME:

PHOTO

DEAR SIR / MADAM
PLEASE, ARRANGE TO EXAMINE THE ABOVE MENTIONED CANDIDATE AS TO HIS/HER FITNESS FOR THE ABOVE MENTIONED POSITION.

DATE ___/___/___ RECRUITMENT ATTACHE/OR DOCTOR
: _____

HISTORY OF ANY SIGNIFICANT PAST ILLNESS INCLUDING:

- **PSYCHIATRIC AND NEUROLOGICAL DISORDERS (EPILEPSY, DEPRESSION...)**
- **ALLERGY**

SUBMIT TO THE CONSULAR SECTION THREE ORIGINALS COPIES OF THIS MEDICAL REPORT AND TWO COPIES OF ALL RESULTS OF THE MEDICAL TESTS.

Kingdom of Saudi Arabia



Ministry of Education

Majmaah University

Deanship of Faculties and Personnel Affairs Department

Commitment

I, (name).....

(identity Number) hereby declare:

That I am currently:

Not a government employee;

and that I have never worked for the government in any of these positions (administrative, educational work, manual, or in any other salaried work or position;

and I hereby acknowledge that making a false declaration on the above points will render me liable for disciplinary action.

OR

That I worked inas fromto.....

And owing to the termination of my service.....

- I have/have not received the housing allowance benefit.

- I have/have not received the regulation allowance from other government authorities.

Name:

Signature:

Date:

No:

date:

attachments:

(Employment Policy Forms)

No.	Form Number	Form Name	Retention Period
1	External Application Form	Hiring application form A 101	3 years
2	External Application Form	Hiring application form B 101	3 years
3	Form 1-95	Medical checkup form	3 years
4	External Application Form	Past work experience Form	3 years
5	Form 2-95	Commitment form	3 years

Deanship of Faculties and Personnel Affairs Department.

Department: Faculties and Personnel Affairs Department

Official responsible/s: Faculties Administrator; Personnel Affairs Department Administrator.

(Information Policy)

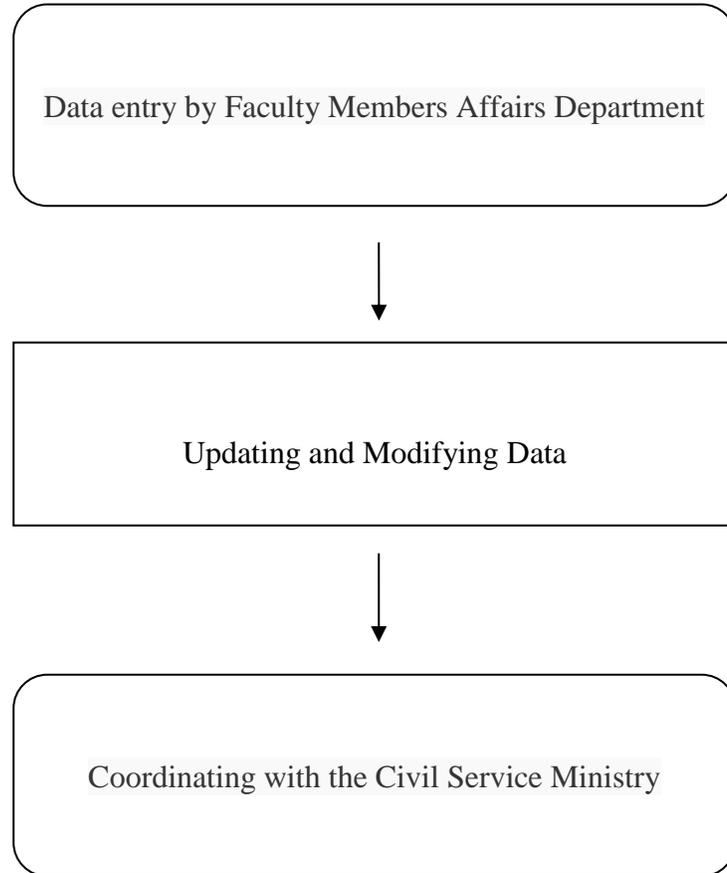
Purpose:

Faculties Personnel Affairs Department have to enter and save all documents related to the employee selection process, and to recruiting decisions, then send copies of these documents to the Civil Service Ministry for its records. They are also obliged to do regular systematic record updates.

Applying:

Applicable to all staff, whether Saudi or not.

Information Operations Flow Chart.



Deanship of Faculty/Staff Affairs Department. .

Related Policy: Information Policy

Management: Faculty / Staff Affairs Department

Official responsible: Manager of Faculty/Staff Affairs Department

(Recording of the employee data in the computer)

No.	Step Description	Responsible Official/s.
1	The responsible official must record the employee's data on the Staff Affairs software system, completing all fields with the appropriate data.	Faculty/Staff Affairs Department.
2	Regular system information updates.	Faculty/Staff Affairs Department.
3	Regular liason with the Civil Service Ministry to ensure their records match ours for employee and employment details.	The administrative staff.

Deanship of Faculty/Staff Affairs Department.

Related Policy: Information Policy.

Management: Support Services.

Official responsible: Manager of Support Services Administration.

(Preparing cards for faculty members and other employees: hired persons, contractors, visitors, labourers, and medical staff.)

No.	Step Description	Responsible Official/s.
1	Bringing a personal photo	The card applicant.
2	Recording the employee's data (name, nationality, etc).	The responsible official.
3	Signing the card.	The Dean of the Faculty/Staff Affairs Department.
4	Printing the card.	The responsible official.
5	Handing over the card to the applicant.	The responsible official.

Kingdom of Saudi Arabia
Ministry of Higher Education
Majmaah University
Deanship of Faculties
And Personnel Affairs



المملكة العربية السعودية
وزارة التعليم العالي
جامعة المجمعة
عمادة شؤون أعضاء هيئة
التدريس والموظفين

Job Card Application Form

Full Name:	
ID No:	
Employee Number:	
Job Title:	

Authentication of the Faculty/Staff Affairs Department.

Name:

Signature:

Staff Member Pledge.

I undertake to keep my personal information/identity card safely, and to return it when no longer employed by the University.

Name:

Signature:

Receiving the Card

The card has been delivered on / / corresponding to / / 143 Hegira year

Name:

Signature:

Application forms containing the requisite information for the Computerised Database.

No.	The application form number	The application form name	Retention Period
1	External application form	Data entry in the system application form	3 years
2	n-3-95	Job Card Application Form	3 years

Deanship of Faculty/Staff Affairs Department.

Management: Salaries and Allowances

Authorised Department: Salaries Department

(Salary Policy)

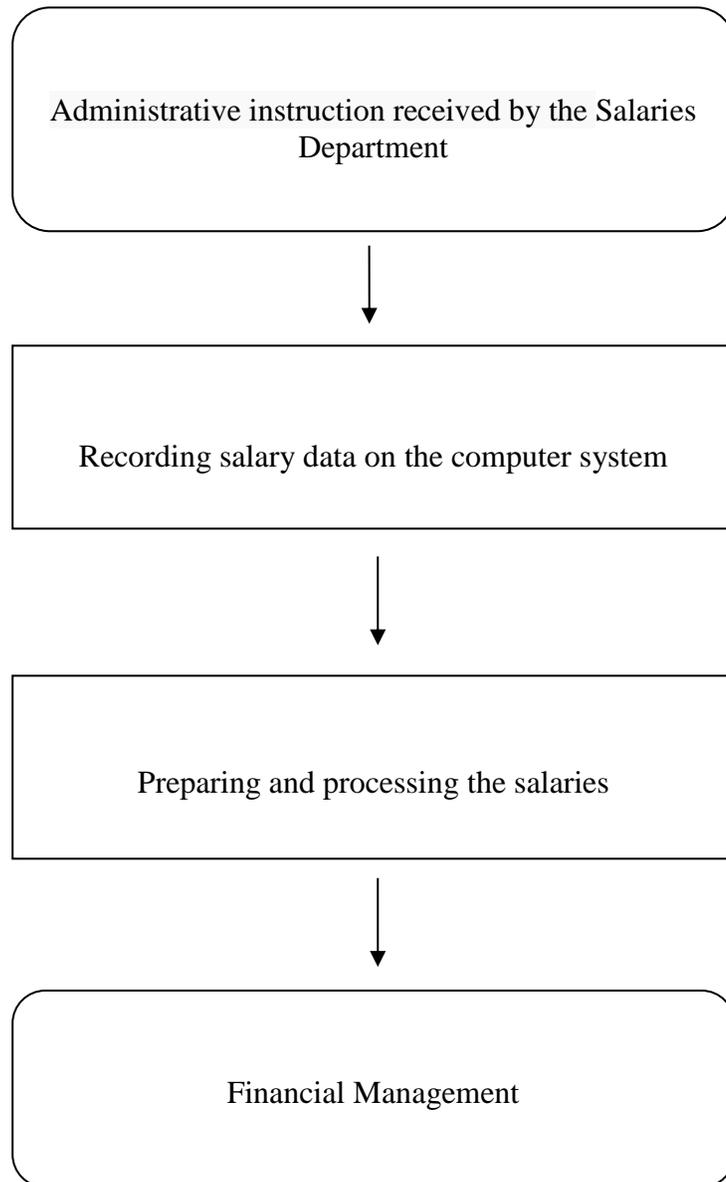
Purpose:

Per the Civil Service Code; the regulations of the Higher Education Council; and the applicable Universities Legislations; the Salaries Department must ensure that all the necessary work is done to ensure that all University staff are paid on time, properly and in full; and is tasked with keeping an accurate record of all salary and payment details.

Application:

Applicable to both Saudi and non-Saudi staff.

The Salary Operations Flow Chart.



Deanship of Faculty/Staff Affairs Department.

Related Policy: Salary Policy

Management: Salaries and Allowances

Authorised Department: The Manager of the Salaries Department

(Preparing the Payrolls)

No.	Step Description	Responsible Official/s.
1	Recording the salary of the newly employed or transferred employee onto the authority for employment.	The Recruitment Department in the Staff Affairs
2	Forwarding a photocopy of the employment or transfer authorisation to the Salaries Department, while retaining the original in the employee's file.	The Recruitment Department in the Staff Affairs
3	Preparing separate schedules of the applicable salaries for employees, or transferred employees.	Salaries Department
4	Referring the employee and transferred employee salary details to the financial management.	The Manager of the Salaries Department
5	Adding the newly recruited employees onto the general payroll salary record.	Salaries Department
6	Preparing and updating all staff salaries on computer at the beginning of each month.	The responsible official in the Salaries Department
7	Ensuring the deductions and cuts for the Real Estate bank or the Loan bank are properly processed.	The responsible official in the Salaries Department
8	Amending the payroll in respect of deductions for employee absenteeism or suspension.	The responsible official in the Salaries Department
9	Printing the payrolls after deleting the names of those staff forfeiting their pay for the current month.	The responsible official in the Salaries Department
10	Organising the payrolls in the salaries register	The responsible official in the Salaries Department
11	Payrolls to be signed by the employee who prepared them; by the head of the payroll accounting department, and by the manager of the salaries department.	Salaries and Allowances Department
12	All payrolls to be forwarded to the financial management at the beginning of each Hegira month, with an official letter attached.	The Manager of the Salaries Department

13	The payrolls to be actioned by the Remittances Department within Financial Management.	Salaries and Allowances Department
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Salary scales are determined per royal order No. 4097/M.B dated: 25/06/1432 H.

Deanship of Faculty/Staff Affairs Department.

Related Policy: Salaries Policy

Management: Salaries and Allowances

Authorised Department: The Manager of the Salaries Department

(Annual Increment)

14	Step Description	Responsible Official/s.
1	Preparing a schedule per job category with the names of those staff meriting the annual increment. To be done annually by the beginning of Moharram.	Salaries and Allowances Department
2	Preparing a schedule of those staff who have forfeited their annual increment because they received an unsatisfactory report. The affected staff members must sign an acknowledgement that they are not receiving the increment.	Salaries and Allowances Department
3	Preparing an annual increment forfeiture document; with the necessary supporting documents attached.	Salaries and Allowances Department
4	Checking through the document and signing it.	Salaries and Allowances Department
5	Forwarding the document.	The salaries Official responsible
6	Informing the authorities concerned (the finance, salaries, recruitment, and filing departments), of the increment forfeiture.	The salaries Official responsible

Per the rights and benefits list decreed by the royal order No. (28/A), dated 20/03/1432 H.

External Form

The scale of salaries accredited by the generous royal order No. 4097/M.B dated: 25/06/1432 H.

Annual Increment	Grades															Rank
	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	
135	4890	4755	4620	4485	4350	4215	4080	3945	3810	3675	3540	3405	3270	3135	3000	1
165	5740	5575	5410	5245	5080	4915	4750	4585	4420	4255	4090	3925	3760	3595	3430	2
190	6605	6415	6225	6035	5845	5655	5465	5275	5085	4895	4705	4515	4325	4135	3945	3
230	7750	7520	7290	7060	6830	6600	6370	6140	5910	5680	5450	5220	4990	4760	4530	4
265	8950	8685	8420	8155	7890	7625	7360	7095	6830	6565	6300	6035	5770	5505	5240	5
305	10335	10030	9725	9420	9115	8810	8505	8200	7895	7590	7285	6980	6675	6370	6065	6
365	12120	11755	11390	11025	10660	10295	9930	9565	9200	8835	8470	8105	7740	7375	7010	7
415	13820	13405	12990	12575	12160	11745	11330	10915	10500	10085	9670	9255	8840	8425	8010	8
470	15855	15385	14915	14445	13975	13505	13035	12565	12095	11625	11155	10685	10215	9745	9275	9
510	17415	16905	16395	15885	15375	14865	14355	13845	13335	12825	12315	11805	11295	10785	10275	10
530		18705	18175	17645	17115	16585	16055	15525	14995	14465	13935	13405	12875	12345	11815	11
570			20275	19705	19135	18565	17995	17425	16855	16285	15715	15145	14575	14005	13435	12
605				21835	21230	20625	20020	19415	18810	18205	17600	16995	16390	15785	15180	13
700					24015	23315	22615	21915	21215	20515	19815	19115	18415	17715	17015	14
865						28640	27775	26910	26045	25180	24315	23450	22585	21720	20855	15

Jobs4ksa.com

The general scale of salaries for the employees

External form

سلم رواتب أعضاء هيئة التدريس والمحاضرين والمعيدين بالجامعات
المعتمد بالأمر الكريم رقم (4097/م ب) وتاريخ 25/6/1432 هـ اعتباراً من 25/6/1432 هـ

Annual increment	Grades															Job Title
	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	
415	12460	12045	11630	11215	10800	10385	9970	9555	9140	8725	8310	7895	7480	7065	6650	Teaching Assistant
510	15905	15395	14885	14375	13865	13355	12845	12335	11825	11315	10805	10295	9785	9275	8765	lecturer
570	20745	20175	19605	19035	18465	17895	17325	16755	16185	15615	15045	14475	13905	13335	12765	Assistant Professor
665	25390	24725	24060	23395	22730	22065	21400	20735	20070	19405	18740	18075	17410	16745	16080	Co-professor
735	28710	27975	27240	26505	25770	25035	24300	23565	22830	22095	21360	20625	19890	19155	18420	professor

The scale of salaries accredited by the generous royal order No. 4097/M.B dated:
25/06/1432 H. For the faculty members

External Form

The scale of salaries for teaching jobs accredited by the generous royal order No. 4097/M.B dated: 25/06/1432 H.

Sixth	Fifth	Fourth	Third	Second	First	Level Grades
9260	8060	7570	6390	5350	4445	1
9855	8570	8080	6825	5715	4745	2
10450	9080	8590	7260	6080	5045	3
11045	9590	9100	7695	6445	5345	4
11640	10100	9610	8130	6810	5645	5
12900	11140	10625	8970	7570	6340	6
13495	11650	11135	9405	7935	6640	7
14090	12160	11645	9840	8300	6940	8
14685	12270	12155	10275	8665	7240	9
15280	13180	12665	10710	9030	7540	10
158785	13690	13175	11145	9395	7840	11
16470	14200	13685	11580	9760	8140	12
17065	14710	14195	12015	10125	8440	13
17660	15220	14705	12450	10490	8740	14
18255	15730	15215	12885	10855	9040	15
18850	16240	15725	13320	11220	9340	16
19445	16750	16235	13755	11585	9640	17
20040	17260	16745	14190	11950	9940	18
20635	17770	17255	14625	12315	10240	19
21230	18280	17765	15060	12680	10540	20
	18790	18275	15495	13045	10840	21
	19300	18785	15930	13410	11140	22
	19810	19295	16365	13775	11440	23
	20320	19805	16800	14140	11740	24

			17235	14505	12040	25
595	510	510	435	365	300	Annual increment

External Form

The scale of salaries for health jobs accredited by the generous royal order No. 4097/M.B dated: 25/06/1432 H.

سالم رواتب لائحة الوظائف الصحية (١)																	
المعتمد بالأمر الكريم رقم (٤٠٩٧ م/ب) وتاريخ ١٤٣٢/٦/٢٥هـ اعتباراً من ١٤٣٢/٦/٢٥هـ																	
seventh		sixth		fifth		fourth		third		second		first		Level		Group	
١٤	١٣	١٤	١٣	١٤	١٣	١٤	١٣	١٤	١٣	١٤	١٣	١٤	١٣	Grade	Clas		
١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	consultant	Physicians
١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	senior physician	
١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	resident physician	
١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	Consultive pharmacist	Pharmacist
١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	Head pharmacist	
١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	pharmacist	
١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	Specialist Consultant	specialists
١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	senior specialist	
١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	١١٠	specialist	

External Form

The scale of salaries for servants accredited by the generous royal order No. 4097/M.B dated: 25/06/1432 H.

