

Transfer, Assignments and Secondment Regulations



بيت الحكيم

Transfer, Assignments and Secondment Regulations

Handbook and Documentation for Transfers, Secondment in the Executive

Human Resources Regulations.

First: Transfer Regulations to the University:

1. applying to the University.
2. The university is in need of personnel services due to a vacancy.
3. The endorsement of the organization where the employee works.
4. The transfer does not take place throughout the experiment.
5. If the transfer is to a position below his current rank, the employee's written consent.
6. The deportation allowance is waived if an employee requests the transfer.
7. For the previous two years, the employee's job performance evaluations had to be Excellent.
8. There are no qualified candidates for the position to which he is being transferred if the transfer involves a promotion.
9. The candidate shouldn't have received a disciplinary notice or been told to take an unjustified absence from his current employment.
10. Upon suggestion for approval, the Standing Committee on Human Resources shall decide the entity in charge of conducting the interview.

Second: Regulations for transfer from the university:

1. Submission made via the organization.
2. The approval of the worker the staff member seeks to transfer to.
3. The direct staff chief's written consent.
4. The employee has served at least for two years at the university.
5. The staff member's job number is retained by the university.
6. Making a recommendation regarding whether the Standing Committee on Human Resources should approve the transfer or reject it based on the provided justification
7. The following fields of expertise are not subject to the transportation controls: computer, finance, and law.

Due to the pressing requirement for these disciplines, transport is performed by transport and within the same Speciality.

Third: Exchange Transfer regulations:

1. Submit an application on behalf of the replacement staff member and the employee who wishes to transfer from the university.
2. A replacement's employer's consent.
3. If the functions and title of the role are appropriate, the polarized administration's approval of the University's seconded staff member and the amount of the staff person's requirement.
4. Both employees have served in the government for at least two years.
5. The University's redeployed staff member shall have the (excellent) job performance evaluation for the last two years.
6. The alternative corresponds to the job title, group, or category of the health/administrative and other jobs.
7. Submit to the Standing Committee on Human Resources.

Fourth: Regulations for Secondment from the University to another One:

1. Submission an application from the employee or secondee.
2. The consent of the employee's immediate supervisor.
3. Presenting a demand and need analysis to the Standing Committee on Human Resources.
4. The Secondment cannot last longer than a year, although it may be extended if necessary for an additional year.
5. The individual has worked for the university for at least two years.
6. The seconded employee's job performance evaluation is great, and it has improved over the past two years.
7. The Secondment ends when its time is up.
8. With the Rector's agreement and in consultation with the seeking body, the Secondment may be discontinued before the end of its term at the request of the seconded employee or the requesting entity.
9. The seconded institution is responsible for paying the seconded employee's salary as well as any financial rights and benefits, unless the Assignment determines that there is exceptional circumstance.

Fifth: University Secondment Regulations:

1. Submission an application through the seeking party.
2. The seeking party's approval.
3. The seconded employee's job performance evaluation is great, and it has improved over the past two years.
4. The Deanship of Human Resources will review the application in light of the staff member's professional background and the university's requirement for specialized knowledge.
5. Send a submission to the Human Resources Standing Committee.
6. In the event that the University needs the services of an employee who has been seconded, the University shall pay the employee's wages and benefits.

Sixth: Regulations for Transferring Employees in the University and its Branches:

1. Submission an application through the seeking party.
2. Review the application by the Standing Committee for Human Resources in light of the university's requirement
3. Transfer within the university to achieve the public interest.
4. The approval of the staff member's transferee and the transferee, or in accordance with what the Committee suggests to ensure administrative effectiveness at the university.

Implementing Regulations for Human Resources in the Civil Service

Chapter III: Transfer, Assignment, and Secondment

Article (59)

Operations like transfers, assignments, and secondment are meant to improve government human resources and guarantee efficient operations.

Article (60)

An employee may be transferred with or without a promotion from a government agency to another government agency after the approval of the authority in which he works and after the agency wishing to transfer him makes sure that the necessary conditions for that are met. in transportation.

Article (61)

An employee within the government entity may be transferred from one place to another, or from one job to another after making sure that the job conditions to be transferred to are met according to job classification in the civil service and the transfer rules mentioned in the regulations.

Article (62)

If the transfer is from a government agency to another government agency, the approval of the authority in which the employee works is required before issuing the transfer decision, and the employee is not enabled to start his work in the entity to which he is transferred except after he has been cleared from the entity from which he is transferred, and the date of his release is from the entity from which he is transferred and documented. In the entity to which it is transferred, it is the date of actual commencement in the entity to which it is transferred.

Article (63)

An employee may be transferred to a job located outside the city in which his original place of work is located, if the interest of the work so requires.

Article (64)

An employee may not be transferred in the following cases:

- a. During the probationary period, unless the transfer is to a job located at the location of the job for which he was appointed and in the same detailed group.
- b. From his job to a lower-ranked job, except with the employee's written consent, and he is given the salary he was earning before obtaining the forfeited rank unless he spent a year or more in it, then he is given the salary of the grade that exceeds his salary in the rank he was transferred from, and if his salary is more than the salary of the last grade of The relinquished rank grants that degree.
- c. The transfer from an excluded job to a non-exempt job within two years has passed from the date it was filled, and the government agency in which the employee works proves that the necessary conditions are met to fill the job to which he is to be transferred.

