

Regulation for the Employment of Non-Saudi in Universities



بيت الحكيم

Regulation for the Employment of Non-Saudi in Universities

issued by Decision No. 3/4/1417 of the Higher Education Council at the 4th meeting of the Higher Education Council, held on 7/2/1417, and was crowned with the approval of the Custodian of the Two Holy Mosques and the Chairman of the Higher Education Council by the noble telegram directive No. 7/B/16785 dated on 4/11/1417.

Text of Higher Education Council Resolution No. (3/4/1417)

The Council of Higher Education on the basis of the provisions of paragraph (7) of the article The Higher Education Council and Universities Regulations stipulate that it is within the competence of the Higher Education Council to issue regulations governing the affairs of Saudi Arabian and contractual employees of universities, including faculty members, including their salaries, remuneration and allowances, after their preparation by the Ministry of Higher Education, the Ministry of Finance and National Economy and the General Office of the Civil Service.

Having considered the memorandum of the General Secretariat of the Higher Education Council on the subject and having considered the draft regulation on the employment of non-Saudis in universities as annexed to the memorandum of presentation, the Council decided: - To approve the regulation on the employment of non-Saudis in universities in accordance with the wording annexed thereto.

Definitions

Article 1:

The following definitions are applied to all phrases in these Regulations:

- 1- **Contractor:** Employees of non-Saudi universities employed under contract in compliance with these regulations constitute.
- 2- **Home:** The contractor's country. The State in which the Contractor resides at the time of the contract may be designated its home if the length of residence exceeds two consecutive years.
- 3- **Year:** twelve months in Hijriya, unless otherwise stated.
- 4- **Month:** thirty days, unless otherwise stated.
- 5- **Personal contracting:** He/ she must not be seconded from his/her university or other entity.

Article 2:

The provisions of the Regulations apply to the following categories:

- 1-Faculty, lecturers, language instructors and teaching assistants.
- 2-According to the faculty, researchers, their assistants, and technicians with a university degree or higher who are employed in positions of sixth level or higher in research, research assistantships, or technical assistantships. Their activity is directly tied to teaching, and the University Council may go above and beyond this requirement in special circumstances.
- 3-Doctors and other medical specialists.
- 4-Engineers.
- 5-Skilled workers.
- 6-Clerical and administrative staff.

7 - Assistants in the arts and professions.

8- Academic staff members at colleges and universities.

Article 3:

The formulation of the contract shall be in accordance with the form annexed to these Regulations -

Appendix No. (2) - and the University may add such provisions to the terms of the contract in the public interest and not in conflict with these Regulations

Employment

Article 4:

For Employment, it is required:

1. One vacant post approved in the budget or a provision for recruitment under lump-sum salaries.
2. Lack of a qualified citizen to fill the post.
3. There is a description of the duties and responsibilities of the post, including the minimum qualifications required to fill it.

Article 5:

The contractor has to meet the following requirements:

1. He is 20 years of age and not over 60 years of age. The University Council may exceed the maximum age limit of 10 years for associate professors and five years for assistant professors on the recommendation of the Department Board and the College Board and three years for other categories on the recommendation of their employer.
2. A person fit for service under a recent medical certificate, which is recognized by the University.
3. conduct and ethics.

4. Holder of the qualifications required for the post.
5. Not contracted with another entity in the Kingdom.
6. Full-time staff at the University.

Article 6:

The contract shall be concluded for one year or less or more renewable, such as its duration or the period specified by the University.

Article 7:

The duration of the contract shall commence on the day on which the contractor leaves its home country for its place of business in the Kingdom by the shortest route, provided that the period between the departure of the home country and the application for work shall not exceed three days and shall not precede the date specified by the University for the commencement of the contract. or from the day on which the contractor applies to commence work in accordance with the instructions of the University if he or she resides in the country where the post is located and the contract is signed.

Salaries and Bonuses

Article 8:

1. Salaries shall be determined in accordance with the tables contained in Annex No. 1 accompanying these Regulations following the determination of the appropriate schedule for the post to be contracted. The instructions attached to each table shall be considered an integral part thereof.
2. Upon confirmation by the University of the promotion of the faculty member, which has been carried out from outside the University from a degree to a higher degree, his contract may be renewed at the beginning of the salary of the degree promoted to it. If his or her salary before promotion increases or is equal to the beginning of the salary of the step to which he or

she is promoted, he or she may be given the salary directly above the salary he or she received at the previous level, the annual allowance is then forbidden on renewal of his contract.

3. A non-faculty contractor, lecturers and teaching assistants may be transferred upon renewal of the contract from a higher degree than within the same category if the required conditions are met.