سلم رواتب المستخدمين																					
المعتمد بالأمر الكريم رقم (٤٠٩٧/م ب) وتاريخ ١٤٣٢/٦/٢٥ هـ اعتباراً من ١٤٣٢/٦/٢٥ هـ																					
Annual Increment	basic salary																				Rank
	Grades																				
	٢٠	١٩	١٨	١٧	١٦	١٥	١٤	١٣	١٢	١١	١٠	٩	٨	٧	٦	٥	٤	٣	٢	١	
١٩٠	٧٩٣٥	٧٧٤٥	٧٥٥٥	٧٣٦٥	٧١٧٥	٦٩٨٥	٦٧٩٥	٦٦٠٥	٦٤١٥	٦٢٢٥	٦٠٣٥	٥٨٤٥	٥٦٥٥	٥٤٦٥	٥٢٧٥	٥٠٨٥	٤٨٩٥	٤٧٠٥	٤٥١٥	٤٣٢٥	٣٢
١٣٥					٥٥٥٥	٥٤٢٠	٥٢٨٥	٥١٥٠	٥٠١٥	٤٨٨٠	٤٧٤٥	٤٦١٠	٤٤٧٥	٤٣٤٠	٤٢٠٥	٤٠٧٠	٣٩٣٥	٣٨٠٠	٣٦٦٥	٣٥٣٠	٣٢
١٠٠					٤٥٠٠	٤٤٠٠	٤٣٠٠	٤٢٠٠	٤١٠٠	٤٠٠٠	٣٩٠٠	٣٨٠٠	٣٧٠٠	٣٦٠٠	٣٥٠٠	٣٤٠٠	٣٣٠٠	٣٢٠٠	٣١٠٠	٣٠٠٠	٣١

External Form

The scale salaries of the nominated employees according to the wages statement which accredited by the generous royal order No. 4097/M.B , dated: 25/06/1432 H.

سلم رواتب المعينين على بند الأجور																
المعتمد بالأمر الكريم رقم (٤٠٩٧/م ب) وتاريخ ١٤٣٢/٦/٢٥ هـ اعتباراً من ١٤٣٢/٦/٢٥ هـ																
annual inremen	Basic Salary Grades														category	
	١٥	١٤	١٣	١٢	١١	١٠	٩	٨	٧	٦	٥	٤	٣	٢		١
١٢٥	٤٧٥٠	٤٦٢٥	٤٥٠٠	٤٣٧٥	٤٢٥٠	٤١٢٥	٤٠٠٠	٣٨٧٥	٣٧٥٠	٣٦٢٥	٣٥٠٠	٣٣٧٥	٣٢٥٠	٣١٢٥	٣٠٠٠	A
١٦٥	٥٨٧٠	٥٧٠٥	٥٥٤٠	٥٣٧٥	٥٢١٠	٥٠٤٥	٤٨٨٠	٤٧١٥	٤٥٥٠	٤٣٨٥	٤٢٢٠	٤٠٥٥	٣٨٩٠	٣٧٢٥	٣٥٦٠	B
٢٠٥	٧١٥٠	٦٩٤٥	٦٧٤٠	٦٥٣٥	٦٣٣٠	٦١٢٥	٥٩٢٠	٥٧١٥	٥٥١٠	٥٣٠٥	٥١٠٠	٤٨٩٥	٤٦٩٠	٤٤٨٥	٤٢٨٠	C
٢٤٥	٨٥٨٠	٨٣٣٥	٨٠٩٠	٧٨٤٥	٧٦٠٠	٧٣٥٥	٧١١٠	٦٨٦٥	٦٦٢٠	٦٣٧٥	٦١٣٠	٥٨٨٥	٥٦٤٠	٥٣٩٥	٥١٥٠	D

Applicable Forms used by the Salaries Department.

No.	The application form number	The application form name	Retention Period
1	External application form	The scale of the staff salaries	3 years
2	External application form	The scale of salaries for faculty members	3 years
3	External application form	The scale of salaries for teaching jobs	3 years
4	External application form	The scale of salaries for health jobs	3 years
5	External application form	The scale of salaries for servants	3 years
6	External application form	The scale salaries of wages statement	3 years

Deanship of Faculty/Staff Affairs Department.

Related Policy: Allowances Policy

Management: Salaries and Expenses

Authorised Department: The Expenses Department

(The Allowances Policy)

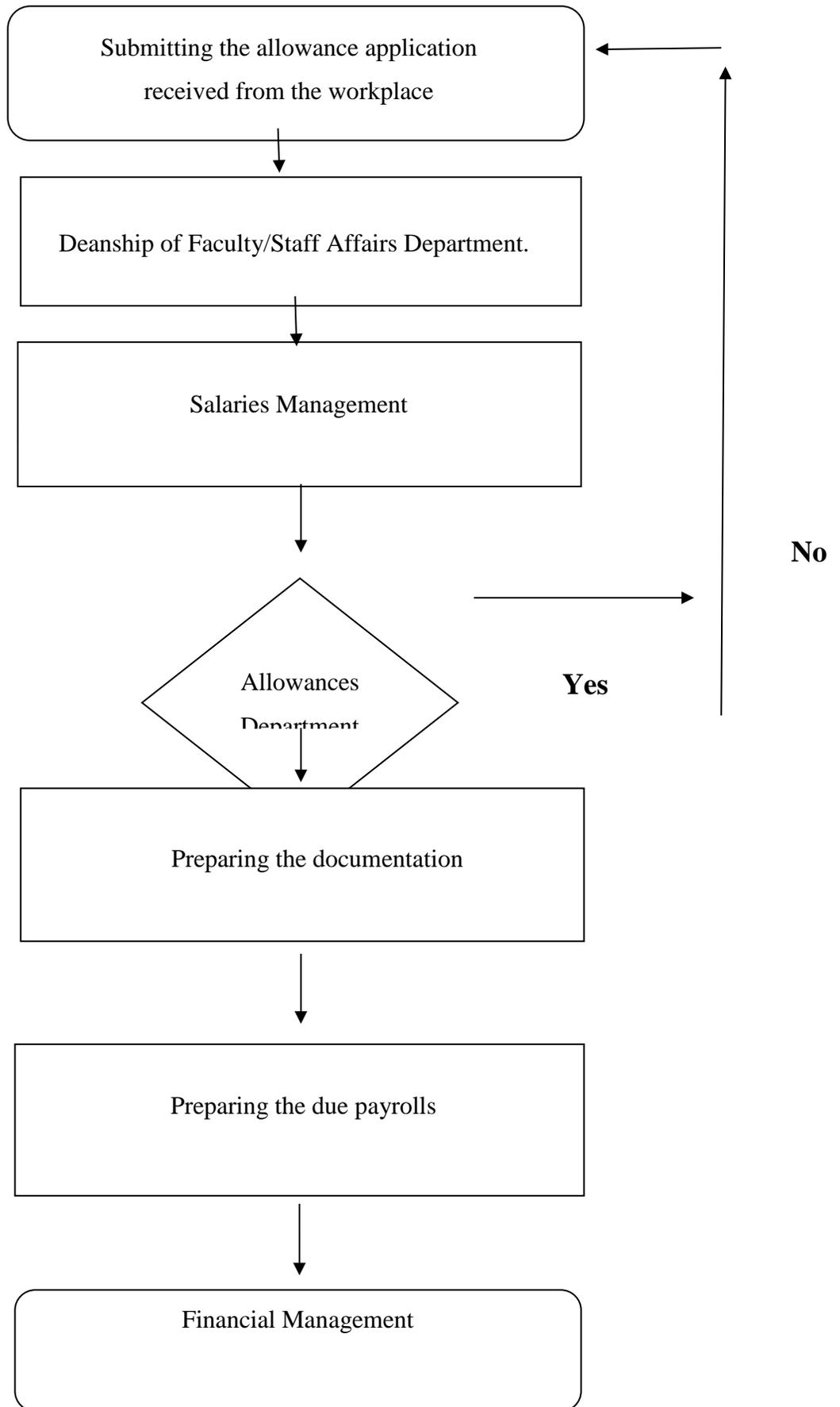
Purpose:

Per the Civil Service Code; the regulations of the Higher Education Council; and the applicable Universities Legislations; the Expenses Department must prepare and issue payment, bonus, and re-imbusement documents, and pay slips for University staff, and independent contractors.

Application:

Applicable to Saudi and non-Saudi staff, and to anyone else to whom payment is due.

Allowances Operations Flow Chart.



Deanship of Faculty/Staff Affairs Department

Related Policy: Allowances Policy

Management: Salaries and Expenses

Authorised Department: The Manager of the Expenses Department

(Overtime)

No.	Step Description	Responsible Official/s.
1	Process overtime forms from relevant officials within the University, detailing overtime details, and the affected staff members; then forward the forms to the Salaries and Expenses Management.	The Dean of Faculty/Staff Affairs Department.
2	Preparing the overtime authorisation document.	The Salaries Department
3	Signing the document.	The Dean of Faculty/Staff Affairs Department.
4	Forward the document to the relevant parties.	The Salaries Department
5	Process the overtime completion letter from the departments of the employees working overtime.	The competent authority of the assigned employee
6	Prepare the correct and applicable payrolls.	The responsible official (The Salaries Department)
7	The relevant officer, and his manager in the Salaries department must then sign these payrolls.	The Manager of the Salaries and Expenses Department
8	Refer it to the Financial Management.	The out-going mail of the department

As per the Civil Service Code; the regulations of the Higher Education Council; the applicable Universities Legislations; and per the rights and benefits list issued by the royal order No. (28/A), dated: 20/03/1432 H.

Deanship of Faculty/Staff Affairs Department.

Related Policy: Allowances Policy

Management: Salaries and Expenses

Authorised Department: The Manager of the Expenses Department

(Permanent Committees)

No.	Step Description	Responsible Official/s.
1	Notification per letter that the meeting has been held; detailing also the member names, the session number of sessions, the date, and making a photocopy for the committee records.	The chairman of the relevant committee.
2	Referring it to the expenses department.	The Dean of Faculty/Staff Affairs Department.
3	Preparing the proper documentation.	The responsible official (The Expenses Department)
4	Preparing the applicable pay advices for the members, according to the rights and benefits list	The responsible official (The Expenses Department)
5	Signature of the applicable pay advices by the salaries accountant; the department manager; and the salaries and expenses manager.	The salaries and expenses manager
6	Referring it to the Financial Management	Per departmental mail.

The rights and benefits list issued by the royal order No. (28/A), dated: 20/03/1432 H.

Deanship of Faculty/Staff Affairs Department.

Related Policy: Allowances Policy

Management: Salaries and Expenses

Authorised Department: The Manager of the Expenses Department

(The Councils)

No.	Step Description	Responsible Official/s.
1	Receipt of an allowance application for council members.	The chairman of the committee which responsible for the arrangement and following-up the other committees works
2	Preparing the relevant documentation.	The responsible official (The Expenses Department)
3	Preparing the applicable pay advices for the members according to the rights and benefits list.	The Expenses Department
4	Signature of the applicable pay advices by the salaries accountant; the department manager; and the salaries and expenses manager.	The Expenses Department
5	Referring it to the Financial Management.	The departmental mail.

The system and regulations of the Higher Education Council:

Definition: The relevant councils are as follows: The University council; The scientific council; The graduate studies council; The faculty council; The department council.

Deanship of Faculty/Staff Affairs Department.

Related Policy: Allowances Policy

Management: Salaries and Bonuses

Authorised Department: The Manager of the Salaries and Allowances Department

(The bonuses for the vice-rector, the deans, the vice-dean and the departmental heads.)

No.	Step Description	Responsible Official/s.
1	Receipt of the bonus application documents for the vice-rector, the deans, the vice-dean and the heads of a departmental heads .	The Rector's office manager.
2	Referring it to the Salaries and Expenses Management.	The Dean of Faculty/Staff Affairs Department.
3	Referring it to The responsible official.	The Manager of the Salaries and Expenses.
4	Preparing the proper documentation on the matter.	The responsible official (The Salaries and Allowance Department)
5	Signature of the applicable pay advices by the salaries accountant; the department manager; and the salaries and expenses manager.	The Salaries and Allowance Department
6	Referring it to the Financial Management.	The Dean of Faculty/Staff Affairs Department.

Per the rights and benefits list issued by the royal order No. (28/A), dated: 20/03/1432 H.

Deanship of Faculty/Staff Affairs Department.

Related Policy: Allowances Policy

Management: Salaries and Allowances

Authorised Department: The Manager of the Salaries and Allowances Department

(The University Education Allowance)

No.	Step Description	Responsible Official/s.
1	At the beginning of every school term, each faculty must submit a list of the staff members qualifying for the University education allowance.	The Dean of the faculty concerned.
2	Referring it to Salaries Management.	The Dean of Faculty/Staff Affairs Department.
3	Preparing the proper documentation according to the rights and benefits list.	The responsible official (The Salaries and Allowance Department).
4	Signature of the applicable pay advices by the salaries accountant; the department manager; and the salaries and expenses manager.	The Salaries and Allowance Department , and the administration manager.
5	Referring it to the Financial Management	The Dean of Faculty/Staff Affairs Department.

As per the rights and benefits list issued by the royal order No. (28/A), dated: 20/03/1432 H.

Deanship of Faculty/Staff Affairs Department.

Related Policy: Allowances Policy

Management: Salaries and Expenses

Authorised Department: The Manager of the Salaries and Allowances Department

(Books and reference works allowances for the lecturers and their assistants.)

No.	Step Description	Responsible Official/s.
1	Receipt on an annual basis of the completed application forms for the 'Books and reference works' allowance', payable to those doing Master's degrees or doctorates.	The Dean of the faculty concerned.
2	Preparing the documentation.	The Salaries Department
3	Preparing the applicable payment slips.	The responsible official (The Salaries Department)
4	Signature of the applicable pay slips by the salaries accountant; the department manager; and the salaries and expenses manager.	The Salaries Department, and the administration manager.
5	Referring it to the Financial Management	The departmental mail.

As per the rights and benefits list issued by the royal order No. (28/A), dated: 20/03/1432 H.

Deanship of Faculty/Staff Affairs Department.

Related Policy: Allowances Policy

Management: Salaries and Allowances

Authorised Department: The Manager of the Salaries and Allowances Department

(Theses Dissertations)

No.	Step Description	Responsible Official/s.
1	Receipt of a 'Thesis Dissertation allowance' application, payable to faculty members in respect of their dissertation expenses. The application must have an attached photocopy either of the degree received, or of the official letter informing the academic that he was unsuccessful in his dissertation.	The faculty concerned.
2	Referring it to the responsible official.	The salaries and allowances manager.
3	Preparing the proper documentation.	The responsible official; (The Salaries Department)
4	Preparing the applicable pay advices.	The responsible official; (The Salaries Department)
5	Signature of the applicable pay advices by the salaries accountant; the department manager; and the salaries and expenses manager.	The salaries and allowances manager.
6	Referring it to the Financial Management	The outgoing mail of the department

As per the rights and benefits list issued by the royal order No. (28/A), dated: 20/03/1432 H.

Deanship of Faculty/Staff Affairs Department.

Related Policy: Allowances Policy

Management: Salaries and Allowances

Authorised Department: The Manager of the Salaries and Allowances Department

(The working of the faculty members during the summer vacation.)

No.	Step Description	Responsible Official/s.
1	Receipt of an application form from the Vacation Work committees or Deans of each particular faculty, naming those faculty members needed to work during the summer vacation; and approved to do so by the Rector.	The head of the Vacation Work committee.
2	Forwarding the Rector's instructions to the salaries and allowances manager.	The Dean of Faculty/Staff Affairs Department.
3	Preparing the payment data for the faculty members concerned, and the payment documentation.	The salaries department.
4	Checking the documentation.	The salaries and allowances manager.
5	Signing the documentation.	The Dean of Faculty/Staff Affairs Department.
6	Forwarding the documentation to the deanships and faculties concerned.	Administrative communications.
7	Receipt of the extra work assignment document.	The line management of the faculty member concerned.
8	Forwarding it to the responsible official.	The salaries and allowances manager.
9	Preparing the correct pay advices for the faculty members concerned.	The responsible official (The Salaries and Allowances Department).
10	Signature of the applicable pay advices by the salaries accountant; the department manager; and the salaries and expenses manager.	The salaries department.
11	Referring it to the Financial Management.	The Dean of Faculty/Staff Affairs Department.

As per the rights and benefits list issued by the royal order No. (28/A), dated: 20/03/1432 H.

Deanship of Faculty/Staff Affairs Department.

Related Policy: Allowances Policy

Management: Salaries and Expenses

Authorised Department: The Manager of the Salaries and Allowances Department

(The Mandate)

No.	Step Description	Responsible Official/s.
1	Receipt of an application for a formal mandate to perform an official assignment.	The Administration Manager/The faculty Dean.
2	Preparing the proper documentation.	The responsible official (The Expenses Department).
3	Signing the documentation.	The Dean of Faculty/Staff Affairs Department.
4	Printing the documentation, and informing the faculty member concerned of the assignment.	The responsible official (The Expenses Department).
5	The return of the document, signed by the employee's supervisor, on the completion of the assignment.	The line management of the employee concerned.
6	Preparing the applicable pay advices for the employee concerned, according to the rights and benefits list.	The responsible official (The Expenses Department).
7	Signature of the applicable pay advices by the salaries accountant; the department manager; and the salaries and expenses manager.	The responsible official (The Expenses Department).
8	Referring it to the Financial Management.	The departmental mail.

As per the rights and benefits list issued by the royal order No. (28/A), dated: 20/03/1432 H.

Deanship of Faculty/Staff Affairs Department.

Related Policy: Allowances Policy

Management: Salaries and Expenses

Authorised Department: The Manager of the Salaries and Allowances Department

(The Labour Conditions Allowance)

No.	Step Description	Responsible Official/s.
1	Receipt of a letter from the relevant employee's line manager, detailing the employee's specific working conditions.	The employee's line manager.
2	Referring it to the Salaries and Allowances department.	The Dean of Faculty/Staff Affairs Department.
3	Preparing the proper documentation.	The Salaries and Allowances department.
4	Filling in the documentation.	The Manager of the Salaries and Allowances department
5	Signing the documentation.	The Dean of Faculty/Staff Affairs Department.
6	Issuing the documentation, and informing the parties concerned: (The Salaries and Allowances department; and the employee concerned) .	The departmental mail.

As per the rights and benefits list issued by the royal order No. (28/A), dated: 20/03/1432 H.

Deanship of Faculty/Staff Affairs Department.

