

**Charter For
Employment of Non-Saudi Staff
Lecturers, Demonstrators, Researchers,
Research Assistants & Technicians**

Created 1980

Amended 1997

Deanship of Faculty and Personnel Affairs

2013

I – Definitions

The expressions used in this Charter will have the meanings set out below:

Article 1

1. The Contractee Expatriates who are contracted to the university in accordance with this Charter
2. The Domicile The country of the nationality of the contractee or the country which the contractee had resided in consecutively for more than two years at the time of entering into the contract with the university
3. Year Twelve hejira (lunar) months, unless otherwise specified
4. Month A period of 30 days unless otherwise specified
5. Personal Contract A contract for an employee directly employed by the university and not on assignment from the university he is employed by at the time of entering into a contract with the university.

Article 2

The rules and regulations of this Charter govern the employment of the following:

1. Faculty members, lecturers, language teachers and demonstrators
2. Any employee who is bound to follow the rules and regulations of faculty members, including:
 - researchers
 - research assistants;
 - technical staff with a university degree who will be employed in the position of a researcher or research assistant or technical staff at grade 6 or above due to their direct involvement in teachingIn exceptional cases, the university can at its discretion waive these conditions.
3. Physicians and those who work in health specialties
4. Engineers
5. Those who work in specialized areas
6. Administrative staff and secretaries
7. Technical assistants and anybody employed in a skilled trade or handicraft
8. Teachers in schools or institutes which are below university level

Article 3

The phrasing of the contract shall be in accordance with the format appended to these statutes – Appendix II. The university can at its discretion, include additional articles in a contract with an expatriate employee for the common benefit of the institution and is in line with this Charter.

II – Employment

Article 4

The following conditions are stipulated for employment:

1. The existence of a endorsed vacancy either within the university's budget or funds made available specifically to employ those whose salary is non-incremental
2. Absence of a Saudi national with the required qualifications to fill the position
3. A description of the duties and responsibilities for the position should be available. The minimum required credentials for this position should also be stated.

Article 5

It is conditional that the contractee shall be:

1. At least twenty years of age and not above the age of sixty (Gregorian years). The University Council can at its discretion make exceptions with regard to the maximum age
 - Ten (10) years for Professors and Associate Professors and five (5) years for Assistant Professors provided that the extension has been requested and approved by the Departmental Board and the College
 - Three (3) years for employees in other positions based on a request by the employee's department
2. Physically fit for service: Physical fitness should be proven by a recent medical certificate issued by a medical authority recognized by the university.
3. Of good reputation and character.
4. A holder of the required qualifications for the post.
5. Not under contract to another employer in the Kingdom.
6. Available for full- time employment with the university.

Article 6

The period of the contract can be for the duration of one year or more, or less, and is renewable for the period specified by the university.

Article 7

The contract shall take effect from the day the contractee leaves his domicile to travel to the Kingdom by the shortest possible route. The period between leaving his domicile and reaching the Kingdom should not exceed three days. The contractee shall enter the Kingdom prior to the agreed start date of the contract. If the contractee is a resident of the country where the vacancy is located, and the contract has been signed, the contract shall take effect from the day the contractee reports for duty as agreed upon by the university.

III – Salaries and Increments

Article 8

1. Salaries will be determined according to the tables in Appendix I of this Charter in accordance

with the appropriate table for the position. All related rules and regulations affiliated to each table should be followed. The university has the discretion to contract with a lower salary than specified in the table if both parties are in agreement.

2. When an employee is promoted from within the university, his salary increment will follow the salary scale for the promoted position. If the employee's salary, prior to promotion, is equal to or higher than the salary of the promoted position, the employee is entitled to receive the incremental salary of the promoted position. For an employee who is promoted by an outside institution, these conditions will apply with the exception that the new salary will take effect upon renewal of the contract.
3. Contract staff, excluding teaching staff, lecturers and demonstrators, may be transferred to a higher position within the same category if the employee fulfills the required conditions.
4. When the contractee reaches the end of the salary scale of his grade, the University Council can at its discretion grant the employee an exceptional increment every two years.

Article 9

1. The University can increase the salary stipulated in Appendix I by up to 50% of the entitled salary for employees who are contracted from Europe, USA or any other equivalent developed country as determined by the University Council.
2. The University can increase the salary stipulated in Appendix I by up to 100% of the entitled salary for faculty members and physicians of rare specializations, academic eminence, internationally recognized skills or expertise, or pre-eminent qualifications acquired at a renowned university. The President of the university can in agreement with the National Employment Office apply this item to other categories of employment.
3. The University Council upon the approval of the Scientific Council can contract employees with exceptional experience or of renowned scientific eminence as a faculty member and waive all scientific rules and regulations stipulated in this Charter.