4. Upon the arrival of the contractor at the end of the designated degree, the University Council may grant the contractor a degree allowance, after every two years, on the recommendation of its President.

Article 9:

1. The Council of the League may increase the salaries set in accordance with the salary scale by not more than 15% of the salary due to contractors from Europe, America or any developed countries at the level specified by the Council of the League.

2. The Council of the University may contract with persons with rare specializations, scientific reputations, experience, high skill or excellent qualifications acquired in a renowned university by faculty members and the like, as well as doctors, an increase not exceeding a 100% percentage of the salary due and the President of the Council of the League, in agreement with the President of the General Bureau of the Civil Service, may apply the provisions of this paragraph to other categories.

3. Persons with distinguished experience, reputation and science may be hired to serve as faculty members by exceeding the scientific requirements established by the rules on employment with the approval of the Council of the University on the recommendation of the Scientific Council.

Article 10:

1. The contractor - faculty, language teachers, lecturers and teaching assistants - who has previously served in university teaching after obtaining qualification or scientific title shall be given annual allowances in

accordance with the salary scales contained in Annex No. 1.

2. The experience of faculty members, language teachers, lecturers and teaching assistants other than university teachers may be calculated if they are in the field of specialization and after obtaining the scientific qualification on the basis of which they have been contracted at the rate of one year per two years for the purposes of recruitment. They may also be calculated for the purposes of scientific promotion by decision of the Scientific Council on the recommendation of the relevant College Board.
3. Experience shall be calculated when contracting for non-faculty, lecturers, language teachers and teaching assistants after obtaining the last qualification. The course shall be counted in the specialization to the extent of the duration of the course and the duration of the service shall not be combined simultaneously.

Article 11:

Experience shall be calculated for contractors from the categories specified in article II of these Regulations up to a maximum of five years upon commencement

In exceptional cases, the Council of the University may waive this requirement up to a maximum of fifteen years.

Article 12:

A contractor with a higher qualification related to the nature of the work of the contracted post may be awarded annual allowances in the number of years of study over the higher qualification of the contracted post so that the allowances shall not exceed two for the period of study between the bachelor's and master's. s salary scales set out in Supplement No. 1 for the contracted post.

Article 13:

The contractor may be granted an annual allowance not exceeding 50% of the salary and not exceeding what is specified in the salary scales for each category.

Article 14:

The contractor's salary may be withheld only by order issued by the competent authority. The President's university may, without requiring any procedure, deduct any sums owed to the State prior to the contractor from any sums owed to him prior to the university. Except for maintenance debt, the amount withheld monthly shall not exceed one third of the salary.

Working Hours Required

Article 15:

1. Faculty members, lecturers, teaching assistants and language teachers perform 40 working hours a week in teaching, research, academic guidance and other administrative and academic work assigned to them by the competent authorities of the University.
2. The rest of the university staff performs forty-eight (48) hours of work per week for teaching, research and training duties and tasks assigned to them by the competent authorities of the university. Those who work in hospitals have a maximum working hours of 55 hours.
3. The contracting faculty member and the equivalent in respect of the quorum hours and the rules to be followed in the reward for additional teaching hours shall be treated as Saudi faculty members.

Allowances and Compensation

Article 16:

1. The Council of the University may pay a scarcity allowance for rare specializations at a maximum 30% of the first tied post to the faculty and the like who work in its field of specialization. The Council of the University shall determine these specializations and the scarcity allowance for each specialization, without combining the scarcity allowance with the provisions of article 9, paragraphs (1.2).

2. The University Council may grant human physicians and dentists who are faculty members, lecturers, teaching assistants and research assistants working in hospitals a hospital work allowance for the additional hours required by a system when working these hours up to a maximum of 80% of the basic salary.
3. Pharmacists and applied science specialists who are faculty members, lecturers, teaching assistants and research assistants working in hospitals may be granted a hospital work allowance for the additional hours required by a system when working these hours up to a maximum 50% of basic salary. The scarcity allowance may not be combined with the hospital work allowance.

Article 17:

The University shall provide to the contractor and his family, when they are brought in for the purpose of accommodation, travel tickets of up to four persons, including the ticket of the same contractor, and travel tickets shall be due whether they travel with the contractor or travel individually.

1. Once he came from his home country to the Kingdom at the beginning of the contract unless he resided in the Kingdom at the time of the contract.
2. From the Kingdom to his home country once a year during the duration of the contract when he is authorized to take regular leave, as well as an internal contract. Two years have elapsed since his contract unless he resides in the Kingdom at the time of the contract.
3. From the Kingdom to his home country at the end of the contract upon his final departure, except for those who were resident in the Kingdom at the time of the contract and whose term of service was less than two years, or those whose bail was transferred to another destination within the Kingdom in accordance with the instructions regulating that.