Related Policy: Allowances Policy

Management: Salaries and Allowances

Authorised Department: The Manager of the Salaries and Allowances Department

(The Employment Stipend)

No.	Step Description	Responsible Official/s.
1	The recruitment department sends a photocopy of the recruitment documentation, giving details of the Employment Stipend for the newly recruited employee.	The Staff Affairs Department
2	Preparing the applicable pay advice, according to the rights and benefits list, with all required documents attached.	The responsible official (The Salaries Department)
3	Signature of the applicable pay advices by the salaries accountant; the department manager; and the salaries and expenses manager.	The Dean of Faculty/Staff Affairs Department.
4	Referring it to the Financial Management.	The departmental mail

As per the rights and benefits list issued by the royal order No. (28/A), dated: 20/03/1432 H.

Deanship of Faculty/Staff Affairs Department.

Related Policy: Allowances Policy

Management: Salaries and Expenses

Authorised Department: The Manager of the Salaries and Allowances Department

(Technical, staff, health staff, and specialised staff allowances)

No.	Step Description	Responsible Official/s.
1	Receipt of a letter from the relevant employee's line manager, detailing the employee's specific working conditions.	The employees' line manager
2	Referring it to the Salaries and Allowances department, to determine what should be paid in accordance with the rights and benefits list: the full amount, or the correct percentage thereof.	The Dean of Faculty/Staff Affairs Department.
3	Preparing the proper documentation.	The responsible official (The Salaries Department).
4	Filling in the documentation.	The Manager of the Salaries and Allowances department.
5	Signing the documentation.	The Dean of Faculty/Staff Affairs Department.
6	Issuing the documentation, and informing the parties concerned: (The Salaries and Allowances department; and the employee concerned) .	The departmental correspondence section.

As per the rights and benefits list issued by the royal order No. (28/A), dated: 20/03/1432 H.

Kingdom of Saudi Arabia
Ministry of Higher Education
Majmaah University
Department of Faculties
Personnel Affairs



المملكة العربية السعودية
وزارة التعليم العالي
جامعة المجمعة
عمادة شؤون أعضاء هيئة
التدريس والموظفين

University education allowance Application Form

For the Semester The School Year 14 / 14 H.

										Faculty
										Name
Civil Register										
Notes					Teaching Hours Assigned	Teaching Load	Scientific Degree			
The assignment according to the rule (42) of the list which organizes faculty members affairs by the decision No. () date / / 14 H.○										
Supervises a number of () Thesis / Theses ○										Reasons for non completion of the teaching load

His Excellency the Dean of Faculty and Staff Affairs

the honorable.

Peace be upon you:

We hereby the department of declare that the mentioned above is deserving the university education allowance with 25% and stated by the council of ministers' decision No. 259 date 1/9/1429 H.

The Department Manager

Name:

The Seal

His Excellency the Dean of Faculty and Staff Affairs

the honorable

Peace be upon you

Whereas the mentioned above deserves the university education allowance according to the department manager statement and in accordance with the teaching load assigned to him derived from his teaching schedule.

So we hope to instruct those who are in charge to pay the allowance, thanking your co-operation.

Sincerely,,,

The Dean

Name

Signature

المشرفوعات:

التاريخ: / / ١٤٣ هـ

الرقم:

To be filled in at the beginning of each semester.

kingdom of Saudi Arabia
Ministry of Higher Education
Majmaah University
Deanship of Faculties
& Personnel Affairs



المملكة العربية السعودية
وزارة التعليم العالي
جامعة المجمعة
عمادة شؤون أعضاء هيئة
التدريس والموظفين

Mission Accomplishment Document

The employee's name: Job Title: Grade:

According to the mandate decision, number (.....) and date / / 14 H. The mission
accomplished within (.....) day/days starting from / / 14 H.

Take note that the means of transport to
travel was on the account of

The employee The competent authority

The housing was on the account of

The employee The competent authority

The food was on the account of

The employee The competent authority

The daily travel to work was on
the account of

The employee The competent authority

The mandatory employee

His direct chairman

The name:

The name:

The signature:

The signature:

The Official Seal

المرفقات

التاريخ: / / ١٤٤٣ هـ

الرقم:

A list of the application forms for allowances.

No.	The application form number	the application form name	Retention Period
1	N-4-95	The books and references allowance application form	3 years
2	N-5-95	The University education allowance application form	3 years
3	N-6-95	Mission accomplishment Document	3 years

Deanship of Faculty/Staff Affairs Department.

Management: Staff Affairs

Authorised Department: The Manager of Staff Affairs

(Holiday Policy)

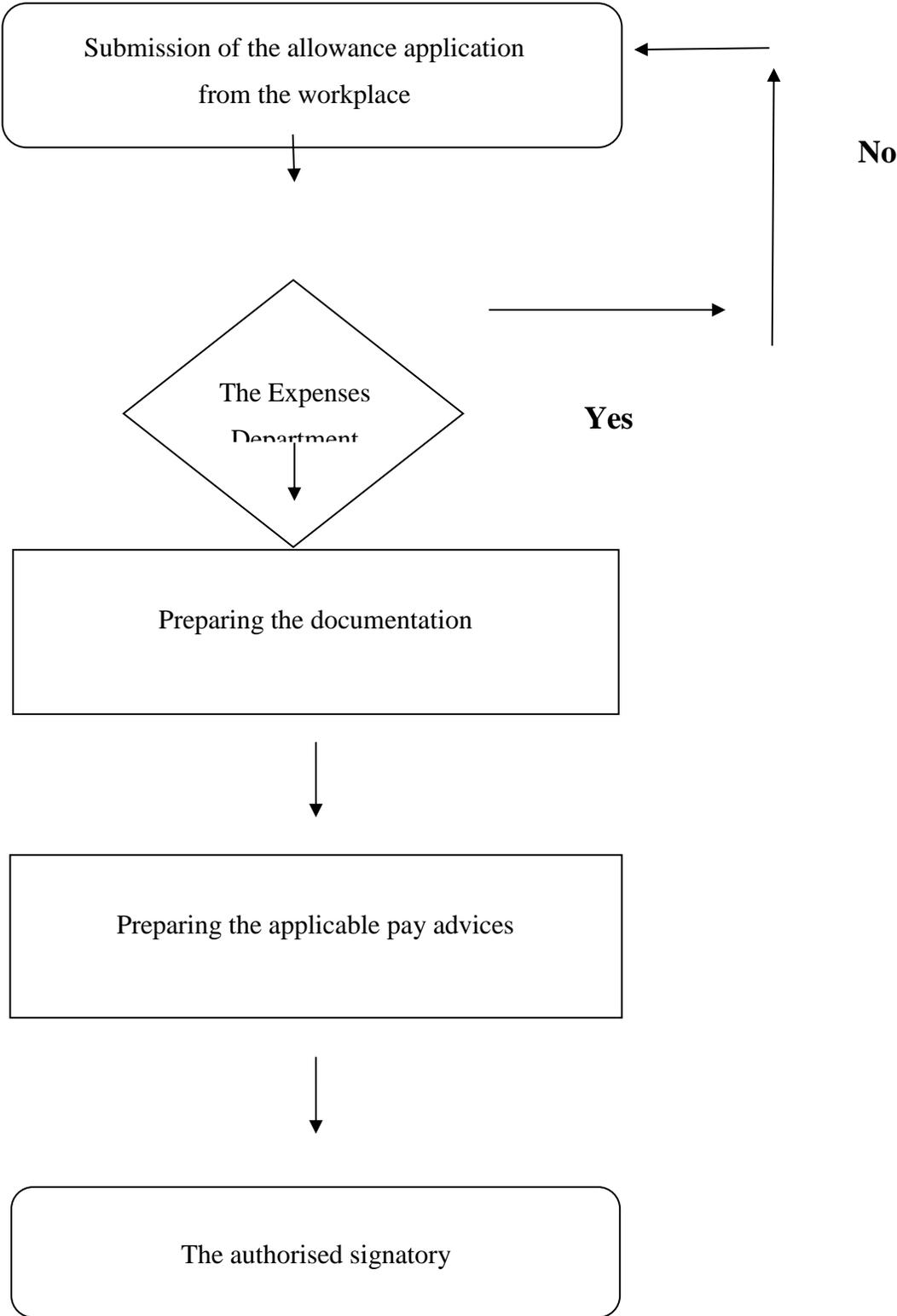
The Purpose:

In accordance with prescribed employee vacation benefits, and on receipt of management approval, the staff affairs department dealing with vacations authorises vacations of different kinds, per the provisions of the Civil Service Code, and per the Higher Education Council and Universities Legislations; and manages the process so as not to affect the workflow.

Applying:

Applicable to Saudis and non-Saudis.

The Allowances Operations Flow Chart.



Deanship of Faculty and Personnel Affairs Department

Relevant Policy: Leave policy

Department: Personnel Affairs Department

Report to: Personnel Affairs Department Director

Regular Vacation for Officials, Employees, and Workers

Procedures to be undertaken	Agent
1- A vacation leave request should be filled in by the official, approved by the immediate supervisor, and Personnel Affairs Department must be advised of it.	-Applicant
2- Vacation leave cannot be granted in advance of accrual.	-Official responsible
3- Vacation leave must be approved by the competent authority	-The Dean of Faculty/Personnel Affairs Department
4- Forwarding the vacation leave request form to the Personnel Affairs Department	- The Dean of Faculty/Personnel Affairs Department - Personnel Affairs Department Director
5- Forwarding the vacation leave request form to the responsible official	-Official in charge of leaves
6- Preparing the vacation leave approval document, which must specify the vacation length	
7- Endorsement of the document	- Personnel Affairs Department Director
8- Signing the document	- The Dean of Faculty/Personnel Affairs Department
9- Issuing the document and providing all concerned with a copy	- Official in charge of leaves - Official in charge of leaves
10- Entering the vacation leave on the computer system	
11- Filing the original vacation leave document in the employee's file	- Official in charge of leaves

Article (1) of Leave Regulation.

Deanship of Faculty and Personnel Affairs Department

Relevant Policy: Leave policy

Department: Personnel Affairs Department

Report to: Personnel Affairs Department Director

Forced/Mandatory Leave

Procedures to be undertaken	Agent
1- A vacation leave request should be filled in by the official, approved by the immediate supervisor, and Personnel Affairs Department must be advised of it.	-Applicant
2- Vacation leave cannot be granted in advance of accrual.	
3- Vacation leave must be approved by the competent authority	-Official responsible
4- Forwarding the vacation leave request form to the Personnel Affairs Department	- The competent authority having jurisdiction over the particular vacation leave applicant
5- Forwarding the vacation leave request form to the responsible official	- The Dean of Faculty/Personnel Affairs Department. - Personnel Affairs Department Director
6- Entering the vacation period electronically to deduct it from the employee's vacation balance	-Official in charge of leaves
7- Filing the leave request form in the employee's file	- Filing clerk

Article (10) of Leave Regulation

Deanship of Faculty and Personnel Affairs Department

Relevant Policy: Leave policy

Department: Personnel Affairs Department

Report to: Personnel Affairs Department Director

Escort Leave

Procedures to be undertaken	Agent
1- Referring the hospital certificate proving the medical escort of an immediate family member	-The Dean of Faculty/Personnel Affairs Department.
2- Preparing the documentation granting the vacation stipulating its beginning and its end.	- Official responsible
3- Endorsement of the documentation	- Personnel Affairs Department Director
4- The signature of the documentation	- The Dean of Faculty/Personnel Affairs Department.
5- Issuing the documentation and providing the persons concerned with a copy	- Official in charge of leaves
6- Deducting the vacation period from the computerised balance of regular vacation leave due. Should there be no leave due, a medical escort document must be issued for the employee	- Official in charge of leaves
7- Filing the original document in the employee's file	-Filing clerk

Article (15) of Leave Regulation

Deanship of Faculty and Personnel Affairs Department

Relevant Policy: Leave policy

Department: Personnel Affairs Department

Report to: Personnel Affairs Department Director

Exceptional Leave

Procedures to be undertaken	Agent
1- A vacation leave request should be filled in by the official, approved by the immediate supervisor, and Personnel Affairs Department must be advised of it.	-Applicant
2- Vacation leave cannot be granted in advance of accrual.	
3- Vacation leave must be approved by the competent authority	-Official responsible
4- Forwarding the vacation leave request form to the Personnel Affairs Department	- The Dean of Faculty/Personnel Affairs Department. - The Dean of Faculty/Personnel Affairs Department.
5- Forwarding the vacation leave request form to the responsible official	- Personnel Affairs Department Director
6- Preparing the document granting the vacation, stipulating its beginning and its end date.	- Official in charge of leaves
7- The endorsement of the document	- Personnel Affairs Department Director
8- The signature of the document	- The Dean of Faculty/Personnel Affairs Department.
9- Issuing the document and providing the persons concerned with a copy	- Official in charge of leaves
10- Entering the unpaid vacation period electronically.	- Official in charge of leaves
11- Filing the leave request form in the employee's file	- Filing clerk

Article (20) of Leave Regulation

Deanship of Faculty and Personnel Affairs Department

Relevant Policy: Leave policy

Department: Personnel Affairs Department

Report to: Personnel Affairs Department Director

Sick Leave

Procedures to be undertaken	Agent
1- Referring the hospital report granting the employee sick leave	-The Dean of Faculty/Personnel Affairs Department.
2- Preparing the document granting the vacation, stipulating its beginning and its end	- Official responsible
3- The endorsement of the document	- Personnel Affairs Department Director
4- The signature of the document	- The Dean of Faculty/Personnel Affairs Department.
5- Issuing the document and providing the persons concerned with a copy	- Official in charge of leaves
6- Entering the vacation details on computer	- Official in charge of leaves
7- Filing the original document in the employee's file	-Filing clerk

Article (11), Paragraph (A) of Leave Regulation

Note: Decisions on sick leave of three days or less are delegated to authorised officials in each department. A copy of their decisions must be provided to the Personnel Affairs Department.

Deanship of Faculty and Personnel Affairs Department

Relevant Policy: Leave policy

Department: Personnel Affairs Department

Report to: Personnel Affairs Department Director

Study Leave

Procedures to be undertaken	Agent
1- Referring the applicant's study leave application to his immediate supervisor after being signed by his director.	-The Dean of Faculty/Personnel Affairs Department.
2- Referring the leave request to official responsible	- Personnel Affairs Department Director
3- Preparing the document of vacation leave approval, including the period of vacation, from the start to the end.	- Official in charge of leaves
4- The endorsement of the document	- Official in charge of leaves
5- The signature of the document	
6- Issuing the document and providing the persons concerned with a copy.	-Personnel Affairs Department Director
7- Entering the unpaid vacation period on computer and providing the persons concerned with a copy.	-The Dean of Faculty/Personnel Affairs Department.
9- Filing the original document in the employee's file	- Official in charge of leaves
	-Official in charge of leaves
	-Filing clerk

Article (17) of Leave Regulation

Deanship of Faculty and Personnel Affairs Department

Relevant Policy: Leave policy

Department: Personnel Affairs Department

Report to: Personnel Affairs Department Director

Renal Dialysis Leave

Procedures to be undertaken	Agent
<ul style="list-style-type: none">1- Referring the hospital report specifying the renal dialysis days to the Personnel Affairs Department.2- Preparing the document granting the vacation stipulating its beginning and its end.3- The endorsement of the document4- The signature of the document 5- Issuing the document and providing the persons concerned with a copy6- Filing the original document in the employee's file	<ul style="list-style-type: none">-The Dean of Faculty/Personnel Affairs Department. - Official in charge of leaves - Personnel Affairs Department Director- The Dean of Faculty/Personnel Affairs Department. - Official in charge of leaves-Filing clerk

Article (11), paragraph (D) of Leave Regulation.

Deanship of Faculty and Personnel Affairs Department

Relevant Policy: Leave policy

Department: Personnel Affairs Department

Report to: Personnel Affairs Department Director

Leave for Sporting Events

Procedures to be undertaken	Agent
1- Referring the General Presidency of Youth Welfare's Report, and the approval of the relevant department to the Personnel Affairs Department.	-The Dean of Faculty/Personnel Affairs Department.
2- Referring the leave request to the official responsible	- Official in charge of leaves
3- Preparing the document granting the vacation stipulating its beginning and its end.	- Personnel Affairs Department Director - The Dean of Faculty/Personnel Affairs Department.
4- The endorsement of the document	
5- The signature of the document	- Official in charge of leaves
6- Issuing the document and providing the persons concerned with a copy	
7- Filing the original document in the employee's file	-Filing clerk

Article (24) of Leave Regulation.

Deanship of Faculty and Personnel Affairs Department

Relevant Policy: Leave policy

Department: Personnel Affairs Department

Report to: Personnel Affairs Department Director

Leave Emergency Services

Procedures to be undertaken	Agent
1- Referring The Red Crescent Society's Report and the approval of the department concerned to Personnel Affairs Department	-The Dean of Faculty/Personnel Affairs Department. - Personnel Affairs Department Director
2- Referring the leave request to Official responsible	- Official in charge of leaves
3- Preparing the document of vacation leave approval for the competent authority	- The Dean of Faculty/Personnel Affairs Department.
4- The signature of the document report	- The Dean of Faculty/Personnel Affairs Department.
5- Referring the approved leave request to Personnel Affairs Department	- Personnel Affairs Department Director
6- Referring the leave request to the authorised official.	- Official in charge of leaves
7- Preparing the document granting the vacation stipulating its beginning and its end	- Personnel Affairs Department Director
8- The endorsement of the document	-The Dean of Faculty/Personnel Affairs Department.
9- The signature of the document	-Official in charge of leaves
10- Issuing the document and providing the persons concerned with a copy.	-Official in charge of leaves
11- Entering the unpaid vacation period on computer	-Filing clerk
12- Filing the original document in the employee's file	

Article (23) of Leave Regulation

Deanship of Faculty and Personnel Affairs Department

Relevant Policy: Leave policy

Department: Personnel Affairs Department

Report to: Personnel Affairs Department Director

Examination Leave

Procedures to be undertaken	Agent
1- A copy of the examination schedule along with the approval of the department concerned should be referred to the Personnel Affairs Department 2- Referring the leave request to the official responsible 3- Keeping the schedule in the employee's file	- Dean of Faculty/Personnel Affairs Department. - Personnel Affairs Department Director -Filing clerk

Article (9) of Leave Regulation

Deanship of Faculty and Personnel Affairs Department

Relevant Policy: Leave policy

Department: Personnel Affairs Department

Report to: Personnel Affairs Department Director

Child Birth Leave

Procedures to be undertaken	Agent
1- Referring a certified copy of the birth certificate to the Personnel Affairs Department.	-The Dean of Faculty/Personnel Affairs Department. - Personnel Affairs Department Director
2- Referring the leave request to the competent authority	- Official in charge of leaves
3- Preparing the document granting the vacation stipulating its beginning and its end date.	- Personnel Affairs Department Director
4- The endorsement of the document	- The Dean of Faculty/Personnel Affairs Department.
5- The signature of the document	- Official in charge of leaves
6- Issuing the document and providing the persons concerned with a copy	-Official in charge of leaves
7- Registering the vacation period electronically	
8- Filing the original document in the employee's file	-Filing clerk

Article (22), paragraph (A) of Leave Regulation.