Article 10

1. A contractee, who is a faculty member, language teacher, lecturer or demonstrator and worked in a university after obtaining his degree or academic title, will be given annual increments according to the salary scales in Appendix I.
2. Consideration can be given to experience, other than university teaching, as long as this experience has been acquired in the same field of specialization and after obtaining the degree for which he has been employed. If the experience is not within a university, every two years of experience will be equivalent to a one-year increment.
3. For contractees who are NOT employed as a faculty member, language teacher, lecturer or demonstrator, experience gained in a program in the employee's own specialty should be counted according to the duration of that program. Periods of simultaneous service and training cannot be calculated twice. This experience or qualification should have been obtained from a party recognized by the university.

Article 11

The maximum number of years of experience that can be counted for all contractees mentioned in Article 2 is five years. However in exceptional circumstances, the University Council can at its discretion increase the maximum to 15 years.

Article 12

A contractee who has a higher qualification than that required for the position can be given an increment equal to the number of years spent studying for that qualification. However, this is limited to two increments for the period spent studying for a Master's Degree (from a Bachelor's Degree); three increments for the period spent studying for a PhD (from a Master's Degree); and five increments for the period of spent studying for a PhD (from a Bachelor's Degree). These increments will be according to the table shown in Appendix I.

Article 13

A contractee can be granted an exceptional increment not exceeding 50% of his salary as long as it does not exceed what is stipulated in the table in Appendix I. A contractee is regarded as eligible for an annual increment after the completion of at least ten months since the last contract;

Article 14

The salary of the contractee may not be withheld except upon instructions from the official authority. The President of the university may, without recourse to further measures, authorize the deduction of any sums that may become due to the State from the contractee's salary with the university. Apart from funds for living expenses, the funds withheld monthly should not exceed one third of the salary. In the case of competing claims, funds for living expenses will be allocated before the deduction of any sums due to the state.

IV – Required Working Hours

Article 15

1. Members of the teaching staff, lecturers, demonstrators, and language teacher will have a forty-hour working week spent in teaching, research, academic counselling, administrative, and other academic activities assigned by the university.
2. All other contractees will have a forty-eight-hour working week spent on teaching, research, and training duties and other duties assigned by the university. The working week of contractees who work in hospitals will be limited to fifty-five hours per week. The university can at its discretion determine the beginning and end of the working day, or spread the working hours over the day according to the requirements of the work.
3. Contractees will be paid overtime for hours worked in excess of their normal working hours in accordance with overtime payment for Saudi nationals.

V – Allowances and Remuneration

Article 16

1. The University Council can at its discretion increase the salary of an employee by a maximum of 30% of the first level of the salary scale if the employee has a rare specialty that he is working in at the university. The University Council will determine whether a specialty is in this category and the percentage of increase for each specialty. This compensation cannot be simultaneously given in addition to that provided under Article 9, Items 1 and 2.
2. The University Council can at its discretion increase the salary of an employee by a maximum of 80% for faculty members, lecturers, demonstrators, and assistant researchers, who are physicians or dentists, as compensation for the extra hours worked. This increase cannot be simultaneously given in addition to that provided for hospital work.
3. The University Council can at its discretion increase the salary of an employee by a maximum of 50% for faculty members, lecturers, demonstrators, and assistant researchers, who are pharmacists or specialized in applied medical sciences, as compensation for the extra hours worked. This increase cannot be simultaneously given in addition to that provided for hospital work.

Article 17

- A. The university shall provide the contractee (and his family if they come for the purpose of residence) travel tickets within the limit of four full tickets including that of the contractee; the family is eligible for the tickets whether they accompany the contractee or travel separately according to the following:
 1. From the domicile to the Kingdom at the start of the contract unless the contractee is already resident in the Kingdom at the time of contracting
 2. Return tickets from the Kingdom to the domicile once yearly when the contractee has annual leave. For contractees who have been contracted locally but reside abroad, return tickets will be given after the first two-year period of employment.
 3. From the Kingdom to the domicile at the end of the contract. this provision does not apply to contractees residing in the Kingdom who have served less than two years or those who have been transferred to another sponsor within the Kingdom according to the rules and regulations.