Article 18:

The individuals who are considered to be members of the contractor's family

1. The contractor's husband, wife, or mahram.
2. Those who are reliant upon them legally:
 - a. Their sons who are under the age of 18.
 - b. Their unmarried daughters.
 - c. their parents.
 - d. Their Brothers to minors.
 - e. Their unmarried sisters.

Provided that the competent authorities approve the recruitment in accordance with the applicable regulations.

Article 19:

1. If any of the women and her mahram are contracted by the University and the other is contracted by another State agency, tickets shall be paid by the person who pays the housing allowance.
2. The right of facilities or escorts to return tickets to their country shall be forfeited when the university waives their bail to a non-governmental entity.

Article 20:

Travel shall be by the shortest air route and by Saudi Airlines if its services are available. The University shall provide the contractor with the travel tickets owed to him. In exceptional cases, the University may authorize and pay him or her for the purchase.

Article 21:

The aforementioned travel tickets shall be first class if the contractor is a professor and the reduced economy class for others.

The Contractor may replace the tickets due from Saudi Arabia to its home country with tickets to any other country without any additional costs incurred by the University within the limits of Saudi Arabian Airlines regulations.

Article 22:

If the Contractor pays his or her regular leave in accordance with article 33 of these Regulations, the University shall provide him or her with travel tickets for the last period only, and if they are divided by the University in the interest of employment, he or she shall be granted two travel tickets alone.

Article 23:

Travel of the contractor within or outside the Kingdom required by the performance of its function shall be by air of economy class and by Saudi Arabian Airlines whenever possible and the University may authorize the contractor to travel by road at its own expense if this does not affect its arrival at the duty station on time and the contractor then receives compensation equivalent to the value of the reduced economy class air ticket if possible, If the performance of the function requires the travel of the contractor to a destination not linked to the original duty station by means of air transport, the University shall secure the travel by road and the University may authorize the contractor to travel at his own expense and then receive compensation equivalent to the value of a ticket by road by public transport.

Article 24:

The University provides housing to the contractor or pays him an annual housing allowance in accordance with the attached salary scales (1). This allowance may be paid in advance at the beginning of the contract period at the beginning of each year of the renewal. and this provision shall apply if one of them is engaged by a non-State or non-governmental agency, no housing allowance shall be paid to a contractor married to a Saudi resident of the Kingdom.

Article 25:

1. Unless the University provides furnished accommodation, the new contractor of faculty and other personnel in his first contract with the University shall be paid a furnishing allowance of 50% of the housing allowance per year and the furniture allowance shall be paid once for the duration of the contract with the University. Only those who have been out of employment in a State agency in the Kingdom of Saudi Arabia for at least two years and who have contracted again with the University shall be considered as new if they have not previously been disbursed to them.
2. If a woman and her mahram are hired, they do not combine the two furnishing allowances with one furnishing allowance for the higher allowance.
3. When contracting with the University, a proscribed contractor or a proscribed contractor is not entitled to a furniture allowance if the other person works at the University or elsewhere within the Kingdom.
4. If the contractor has worked in any other entity or is Muhram to anyone who worked in the Kingdom before contracting with the University, he shall not be entitled to a furnishing allowance unless he has left the Kingdom for a period of at least two years and has not previously been paid such an allowance on his previous part.

5. If the contract is less than one year, the furniture allowance shall be paid in proportion to the duration of the contract for the year and the remainder of the furniture allowance shall be disbursed upon renewal for a further period not less than one year with the duration of the previous contract.

Article 26:

The University pays the contractor a monthly relocation allowance for his/her movement at his/her residence, as indicated in the salary scales for each category. Instead of paying the relocation allowance, the University may provide the contractor with the appropriate means of transportation. This allowance shall not be payable to those who have lived at or adjacent to the contractor's place of work.

Article 27:

1- If the contractor is assigned on official duty outside his place of business within the Kingdom, he shall be paid a daily assignment allowance as follows:

- a. For a monthly salary of SAR 7,000 or more SAR 450.
- b. 300 riyals for those whose monthly salary was 4,500 and less than 7,000 riyals.
- c. 255 SAR for those with a monthly salary of 2,700 and less than 4,500 SAR.
- d. 160 riyals for those whose monthly salary was less than 2,700 riyals.

The allowance may be increased by 50% if the assignment is outside the Kingdom and an additional transfer allowance equivalent to 1/20 of the planned monthly relocation allowance is disbursed.

2. The President of the University, on the recommendation of the Department Board and the College Board, may approve the attendance of the faculty member at a scientific conference or symposium without any expenses incurred by the University.