Deanship of Faculty and Personnel Affairs Department

Relevant Policy: Leave policy

Department: Personnel Affairs Department

Report to: Personnel Affairs Department Director

Maternity Leave

Procedures to be undertaken	Agent
<ol style="list-style-type: none"> 1- A leave request should be filled in by the female employee, approved by the immediate supervisor, and the Personnel Affairs Department must be advised of it 2- Referring the leave request to the competent authority 3- Vacation leave cannot be granted until after it has been accrued. 4- Vacation leave must be approved by the competent authority 5- Referring the vacation leave request form to the Personnel Affairs Department 6- Referring the leave request form to the official in charge 7- Preparing the document granting the vacation, stipulating its beginning and its end date. 8- The endorsement of the document 9- The signature of the document 10 -Issuing the document and providing the persons concerned with a copy 11 Registering the vacation leave period electronically. The female employee will be paid a quarter of her salary provided it exceeds 1500 SR. 12 Filing the leave request form in the employee's file 	<ul style="list-style-type: none"> - The Dean of Faculty/Personnel Affairs Department. -Personnel Affairs Department Director -Official in charge of leaves - The Dean of Faculty/Personnel Affairs Department. - The Dean of Faculty/Personnel Affairs Department. - Personnel Affairs Department Director -Official in charge of leaves -Personnel Affairs Department Director - The Dean of Faculty/Personnel Affairs Department. -Official in charge of leaves - Official in charge of leaves -Filing clerk

Article (22), paragraph (B) of Leave Regulation

Deanship of Faculty and Personnel Affairs Department

Relevant Policy: Leave policy

Department: Personnel Affairs Department

Report to: Personnel Affairs Department Director

Leave for a Female Employee in case of the Death of her Husband (Iddah Leave)

Procedures to be undertaken	Agent
1- Referring the death certificate including the name of the deceased person to the Personnel Affairs Department.	-The Dean of Faculty/Personnel Affairs Department.
2- Referring the leave request to the competent authority	- Personnel Affairs Department Director
3- Preparing the document granting the vacation stipulating its beginning and its end date.	- Official in charge of leaves
4- The endorsement of the document	- Personnel Affairs Department Director
5- The signature of the document	- The Dean of Faculty/Personnel Affairs Department.
6- Issuing the document and providing the persons concerned with a copy	- Official in charge of leaves
7- Registering the vacation period electronically	-Official in charge of leaves
8- Filing the original document in the employee's file	-Filing clerk

Article (21), of Leave Regulation.

Leave Request Form

Reserved for the employee	<p>His excellency.....most respectful</p> <p style="text-align: center;">I wish to request leave from my annual entitlement as follows:</p> <p>Casual Casual leave extension forced exceptional</p> <p>For a period of () days from the ... / / ...14</p> <p>The address during the vacation leave.....</p> <p>.... Name: civil registry number:</p> <p>Function : Rank () N: () Department</p> <p>..... Telephone number :</p> <p>Is prepayment required? Yes / No</p> <p>Signature: on / / 14 H</p>
Approval Authority	<p>Official action on request:</p> <p>Approved</p> <p>Disapproved</p> <p>The function of immediate supervisor.....Name.....Signature.....</p>

Form n:	Title of the form	Validity	M
95-97	Leave request form	3 years	1

Department	Reserved for Personnel Affairs	<p>The department of human resources should provide the following notes:</p> <ul style="list-style-type: none"> -Total accrued leave balance..... -Annual accrued leave balance..... - The date of the last granted leave:.....period:..... -Accrued leave:..... -Not accrued leave:..... <p>Personnel Affairs Department Director.....name.....signature.....</p>
authority	Approval	<p>Competent authority:.....</p> <p>Name.....signature.....</p>

Number.....on...../...../ 14.....attachments.....

List of Forms Used in Leave policy

Deanship of Faculty/Personnel Affairs

Department: Faculty/Personnel Affairs

Report to: The Director, Faculty/Personnel Affairs Department

Promotion Policy

Purpose:

The promotions department in the Faculty/ Personnel affairs Deanship, supervises procedures for promotion in accordance with the guide to work grades and promotions in the Civil Service Code, and the promotion system for the Higher Education Council and the Universities, so as to improve the employment environment, raise the level of work performance, and to attain to the standards of fairness and professionalism necessary for the retention of competent staff within the University.

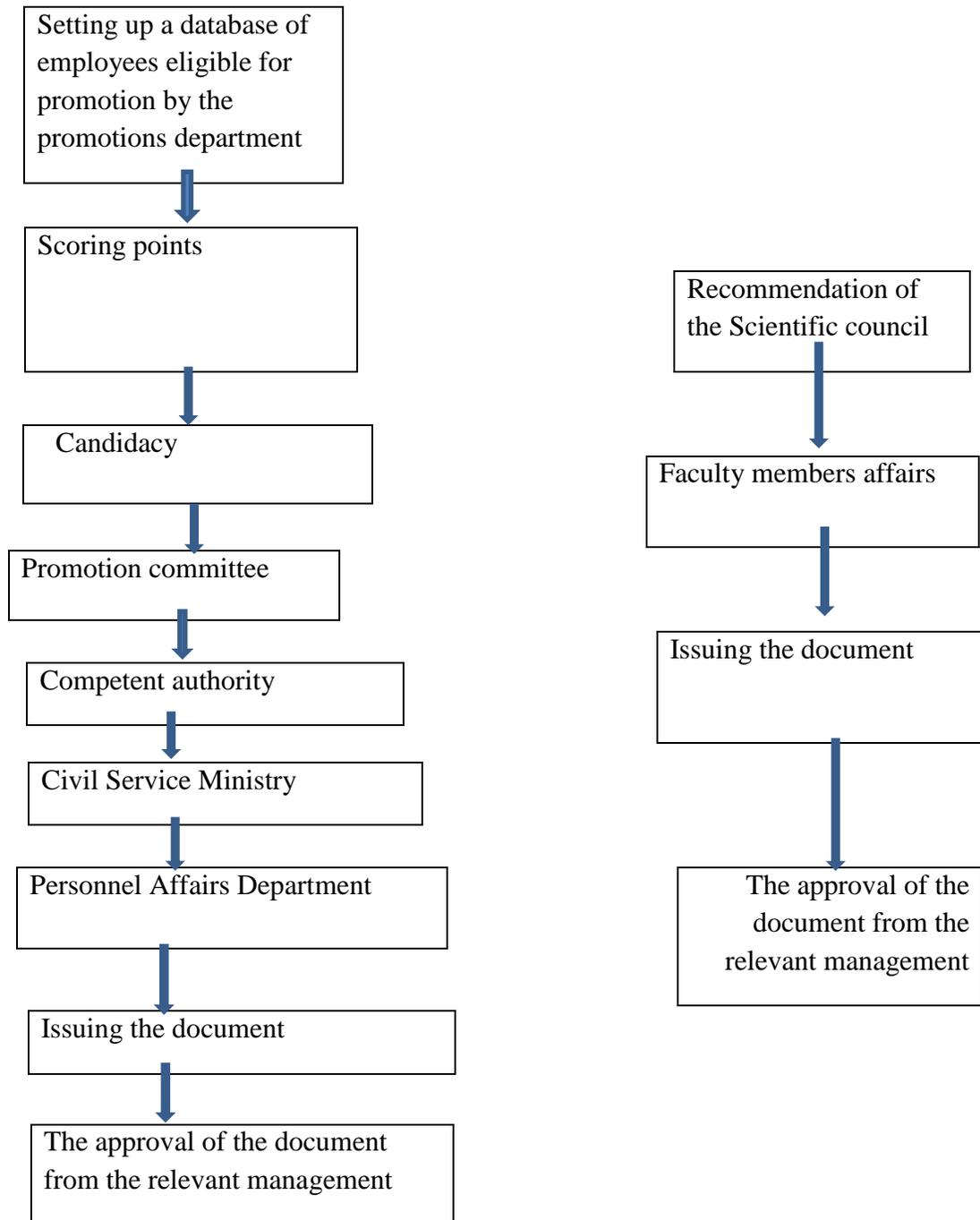
Application:

Applicable to all University employees, Saudi and non-Saudi.

Flowchart of the Promotion Process

Promotion of Administrative Personnel

Promotion of Faculty Members



Deanship of Faculty and Personnel Affairs Department

Relevant Policy: Promotion Policy

Department: Faculty Members Affairs

Report to: Saudi Nationals Head of Department

**Promotions of Faculty Members to a Faculty Rank in the Regular Professor Series:
Assistant Professor, Associate Professor, and Professor.**

Procedures to be undertaken	Agent
1- Referring the approved scientific council document to the faculty affairs director.	-The Dean of Faculty/Personnel Affairs Department.
2- Referring the document to the official responsible	- Faculty affairs Director
3- Booking the position	- The administrative divisions department
4- Preparing the document and endorsing it.	- the requisite official
5- Following up the document and endorsing it	- Faculty affairs Director
6- The approval of the document	-Competent authority
7- Providing the persons concerned with copies of the document	-Correspondence tracking system

Deanship of Faculty and Personnel Affairs Department

Relevant Policy: Promotion Policy

Department: Personnel Affairs Department

Report to: Personnel Affairs Department Director

Promotions to Administrative Functions

Procedures to be undertaken	Agent
1- The Department of Personnel Affairs Department prepares a database of the personnel eligible for promotion during the periods approved by the Civil Service Ministry	-The department of promotion, Personnel Affairs Department.
2- Vacant jobs inventory	- The administrative divisions
3- Recording the qualifications, experiences, training sessions, and reports of career performance for each employee	- The department of promotion, Personnel Affairs Department.
4- Filling out the form 1/525 related to promotions from fifth place and below	- The department of promotion, Personnel Affairs Department.
5- Filling out the form 1/525 related to promotions from sixth place and below	-The department of promotion, Personnel Affairs Department.
6- Calculating the points in accordance with promotion parameters (service, training, career performance evaluation, and qualification)	-The official in charge of promotions
7- Grading the candidates for the jobs in according with their scoring in each category	-The official in charge of promotions
8- Filling in the form for unemployed candidates	- The official in charge of promotions
9- Filling out the form of those not seeking promotion	-The official in charge of promotions
10- Make sure of the validity of the promotion motivation	- The official in charge of promotions
11- Presenting the promotion request form to the promotion committee to have its feedback	- The Dean of Faculty/Personnel Affairs Department. Promotion committee
12- The signature of the promotion documents after the points score and the validity of the promotion application have been checked.	
13- The approval of the proceeding by the competent authority	Competent authority

14- Forwarding the application to the Civil Service Ministry	The Dean of Faculty/Personnel Affairs Department.
15- Examining the application, and approving or declining the promotion	The Civil Service Ministry
16- Referring the promotion decision document of the Civil Service Ministry to the Personnel Affairs Department.	The Dean of Faculty/Personnel Affairs Department.
17- Referring the promotions decision document to the requisite official	Personnel Affairs Department Director
18- Preparing the document of promotion	Official in charge of promotions
19- Endorsement of the document	
20- The signature of the document	
21- Issuing the document and providing the persons concerned with a copy	Immediate supervisor
22- The promoted employee has to be upgraded to his new post by his immediate supervisor	
23- Registering the promotion electronically	The requisite official in Personnel Affairs Department

Article(10), paragraph(B) from Promotion Regulation

Deanship of Faculty and Personnel Affairs Department

Relevant Policy: Promotion Policy

Department: Personnel Affairs Department

Report to: Personnel Affairs Department Director

The Promotion of Employees on Wage Items and Workers

Procedures to be undertaken	Agent
1- The Department of personnel affairs prepares a database of workers and employees eligible for promotion .	-The department of promotion, Personnel Affairs Department.
2- Vacant jobs inventory	
3- Preparing the promotion application documents for labourers and workers' jobs.	- The administrative divisions - The department of promotion, Personnel Affairs Department.
4- Presenting the promotion request form to the promotion committee to have its feedback	- The Dean of Faculty/Personnel Affairs Department.
5- The signature of the promotion document by the head of the committee and the members.	- Promotion committee
6- To be approved by the competent authority	-Competent authority.
7- Referring the promotion document to the Personnel Affairs Department	- The dean of faculty members and personnel Affair.
8- Referring it to the requisite official	
9- Preparing the document of promotion	
10- Endorsement of the document	
11- Signing the document	- Personnel Affairs Department Director
12- Issuing the document and providing the persons concerned with a copy	-The official in charge of promotions
13- The promoted employee has to be upgraded to his new post by his immediate supervisor	- Personnel Affairs Department Director
14- Registering the promotion electronically	- The dean of faculty members and personnel Affair - The official in charge of promotions - The immediate supervisor - The requisite official in Personnel Affairs Department

Workers Regulation: Item- Wages Regulation

Deanship of Faculty and Personnel Affairs Department

Relevant Policy: Promotion Policy

Department: Personnel Affairs Department

Report to: Personnel Affairs Department Director

The Promotion of Healthcare Practitioners

Procedures to be undertaken	Agent
1- The Department of personnel affairs prepares a database of the health workers eligible for promotion.	-The department of promotion, Personnel Affairs Department.
2- The committee verifies the candidates' profiles in order to choose those eligible for promotion	- The department of promotion, Personnel Affairs Department.
3- Preparing the promotions document to be signed by the head of the committee and its members	-The committee trustee
4- Referring the promotions document to the Personnel Affairs Department	- The Dean of Faculty/Personnel Affairs Department.
5- Referring it the requisite official	- Personnel Affairs Department Director
6- Preparing the document of promotion	-The official in charge of promotions
7- Endorsement of the document	- Personnel Affairs Department Director
8- Signing the document	- The Dean of Faculty/Personnel Affairs Department.
9- Issuing the document and providing the persons concerned with a copy	-The official in charge of promotions
10- The promoted employee has to be upgraded to his new post by his immediate supervisor	- The immediate supervisor
11- Registering the promotion electronically	- The requisite official in Personnel Affairs Department

Health jobs Regulation

Kingdom of Saudi Arabia

The Ministry of Industry and Electricity

Personnel Affairs Department

List of Eligible employees for promotion by contest until...../.../14

number	Name	Permanent Job					The job applied for				Total Service		
		Title and Code	Rank	Number	Place	Date of Appointmen	Title and Code	Rank	Number	Place	Days	Months	years
Scientific Qualifications and Training Sessions					Points Secured					The Attitude of the Promotion Committee	The Attitude of The Civil Se Concerning The Committee's		
Training Type, period, and Date		Last Qualification Secured	Education	Seniority	Training	Performance Evaluation	Total Points	Approve	Disapprove		Reasons for Disap		
Direct	Indirect												

--	--	--	--	--	--	--	--	--	--	--	--

The Personnel Affairs Department Director hereby attests that this list includes the following information under his accountability:

- 1- The names of all the employees eligible for promotion by contest until/...../143 in accordance with article (2) from the promotion regulation, who are qualified to fill in the offered vacant jobs in the herein minutes. Candidates are committed to undertake the job in accordance with the paragraph(H) , Article(1) from the promotion regulation.
- 2- All the candidates are eligible for candidacy in accordance with what is stated in paragraphs 1-2-3-4-5 stated in article(1) from promotion regulation
- 3- All of the candidates had to keep to the job they are tenured in the last two years
- 4- The period marked in paragraph (D) , article 1 from promotion regulation is excluded

The requisite official
 Affairs Department Director
 Name
 Signature

Personnel
 Name
 Signature

Number	Minutes Non/.../14	Number	Building upon
Date	The promotion committee is held in	Date	paragraph(D), Article
Attachments to discuss the promotion of the	Attachments	regulation stipulating
	employees occupying the ranks.....for		that it is up to The
	the vacancies and their number..... .		Ministry of Service to
	After verifying their scientific		make sure that
	qualifications, work experience,		candidacy is fulfilled in tandem with the
	training certificates and performance		regulatory rules. After reviewing the
	evaluations in the last two years, the committee submits its		recommendations of the committee
	opinion in the above field under its accountability		aforementioned, The Civil Service Ministry
			submits its opinion in the required field.
	The Committee Secretary Member.... Member...		
	member and the head of the committee		