Article 18

The family of the contractee includes:

1. The wife or husband, or guardian of the female contractee
2. Those supported by the contractee, namely:
 - a. Sons under eighteen years of age
 - b. Unmarried daughters
 - c. Parents
 - d. Brothers under the age of eighteen
 - e. Unmarried sisters

For the above to accompany the contractee, prior approval is required from the Recruiting Office.

Article 19

1. If either the female contractee or her guardian is under contract with the university, and the other with another governmental department, the travel tickers shall be due from the quarter disbursing the housing allowance.
2. If the university transfers the sponsorship of a contractee to a non-governmental agency or party, those who have accompanied the contractee will not be given a return ticket to their domicile.

Article 20

Travel shall be by the shortest air route and the carrier will be Saudia Airlines wherever its services are available. The university will provide the contractee with the travel tickets and it may, in exceptional circumstances, permit the contractee to purchase the tickers himself and reimburse him afterwards. The contractee may request cash payment instead of tickets, in which case only half the value of the tickets will be given.

Article 21

1. All travel tickers referred to above will be Horizon class in the case of a full professor and economy class for all others.
2. The contractee may exchange his air tickets from the Kingdom to his domicile for air tickets to any other country, provided no additional expense is incurred by the university within the rules and regulations of Saudi Airlines

Article 22

If the contractee splits up his annual leave according to Article 33 of this Charter, the University will provide tickets for the final annual leave only. In the case of the leave being split at the university's request, only the employee is entitled to two tickets.

Article 23

If the contractee is required to travel within the Kingdom or abroad for work related purposes, he will travel by Saudi Airlines (economy class) whenever possible. The university can at its discretion permit the contractee to travel by land transportation at his own expense. The contractee is entitled to compensation for the equivalent travel by air.

If the university requires the contractee to travel to a location where there is no possibility of using air travel, the university will ensure that transportation is provided. The university can at its discretion allow him to travel at his own expense and reimburse the cost of public transportation to that location.

Article 24

The University will provide the contractee with accommodation or pay him an annual housing allowance according to the salary scheduled in Appendix I. The university is allowed to make this payment at the beginning of each annual contract. For those whose contract period is less than one year, this payment will be proportioned. For female contractee whose guardian is also employed by the university, only the higher housing allowance will be paid regardless of where the guardian is employed (government or private). No housing allowance is payable to female contractees married to a Saudi national.

Article 25

1. If the university has not provided furnished accommodation for the new contractee, he is entitled when on the first-time contract with the university to a furnishing allowance of 50% of the annual housing allowance. This furnishing allowance is paid once only for the duration of the contract with the university. Former government employees who have not been contracted by the government for a period of two years are entitled to this allowance upon contracting with the university.
2. In the case of contracts with a female and her guardian, only the higher furnishing allowance will be paid
3. If the guardian of a female contractee is subsequently contracted by the university, the guardian is not entitled to the furnishing allowance.
4. If a contractee is working for another employer or he was the guardian for a female who works within the Kingdom prior to entering into the contract with the university, he is not entitled to this allowance unless he was out of the Kingdom for a period of no less than two years and provided that this allowance has not been paid to him previously.
5. In the case of the contract duration being for less than one year, a proportionate amount of the furnishing allowance will be paid; the balance is payable only upon renewal of the contract for a period no less than the first period.

Article 26

The University will pay the contractee a monthly transportation allowance for his conveyance to and from his work location according to the table of salaries; the University may, in lieu of that allowance, provide suitable means of transport. The transportation allowance is not payable to those residing in their work location.

Article 27

1. In the case of contractee being assigned work outside his usual location but within the Kingdom, he is entitled to per diem allowance as shown below:
For salary scales of SR 7,000 or above - SR 4,500
 - a. For salary scales between SR 4,500 and below 7,000 - SR 300
 - b. For salary scales between SR 2,700 and below 4,500 - SR 255
 - c. For salary scales below SR 2,700 - SR 160The allowance could be increased by 50% for assignments outside the Kingdom. In addition, a daily transportation allowance based on the daily rate of 1/30 of the monthly transportation allowance can be paid.
2. The University President may, on the recommendation of the Departmental Faculty Board and then the College Faculty Board, allow a faculty member to attend a conference or symposium, without the university bearing any expense.

Article 28

If the contractee is transferred to work in another town or village within the Kingdom, he will be entitled to a relocation allowance not exceeding SR 4,000. If the relocation is from the Kingdom to abroad or the reverse, or from one foreign location to another, he shall be entitled to an allowance of SR 5,000 as well as air tickets as set out in Articles 17 to 22. For a contractee who is not faculty member, the amount

payable in both cases is SR 3,000, in addition to airline tickets. If the transfer is for two contractees, with one being the guardian of the other, only one allowance of the higher scale is payable. This allowance is limited to one payment per year.