Article 28:

If the work of the faculty is transferred from one city to another within the Kingdom in accordance with the interest of work, it shall be paid a transfer allowance of SAR 4,000 and if the transport from inside the Kingdom to abroad or vice versa or from another side outside the Kingdom shall be paid an allowance of SAR 5,000 in addition to the travel tickets according to the articles: (17) To (22) a non-faculty member's allowance of SAR 3,000 shall be paid in both cases in addition to tickets and, if the transfer of one contractor is prohibited to the other, only one transfer allowance shall be payable to the higher allowance holder and this allowance shall not be paid more than once in the financial year.

Article 29:

If the contractor completes two years in the service of the university, the end-of-service bonus shall be payable at the rate of half a month's salary for each year. If the member of the teaching staff, the lecturer, the teaching assistant and the technician, and those involved in teaching, shall complete five years in the service of the university, he shall be entitled to one month's salary for each year of service and to a maximum of 100,000 riyals. shall be paid at the end of service and shall be calculated on the basis of the contractor ' Other contractors are paid an end-of-service bonus of half a month's salary for each year and up to a maximum of SAR 50,000 or what they are actually entitled to according to the previous regulation whichever is more.

A person who has spent two years is considered to have served 22 months and a person who has served five years is considered to have served 58 months.

The end-of-service bonus may be increased to a maximum of 100% upon the recommendation of the College Council or the competent authority and the endorsement of the University Council and the

approval of the Council of Higher Education that in all cases the bonus shall not exceed the limits set in this article.

Article 30:

For the duration of the contract, the contractor and his family members shall benefit from the public medical services available in the Kingdom and the University Council in cases where it is absolutely necessary to decide otherwise.

Article 31:

The University may incur the actual expenses for the education of the children of the contracting faculty member and his/her governing body other than the fees for moving to and from the school from the primary level until the completion of the secondary level under the following conditions:

- 1-They cannot be admitted to public schools.
- 2-None of them shall be less than six years of age and shall not exceed eighteen years of age.
- 3-Their education shall be within the Kingdom so that the expenses of education shall not be paid for those whose education is outside the Kingdom.
- 4-The total expenditure shall not exceed four and shall not exceed twenty-five thousand riyals per academic year. The amount allocated to each student shall be determined by the University Council as it deems appropriate.

leaves

Article 32:

In addition to weekends and holidays, the contractor shall be entitled to annual leave at full salary paid at the commencement of the amount of 60 days to the teaching staff member and his/her judgement and 45 days to others. entitlement to leave for part of the year in proportion, The full entitlement to leave shall be deemed to have commenced within one month of the date of commencement of the University's contracts. and the University Council may amend the annual leave period in accordance with the requirements of the academic calendar.

The duration of the leave may be less than that prescribed by written agreement between the parties, and the University has the right to determine the beginning and end of the leave and is not entitled to the duration of the loan, exceptional leave and absence.

Article 33:

In case of necessity at the request of the contractor, the recommendation of the contractor and the consent of the University, the contractor's annual leave may be divided into at least two periods, with a duration of not less than one third of the leave.

Article 34:

1-The President of the University may, in accordance with the requirements of the work or at the request of the contractor, defer the contractor's regular or partial leave, provided that the deferral period does not exceed six months of the contractor's new year.

2-The President of the University may adjust the date of the contractor's weekly leave in accordance with the requirements of the work.

3-The President of the University may cancel all or some of the regular leave with the contractor's compensation, provided that such cancellation is with the consent of the contractor unless strictly necessary. Compensation shall be for the period for which his salary was cancelled in the year in which he was entitled to leave and the contractor's right to a single ticket shall be waived in the event of the full cancellation of his leave.

4-The President of the University may cancel the Eid al-Fitr and Eid al-Adha leave or part thereof in accordance with the requirements of the work. Such cancellation shall be with the consent of the contractor unless necessary and shall be compensated for the duration of the cancelled leave in the equivalent of its salary or duration.

Article 35:

The University may grant the contractor a compulsory leave not exceeding a total of 10 days per year on full pay and deducted from the contractor's annual leave and is not entitled to travel tickets.

Article 36:

The contractor may be granted an extraordinary leave without pay from the faculty and its officials for a period of more than one semester under conditions estimated by the University. The service shall be considered continuous and shall not be entitled to any of the privileges provided for in the contract.

Article 37:

A contractor who suffers from an illness preventing him from performing his work on a temporary basis shall be entitled to one month's sick leave on full pay and may be paid another two months at half salary. Sick leave shall not be payable if the injury or illness occurs while the contractor is abroad on leave. Sick leave shall be waived at the end of the financial year in which it is due.

If the illness arises from or because of work, the contractor is entitled to double the sick leave due, and the determination of the period of sick leave follows the rules established for Saudi employees.