List of Forms used in Promotion Policy

N	Title of the Form	Validity
1	Promotion policy form	

Deanship of Faculty and Personnel Affairs Department

Relevant Policy: Promotion Policy

Department: Personnel Affairs Department

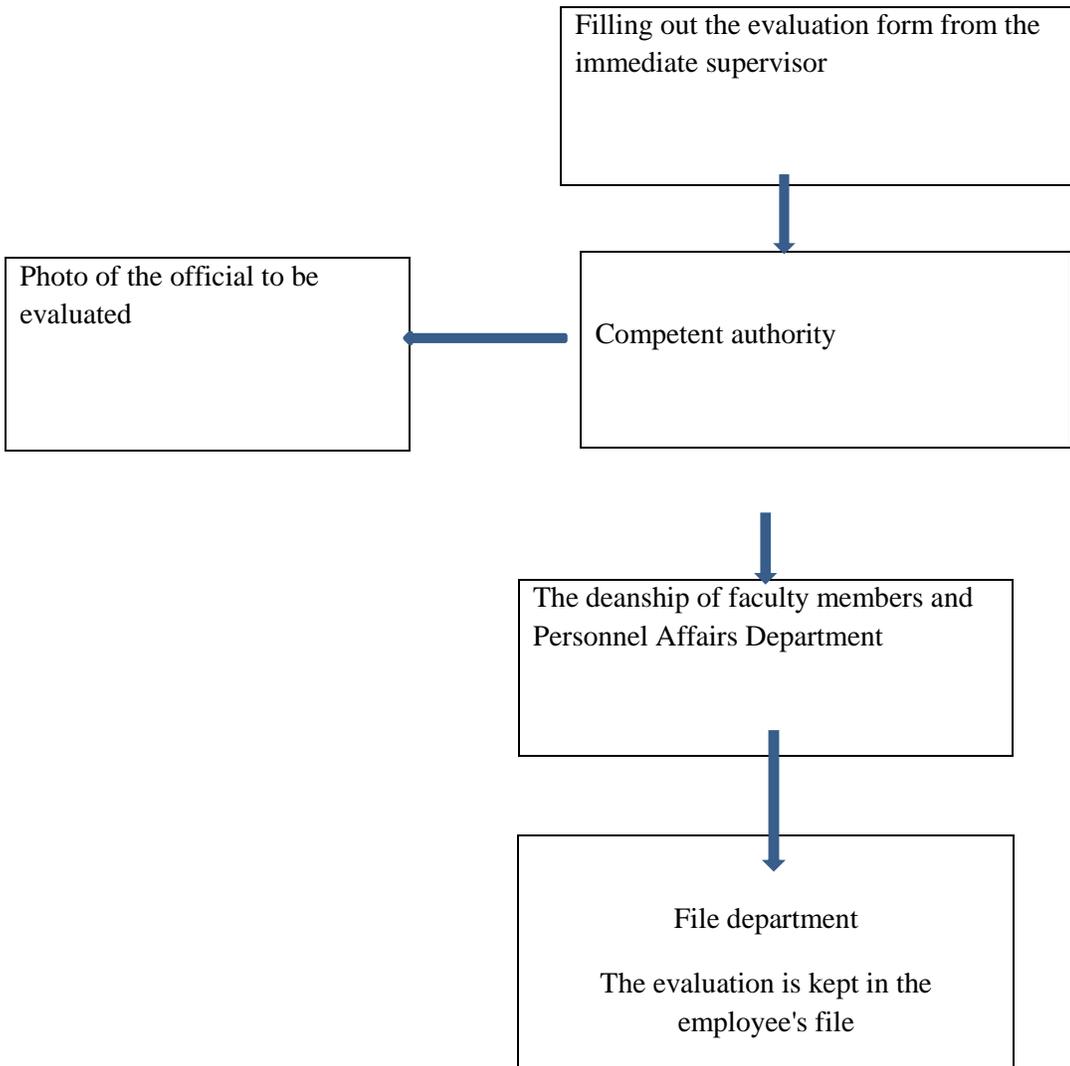
Report to: Personnel Affairs Department Director

The Personnel Affairs Department calls the persons concerned in the University to provide performance evaluations with reference to the quality standards. It undertakes to follow up, verify, analyse and document them so as to determine the performance level of University personnel, and of the University as an institution.

Application:

Applicable to all University employees, Saudi and non-Saudi

The Flowchart of the Performance Evaluation Process



Deanship of Faculty and Personnel Affairs Department

Relevant Policy: Performance Evaluation Policy

Department: Faculty and Personnel Affairs Department

Report to: Personnel Affairs Department Director +Faculty Members Affairs Director

Performance Evaluation

Procedures to be undertaken	Agent
1- Monthly:preparing evaluation performance forms from the Start Date .	-The department of promotion, Personnel Affairs Department.
2- To be sent in an official report to every party separately	- The Dean of Faculty/Personnel Affairs Department.
3- The approval of the evaluation	
4- A copy of the approved evaluation has to be given to the concerned employee	-The employees' work section -The competent authority -The immediate supervisor
5- Referring the evaluations to the Personnel Affairs Department	-The department of promotion, Personnel Affairs Department.
6- Referring the evaluation to The requisite official	-Personnel Affairs Department Director -The requisite official
7- Scoring and recording the marks of the evaluation	-The department of promotion, Personnel Affairs Department
8- Forwarding the bad performance evaluations to the performance evaluation committee	-Personnel Affairs Department -Filing clerk
9- Executing the recommendations of the committee	
10- Keeping the evaluation in the employee's file.	

Performance Evaluation Regulation

Deanship of Faculty and Personnel Affairs Department

Relevant Policy: Performance Evaluation Policy

Department: Faculty and Personnel Affairs Department

Report to: Personnel Affairs Department Director and Faculty Members Affairs Director

Probationary Employee Performance Evaluation

Procedures to be undertaken	Agent
<p>1-Preparing six monthly evaluation performance forms from the date of hiring.</p> <p>2-To be sent in an official report to every party separately</p> <p>3-The form should be filled out with the recommendations, and shown to the employee</p> <p>4-The approval of the evaluation</p> <p>5-The evaluations have to be referred to the Personnel Affairs Department before the end of the probationary year.</p> <p>7- Referring it to the requisite official</p> <p>8-Preparing a database of the employees with a satisfactory evaluation and better to be forwarded to the requisite official.</p> <p>9-Preparing the tenure report</p> <p>10-Endorsing the report</p> <p>11-Signing the report</p> <p>12-Issuing the report and providing a copy to the concerned bodies</p> <p>13-Scoring and recording the evaluation marks</p>	<p>-The department of promotion, Personnel Affairs Department.</p> <p>- The Dean of Faculty/Personnel Affairs Department.</p> <p>-The employees' work section</p> <p>-The competent authority</p> <p>-The immediate supervisor</p> <p>-The department of promotion, Personnel Affairs Department.</p> <p>-Personnel Affairs Department Director</p> <p>-The requisite official</p> <p>- The requisite official</p> <p>- Personnel Affairs Department Director</p> <p>- The Dean of Faculty/Personnel Affairs Department.</p> <p>- Official in charge of Personnel Affairs Department</p> <p>- The requisite official</p> <p>-Filing clerk</p>

Performance Evaluation Regulation

Kingdom of Saudi Arabia

Faculty/College/Centre/Deanship.....

Department.....

Faculty Members Performance Assessment.

General information

Nationality.....					Full Name
					Faculty
					Department
					Qualification
					Speciality
Teacher <input type="checkbox"/> assistant	Lecturer	Assistant professor	Associate professor	Professor	Job Title
Not mentioned	others	<input type="checkbox"/> head of department	Vice dean	Dean <input type="checkbox"/>	Administrative Affair
	Outside the Kingdom		Inside the Kingdom		Experience

First section: Performance assessment and its effectiveness

Second section: Professional and research activities

Accorded Mark		Maximum Mark	Item	م
B	A			
			The ability to plan and make decisions	1
			The supervision of research topics	2
			Commitment to work rules and regulations.	3
			Punctuality.	4
			The activation of academic counselling.	5
			Commitment to the course description	6
			Preparing exam files and course reports in due time .	7
			Work accuracy.	8
			Applying new techniques and methods of teaching.	9

			Commitment to quality standards in the exam	1 0
			Propagating and applying safety measures	1 1
				Total

Accorded Mark		Maximum Mark	Item	m
B	A			
			Crisis management and good conduct	1
			Ability to assume responsibility.	2
			Hard work within an acceptable timescale.	3
			The spirit of cooperation.	4
			Flexibility and good management.	5
			Appearance and behaviour	6
				Total

Accorded Mark		Maximum Mark	Item	m
B	A			
			Research papers, published Books, conferences, seminars, workshops and training session	1
			Membership in scientific magazines, journals	2
				Total

Section 3: Personal behavior and relationships
Section 4: cultural, social and administrative activities

Total Marks

Category (A) a faculty member appointed to an administrative task

Accorded Mark		Maximum Mark	Item	م
B	A			
			Effective participation the University, Faculty and college units	1
			Participation in the cultural and social activities on the level of department, college, University and community	2
			Total	

96-108	Very good	
84-95	Good	
72-83	Satisfactory	
Less than 71	unsatisfactory	

		Job performance
		Professional and research activities
		Personal qualities and public relations
		Administrative, cultural and social activities
		Total

The assessment of the reporter:..... Signature : The assessment of the accreditor:..... Signature : Recommendations:.....	Position:.....
---	----------------

Performance Evaluation Form

Workers

Employees on wage items

Temporary workers

1404H

First

Institution	Administration	Section

Dept	Unit	Region	City or Village

Full Name	Job Title	Rank	Number	Start Date

Qualification	The Topic of the Last Finished Training Session	Last Performance Assessment Report	
		Date	Rating

Second:

Accorded Mark	Rating						Elements of Evaluation
	Excellent	Very Good		Good	Satisfactory	Unsatisfactory	
	1	2	3	4	5	6	Level of performance
							Punctuality
							Following instructions
							Collaboration with directors
							Collaboration with colleagues
							Collaboration with reviewers

Total

Total rating From to Last Mark

	31-36	The Employee who scores	Excellent
	30-25	The Employee who scores	Very Good 5
	24-19	The Employee who scores	Very Good 4
	18-13	The Employee who scores	Good

	12-7	The Employee who scores	Satisfactory
	6-and less	The Employee who scores	Unsatisfactory

The Mark of improvement from the last report		
Good	Average	Poor
General recommendations to develop abilities(if any)		

Name of the Reporter: Function Signature
..... date.....

Remarks of the report accreditor

Name.....
Function.....Signature.....Date.....

Performance Evaluation Form for Probationary Employee

Kingdom of Saudi Arabia

Performance Evaluation Form for Probationary Employee

Institution	Administration	Section

Department	Unit	Region	City or Village

Full Name	Job Title	Rank	Number	Start Date

Qualification	The Topic of the Last Finished Training Session	Last Performance Assessment Report	
		Date	Rating

Note:
The form should be filled in accordance with the
Procedures attached in the court N 44899 on 17/12/1415

Accorded Mark	
Second Period : from : to	First period : from : to

Maximum Mark	Elements of Evaluation
10	Enthusiasm at work
9	Ability to learning
8	Accepting and following instructions
7	Punctuality
6	General behavior
5	Good management
4	Public relations

Total

. Maxi Mark for the first period 50
Maxi Mark for the second period 50
Maxi Mark for both periods 100

Final Mark	From -to	Rating
	90-100	Excellent
	91-81	Very good
	80-71	Good
	70-61	Satisfactory
	60- and less	Unsatisfactory

Total rating	
	Total Marks for the first period
	Total Marks for the second period
	Total

Remarks of the Immediate Supervisor

<p>Date Remarks and directions if any:</p> <p><u>Name of the Reporter:</u> Function Signature date.....</p> <p><u>Remarks of the report accreditor</u> Name..... Function..... signature..... Date</p>	First Period
---	---------------------

<p>Date Remarks and directions if any:</p> <p style="text-align: center;">. Unfit for the job <input type="checkbox"/> . Fit for the job <input type="checkbox"/></p> <p><u>Name of the Reporter:</u> <u>Name of the Report accreditor:</u> function</p> <p>Signature Function Signature date..... </p> <p>..... date.....</p>	Second Period
---	----------------------

Direction of the competent authority

Name	Function	number	Position
-------------	-----------------	---------------	-----------------

Date

Building on the powers granted to us:

With reference to the article 9 of the Civil Service Code

Based on the instructions of the article 4/9 and the article 6/9 from the executive regulation of the Civil Service Code and after reviewing the abovementioned employee performance report:

We hereby decide

-The abovementioned employee is confirmed in the job and is considered acceptable for continuation of his service

-The abovementioned employee is transferred to the function numbered..... Vacant in the department.....to go through another probationary period

-The dismissal of the abovementioned employee for being unfit for the job:

Name:

Function:

Signature:

A copy should be referred to the Ministry of the Civil Service in case of the transference of the employee to another function or discharge for being unfit

Sources of Performance Evaluation

- 1- The employee's file
- 2-The remarks of the immediate supervisor
- 3- Monthly reports of the employee's achievements.
- 4-Attendance sheet
- 5-Any other sources helping to improve the evaluation.

Performance Evaluation Form for Healthcare practitioners

(Pharmacists, Specialists, Technicians, Health Assistants)

I: General Information

Institution	Hospital or Health Centre	Department	Region	City or Village

Full Name	Job Title	Level	Number	Class	Start Date	The beginning of the service	Nationality

Last Scientific Qualification	Specialization	Last Training Program	Last result obtained by the performance evaluation report			
			Rating		Date of Execution	

Second: Evaluation items

Group	Element	Limit the above Grades			Accorded
		a	B	C	
A	The ability to assess the treatment methods used	6			
A	Skill in determining the appropriate treatment	6			
AB	The ability to train other workers	6	6		
AB	The ability to develop working methods	5	5		
ABC	Knowledge of the right way to operate machines being used	5	5	7	
ABC	Punctuality	5	5	7	
ABC	Skill in guiding and helping technically and administratively	5	5	3	

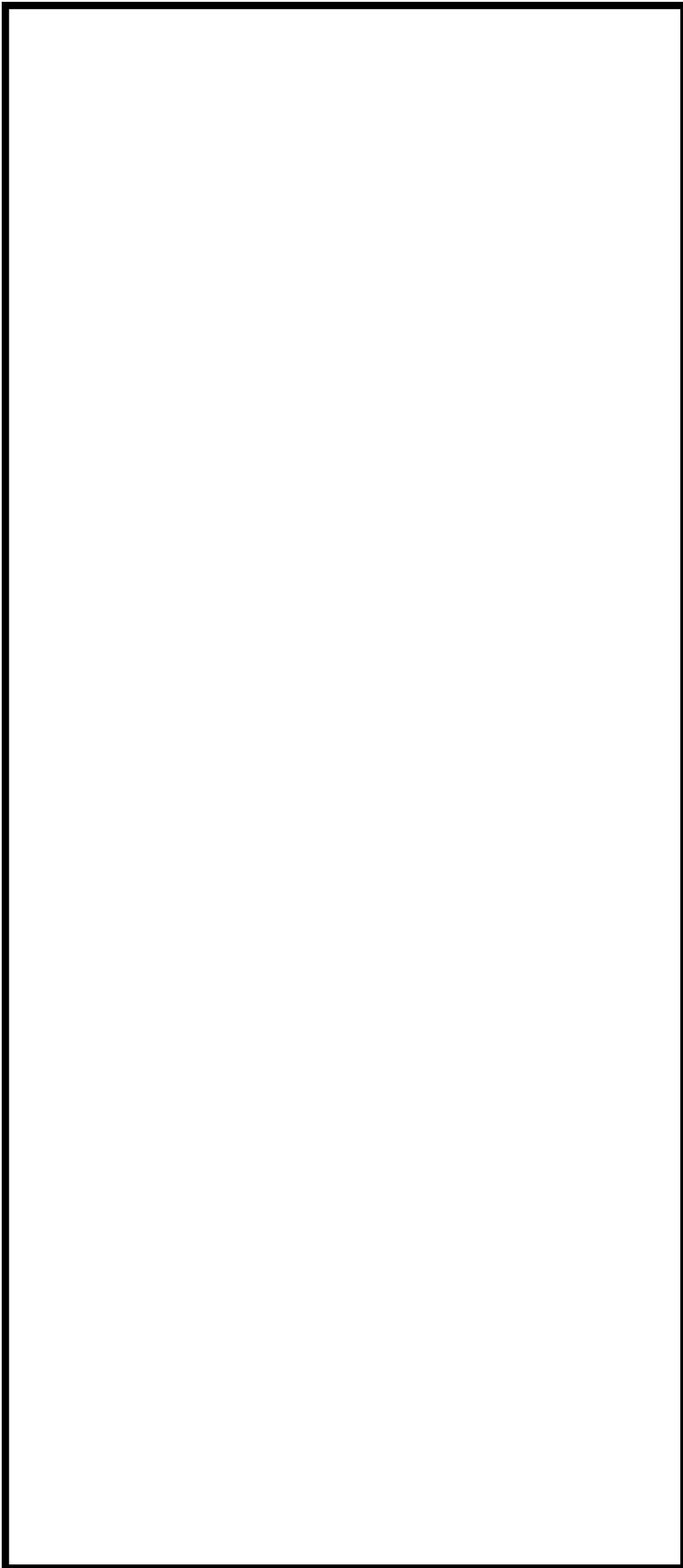
Third: The total scores and rating

Job performance	Public Relations	Personal Qualities	Total score	
Unsatisfactory (Less than 60)	Patient (60-69)	Good (70-79)	very good (80-89)	Excellent (90-100)

Fourth : General Notes

Strengths and Weaknesses that can be added
Strengths: (achievements or other activities are not included in the preceding items)
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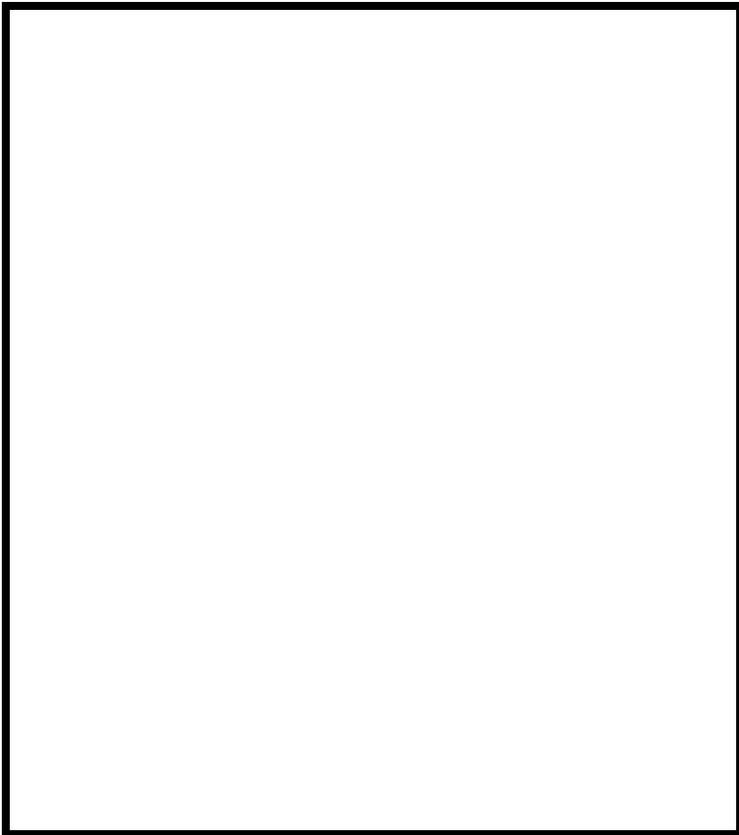


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Category (A) owned by pharmacists.