Article 29

On completion of two years service with the university, the contractee is entitled to an end-of-service gratuity at the rate of a half month's salary for each year of service. If the contractee is a faculty member, lecturer, demonstrator, or lecturer who has teaching duties he is entitled to one month's salary for each year of service on completion of five years of service up to a maximum of SR 100,000 given at the termination of service payable for the complete number of years worked. All others, after completing five years of service, are entitled to an end-of-service gratuity at the rate of a half month's salary for each year of service up to a maximum of SR 50,000.

A period of 22 months will be considered equivalent to two years and a period of 58 months will be considered equivalent to five years for the purpose of this Article. The gratuity may be increased by up to 100% on the recommendation of the College Faculty Board or any other specialized board and endorsed by the University Council and approved by the Supreme Higher Education Council up to the maximum amounts stipulated in this article.

Article 30

The contractee and members of his family will throughout the duration of the contract benefit from the public health services available within the Kingdom. The Supreme University Council may, in exceptional circumstances, determine other avenues.

Article 31

The university may bear the actual educational costs of the contractee's children, excluding transportation, from the primary stage to the completion of the secondary stage on the following conditions:

- a. The child has not been accepted by a government school
- b. The age of the child is no less than six years of age and no greater than eighteen years of age
- c. The child is attending school within the Kingdom. The university is not responsible to provide funds for education outside the Kingdom.
- d. The contractee cannot claim this cost for more than four children. The total cost of all children of a contractee will not exceed SR 25,000. The University Council can at its discretion determine the amount payable for each student.

VI – Vacation

Article 32

In addition to official end of the week holidays and Eid holidays, a faculty member is entitled to 60 days annual leave with full salary payable at the start of leave. All others are entitled to 45 days. For contractee who have worked for less than one year, the leave is proportional to the period worked. This is applicable to contractees who commence work within one month of the usual start date of the start of the university

contracts. The University Council may defer the time of the annual leave or bring it forward in order to meet the needs of the academic calendar.

Leave may be less than that prescribed, subject to written agreement between the two parties. The university has the right to determine the start and end of leave periods. The periods of secondment, exceptional leave, or absence from the university, are not counted towards the entitled leave.

Article 33

In cases of necessity, and upon the request of the contractee and recommendation of his department, and subject to approval by the University President, the contractee's leave may be split into two periods at most, provided that neither period is less than one third of the leave due, and that the contractee uses up one of the two periods within the year of his leave entitlement.

Article 34

1. To meet work exigencies, the President of the university may defer the contractee's annual leave by no more than six months from the start of the contractee's succeeding year.
2. The President of the university may shift the weekly off-days (the week-end) to meet work requirements.
3. The President of the university may cancel all the contractee's annual leave or part thereof with recompense, with the contractee's agreement except in cases of extreme urgency. Compensation for the cancelled leave period shall be based upon the contractee's salary in the year in which he earned the leave. If the contractee works for the whole vacation period, he is not entitled to an airline ticket.
4. The President of the university may cancel the contractee's Idul-Ditr and/or Idul-Adha holidays according to work requirements, with the contractee's agreement except in cases of urgency; he shall be recompensed on the basis of overtime work regulation.

Article 35

The contractee may be granted emergency leave not exceeding ten days annually on full pay. The number of days of emergency leave taken will be deducted from the annual leave allocation. The contractee is not entitled to a ticket when taking emergency leave.

Article 36

The contractee may be granted exceptional unpaid leave not exceeding one semester without termination of the contract. The contractee is not entitled to any benefits during this period of exceptional leave.

Article 37

If a contractee cannot fulfill his duties due to ill health, he is entitled to one month's leave on full pay which can be extended to two additional months on half pay. The contractee is not entitled to this if he becomes ill outside the Kingdom. This leave is not transferrable to the succeeding year. If the illness is due to or caused by his work, the contractee is entitled to double the amount of leave mentioned above. Confirmation of the sickness and the period of sick leave follows the rules of the Saudi employees.

Article 38

The female contractee is entitled to forty-five days maternity leave. On the death of her husband, a female contractee is entitled to confinement leave (one month for non-Muslims).

Article 39

The contractee may, within the same year, combine more than one form of leave for which he is eligible, provided there is proper statutory entitlement.

VII – Secondment, Loan and Transfer

Article 40

The University Council may second or loan the contractee to another university for a period of no more than six months according to the rules stipulated by the University Council and provided that the host university will bear all expenses. The contractee's employment is uninterrupted but the period of secondment or loan will not be included when calculating the end of contract gratuity.