Article 38:

The contractor shall be entitled, at full salary, to forty-five days' maternity leave, period of iddah (waiting period of husband's death) leave for the Muslim contractor and one month's leave for the undelivered in the event of the death of the husband.

Article 39:

During one year, the contractor may combine more than one leave of absence from his or her entitlement when the reasons for his or her entitlement are available.

Assignment, Secondment and Transfer

Article 40:

The University Council shall approve the assignment or secondment of the contractor from the University for a period not exceeding six months in accordance with regulations established by the University Council. The entity to which the contractor is to be assigned shall bear his financial benefits and his service shall be considered continuous and shall not be entitled to an end-of-service bonus.

Article 41:

The University may transfer the contractor to another post within the University or approve the contractor's transfer from outside the University under the following conditions:

Saudi competencies are not available to fill the post to which they are transferred.

- The contractor must meet the required qualifications for the post to which it is transferred.

The contractor may agree to the transfer as well as the transferee in the event of the transfer to the

University on the other hand, and if the transfer is before the

end of the contract period, the contractor's treatment shall continue in accordance with its applicable contract and its status shall be adjusted after the termination of the contract or the closest contractual year if the contract period is more than one year.

Article 42:

If the contractor is transferred to the University from another governmental authority, the contractor shall act as follows:

1-The contract is considered to be continuous for leave and length of service.

The duration of the service shall be calculated as experience for the faculty and its members, in accordance with article 10 of these Regulations.

2- For the reward of the end of his previous service, he shall be treated in accordance with his contract with his previous side. His services at the university shall be treated in accordance with the provisions of these Regulations.

Duties and Responsibilities

Article 43:

The Contractor shall be subject to the duties and responsibilities provided for in the Regulations of the University in the absence of a provision in these Regulations for which the provisions of the Civil Service System and its Executive Regulations shall apply.

Article 44:

The contractor shall be subject to the disciplinary provisions of the University and the provisions of these Regulations.

Article 45:

The Contractor is obliged to follow the regulations and instructions in force in the Kingdom. The Contractor's dependents must respect the customs and traditions of the Kingdom and must not prejudice religion or interfere in politics.

Article 46:

The University may terminate the contract without any liability entailed if the contractor fails to operate within fifteen days of the date set by the University at the time of the contract.

Article 47:

The contract shall be automatically renewed unless one party notifies the other party of its wish in writing to terminate the contract at least two months before its expiration.

Article 48:

The contract expires before expiry in the following cases:

1. The contractor's acquisition of Saudi nationality.
2. Acceptance of resignation.
3. Insist on resigning despite the university's inadmissibility.
4. Discontinuance of work without the excuse of a project accepted by the University for more than fifteen consecutive days or thirty separate days whenever the University considers the termination of the contract for this reason. The contractor in this case is deemed to have insisted on the avoidance of the contract.
5. Abolition of post.
6. Permanent inability to work.
7. Inefficiency.

8. Low level of job performance.

9. Disciplinary dismissal by decision of the University.

10. Public interest requirements.

11. The contractor shall be sentenced to a legal limit or to an offence against honour.

12. Death.

13. If the period of sickness exceeds the period of sick leave provided for in article (37), in which case the contractor shall pay the return tickets and the allowances paid to him shall not be restored.

1-If the contractor terminates in accordance with article 48, paragraphs 3, 4, 9 and 11, the following shall be established:

a. His right to return tickets to him and his family, and to an end-of-service and leave bonus or

compensation may be lost. In exceptional cases, the President of the University may approve the payment of return tickets.

b. The portion of the housing allowance shall be restored for the remainder of the contract if it is six months or more, as well as the furnishing allowance if the termination is at least six months before the end of the first year.

c. The contractor shall pay the University two months' salary if its services are terminated in accordance with article 48, paragraphs 3 and 4.

2- Paragraph (1) (b) of this article applies to a person whose service is terminated in accordance with article (2) (48).

3- In the event of the termination of the contractor's service in accordance with article (1), paragraph (48), the contractor shall forfeit his right to return tickets to him and his family.

Article 50:

The University Council may, in exceptional cases to its discretion, exempt the contractor from certain or all expenses arising from the termination of the contract in accordance with the provisions of article 48.

Article 51:

1-A contractor whose employment is terminated due to the abolition of the post or public interest requirements shall be awarded compensation equivalent to two months' salary

2-A contractor shall be treated in the event of death, disability or impairment preventing the contractor from performing the work conclusively, partially incapacitated or permanent impairment not preventing the contractor from performing its work, in accordance with the provisions of the Civil Service Regulations and Regulations provided that the disability or death arises from the work.