Category (B) belongs to specialists except physicians.

Category (C) concerning Technicians and health assistants.

Performance Evaluation Form for the Employees Holding Educational Jobs
First: General Information, Category A, Category B, Category C

Full Name	Date of Birth	current job	Level	Class	Salary	Nationality	Type of contract and its Date	Start Date

Last scientific qualification Institution	Date	School	Specialisation	Training Sessions	Date	Educational level	Duration	Place	City	Relationship to the Subject

Courses being Taught or Supervised	Academic Year	Load	Last Evaluation Report			
			Date of preparation	<input type="text"/>	Rating	<input type="text"/>

Second: Evaluation items

Third: Total marks and rating

Items	Maxi Evaluation Marks			Accorded Mark	Total job performance scores		Total personal qualities scores	Total public relations scores	Sum Total
	Category A	Category B	Category C						
A Skill in decision - making	5								
A B Caring for work improvement	5	6							
A B Knowledge of working systems and procedures	7	7							
A B Understanding the complementarity	5	6							
					Excellent(90-100)	Very good(80-89)	Good (70-79)	Satisfactory (60-69)	Unsatisfactory (Less than60)

	between Education and learning			
A B	Ability to develop working methods	5	5	
A B	Skill in monitoring and guidance	7	8	
A B	Care for the learning environment	6	5	
A B C	Commitment to using formal language	6	6	6
A B C	Care to organise school activities and their implementation	5	4	5
A B C	Care for knowledge progress	5	5	5
A B C	punctuality	7	7	7
A B C	Knowledge of educational foundations in the preparation of lessons and applying them	5	7	7
B c	Mastery of scientific knowledge and the ability to achieve its Purposes		6	7
C	Interest in continuous performance evaluation			7
C	Distribution of curriculum accurately			4
C	The use of the blackboard and textbooks and other teaching aids			4
C	Skill in the presentation of lessons and classroom management			5
C	The level of the scientific achievement of students			10
C	Computer applications,			5

Fourth General notes:				
Strengths and Weaknesses that can be added				
Strengths: (achievements or other scientific activities not included in the preceding item)				
1 -				
2 -				
Weaknesses: (negative aspects that characterise him and influence his performance not mentioned in the previous items)				
1 -				
2 -				
General guidelines and recommendations for the development of his abilities (if any).				
.....				
.....				
.....				
.....				

Institution	Dept	Section	Region	City

Full Name	Job Title	Level	Number	Start Date	Date of Occupation	The beginning of the service

Last scientific qualification	Specialization	Last training program	Last result obtained by the performance evaluation report		
			Rating		Date of execution

Second: Evaluation items

group	Element	Maxi Mark			Accorded mark
		a	B	C	
A	The ability to develop working methods	6			
A	The ability to train other workers	6			
AB	The ability to determine the prerequisites of work appropriately	7	7		
AB	Skill in implementing the work	6	7		
AB	The ability to determine the stages of work and the timescale	6	6		
AB	Punctuality	7	6		
AB	Implementing security basics used in the work	5	5		
AB	Ability to operate instruments effectively	4	4		
AB	Knowledge of the fundamentals and technical terminologies related to work	3	4		

Third: The total scores and rating

Job performance	Public Relations	Personal Qualities	Total score	
Unsatisfactory (Less than 60)	Acceptable (60-69)	Good (70-79)	very good (80-89)	Excellent (90-100)

Fourth : General Notes

Strengths and Weaknesses that can be added
Strengths: (achievements or other activities are not included in the preceding items)
.....
.....
.....
Weaknesses: (negative aspects influence his work that are not mentioned the previous items)
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AB	Ability to overcome employment's setbacks	3	4		
AB	Adapting his knowledge in relation to work	3	3		
AB	Ability to build effective contact with his workmates	3	3		
AB	Ability to bear larger responsibilities	7			
AB	Familiarity with systems and work procedures	3	3		
AB	Presenting initiatives	3	3		
B	Finishing the work within an acceptable timescale	7			
B	Ability to review and follow up work	7			
Total		7	7	7	
		2	2	0	

AB	The ability to dialogue and defend opinion	3	4		
AB	Bearing responsibilities	4	4		
AB	Behaving well	4	4		
AB	To be concerned with his appearance	3	4		
Total		1	1	1	
		9	9	9	

AB	Directors	3	3		
AB	Colleagues	3	3		
AB	Reviewers	3	3		
Total		1	9		
		1	9		

.....

General guidelines and recommendations for the development of his abilities :(if any)

The attitude of the reporter

 Occupation: name:
 Date: Signature:

Notes of report accreditor

 Occupation: name:
 Date: Signature:

Category (A) concerns employees occupying the rank 11-13; Category (B) concerns employees occupying the rank 10 and more

Kingdom of Saudi Arabia
Performance Evaluation Form for the Employees Holding Executive Jobs
(administrative)

First: General Information

Institution	Administration	Dept	Region	City

Full Name	Job Title	Rank	Number	Date of occupation	The beginning of the service
Last Scientific qualification	Specialisation	Last training program	Last result obtained by the evaluation performance report		
			Rating		Issuance date

Second: Items of Evaluation

Third: Total of Marks and Rating

Group	Items	Maxi Ma		Ac	Unsatisfactory (Less than 60)	Satisfactory (60-69)	Good (70-79)	very good (80-89)	Excellent (90-100)
		a	B						
a	The ability to develop working methods	6							
a	The ability to train other workers	6							
AB	The ability to determine the work requirements	7	7						
AB	The skill of implementation	7	6						
AB	The ability to determine work steps and the program schedule	6	6						
AB	Punctuality	6	7						
AB	The ability to overcome the work setbacks	5	5						
AB	Knowledge of fundamentals and technical concepts related to work	4	4						
AB	Knowledge of the work systems and procedures	4	4						
AB	Updating knowledge related to work	4	3						
AB	Effective participation in meetings	4	3						
AB	The ability to establish effective working contacts with others	4	3						
AB	The possibility bearing the highest responsibilities	3	4						
AB	Knowledge of the objectives and tasks of the institution	3	3						
AB	Submit ideas and proposals (initiatives)	3	3						
B	Complete the work on time		7						
B	The ability to review and scrutinise		7						
	Total	72	72						
					<p>Fourth : General Notes</p> <p>Strengths and weaknesses that can be added: (achievements or other activities not mentioned by not included in the preceding items)</p> <p>.....</p> <p>Weaknesses: (negative aspects characterise and influence his work not mentioned in the preceding items).....</p> <p>.....</p> <p>General guidelines and recommendations for the development of the employee's work (if any)</p> <p>.....</p> <p>.....</p> <p>The opinion of the reporter</p> <p>.....</p> <p>.....</p> <p>Function:</p> <p>Name:</p> <p>Date :</p> <p>Signature:</p>				
					<p>Notes by the report accreditor</p> <p>.....</p> <p>Function:</p>				

AB	The ability to hold a dialogue and defend his opinion		3	
AB	Esteem Responsibility	4	4	
AB	Behaving in a good manner	4	4	
AB	Accept guidelines and be ready for implementation	4	4	
AB	Appearance	3	4	
Group AB		19	19	
AB	Directors	3	1	
AB	Colleagues	3	1	
AB	Reviewers	3	1	
Total		9	4	

Name:
Date :
Signature:

.....
.....
Category (A) concerns employees occupying the ranks 11-13

Category (B) concerns employees occupying the rank 10 or less

Performance Evaluation Form for the Employees Holding Supervisory Responsibilities

First: General Information

Institution	Administration	Dept	Region	City	
Full Name	Job Title	Rank	Number	Date of Occupation	Beginning of Service Date
The Result of the last Report		Last Training Program	Speciality	Highest Scientific Qualification	
Date of Issuance	Rating				

Third: Total of Marks and Rating

Sum Total of Marks	Marks of Public Relation	Marks of Personal Qualities	Marks of Job Performance	
Unsatisfactory Less than 60	Satisfactory 69-70	Good 79-80	Very Good 80-89	Excellent 90-100

Fourth : General Notes

Strengths and weaknesses that can be added: (achievements or other activities not included in the preceding items)
.....
Weaknesses: (negative aspects characterise and influence his work not mentioned the previous items)
.....

Second: Items of Evaluation

Accorded Mark	Maxi Marks	Item
	7	Ability for decision making
	7	Skill in follow up and guidance
	7	Skill at coordination and job
	6	Ability for planning
	6	Punctuality
	6	Familiarity with the work regulations and procedures
	5	Knowledge of the Purposes and roles of the institution
	5	Ability to overcome setbacks
	4	Ability to assume responsibilities
	4	Updating his knowledge
	3	Effective participation in meetings
	3	Ability to prepare reports
	3	Propose initiatives
	72	total
	4	Ability to hold a dialogue and defend
	4	Esteem responsibility

General guidelines and recommendations for the development of the employee's abilities: (if any)	
.....	
The attitude of the reporter	
.....	
Name: _____	Function: _____
Signature _____	Date _____
Notes of the report accreditor	
.....	
Name: _____	Function: _____
Signature _____	Date _____

	4	Good management
	4	Follow guidelines and be ready to
	3	Appearance
	19	Total
	3	Directors
	3	Colleagues
	3	Vice directors
	9	Total

List of Forms Used in the Performance Evaluation Policy

N	Form N:	Title of the Form	Validity
1	F-9-95	Performance Evaluation Form for Faculty Members	
		Performance Evaluation Form for Faculty Members	
2	F-10-95	Performance Evaluation Form for employees on wage items and workers	
		Performance Evaluation Form for employees on wage items and workers	
3	F11-95	Performance Evaluation Form for probationary employee	
		Performance Evaluation Form for probationary employee	
		Performance Evaluation Form for probationary employee	
4	F-12-95	Performance Evaluation Form for Healthcare Jobs	
5	F-13-95	Performance Evaluation Form for Educational Jobs	
6	F-14-95	Performance Evaluation Form for Technical and Handcraft Jobs	
7	F-15-95	Performance Evaluation Form for Administrative Jobs	
8	F-16-95	Performance Evaluation Form for Supervisory Jobs	

Deanship of Faculty and Personnel Affairs Department

Department: Faculty Members Affairs

Report to: The Head of the Department of Contractors

The Recruitment policy for Non-Saudi Faculty members.

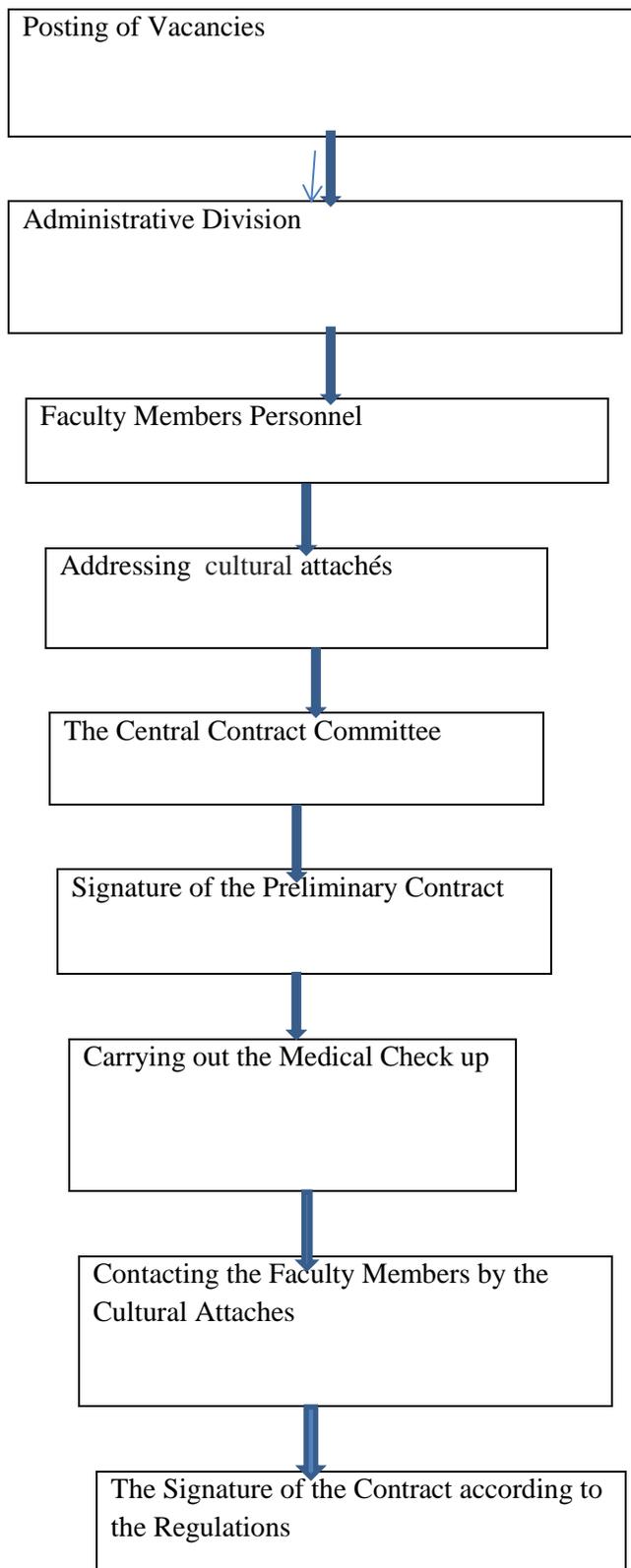
Purpose:

The department of contractors recruits non- Saudi faculty members in accordance with the Universities recruitment regulations, and the Civil Service Code.

Application:

Applicable to all non-Saudi contract workers in the University

Non-Saudi Faculty Members Recruitment Process Flowchart.



Deanship of Faculty and Personnel Affairs Department

Policy Concerned: Recruitment of Non-Saudi Faculty Members

Department: Faculty Members Affairs

Report to: The Head of the Department of Contractors

The Completion of Contractual Procedures

N	Procedures to be undertaken	Agent
1	Posting vacancies for Non-Saudi teaching personnel	The requisite official
2	Advisment by the individual faculties of their staff	Administrative divisions
3	requirements that have been approved by the central contract	The requisite official
4	committee	The Dean of Faculty/Personnel Affairs
5	Counting vacancies	Department.
6	Ensuring the availability of employment visas	The central contract committee
7	Addressing the cultural attaches to post job offers	The central contract committee
8	A local recruitment committee is organised to conduct	the cultural attaché
9	interviews	The requisite official
10	Provide the contractor with a preliminary contract after	
11	verifying the job requirements	
12	Provide the contractor with a ticket voucher, or if not he will be	
13	reimbursed for the cost of the airline ticket by the University.	The Dean of Faculty/Personnel Affairs
14	Receiving the letter of the cultural attaché with the preliminary	Department.
15	contract and personal documents of the contractor attached	Official in charge of faculty members
16	Signature of the contract in accordance with the Non- Saudi	affairs
17	employment regulation	
18	Providing the persons concerned with a copy of the contract	

Articles 4-5-6-7 from Employment Regulation of Non-Saudi in Universities

Deanship of Faculty and Personnel Affairs Department

Policy Concerned: Recruitment of Non-Saudi Faculty Members

Department: Faculty Members Affairs

Report to: The Head of the Department of Contractors

The Renewal of Contracts

N	Procedures to be undertaken	Agent
1	-Receipt of the request of the faculty wishing for renewal	The requisite official
2	-Reviewing the data of faculty members, their salaries, housing allowance and its entitlement, airline tickets, annual allowance,	The requisite official
3	and exceptional increments, and whether the Dean is satisfied with these conditions	The requisite official
4	-Reviewing those within the legal work age limit, or the rule of 10 years work in a government post	The head of the department of contractors
5	-Issuing a general document detailing the important data:	Faculty members and Personnel Affairs Department
6	salaries, suggested increment rate, annual allowance and	Faculty members and Personnel Affairs Department
7	housing allowance	Faculty members and Personnel Affairs Department
	-Approving the document and the data attached	Faculty members and Personnel Affairs Department
8	-Reviewing and scrutinising the document by the head of department, then administration director, who must then approve it	The Dean of Faculty/Personnel Affairs Department.
	-The competent authority must be satisfied with the document	The Dean of Faculty/Personnel Affairs Department.
	-Providing the persons concerned with a copy of the document	Official in charge of faculty members affairs

Articles 4-5-6-7 from Employment Regulation of Non-Saudi in Universities

Deanship of Faculty and Personnel Affairs Department

Policy Concerned: Recruitment of Non-Saudi Faculty Members

Department: Faculty Members Affairs

Report to: The Head of the Department of Contractors

Local Hires and Transfer of Sponsorship

N	Procedures to be undertaken	Agent
1	Forwarding by the faculty concerned of: the initial offer; the contract file: and the original employer's consent of to a sponsorship transfer	The requisite official
2	Application for a vacant post	Administrative divisions
3	Filling out the application form, preparing the transfer file; and requesting consent of the Civil Service Ministry	The requisite official
4	Completing the contract documents after the Civil Service Ministry consent has been obtained, and completing the sponsorship transfer procedures	The requisite official
5	Preparing the contract document	
6	Reviewing the document and endorsing it	
7	Approving the document	
8	Issuing the document	The requisite official The Dean of Faculty/Personnel Affairs Department.
9	Informing the persons concerned	Official in charge of faculty members affairs Official in charge of faculty members affairs

Articles 4-5-6-7 from Employment Regulation of Non-Saudi in Universities

Deanship of Faculty and Personnel Affairs Department

Department: Support Services Management

Report to: Support Services Director

Purpose:

The Support Services Department is charged with all administrative procedures relating to Non-Saudi contractors in respect of: Iqama processing; and the issuance of Exit and Re-entry Visas; Exit Visas; and Visiting Visas; in accordance with the Civil Service Code; and with the regulations of the Council of Higher Education and Universities .