Article 41

The university may transfer the contractee from one position to another position within the university or transfer of the contractee from an outside university provided that the following conditions are met:

1. A Saudi national is not available to fill the post.
2. The contractee should have the requisite qualifications for the post to which he will be transferred to.
3. The contractee (and also the department in question when the contractee is to transfer to the university from another department) should agree to the transfer. If the transfer takes effect before the end of a current contract, the contractee will continue to be dealt with in accordance with that earlier contract. The required adjustment will be effected after the expiry of that earlier contract or at the end of the current contractual year, if that earlier contract extends over more than one year.

Article 42

If the contractee is transferred to the University from a governmental employee, the contractee will be treated as follows:

1. The contract will be uninterrupted with respect to vacations and years of service. For faculty members and those who follow the same rules as faculty members as in Article 10, the period of service will be considered as experience.
2. The compensation for the end of service payment related to the previous contract will follow the rules of compensation of that party and not the university. Upon his transfer to the university, the contractee will be compensated according to the university rules and regulations.

VIII –Duties and Responsibilities

Article 43

The contractee is subject to the duties and responsibilities laid down in the Charter of the university and for issues not addressed by the Charter, the rules and regulation of the National Employment Charter will be followed.

Article 44

In cases of misconduct, the contractee is subject to the disciplinary code applicable to Saudi university staff and to the terms of this charter.

Article 45

The contractee is bound by present and future laws, rules and regulations implemented in the Kingdom, and the employee and his or her dependents will respect the customs and traditions of the Kingdom, particularly with regard to the non-violation of religious morals and non-interference in politics.

IX – Cancellation, Renewal and Termination

Article 46

The university may void the contract without any obligation if the contractee does not assume his duties within fifteen days from the date specified upon contracting.

Article 47

The contract is self-renewing, unless either of the contracting parties notifies the other in writing of the desire not to renew it at least two months before the expiry of the current contract.

Article 48

The contract is terminated before its expiry in the following cases:

1. The contractee acquiring Saudi citizenship
2. Acceptance of his or her resignation
3. Insistence of the contractee to resign without acceptance of the resignation by the University
4. Absence from work without a legitimate reason acceptable by the university for a continuous period of over fifteen days or a total of 30 non-continuous days. If the university terminates the contract for any of these two reasons, then it the employee will be treated as though he has insisted on breaking the contract without the university's agreement.
5. Cancellation of the post
6. Permanent disability which results in the employee being unable to perform his duties
7. Inefficiency of the contractee
8. A poor level of work
9. Disciplinary dismissal by a university resolution
10. Requirement for the good of the public
11. A Sharia judgment has been imposed on the employee or if the employee commits a crime that is immoral or dishonest.
12. Death of the contractee

13. If a sickness period exceeds the sick leave period specified in Article 37 the contractee will receive a homeward air ticket. The university will not make a claim on the allowances paid to the employee during his sickness period.

Article 49

1. If the contractee's services are terminated under Clauses 3, 4, 9 or 11 of Article 48, the following shall ensue:
 - a. The employee will forfeit the right to return tickets for the employee and dependents to his home country, service gratuity, and leave compensation. In exceptional circumstances, the President can at his discretion agree to provide return tickets.
 - b. The employee will return to the university the balance of the housing allowance for the remainder of the contract's duration if the remaining duration six months or more as well as the furnishing allowance if the termination was at least six months prior to the end of the first year of employment.
 - c. The employee will pay two months' salary to the university if the employee's contract has been terminated under Clauses 3 or 4 of Article 48.
2. The terms of Clause B, Section 1, Article 48 will apply to those whose services are terminated according to Section 2 of Article 48.
3. In the event of terminating the services of the contractee under Clause 1 of Article 48, the employee will forfeit the right to his and his family's homeward travel tickets.

Article 50

In exceptional circumstances, the University Council can at its discretion exempt the contractee from part or all of the sums owing contingent upon his breaking of the contract and termination of services according to Clauses of Article 48.

Article 51

- a. The contractee whose service is terminated due to cancellation of the post or dismissal for the public good shall be granted gratuity equivalent to two months' salary.
- b. In the event that the contractee dies or suffers a physical handicap or disability rendering him unable to carry out his duties, the employee will be treated according to the rules and regulations of this charter provided that the death or disability is a result of the employee carrying out his duties.

Article 52

In the event of death of the contractee the university will bear all the necessary expenses for transporting the employee's remains and the members of his family to their domicile.