Article 52:

If the contractor dies, the university shall bear all expenses necessary for the transfer of his body and the transfer of his family members to his home country. In the event of the death of a member of his contractor's family, the university shall bear the costs of transporting the body of the facilities with a round trip ticket.

Article 53:

1-Subject to the provisions of Article V, the University may contract with a previous contractor in the Kingdom of Saudi Arabia after its consent if the reason for his leaving work is the expiration of his contract, resignation or abolition of the job, provided that the sufficiency report for the last working year is at least (very good).

2-Anyone who has previously contracted with another authority in the Kingdom may not be contracted in the following cases:

- a. A person who has already terminated his service due to the termination of employment until at least two years after the date of separation.
- b. Who has already terminated his service due to incompetence.
- c. Any person who has previously terminated his service in the public interest only after the approval of the person who decided to dismiss him.
- d. A person previously terminated by disciplinary dismissal by decision of a trial or criminal conviction board, or in accordance with article 48, paragraph (11).

General Provisions

Article 54:

This Regulation and its accessories are part of the complement to the terms of the employment contract referred to in Article 3 of these Regulations.

Article 55:

1-The provisions of these Regulations shall apply from the date of their issuance, and the contracts in force shall apply to them when they are found.

2-Subject to the rights acquired by the contractors under the preceding regulations, these Regulations shall abolish all provisions contrary to them.

Article 56:

Any dispute between the parties arising out of the performance of the contract concluded in accordance with these Regulations shall be deemed to have been resolved amicably by the competent courts of the Kingdom and shall be final and binding on the parties.

Article 57:

The Council and the President of the University may delegate some of their respective powers established in these Regulations.

Article 58:

The University Council shall establish executive rules that are not inconsistent with the provisions of these Regulations.

Article 59:

Everything that is not provided for in this regulation shall apply the regulations of the Council for Higher Education and Universities and its executive regulations, rules, orders and decisions in force in the Kingdom.

Article 60:

The Higher Education Council has the right to interpret these regulations.

Appendix No. (1) Table No. (1)

Faculty Members, Lecturers, Language Teachers and Teaching Assistants

Position	Starting Salary for a Grade	Annual Experience Bonus	Ending Salary for a Grade	Transportation Allowance	Annual housing Allowance
Professor	9100	500	12600	600	25,000
Associate Professor	7250	450	11300	600	0025000
Assistant Professor	5600	400	9300	600	25,000
Language teacher	4080	350	6880	500	17,000
Lecturer	3400	350	6550	500	18,000
Teaching Assistant	2700	300	5400	500	14,000

Appointment Conditions:

Assistant Professor:

A Ph.D., equivalent or holder of title from a university recognized by the University shall be appointed to this post.

Associate Professor:

This position appoints the recipient of the title from a university recognized by the university.

Professor:

He is appointed to the post of professor of title from a university recognized by the university.

Lecturer:

A master's degree or any other degree that the university deems equivalent to a master's degree is required for lecturers, and they must be appointed by the first associate, with the exception of:

- a. Lecturers in Engineering, Pharmacy, and Applied Medical Sciences, Second Degree Bound.
- b. Lecturer in the field of clinical, Third Degree Bound.
- c. Lecturer in human medicine and dental medicine, Fourth-Degree Bound.

Language Teachers:

are required to possess one of the following credentials in one of the university's foreign languages:

1. To possess a bachelor's degree in the language he teaches with at least a (good) overall rating, a certificate in teaching it as a foreign language, and at least one year of experience teaching it, ideally to Arab students.
- (2) to have a bachelor's degree in the language he teaches with at least a passing grade in addition to at least three years of teaching experience, ideally with Arab pupils.

Teaching Assistants:

The teaching assistant shall be appointed for the First Degree Bound with the rank of teaching assistants except:

- Recruit in Engineering, Pharmacy, and Applied Sciences Specializations with second Degree Bound.
- The associate in clinical pharmacy has a third-degree bound in ophthalmology.
- Ophthalmology with a fourth degree bound assists in the specialization of human medicine and dentistry.

A bachelor's degree with at least a very good rating is required for the position of teaching assistant.