Application:

Applicable to all non-Saudi contractors in the University

The Non-Saudi Contractors Administration Process Flowchart.

Iqama, Visas, and Newborn Baby Addition

Registering the request on the Foreign Affairs Ministry's website.



Request Form print- out



Submitting the request to the support services management

Visiting Visa Request

Receipt of request and the contractors' documents.



Filling out Passport Department form by the support services management



Contacting the Passport Department to issue an Iqama or visa

Deanship of Faculty and Personnel Affairs Department

Policy Concerned: Non-Saudi Faculty Members Affairs

Department: Support Services Management

Report to: Support Services Management Director

Iqama Issuance

N	Procedures to be undertaken	Agent
1	The contractor should provide the following documents: -A copy of the contract document - A medical checkup of the spouse - Proof of electronic fee payment A single photo of each member of the family	The contractor
2	Filling out the Passport Department form	The requisite official
3	The signature of the application form	
4	Contacting the Passport Department to issue the Iqama; or issuing it from the University.	The Dean of Faculty/Personnel Affairs Department.
5	Handing out the Iqama to the contractor	Official in charge of faculty members affairs

Deanship of Faculty and Personnel Affairs Department

Policy Concerned: Non-Saudi Faculty Members Affairs

Department: Support Services Management

Report to: Support Services Management Director

Exit Re-entry Visa

N	Procedures to be undertaken	Agent
1	The contractor should provide the following documents: -A copy of the leave document -The proof of the electronic fee payment of fees -A single photo of each member of the family	The contractor
2	Filling out the Passport Department form	The requisite official
3	The endorsement of the application form	Support Services Management Director
4	The signature of the application form	The Dean of Faculty/Personnel Affairs Department.
5	Contacting the Passport Department to issue an exit re-entry visa	The requisite official
6	Handing out the exit re-entry visa and the passport to the contractor, and taking in his Iqama.	The requisite official

Deanship of Faculty and Personnel Affairs Department

Policy Concerned: Non-Saudi Faculty Members Affairs

Department: Support Services Management

Report to: Support Services Management Director

Exit Visa

N	Procedures to be undertaken	Agent
1	The contractor should provide the following documents: -House clearance -Electricity clearance -Telephone clearance - Car ownership transfer	The contractor
2	Filling out the Passport Department form	The requisite official
3	The endorsement of the application form	Support Services Management Director
4	The signature of the application form	The Dean of Faculty/Personnel Affairs Department.
5	Contacting the Passport Department to issue a final exit visa	The requisite official
6	Handing out the passport to the contractor and taking in his Iqama	The requisite official

Deanship of Faculty and Personnel Affairs Department

Policy Concerned: Non-Saudi Faculty Members Affairs

Department: Support Services Management

Report to: Support Services Management Director

Newborn Baby Addition

N	Procedures to be undertaken	Agent
1	Filling out the Passport Department form	The contractor
2	Submitting the official birth certificate in case the child was born abroad	The contractor
3	Submitting the vaccination card	The contractor
4	Supplying the personal photos of the child	
5	The endorsement of the application form	The contractor
6	Contacting the Passport Department to put the newborn baby on their records.	The requisite official

Deanship of Faculty and Personnel Affairs Department

Policy Concerned: Non-Saudi Faculty Members Affairs

Department: Support Services Management

Report to: Support Services Management Director

Visiting Visa

N	Procedures to be undertaken	Agent
1	Signing in on the Ministry of Foreign Affairs' website	The beneficiary
2	Printing out the visiting application form	The beneficiary
3	Contacting the Support Services Management	The requisite official

	Kingdom of Saudi Arabia Ministry of Interior Passport Department Put a mark~ on the request		Photographs of the Dependents	Photograph of the Passport Holder
--	--	--	----------------------------------	--------------------------------------

Name of the Receiving Official Date of Receipt Signature Official seal
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If the newcomer is not intending to reside in KSA, a justification for the Iqama request should be provided:

No.....Date.....Issuance.....

Iqama License granted under the No.....date.....Expires on

Visa Travel granted under the No.....Date.....Expires on by.....

Transfer Services under order NoDate..... Date of Transfer Services

Kingdom of Saudi Arabia Ministry of Interior Passport General Department Passport Department Receipt
--

Applicant name:

Employer's Name:

Employer's Name:

Iqama No:

Passport No:

List of Forms Used For Non-Saudi Administrative Affairs.

N	Form Number	Form Title	Validity
1	External form	-Issuance and renewal of the Iqama form -Visa form	3 years

Deanship of Faculty and Personnel Affairs Department

Policy Concerned: Non-Saudi Faculty Members Affairs

Department: Support Services Management

Report to: Support Services Management Director

Ticketing policy

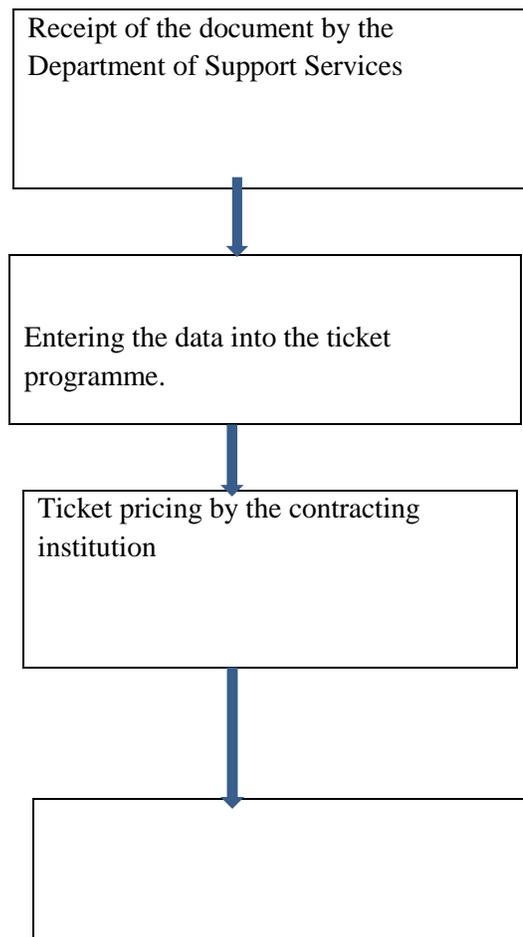
Purpose:

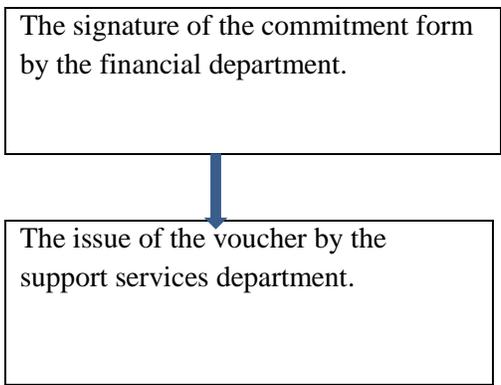
Per the Civil Service Code, and the rules and regulations of the Council of Higher Education and Universities; the Department of Support Services management is charged with preparing and issuing ticket vouchers for faculty and personnel members, to facilitate the execution of their duties.

Application:

Applicable to all faculty and personnel members, Saudi and non-Saudi .

Ticket Vouchers Process Flowchart.





Deanship of Faculty and Personnel Affairs Department

Policy Concerned: Ticket Voucher (Irkab Order) Policy

Department: Support Services Management

Report to: Support Services Management Director

Ticket Voucher (Irkab Order)

N	Procedures to be undertaken	Agent
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1	Registering the dates of hiring or scholarship or contract termination, or leave, and the document date electronically.	The requisite official
2	Registering the hired person with the ticket programme, and detailing his airline and travel route, and the airline booking code(class).	The requisite official
3	The hired person should contact the airline office or the contracting institution to establish the ticket price.	The beneficiary
4	Signature of the financial pledge by the financial department.	Financial department
5	Contacting the travel agent official in the Support Services Department to issue the pledge and activate it.	The requisite official

Deanship of Faculty and Personnel Affairs Department

Department: Faculty Members and Personnel Affairs Department

Report to: Faculty Members Affairs Director+ Personnel Affairs Department Director

Disciplinary Policy

Purpose:

Per the Civil Service Code, and the rules and regulations of the Council of Higher Education and Universities; the Department of Support Services management is charged with the control of officials in their personal and administrative conduct; and with the task of applying disciplinary measures to all officials committing administrative or financial misdemeanours.

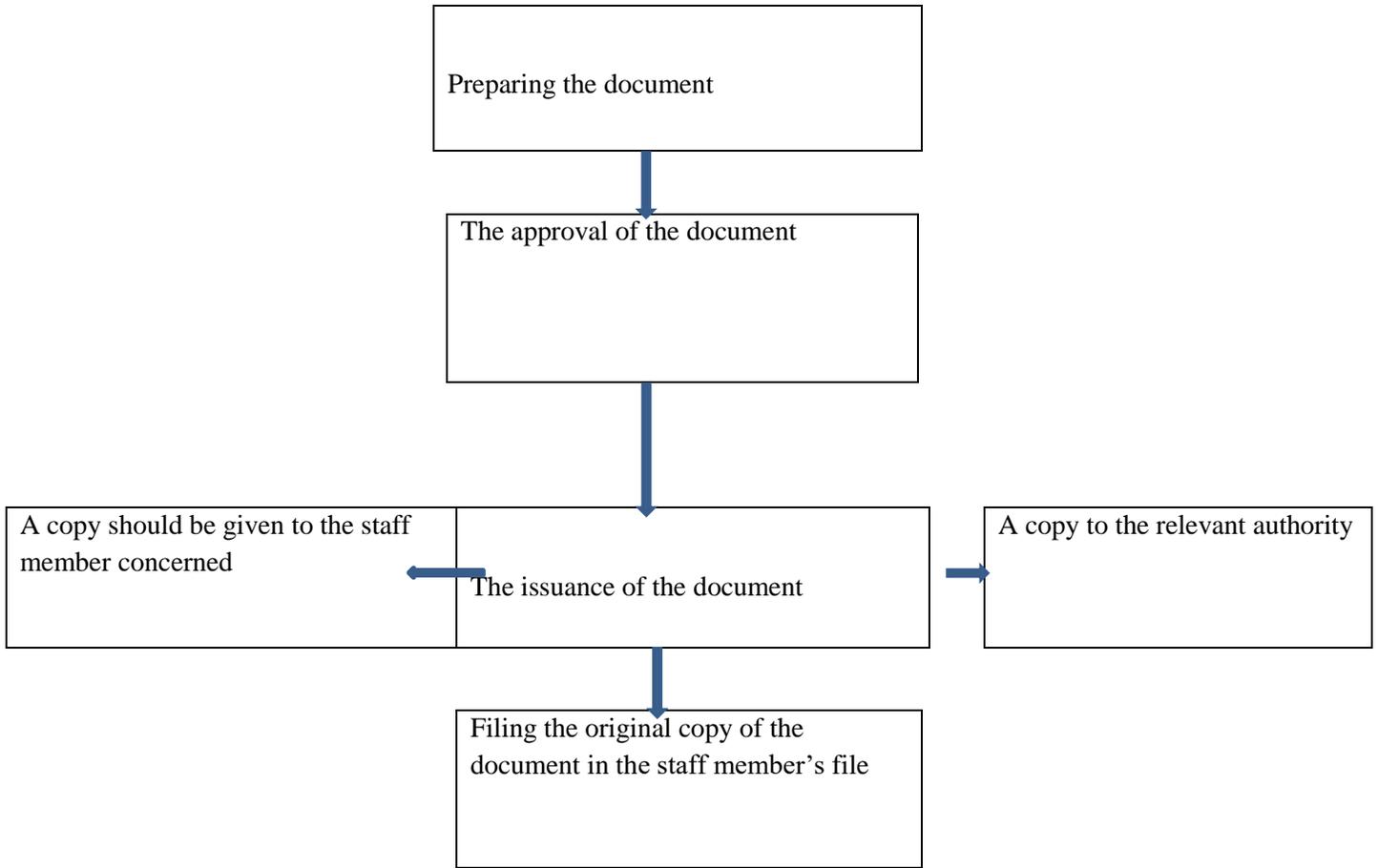
Application:

Applicable to all faculty, personnel and other employees, both Saudi and non-Saudi.

Disciplinary Process Flowchart.

Investigation results from the staff
discipline unit received by the Personnel
Affairs Department





Deanship of Faculty and Personnel Affairs Department

Policy Concerned: Disciplinary Policy

Department: Personnel Affairs Department

Report to: Personnel Affairs Department Director

Discipline

N	Procedures to be undertaken	Agent
1	-Referring to the Personnel Affairs Department the results from the Official Discipline Unit investigation into the alleged offences	- The Dean of Faculty/Personnel Affairs Department.
2	-Referring the investigation results to the requisite official	-Personnel Affairs Department Director
3	-Preparing the disciplinary document	-The requisite official
4	-The endorsement of the document	-Personnel Affairs Department Director
5	-The signature of the document	-The Dean of Faculty/Personnel Affairs Department.
6	-Issuance of the document of which must be given to the staff member concerned	-The official in charge of the Personnel Affairs Department
7	-Filing the document in the staff member's file	-Filing clerk

Official Disciplinary System, and Explanatory notes.

Deanship of Faculty and Personnel Affairs Department

Policy Concerned: Disciplinary Policy

Department: Personnel Affairs Department

Report to: Personnel Affairs Director

Salary Deductions owing to Unauthorised Absences

N	Procedures to be undertaken	Agent
1	- Referring the departmental investigatory report confirming the official's absence, to the Personnel Affairs Department	- The Dean of Faculty/Personnel Affairs Department.
2	-Referring the report to the requisite official	-Personnel Affairs Department Director
3	-Preparing the document of deduction	
4	-The endorsement of the document	- The official in charge of Personnel Affairs Department
5	-The signature of the document	-Personnel Affairs Department Director
6	-The issuance of the document and the provision of the staff member concerned with a copy of it	-The Dean of Faculty/Personnel Affairs Department.
7	-Filing the document in the staff member's file	-The official in charge of Personnel Affairs Department
		-Filing clerk

Article (21) of the Civil Service Code.

Deanship of Faculty and Personnel Affairs Department

Policy Concerned: Disciplinary Policy

Department: Personnel Affairs Department

Report to: Personnel Affairs Department Director

Disciplinary Suspension

N	Procedures to be undertaken	Agent
1	- Referring the suspension report to the Personnel Affairs Department	- The Dean of Faculty/Personnel Affairs Department.
2		-Personnel Affairs Department Director
3	-Referring suspension report to the requisite official	
4	-Preparing the suspension document	- The official in charge of Personnel Affairs Department
5	-The endorsement of the document	
6	-The signature of the document	-Personnel Affairs Department Director
7	-The issuance of the document and the provision of the staff member concerned with a copy of it	-The Dean of Faculty/Personnel Affairs Department.
	-Filing the document in the staff member's file	-The official in charge of Personnel Affairs Department
		-Filing clerk

Official Disciplinary System; and Explanatory Notes.

Deanship of Faculty and Personnel Affairs Department

Policy Concerned: Disciplinary Policy

Department: Personnel Affairs Department

Report to: Personnel Affairs Department Director

Disciplinary Suspension Termination

N	Procedures to be undertaken	Agent
1	- Referring the suspension termination report to the Personnel Affairs Department	- The Dean of Faculty/Personnel Affairs Department.
2	-Referring the suspension termination report to the requisite official	-Personnel Affairs Department Director
3	-Preparing the suspension termination document	- The official in charge of Personnel Affairs Department
4	-The endorsement of the document	-Personnel Affairs Department Director
5	-The signature of the document	-The Dean of Faculty/Personnel Affairs Department.
6	-The issuance of the document and the provision of the staff member concerned with a copy of it	-The official in charge of Personnel Affairs Department
7	-Filing the document in the staff member's file	-Filing clerk

Officials Disciplinary System and Explanatory Notes.

Deanship of Faculty and Personnel Affairs Department

Policy Concerned: Disciplinary Policy

Department: Personnel Affairs Department

Report to: Faculty Affairs Director and Personnel Affairs Department Director

The Revocation of the Document

N	Procedures to be undertaken	Agent
1	- Referring the revocation report to the Personnel Affairs Department	- The Dean of Faculty/Personnel Affairs Department.
2	-Referring the revocation report to the requisite official	-Personnel Affairs Department Director
3	-Verifying the accuracy of the revocation request systematically in the following cases: *The revocation of the appointment document, as the appointee reneged on the agreement * The revocation of the leave document * The revocation of the salary deduction document * The document for infringing regulations is not revoked systematically * a recommendation from the relevant management or the Civil Service Minister	- The requisite official
4	-Preparing the document.	- The requisite official
5	-The endorsement of the document.	-Personnel Affairs Department Director
6	-The signature of the document.	-The Dean of Faculty/Personnel Affairs Department.
7	-The issuance of the document and the provision of the staff member concerned with a copy of it	- The official in charge of Personnel Affairs Department

Deanship of Faculty and Personnel Affairs Department

Department: Faculty Members and Personnel Affairs Department

Report to: Faculty Affairs Director and Personnel Affairs Department Director

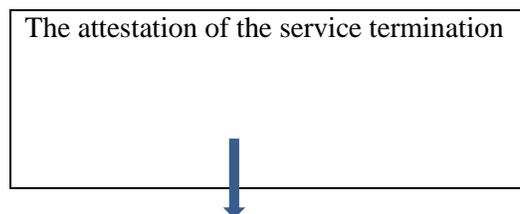
Service Termination policy

Purpose:

Per the Civil Service Code, and the rules and regulations of the Council of Higher Education and Universities; the Department of Support Services management is charged with the service termination process for faculty and personnel members, for purposes of: retirement, resignation, dismissal, transfer, health disability, or death; with benefit payouts on service termination; and with replacement of the ex-staff by suitably qualified new employees.

Applicable to all faculty, personnel and employees members, Saudi and non-Saudi

Service Termination Process Flowchart.