Article (65)

If a medical report is issued against the employee from the General Medical Authority stating that he is unable to perform the work of the position he occupies in the following:

- a. Transferring him, by a decision of the competent minister, to another job appropriate to his capabilities, with the same salary and rank, as an exception to the conditions of transfer.
- b. If there is no vacancy, the employee shall be assigned a job suitable to his abilities for a period not exceeding one year, during which the government agency shall

search for him a suitable vacant job to transfer him to, provided that the salary due to the employee is paid after evaluating his status during the assignment period from the provision for the job he occupies, and if it is not available A job to which he can be transferred, and at the end of this year his service will be terminated due to his health disability.

Article (66):

The employee is transferred from one salary scale to another after the government entity to which the employee is transferred determines the category, rank and degree of the employee to be transferred according to its regulations.

Article (67):

Assignment is the temporary assignment of work to an employee within the government agency to carry out the work of another job or an official task alongside or without his job.

Article (68):

The types of assignment are divided into:

- a. assignment to work for another job, and it is divided into: 1. A total assignment of the employee to carry out the work of another job within the government entity on a full-time basis. 2. Partial assignment of the employee to carry out the work of another job within KACST in the government entity in addition to the duties of his original job.
- b. Assignment an official task, which is divided into: 1. Assigning the employee entirely to carry out an official task within the government entity on a full-time basis. Partial assignment of the employee to carry out an official task within the city in the government agency in addition to the duties of his original job.

Article (69):

It is permissible, by a decision of the competent minister, to assign the employee, whatever his position or rank, to perform the work of another job within the government agency in addition to or without his original work, whether the assignment is inside or outside the city in which his workplace is based, according to the following conditions:

Implementing regulations for human resources in the civil service

- a. That the assignment be for a job approved in the budget and that is actually or de jure vacant, and that there is a need for someone to carry out its work.
- b. The employee shall not be assigned to perform more than one job at a time, in addition to his original work.
- c. The assignment should not be for the employee during the probationary period.
- d. Now, the employee is not assigned if he has obtained a job performance appraisal for the previous year with a grade of (unsatisfactory) or its equivalent.
- e. The period of partial assignment of the employee shall not exceed (six) months, renewable for one similar period in cases required by the work interest and with the approval of the competent minister. If the assignment is total, then the determination of the assignment period is left to the discretion of the government agency in which the employee works.

Article (70):

It is permissible, by a decision of the competent minister, to assign the employee, whatever his position or rank, to carry out an official task within the government agency, in addition to his original work or without it, inside or outside the city in which his workplace is located, provided that the period of assignment, whether in whole or in part, is one year as a maximum, renewable for similar periods. In cases required by the work interest and with the approval of the competent minister.

Article (71):

The employee assigned outside the city in which his original place of work is located shall commence his original work on the day following the end of the assignment of (thirty) days or less, and within a period not exceeding (three) working days from the date of the end of the assignment whose period exceeds (thirty) separate days.

Article (72):

The assignment of the employee may be terminated at any time before the end of his term by a decision of the competent minister.

Article (73):

Secondment is the work of an employee covered by the civil service system as a temporary job for a government agency, private sector institution, non-profit institution, foreign government, or regional or international bodies or organizations.

Article (74):

The employee's services are seconded at the request of the secondment entity, and the secondment decision is issued by the competent minister for a period not exceeding (three) years, and it may be renewed for another period or periods, provided that the related secondment period does not exceed (six) years.

Article (75):

The employee's services may not be seconded again except after the elapse of a period of no less than (three) years from the end of the continuous secondment period of (six) years.

Article (76):

In all cases, the total periods of secondment of an employee may not exceed (ten) years during his job service period.

Article (77):

Secondment requires the request of the secondment entity and the approval of both the secondment entity and the seconded employee.

Article (77):

The employee is seconded at the request of the secondment entity, and the decision to borrow is issued by the competent minister for a period not exceeding (three) years, and it may be renewed for one or more periods, provided that the related secondment period does not exceed (six) years.

Article (78):

The secondment entity shall bear the employee's seconded wage, his financial benefits, and the employer's percentage of the employee's social insurance contribution, unless otherwise agreed.

Article (79):

Secondment is limited to those with distinguished competencies and experiences.

Article (80):

The seconded employee shall be subject to the provisions applicable to the secondment entity, except for termination of service, as this is within the power of his original employer.

Article (81):

The seconded ends at the end of its period, and it is permissible, by a decision of the competent minister, to terminate the seconded before the end of its period in the following cases:

- a. There is no need to continue the seconded, provided that the employer of the original employee and the seconded employee are notified of this before (thirty) days of its termination.
- b. Based on the request of the employee or his original employer, provided that the application is submitted before leaving work for a period of not less than thirty (30) days.