Table No. (2) Researchers, Their Assistants and Technicians

Position	First Degree Bound	Annual Experience Bonus	Transportation Allowance	Maximum Salary	Housing Allowance
The first	4855	350	7305	500	20,000
the second	3955	300	6955	500	15,000
Third	2700	250	6450	400	14,000

Table 3 Doctors' Salary Chart

Qualifications	Basic Salary	Experience Bonus	Transportation Allowance	Maximum Salary	Housing Allowance
Bachelor of Medicine	4000	200	400	7000	Three Months with a limit higher 25,000 Riyal
Bachelor of Medicine + Diploma for a period of not less than one year	4300	220	400	7600	
Master of Medicine or its equivalent after studying at least two years after the bachelor's degree	4600	250	400	8350	
Doctor of Medicine or its equivalent after studying at least three years after the bachelor's degree	5500	400	500	10.000	

Instructions for Doctors' Salaries:

Keep in mind the following when calculating compensation using this scale:

- A bachelor's degree in medicine after six or five years of study for a dental degree, with one year serving as a preparatory year and the other three years spent in the field.
- The period of privilege or experience in private clinics or in unrecognized hospitals is not included in the experience that is taken into account for determining remuneration.
- The doctor is required to work full-time for the government and put in at least three hours a day of overtime in order for the salary to be paid.
- Unless there are extenuating circumstances, the doctor must be in practice for at least two years prior to signing the contract.
- Doctors of professors, assistant professors, and teachers with experience working as university faculty members receive a lump-sum bonus at the end of each year equal to two months' income.
- Doctor of Forensics treated like Doctor of Humans.

Table 3 Engineers' Salary Chart

Qualifications	Basic Salary	Experience Bonus	Transportation Allowance	Maximum Salary	Housing Allowance
Bachelor's	2900	130	4850	350	Three months' salary, provided that it is not less than 8,000 riyals and not more than 15,000 riyals
Master of Engineering	3400	150	4650	400	
PhD in Engineering	4100	300	8600	400	

Instructions for Engineers' Salaries:

- a. " According to the payroll of engineers, people who are contracted for jobs are treated as an engineer such as an electrical engineer, an architect and the like.
- b. The experience considered in salary determination is that of engineering work and is established by a certificate issued by government agencies, trade unions or recognized engineering associations.
- c. Salary shall be payable on the basis of the contractor's obligation to full-time government work.
- d. The contractor must have at least two years' practical experience except where this requirement cannot be applied.

Table No. (5) Employment in Specialized Areas Chart

Qualifications	Starting Salary for a Grade	Annual Experience Bonus	Ending Salary for a Grade	Transportation Allowance	Annual housing Allowance
Bachelor's	2100	150	4350	300 for those whose salary is less than 2000	Three months' salary with a minimum of 8,000 and a maximum of 15,000SR
Master's	2900	150	5150	350 for those whose salary ranges from 2,000 to 3,000	
Ph.D.	3600	700	6600	400 for his salary More than 3,500	

1-The specialized functions to which this table is applied shall mean exclusively:

- a. General group of specialized functions - excluding doctors and engineers as described in the classification manual.

b. Posts classified as at least 6 Planning Specialist, Organizational and Management Researcher, Planning Specialist, Planning Researcher Budget Specialist, Budget Researcher, Computer Methods Analyst, Programmer, Census Specialist, Archaeologist, Classification Specialist, Examination specialist, library specialist, translator, account analyst, Accountant, warehouse specialist, social worker, social researcher, Sports Specialist, Workforce Specialist, Press Researcher Publications Controller, Software Controller, Director outlet, agricultural engineer, auditor, auditor Comptroller, English Press Editor, Economic Researcher, Census researcher, case researcher, training researcher, financial auditor, Historical Research Specialist, Psychologist, Cultural Researcher Manuscript researcher, document researcher, library researcher, agricultural credit researcher Media Researcher, Chemical Science Specialist, Instructor, News Editor Nutrition News, Statistical Researcher, English Magazine Editor, Producer and any other job the President of the University Council sees added to that.

2-The qualification must be in the same specialty as the post, excluding posts that do not normally have a specialization in universities.

Table No (6) Employment in Administrative & Clerical Positions Chart

Position	Starting Salary for a Grade	Annual experience bonus	Ending Salary for a Grade	relocation allowance	Annual housing allowance
High school diploma with experience in the field of translation required for a period of not less than three years	1600	80	2800	300 riyals for those whose salary is less than 2000 riyals	Three months' salary, provided that it is not less than three months, provided that it is not less than 8,000 and not more than 14,000
High school diploma with a foreign language diploma of not less than one year and proficiency in translation from Arabic into the required foreign language and vice versa	1800	90	3150		
High school diploma and proficiency in translation from Arabic into the required foreign language and vice versa with a foreign language diploma for a period of not less than two years	1900	100	3400	350 riyals for those whose salary ranges from 2,000 to 3,000 riyals	
Certificate of Intermediate Proficiency with proficiency in typing on the Arabic machine	850	60	1750		
Certificate of Intermediate Proficiency with proficiency in Arabic and French typing	1200	70	2250		
A general or commercial secondary school certificate with proficiency in Arabic typing, or a commercial high school certificate specializing in a typewriter	1200	70	2250	400 riyals for whoever earns more From 4000 riyals	
A general or commercial secondary school certificate with proficiency in Arabic and French typing	1400	80	2600		
College degree	1400	60	2300		
High School certificate	1120	40	1720		