Faculty and Personnel Affairs
Department



The preparation of the document



The approval of the document



a copy should be given to the staff
member concerned

The issuance of the document

A copy to the relevant authority



Filing the original document in the
staff member's file

Deanship of Faculty and Personnel Affairs Department

Policy Concerned: Service Termination Policy

Department: Faculty Members and Personnel Affairs Department

Report to: Faculty Affairs Director and Personnel Affairs Department Director

Age Limit Service Termination

N	Procedures to be undertaken	Agent
1	- The faculty and Personnel Affairs Department make up a schedule of those staff reaching the age of 60 years.	-Faculty and Personnel Affairs Department
2	-Referring the inventory from the relevant management to the faculty and personnel members.	
3	-Referring the inventory to the requisite official.	- The Dean of Faculty/Personnel Affairs Department.
4	- Preparing the retirement document.	-Faculty and Personnel Affairs Department
5	-The endorsement of the document.	- The requisite official
6	-The signature of the document.	
7	- The issuance of the document and the delivery of a copy of it to the staff member concerned.	-Faculty and Personnel Affairs Department
8	-Forwarding the retiree's details to the Civil Service Ministry to settle his retirement pension (financial benefits). The following documents must also be forwarded: a copy of the service termination document; the retiree service details; a copy of his identity card, family book, and his former employer's reference; the beneficiary's address; a bank report including the bank account number; and a copy of his original appointment document from the University.	-The Dean of Faculty/Personnel Affairs Department. - The Dean of Faculty/Personnel Affairs Department. -Support services
9	-Preparing and forwarding the retirement pension details to the financial department	- The Dean of Faculty/Personnel Affairs Department.
10	- The payment of due amounts on receipt of the clearance letter.	- The requisite official -Financial department
11	- Providing the retired person with a report, which must be referred also to the Ministry of Civil Service	-Personnel Affairs Department
12	-Filing the original document in the staff member's file	-Filing clerk

Per Article 30 of the Civil Service Code and its executive regulations, and Article 98 from the rules and regulations of the Council for Higher Education and Universities.

Deanship of Faculty and Personnel Affairs Department

Policy Concerned: Service Termination Policy

Department: Faculty Members and Personnel Affairs Department

Report to: Faculty Affairs Director and Personnel Affairs Department Director

Service Termination for Disability

N	Procedures to be undertaken	Agent
1	- Referring the medical report attesting to the official's inability to carry out his duties, to the faculty and Personnel Affairs Department.	- The Dean of Faculty/Personnel Affairs Department.
2	Prepare a report for the relevant management .	- The Dean of Faculty/Personnel Affairs Department.
3	-Referring the report from relevant management to the	- The Dean of Faculty/Personnel
4	faculty and Personnel Affairs Department.	Affairs Department.
5	-Referring the report to the requisite official.	- Personnel Affairs Department
6	- Preparing the service termination documents.	Director
7	-The endorsement of the document.	- The requisite official
8	-The signature of the document.	- Personnel Affairs Department
9	- The issuance of the document and the delivery of a copy of it to the staff member concerned.	Director
10	--Forwarding the retiree's details to the Civil Service Ministry to settle his disability retirement pension (financial benefits). The following documents must also be forwarded: a copy of the service termination document; the retiree service details; a copy of his identity card, family book, and his former employer's reference; the beneficiary's address; a bank report including the bank account number; and a copy of his original appointment document from the University.	- The Dean of Faculty/Personnel Affairs Department.
11	-Preparing and forwarding the disability retirement pension to the financial department	- the official in charge of Personnel Affairs Department
12	- The payment of the financial benefits due for invalidity, on receipt of the clearance letter.	-- The Dean of Faculty/Personnel Affairs Department.
13	- Providing the retired person with a report to be referred to the civil service	
14	-Filing the original document in the staff member's file	-Financial department
15		-Personnel Affairs Department

		-Filing clerk
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Article 30 of the Civil Service Code and its executive regulations, and Article 98 from the Council of Higher Education and Universities regulations.

Deanship of Faculty and Personnel Affairs Department

Policy Concerned: Service Termination Policy

Department: Faculty members and Personnel Affairs Department

Report to: Faculty members Affairs Director and Personnel Affairs Department Director

Service Termination for Resignation, Early Retirement

N	Procedures to be undertaken	Agent
1	- Referring the director's report with the resignation request or the early retirement assignment attached, giving the date of resignation, or the early retirement assignment to the Faculty and Personnel Affairs Department	- The Dean of Faculty/Personnel Affairs Department.
2	-Preparing a report to the relevant management.	- The Dean of Faculty/Personnel Affairs Department.
3	-Referring the report from the relevant management to the faculty and personnel department staff.	- The Dean of Faculty/Personnel Affairs Department.
4	-Referring the report to the requisite official.	- Personnel Affairs Department Director
5	- Preparing the resignation or the early retirement assignment documents.	- The official in charge of Personnel Affairs Department
6	-The endorsement of the document.	- Personnel Affairs Department Director
7	-The signature of the document.	- The Dean of Faculty/Personnel Affairs Department.
8	- The issuance of the document and the delivery of a copy of it to the staff member concerned.	- the official in charge of Personnel Affairs Department
9	-Forwarding the details of the resigned staff member/early retiree's to the Civil Service Ministry to settle his retirement pension (financial benefits). The following documents must also be forwarded: a copy of the service termination document; the retiree service details; a copy of his identity card, family book, and his former employer's reference; the beneficiary's address; a bank report including the bank account number; and a copy of his original appointment document from the University.	- The Dean of Faculty/Personnel Affairs Department. -The staff member concerned(his employer)

10	-The clearance of the resigned official or the early retired official .	
11	-Preparing and forwarding the due financial benefits details to the financial department	- The requisite official
12	- The payment of the due financial benefits after having the clearance letter.	-Financial department
13	- Providing the retired person with a report to be referred to the civil service	-Personnel Affairs Department
14	-Filing the original document in the staff member's file	-Filing clerk

Article 30 of the Civil Service Code and its executive regulations, and Article 98 from The Council of Higher Education and Universities regulations.

Deanship of Faculty and Personnel Affairs Department

Policy Concerned: Service Termination Policy

Department: Faculty members and Personnel Affairs Department

Report to: Faculty Members Affairs Director and Personnel Affairs Department Director

Service Termination for Unaccounted absence, Dismissal for disciplinary reason or Dismissal upon a Royal or Ministerial Council Decree

N	Procedures to be undertaken	Agent
1	- Referring the director's report with the administrative document stipulating the service termination to the faculty and Personnel Affairs Department	- The Dean of Faculty/Personnel Affairs Department.
2	-Preparing a report for the relevant management .	
3	-Referring the report from the relevant management to the	- The Dean of Faculty/Personnel Affairs Department.
4	faculty and personnel members.	- The Dean of Faculty/Personnel Affairs Department.
5	-Referring the report to the requisite official.	- Personnel Affairs Department Director
6	- Preparing the service termination document.	- The requisite official
7	-The endorsement of the document.	
8	-The signature of the document.	- Personnel Affairs Department Director
9	- The issuance of the document and the delivery of a copy to the staff member concerned.	- The Dean of Faculty/Personnel Affairs Department.
10	-Forwarding the dismissed staff member's details to the Civil Service Ministry to settle his financial benefits. The following documents must also be forwarded: a copy of the service termination document; the retiree service details; a copy of his identity card, family book, and his former employer's reference; the beneficiary's address; a bank report including the bank account number; and a copy of his original appointment document from the University.	- the official in charge of Personnel Affairs Department
11		- The Dean of Faculty/Personnel Affairs Department.
12		-The staff member concerned(his employer)
13	-Preparing and forwarding the financial benefits due data to the financial department	- The requisite official
14	- The payment of the due financial benefits on receipt of the clearance letter.	-Financial department

12	- Providing the retired person with a report for the civil service ministry amend his details.	-Personnel Affairs Department
13	-Filing the original document in the staff member's file	-Filing clerk

Per Article 30 of the Civil Service Code and its executive regulations, and Article 98 of The Council of Higher Education and Universities regulations.

Deanship of Faculty and Personnel Affairs Department

Policy Concerned: Service Termination Policy

Department: Faculty members and Personnel Affairs Department

Report to: Faculty Members Affairs Director and Personnel Affairs Department Director

Service Termination and Dismissal for Transfer outside the University

N	Procedures to be undertaken	Agent
1	- Referring the report of the department to which he is being transferred, approved by its director, and by his immediate supervisor, to the Faculty and Personnel Affairs Department	- The Dean of Faculty/Personnel Affairs Department.
2	-Preparing a report for the relevant management .	- The Dean of Faculty/Personnel Affairs Department.
3	-Referring the approved report from the relevant management to the faculty and personnel members.	- The Dean of Faculty/Personnel Affairs Department.
4	-Referring the report to the requisite official.	- Personnel Affairs Department Director
5	- Preparing a document for the transferee department.	- The requisite official
6	-Referring a copy of the transfer document to the Faculty and Personnel Affairs Department.	- Personnel Affairs Department Director
7	-Referring the report to the requisite official.	- The Dean of Faculty/Personnel Affairs Department.
8	-The preparation of the termination service document and its endorsement by the Faculty and Personnel Affairs Department Director.	- The requisite official
9	-The signature of the document.	- The Dean of Faculty/Personnel Affairs Department.
10	- The issuance of the document and the delivery of a copy to the staff member concerned.	-The official in charge of faculty members affairs
11	-Filing the original document in the staff member's file	-Filing clerk

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Per Article 30 of the Civil Service Code and its executive regulations, and Article 98 from The Council of Higher Education and Universities regulations.

Deanship of Faculty and Personnel Affairs Department

Policy Concerned: Service Termination Policy

Department: Faculty members and Personnel Affairs Department

Report to: Faculty Members Affairs Director and Personnel Affairs Department Director

Service Termination and Dismissal for Transfer outside the University

N	Procedures to be undertaken	Agent
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1	- Referring the report of the department to which he is being transferred, approved by its director, and by his immediate supervisor, to the Faculty and Personnel Affairs Department	- The Dean of Faculty/Personnel Affairs Department.
2	-Preparing a report for the relevant management .	- The Dean of Faculty/Personnel Affairs Department.
3	-Referring the approved report from the relevant management to the faculty and personnel staff.	- The Dean of Faculty/Personnel Affairs Department.
4	-Referring the report to the requisite official.	- Personnel Affairs Department Director
5	- Preparing a document for the transferee employer.	- The requisite official
6	-Referring a copy of the transference document to the Faculty and Personnel Affairs Department.	- Personnel Affairs Department Director
7	-Referring the report to the requisite official.	- The Dean of Faculty/Personnel Affairs Department.
8	-The preparation of the service termination document and its endorsement it by the Faculty and Personnel Affairs Department Director.	- The requisite official
9	-The signature of the document.	- The Dean of Faculty/Personnel Affairs Department.
10	- The issuance of the document and the delivery of a copy of it to the staff member concerned.	-The official in charge of faculty members affairs
11	-Filing the original document in the staff member's file	-Filing clerk

Per Article 30 of the Civil Service Code and its executive regulations, and Article 98 from The Council of Higher Education and Universities regulations.

Deanship of Faculty and Personnel Affairs Department

Policy Concerned: Service Termination Policy

Department: Faculty members and Personnel Affairs Department

Report to: Faculty Members Affairs Director and Personnel Affairs Department Director

Service Termination for Death

N	Procedures to be undertaken	Agent
1	- Referring the death certificate to the faculty and Personnel Affairs Department	- The Dean of Faculty/Personnel Affairs Department.
2	-Referring the report to the requisite official.	- Personnel Affairs Department
3	- Preparing service termination document for death	Director
4	- Endorsement of the document by the faculty and Personnel Affairs Department Director.	-The requisite official
5	-The signature of the document.	-Personnel Affairs Department Director
6	- The issuance of the document and the delivery of a copy of it to the staff member concerned.	- The Dean of Faculty/Personnel Affairs Department.
7	-Forwarding the details of the deceased to the Civil Service Ministry to settle his retirement pension (financial benefits). The following documents must also be forwarded: a copy of the service termination document; the retiree service details; a copy of his identity card, family book, and his former employer's reference; the beneficiary's address; a bank report including the bank account number; and a copy of his original appointment document from the University.	- The Dean of Faculty/Personnel Affairs Department. - Personnel Affairs Department Director - The requisite official -The official in charge of Personnel Affairs Department - The Dean of Faculty/Personnel Affairs Department.
8	-The settlement and delivery of the deceased's due financial benefits to the financial department.	- The requisite official
9	- The payment of the due financial benefits	
10	-Filing the original document in the staff member's file	

Per Article 30 of the Civil Service Code and its executive regulations, and Article 98 from The Council of Higher Education and Universities regulations.

Deanship of Faculty and Personnel Affairs Department

Policy Concerned: Service Termination Policy

Department: Faculty members Affairs

Report to: The Head of the Department of Contractors

Service Termination of the Contractor

N	Procedures to be undertaken	Agent
1	- The receipt of the request of non-renewal or resignation from the college	-The requisite official
2	- counting the years of service and end-of-service benefits	-The requisite official
3	-- Preparing the contract termination document and endorsing it.	-The requisite official
4	-Endorsement of the document and referring it to the competent authority	-The head of the department of contractors
5	-The approval of the service termination document	- The Dean of Faculty/Personnel Affairs Department.
6	-The issuance of the document	-The official in charge of Personnel Affairs Department
7	- Providing the persons concerned with a copy of it.	-The official in charge of Personnel Affairs Department

Articles 4, 5,6,7 from Non-Saudi Employment Regulation in Universities.

Deanship of Faculty and Personnel Affairs Department

Policy Concerned: Service Termination Policy

Department: Faculty members Affairs and Personnel Affairs Department.

Report to: Faculty Members Affairs Director and Personnel Affairs Department Director

Clearance

N	Procedures to be undertaken	Agent
1	- The referral of the official clearance document in the following cases: Age limit, resignation request for early retirement, Position termination, health disability, death, transference, dismissal for disciplinary reason, dismissal upon a Royal or Ministerial Council Decree; to the Faculty and Personnel Affairs Department	-The Dean of Faculty/Personnel Affairs Department. -The immediate supervisor
2	-Filling out the clearance form	-The related departments
3	- The signature of the document by the authorised officials within the University	-The competent authority -The requisite official
4	-The approval of the form by the relevant management -Preparing a clearance report from the form - The endorsement of the report	-Personnel Affairs Department Director - The Dean of Faculty/Personnel Affairs Department.
5	-The signature of the report	- The Dean of Faculty/Personnel Affairs Department.
6	- Issuing the clearance letter to the former employee	- The official in charge of
7	- Calculating the years of service, and the end-of-service benefits	Personnel Affairs Department

Kingdom of Saudi Arabia

Clearance Form Procedures

Majmaah University

Ministry of Education

Deanship of Faculty and Personnel Affairs Department

Civil

Record:.....

Personal Information	<p>Name.....Profession.....</p> <p>Concerned body.....</p> <p>Number.....Reasons for leaving.....</p> <p>Service TerminationService Transfer.....</p> <p>Scholarship :.....</p>
Libraries	<p>There is no information on the central library records for the above mentioned that prevents his/her clearance from the University</p> <p>The requisite official: Name.....Signature.....The Dean of libraries Affairs:.....</p> <p>Signature:.....</p>
Facilities and Building Department	<p>We inform you that Mr.....has returned the car in his custody</p> <p>We inform you that the abovementioned is custodies-free</p> <p>The requisite official: Name..... Signature.....</p> <p>Support Services Director.....Name.....Signature.....</p>
Safety and Security Administration	<p>-We are in possession of the entry permit from the employee mentioned above, and there is nothing that prevents his clearance from University</p> <p>The requisite official: Name:.....Signature.....</p> <p>-There is no entry Permit</p> <p>Safety and Security Director: Name.....Signature.....</p>
Warehouse and Inventory Administration	<p>We inform you that the abovementioned is custody-free and there is nothing that prevents his clearance from University</p> <p>The requisite official: Name.....Signature.....</p> <p>Warehouse and Inventory Director Name.....Signature.....</p>

Financial Department	<p>We inform you that the abovementioned is custody-free and advances-free, and there is nothing that prevents his clearance from University The requisite official: Name.....Signature.....</p> <p>Financial Department Director: Name.....Signature.....</p>
Support Services	<p>-We inform you that the above mentioned has been granted a ticket order and the price of the return ticket has been reimbursed. - We inform you that the above mentioned has not been granted a ticket order *Has an employment card which has been returned *Doesn't have an employment card The requisite official: Name.....Signature..... Support Services Manager: Name.....Signature.....</p>
Deanship of Technical Information	<p>We inform you that the abovementioned is custody-free and there is nothing that prevents his clearance from University The requisite official: Name.....Signature.....</p> <p>Dean of Technical Information: Name.....Signature.....</p>
Follow up Administration	<p>*We inform you that the abovementioned has a suit filed against him. *We inform you the abovementioned is suit-free The requisite official: Name.....Signature..... Follow-up Director: Name.....Signature.....</p>
Concerned body	<p>His Excellence: Dean of Faculty/Personnel Affairs Department. most respectful We inform you that the abovementioned has cleared his job responsibilities on/...../ 143 and has no obligation neither financial nor in kind and there is nothing that prevents his clearance from the University. Vice dean, Dean, Director Name.....Signature.....</p>

Salary Department	<p>We inform you that the abovementioned is charged with due monthly installments on/...../143 with sum.....in total.....</p> <p>For.....</p> <p>Has no financial obligations.....</p> <p>The requisite official: Name.....Signature.....</p> <p>Salaries and Allowances Department Director Name.....Signature.....</p>
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List of Forms Used in the Service Termination Policy

N	Form Number	Form Title	Validity
1	16-95	Clearance Form Procedures	3 years

Conclusion

This manual was compiled to improve and simplify employment procedures, by simplifying the executive administrative stages. It is also intended to help our service recipients understand our procedures and their prerequisites. At the same time, the composition of the manual assisted us to review our procedures, and to receive feedback on possible improvements.

Deanship of Faculty Members and Personnel Affairs Department

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