Upon the death of a member of the contractee's dependent family, the university will bear the expense of transporting the remains and return tickets for the person accompanying the deceased.

Article 53

1. The university may contract with someone who had formerly been under contract with another governmental department in the Kingdom, upon approval by the second party, if the causes of his leaving the former employment were due to expiry of the contract, resignation or cancellation of the post, provided that his last "competence" report is graded "Very Good" or above.
2. The university cannot enter into a contract with someone who has been employed by another government agency in the following cases:
 - a. Those whose contract has been terminated due to absence from duty, except after the passage of two years at least from the date of termination.
 - b. Those whose service has been terminated due to his incompetence.
 - c. Those whose service has been terminated by dismissal for the public good, except with the approval of the department which had dismissed the employee.
 - d. Those whose service has been terminated by disciplinary action by a decree of a disciplinary board or those who have been convicted of a criminal offense or according to Section 11 of Article 48.

X – General Provisions

Article 54

This charter and all its appendices are complementary to the conditions of employment as stated in Article 3 of this charter.

Article 55

1. The rules and regulation of this charter will be applicable from the date of issue of the charter but existing contracts will come under the jurisdiction of this charter upon renewal of the contract.
2. Employee's earned rights according to previous charters will be nullified if they are contradictory to this charter.

Article 56

If any disagreement arises between the two parties due to the implementation of the contract according to this charter which cannot be solved amicably, then specialized courts will be consulted and their ruling will be final and binding for both parties.

Article 57

The University Council and the President of the university have the right to delegate some of the powers given in this charter.

Article 58

The University Council has the right to draw implementation rules as long as they are not contradictory to this charter.

Article 59

For matters not covered by this charter, the rules and regulations of the Supreme Higher Education Council and Universities, implementation charters, rules, orders, and implementation decisions in the Kingdom will be applicable.

Article 60

The Supreme Higher Educational Council has the right to interpret this charter.

Appendix 1

Table 1

Faculty Members, Lecturers, Language Teachers & Demonstrators

Employment Post	First Monthly Scale	Years of Experience Increment	Last Monthly Scale	Transportation Allowance	Housing Allowance
Professor	9,100	500	13,600	600	25,000
Associate Professor	7,250	450	11,300	600	25,000
Assistant Professor	5,600	400	9,200	600	25,000
Language Teacher	4,080	350	6,880	500	17,000
Lecturer	3,400	350	6,550	500	18,000
Demonstrator	2,700	300	5400	500	14,000

Appointment Conditions

Assistant Professor

Appointment to this post will be to those with a PhD or its equivalent or those who obtained the title from a university recognized by the employee's university

Associate Professor

Appointment to this post will be to those who obtained the title from a university recognized by the employee's university

Professor

Appointment to this post will be to those who obtained the title from a university recognized by the employee's university

Lecturer

Selection of a lecturer requires that the employee should have obtained a master degree or an equivalent degree and he will be appointed on the first step of the salary scale unless:

1. The lecturer is specialized in engineering, pharmacy or applied medical sciences, in which case he will be appointed on the second step of the salary scale.
2. The lecturer is specialized in clinical pharmacy, in which case he will be appointed on the third step of the salary scale.

3. The lecturer is specialized in medicine or dentistry, in which case he will be appointed on the fourth step of the salary scale

Language Teachers

The appointee to teach a foreign language should have one of the following qualifications:

1. A bachelor degree in the language which he is going to teach with a minimum grade of Good, a diploma in teaching a foreign language and work experience of no less than one year. Preference is given to those who have previously taught a foreign language to Arab students.
2. A bachelor degree in the language which he is going to teach with a minimum grade of Good and work experience of no less than three years.
3. A Master's degree in the language which he is going to teach and work experience of no less than one year. Preference is given to those who have previously taught a foreign language to Arab students.

Demonstrator

A demonstrator will be appointed on the first step of the salary scale unless:

1. The demonstrator is specialized in engineering, pharmacy or applied medical sciences, in which case he will be appointed on the second step of the salary scale.
2. The demonstrator is specialized in clinical pharmacy, in which case he will be appointed on the third step of the salary scale.
3. The demonstrator is specialized in medicine or dentistry, in which case he will be appointed on the fourth step of the salary scale

It is conditional that a demonstrator to be appointed should have a bachelor degree with a minimum grade of Very Good.