Table No (7) Technical Assistants & Handicraftsmen Salaries Chart

Qualifications	Basic Salary	Experience Bonus	Transportation allowance	Maximum for salary	Annual housing allowance
Technical or vocational diploma for one year after primary. Technical or vocational diploma for two years after primary	900 1050	60 60	300 riyals for his salary Less than 2000 riyals	1800 1950 2175	Three months' salary Not less than 8000 riyals and not more than 12,000 riyals
Technical or vocational diploma for three years after primary school	1275	60		2175	
Four-year technical or vocational diploma after elementary school	1500	60	350 riyals for those whose salary ranges	2400	
Professional Intermediate Certificate	1275	80	between 2000 and 2000 riyals	2475	
Intermediate vocational certificate + technical or vocational diploma for one year	1475	80	3500 riyals	2675	
Intermediate vocational certificate + technical or vocational diploma for two years	1725	80		2925	
Intermediate vocational certificate + technical or vocational diploma for three years	1995	80		3195	
Vocational secondary	1725	100	400 riyals for whoever earns more	3225	
Vocational high school + technical or vocational diploma for a period of not less than one year	1950	100	From 4000 riyals	3450	
Vocational secondary + technical or vocational diploma for a period of not less than two years	2250	100		3750	
Vocational secondary + technical or vocational diploma for a period of not less than three years	2250	100		4050	

The appointment shall be made in accordance with the conditions set out in the table. In the case of contracting a person who does not possess a scientific qualification, the following may:

1-Four years' experience is considered equivalent to a preliminary certificate.

2-Four years' experience of primary pregnancy shall be considered equivalent to the average.

Table No (8) General Education Salaries Chart

Qualifications	Basic Salary	Experience Bonus	Maximum salary	Transportation Allowance	Annual housing allowance
Technical or vocational diploma for one year. Non-educational university degree	1930	85	3205	300 riyals for his salary Less than 2000 riyals	Three months' salary with a minimum of 8,000 and a maximum of 14,000 SR
Non-educational university degree + educational diploma for a period of not less than one year	2260		3760	350 riyals for those whose salary ranges from 2,000 to 35,000 riyals	
Non-Educational Masters	2420		3930		
Education university degree	2180	100	3680		
Educational university degree + educational diploma of not less than one year	2530	100	4020	400 riyals for whom his salary is more	
Educational Master	2850	100	4650		
Educational or non-educational doctorate	4100	100	6350	From 4000 riyals	

Instructions for General Education:

This table applies to a teacher's position.

- a. A person who does not have the qualifications set out in the salary chart described above may not be contracted in the field of general education. Except if one of the contractors whose contracts are in force at the time of application of this scale is a person who does not meet these conditions and who continues with his salary and may be granted the annual allowance established.
- b. A person contracted in public education - if not educated - must have at least two years' practical experience except for the rare qualifications that cannot be met.
- c. A person with a rare qualification may be granted an allowance not exceeding 20% of the stipulated salary according to this schedule. The University Council shall determine the rare qualifications covered by this description at the beginning of each academic year.

Appendix No. (2) Employment Contract for Non-Saudis

It is on(day) (month) ---/--- / 144—(year), Corresponding to --- /--- /202--- the contracting between:

- a. The university of represented by its director. (First Party)
- b. Mr/Mss. / (Nationality/.....) (Second party)

For the second party to occupy a position (.....) according to the following:

1. The first party shall pay the second party a monthly salary of (.....) riyals.
2. It is paid at the end of each month in addition to the monthly allowances and annual allowances.
3. The first party is obligated to provide the second party with housing or to pay him an annual housing allowance of (.....) riyals in addition to a furnishing allowance of (.....) A one-time Riyal is paid at the beginning of the contract.
4. The duration of this contract... Day... month... year. Expires at the end of 1/H, corresponding to / / AD. It shall be renewed automatically unless one party notifies the other party in writing of its wish not to renew it at least two months before the contract expires.
5. The university's employment regulations for non-Saudis and the amendments thereto are an integral part of this contract.
6. This contract is made of five copies, four of which are kept by the first party, and the fifth copy is given with a copy of the regulations for employing non-Saudis at the university to the second party to work under it.
7. The Regulation and the Contract may be translated into foreign languages. If there is a disagreement between the translation of the text in Arabic and the text in translation, the text in Arabic should be relied upon as such.

Contract Type..... Home Country

The place of the contract (city where contractor resides in his home country)

Contract Address

First Party

Name:

Signature:

Second Party

Name:

Signature: