

Article II. Definitions

Section 2.01 References

- 1) The laws regarding Human Resources are derived in this policy and procedure manual is derived from several governmental documents, which entail within them their own definitions. The translation of these laws are for general understanding purposes, however the original Arabic version is the governing law.
- 2) This document includes the regulations from the below guidelines. Each policy will indicate as a reference the article it corresponds to in the original document.
- 3) The regulations concerning Saudi Faculty members are subject to the policies and procedures set forth by the "Regulations concerning Saudi faculty members and those of similar status in directive number 4/6/1417 decided by the Higher Education Council and approved by the Custodian of the Two Holy Mosques, on 22/8/1418 H. (#7/B/12457).
- 4) All employment of Non-Saudis are subject to the policies and procedures set forth by the "Regulations of employment is issued by the Saudi Council of Higher Education No. (03.04.1417 H) taken at the (fourth) meeting of the Higher Education Council held on 07.02.1417 H crowned with the consent of the Custodian of the Two Holy Mosques, Chairman of the Board of Higher Education guidance wire No. (7 / b / 16 785) dated 11/4/1417 H.
- 5) All work (whether full or part time) are subject to the rules stated forth by the "Saudi Labor law" for staff and the "Regulations of Saudi Faculty" for academic positions.

Section 2.02 Faculty Members:

- 1) All Members of the college who work in an academic capacity including Professors, Associate Professors, Assistant Professors. The policies stated in this document also apply to Lecturers, Demonstrators, language teachers, and research assistants.

Section 2.03 Staff:

- 1) All staff who work in a non-academic capacity including administrative staff and dental assistants and technicians and maintenance workers.

Section 2.04 Students:

- 1) All students enrolled for study in the college, including diploma, bachelors, postgraduates. This term also applies to students not enrolled in the college using the premises of the college, such as Dental Hygiene program students, Saudi Board Students, and Dental Assisting students training from outside the college.

Section 2.05 Ministry:

- 1) Ministry of Labor; Minister: Minister of Labor.

Section 2.06 Labor Office:

- 1) The administrative authority assuming jurisdiction over the labor affairs within an area specified by a decision of the Minister.

Section 2.07 Employer:

- 1) Any natural or corporate person employing one or more workers for a wage.

Section 2.08 Worker:

- 1) Any natural person working for an employer and under his management or supervision for a wage, even if he is not under his direct control.

Section 2.09 Minor:

- 1) Any person of fifteen and below eighteen years of age.

Section 2.10 Work:

- 1) The effort exerted in all human activities in execution of a (written or unwritten) work contract regardless of their nature or kind, be they industrial, trade, agricultural, technical or otherwise, whether physical or mental.
- 2) For individuals it is their usual business activities.
- 3) For firms it is the activities for which the firm has been established as stated in its articles of incorporation, franchise contract – if a franchise company- or Commercial Register.

- 4) Temporary Work is work considered by its nature to be part of the employer's activities, the completion of which requires a specific period or relates to a specific job and ends with its completion. It shall not exceed ninety days in either case.
- 5) Incidental Work is work that is not considered by its nature to be part of the usual activities of an employer, and its execution does not require more than ninety days.
- 6) Seasonal Work is work that takes place in known periodical seasons.
- 7) Part-time Work is work performed by a part-time worker for an employer and for less than half the usual daily working hours at the firm, whether such a worker works on a daily basis or on certain days of the week.

Section 2.11 Continuous Service:

- 1) Uninterrupted service of a worker for the same employer or his legal successor from the starting date of service. Service shall be deemed continuous in the following cases:
 - (1) Official holidays and vacations.
 - (2) Interruptions for sitting for examinations in accordance with the provisions of this Law.
 - (3) Worker's unpaid absences from work for intermittent periods not exceeding twenty days per work year.

Section 2.12 Basic Wage:

- 1) All that is given to the worker for his work by virtue of a written or unwritten work contract regardless of the kind of wage or its method of payment, in addition to periodic increments.
- 2) Actual Wage is the basic wage plus all other due increments decided for the worker for the effort he exerts at work or for risks he encounters in performing his work, or those decided for the worker for the work under the work contract or work organization regulation. This includes:
 - (1) *The commission or percentage from sales or profits paid against what the worker markets, produces, collects or realizes from increased or enhanced production.*
 - (2) *Allowances the worker is entitled to for exerted effort, or risks he encounters while performing his job.*
 - (3) *Increments that may be granted in accordance with the standard of living or to meet family expenses.*
 - (4) *Grant or reward: What the employer grants to the worker and what is paid to him for honesty or efficiency and the like, if such grant or reward is stipulated in the work contract or the work organization regulation of the firm or if customarily granted to the extent that the workers consider it part of the wage rather than a donation.*
 - (5) *In rem privileges: what the employer commits himself to provide to the worker for his work by stating it in the work contract or the work organization regulation and its estimated at a maximum of two months basic wage per annum, unless it is otherwise determined to exceed that in the work contract or the work organization regulation.*

Section 2.13 Month:

- 1) Thirty days, unless it is otherwise specified in the work contract or the work organization regulation.

Section 2.14 Regulations:

- 1) The Implementing Regulations of this Law.