Table 2

Researchers, Assistant Researchers & Technicians

Grade	First Monthly Scale	Years of Experience Increment	Last Monthly Scale	Transportation Allowance	Housing Allowance
First	4,855	350	7,305	500	20,000
Second	3,955	300	6,955	500	15,000
Third	2,700	250	6,450	400	14,000

Appointment Conditions

Appointments will be made according to the following conditions:

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

Second Grade: Master degree in the required specialty or its equivalent

Third Grade: Bachelor degree in the required specialty or its equivalent

The employees will be appointed on the first step of the salary grade with the exception of those who graduated from a college of engineering, pharmacy or applied medical sciences who will be appointed on the second step of the scale; those who graduated from clinical pharmacy who will be appointed on the third step; and those who graduated from medicine or dentistry who will be appointed on the fourth step of the scale. Those who are appointed as a researcher, assistant researcher or technician should have obtained a bachelor degree or its equivalent with a minimum grade of Very Good. The University Council can at its discretion accept a grade of Good.

Table 3

Salaries of Physicians

Qualification	Basic Salary	Years of Experience Increment	Transportation Allowance	Maximum Salary	Housing Allowance
MBBS	4,000	200	400	7,000	Three months' salary up to a maximum of 25,000
MBBS + a diploma of no less than one year	4,300	220	400	7,600	
MBBS + master	4,600	250	400	8,350	
MBBS + PhD	5,500	300	500	10,000	

Instructions for Table of Salaries for Physicians

When estimating salaries according to the above table, the following should be observed:

- a. A Bachelor Degree in medicine is considered only when it has been obtained after six years of study with one preparatory year. A Bachelor Degree in dentistry is considered only when it has been obtained after five years of study with one preparatory year.
- b. The years of experience which will be counted for estimation of the salary will include only those years spent in governmental or university hospitals or recognized public hospitals. The year of internship year or years of experience gained in a private clinic or unrecognized private hospital will not be counted.
- c. The physician will be entitled to a full salary provided that he is dedicated full time to government work in addition to three hours per day of additional work.
- d. A contracted physician should have no less than two years practical work experience with the exception of cases where such a condition cannot be implemented.
- e. Physicians who are Professors, Assistant Professors and teachers who have experience as university faculty members will receive two months' additional salary at the end of each year.
- f. The regulations guiding a physician's salary scale is also applicable to a coroner.

Table 4

Salaries of Engineers

Qualification	Basic Salary	Years of Experience Increment	Maximum Salary	Transportation Allowance	Housing Allowance
Bachelor of Engineering	2,900	130	4,850	350	Three months' salary with a minimum of 8,000 and a maximum of 15,000
Master in Engineering	3,400	300	5,650	400	
PhD in Engineering	4,100	300	8,600	400	

Instructions for Table of Salaries for Engineers

- a. Electrical engineers, construction engineers or engineers with a similar title will be paid according to the table above.
- b. The period experience that is considered for estimation of the salary is the period spent in actual engineering work and the period has been certified by a governmental institute or recognized engineering association.
- c. The engineer will be entitled to a full salary provided that he is dedicated full time to government work.
- d. A contracted engineer should have no less than two years practical work experience with the exception of cases where such a condition cannot be implemented.

Table 5

Employment in Specialized Areas

Qualification	Basic Salary	Years of Experience Increment	Maximum Salary	Transportation Allowance	Housing Allowance
Bachelor	2,100	150	4,350	<ul style="list-style-type: none"> • 300 for those with a salary of less than 2,000 • 350 for those with a salary between 2000 to 3,500 • 400 for those with a salary above 3,500 	Three months' salary with a minimum of 8,000 and a maximum of 15,000
Master	2,900	15	5,150		
PhD	3,600	200	6,600		

1. This table refers to specialized posts which include but is not limited to the following:
 - a. General specialized posts with the exception of physicians and engineers as outlined in the Guide of Categorization
 - b. Employment posts categorized with an employment grade of no less than six, organization specialist, organization and administrative researcher, planning specialist, research specialist, budget specialist, budget researcher, computer analyst, programmer, statistic specialist, archaeological inspector, categorization specialist, examination specialist, library specialist, translator, accounting analyst, accountant, store specialist, community analyst, community researcher, sport specialist, workforce specialist, journalist researcher, newscaster and news inspector, publication inspector, program inspector, producer, director, agricultural engineer, accounting reviewer, accounting auditor, accounting inspector, English newspaper editor, economy researcher, statistic researcher, case researcher, training researcher, financial monitor, history research specialist, psychology researcher, cultural researcher, manuscript researcher, document researcher, library researcher, agricultural insurance researcher, media researcher, forest specialist, IQ evaluator specialist, Islamic culture studies specialist, nutritional characteristic specialist, chemistry laboratory specialist, trainer, news editor, nutrition specialist, statistical researcher, editor of English magazine, producer, and any other employment post the university President sees fit to include.

