

- b) *Send the Scientific output and information pertinent to promotion to the evaluators in an anonymous manner for evaluation.*
- c) *Make a decision on the promotion of the candidate or refusal, based on the evaluation of the evaluators, and the activities of the candidate in teaching and Community and University service.*
- d) *If the decision is refusal for promotion due to the weakness of scientific output; then a decision is made regarding the state of the articles submitted concerning which are deemed to be discarded and those that may be re-used for re-application. The re-application must include at least one publication – at least- for the applicant to associate professor and 2 publications for application to professor.*

Section 3.18 Employment of Non- Saudis

Section 3.19 Part-time employment

- 1) Full-time workers who are affected by a collective temporary reduction in their normal working hours for economic, technical or structural reasons shall not be considered part-time workers.

Article IV. Regular Work

Section 4.01 Job descriptions

- 1) All duties and work shall be declared in the job descriptions of respected workers jobs with outlined authority and responsibilities.

Section 4.02 Discipline

- 1) Disciplinary actions are set forth by the Saudi Labor.
- 2) The disciplinary penalties that may be inflicted on workers:
 - a) *Warning.*
 - b) *Fines.*
 - c) *Withholding allowance or postponing it for a period not exceeding one year if prescribed by the employer.*
 - d) *Postponement of promotion for a period not exceeding one year if prescribed by the employer.*
 - e) *Suspension from work and withholding of wages.*
 - f) *Dismissal from work in cases set forth by the law.*
- 3) Penalties not provided for in this Law or in the work organization regulation.
- 4) The penalty shall not be made harsher in the event of repeated violation if one hundred eighty days have elapsed since the previous violation was committed, calculated from the date the worker is informed of the penalty for that violation.
- 5) A worker may not be accused of any offense discovered after the elapse of more than thirty days, nor shall he be subjected to a disciplinary penalty after the elapse of more than thirty days from conclusion of the investigation and establishment of the worker's guilt.

- 6) A worker may not be subjected to disciplinary penalty for an act committed outside the workplace unless such act is related to the job, the employer or the manager in-charge. Nor may a worker be fined for a single violation an amount in excess of a five-day wage, and no more than one penalty shall be applied for the same violation. No more than a five-day wage shall be deducted from his wages in one month in payment of fines, or his suspension from work without pay may not exceed five days a month.
- 7) A disciplinary action may not be imposed on a worker except after notifying him in writing of the allegations, interrogating him, hearing his defense and recording the same in minutes to be kept in his file. The interrogation may be verbal in minor violations the penalty for which does not go beyond a warning or a deduction of a one-day salary. This shall be recorded in minutes.
- 8) The worker shall be notified in writing of the decision of imposing the penalty on him. If he refuses to receive the same or if he is absent, the notice shall be sent to the address shown in his file by registered mail. The worker may object to the decision of imposing the penalty upon him within fifteen days, excluding official holidays, from the date of notifying him of the final decision. The objection shall be filed with the Commission for the Settlement of Labor Disputes which shall be required to issue its decision within thirty days from the date of registering the objection.

Section 4.03 Absenteeism

- 1) The employee shall give reason for his absence and his absence will be deducted from his annual leave if his excuse is valid and accepted.

Section 4.04 Tardiness

- 1) Tardiness will be collected on a daily basis and will be considered one day deduction from leave of pay if it reaches 7 hours collectively

Article V. Vacations / Leaves

Section 5.01 Specific policies governing the college of dentistry

- 1) The Immediate Supervisor shall award the staff points for their work overtime, which will be translated to leave time as follows: (10 points each equivalent to one day).
- 2) A staff member who is needed by the college to be on duty during the holidays and vacation leave Hajj al-Fitr will be compensated as follows; (each equivalent to eight hours a day).
- 3) The employee shall be granted leave for participation in special events like university graduation and the determination of the duration of leave in a will be left for the discretion of the organizing committee.
- 4) The employee will be granted leave for the employees to participate in personal interviews and examinations for the students during the admissions periods as determined by the type of participation.