2. The qualification should be in the employment post specialty with the exception of the posts that do not have a specialty in a university.

Table 6

Employments in Administrative & Clerical Positions

Qualification	Basic Salary	Years of Experience Increment	Maximum Salary	Transportation Allowance	Housing Allowance
Secondary School with experience in translation of no less than 3 years	1,600	80	2,800	<ul style="list-style-type: none"> • 300 for those with a salary of less than 2,000 • 350 for those with a salary between 2000 to 3,500 • 400 for those with a salary above 3,500 	<p style="text-align: center;">Three months' salary with a minimum of 8,000 and a maximum of 14,000</p>
Secondary school with a diploma in a foreign language of no less than 1 year and capable of translation	1,800	90	3,150		
Secondary school with a diploma in a foreign language of no less than 2 years and capable of translation	1,900	100	3,400		
Intermediate school with the ability to type in Arabic	850	60	1,750		
Intermediate school with the ability to type in Arabic & a foreign language	1,200	70	2,250		
Secondary school with the ability to type in Arabic or a certificate from a trade secondary school	1,200	70	2,250		
Secondary school or a certificate from a trade secondary school with the ability to type in Arabic or English	1,400	80	2,600		
University Degree	1,400	60	2,300		
Secondary School	1,120	40	1,720		

It is conditional that whoever works in this category has the qualification mentioned in the table.

Table 7

Employment as Technical Assistant & Handicraftsmen

Qualification	Basic Salary	Years of Experience Increment	Transportation Allowance	Maximum Salary	Housing Allowance
Diploma in handicrafts for no less than 1 year after primary school	900	60	<ul style="list-style-type: none"> • 300 for those with a salary of less than 2,000 • 350 for those with a salary between 2000 to 3,500 • 400 for those with a salary above 3,500 	1,800	Three months salary with a maximum of 25,000
Diploma in handicrafts for no less than 2 years after primary school	1,050	60		1,950	
Diploma in handicraft for no less than 3 years after primary school	1,275	60		1,950	
Diploma in handicrafts for no less than 4 years after primary school	1,500	60		2,400	
Intermediate technical school	1,275	90		2,475	
Intermediate technical school + a diploma in handicrafts for no less than 1 year	1,475	80		2,675	
Intermediate technical school diploma in handicrafts for no less than 2 years	1,725	80		2,925	
Intermediate technical school + diploma in handicrafts for no less than 3 years	1,995	80		3,195	
Technical secondary school	1,725	100		3,225	
Intermediate technical school + Diploma in Handicraft for no less than 1 year	1,950	100		3,450	
Intermediate technical school + diploma in handicrafts for no less than 2 years	2,250	100		3,750	
Intermediate technical school + diploma in handicraft for no less than 3 years	2,550	100		4,050	

Appointments will be according to the conditions stated in the table above and in the event a contract is made with one who does not have a scientific qualification, it is allowed to:

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

Table 8

Table of Salaries of General Education

Qualifications	Basic Salary	Years of Experience Increment	Maximum Salary	Transportation allowance	Housing Allowance
University Degree (non- educational)	1,930	85	3,205	<ul style="list-style-type: none">• 300 for those with a salary of less than 2,000• 350 for those with a salary between 2000 to 3,500• 400 for those with a salary above 3,500	Three months' salary with a minimum of 8,000 and a maximum of 14,000
University Degree (non-educational) + Educational diploma for no less than 1 year	2,260	100	3,760		
Master degree (non-educational)	2,430	100	3,930		
University Degree in Education	2,180	100	3,680		
University Degree in Education + diploma in Education for no less than 1 year	2,520	100	4,020		
Master Degree in Education	2,850	120	4,650		
PhD in Education or others	4,100	150	6,350		

Instructions for Table of General Education

- a. This table applies to those who occupy a teaching position.
- b. It prohibited to contract a person who does not have the required qualifications stated in the salary scale above, with the exception of those contractees whose contract is still valid when this charter is implemented. Such a contractee is allowed to continue in employment receive a yearly increment.
- c. For those employed in general education, two years of experience is required if he does not have the required qualification with the exception of rare qualifications which cannot be recruited easily.
- d. It is allowed to grant those who have rare qualifications an increment which does not exceed 20% of the salary according to the table. The University Council has the discretion to decide which specialty is a rare specialty at the beginning of each academic year.