

2022

EMPLOYEE

HANDBOOK

Human Resources
Department





Abbreviations used in the handbook:

ESB	End-of-Service Benefits
FD	Finance Department
GM	General Manager
HR	Human Resources
HRD	Human Resources Department
ID	Identification
IT	Information Technology
KFIA	King Fahad International Airport
KKIA	King Khaled International Airport
KSA	Kingdom of Saudi Arabia
LWOP	Leave Without Pay
MOE	Ministry of Education
OT	Overtime
YU	Al Yamamah University

Welcome Message

Al Yamamah University President

On behalf of the Board of Trustees and Administration of Al Yamamah University, it is my pleasure to welcome you as a member of our extended community. Whether you belong to our administrative or support staff, we are extremely gratified that you have chosen to join us. By doing so, you contribute your efforts to the fulfillment of our educational mission and the realization of our shared vision for the future of the country.

Universities have long played a crucial role in society, serving as the conservators of our intellectual heritage, ensuring the transmission of knowledge and vital skills through their dedication to teaching, and expanding the boundaries of human understanding and capabilities through ongoing research. Thus, our work here at YU conveys honored status as well as special responsibility. I hope each of us will carefully reflect upon the significance of our mission and derive from it both challenge and inspiration.

This handbook is an expression of YU's organizational culture, carefully prepared by our HR department. Within its pages, you will find professional guidance and the most suitable answers to the most common questions that arise relating to our employee policies and procedures. You will also find some useful information for newcomers to our host society here in the Kingdom of Saudi Arabia. I urge you to review its contents carefully to facilitate a smooth and informed transition into your new professional environment. Feel free to inquire about information to the HR Department or any other relevant Department within the University. We are all here to help you.

Once again, welcome to Al Yamamah University.

Please accept our very best wishes for your success.

Prof. Dr. Hussam Ramadan
President, Al Yamamah University

Riyadh and Khobar Campuses

Purpose



Introduction

This employee handbook contains information describing key policies, procedures, and acceptable behavioral expectations for YU employees, as well as relevant policies to guide and protect employees as they perform their duties on campus or when they represent the University.

Purpose of the Handbook

This handbook is intended to serve as a guide to the University's employment policies and practices and the benefits provided to employee members. This handbook does not serve as a contract for employment but rather as a guide to the obligations and rights of the University employee members.

It is the duty of the University to look after the general welfare of all its employees. The common concern of both management and its employees is to have a content and harmonious working environment conducive to their growth and development.

To achieve this objective, the University administration created policies and procedures for reference. In this handbook, the employee will find the essential standard operating policies adopted by the University in order to familiarize and acquaint themselves with the working regulations and procedures of the University.

The standard policies and procedures set out in the handbook necessitated by the growth of the organization are not to be viewed as inflexible and immutable. The demands of organizational growth necessitate change, and it is necessarily an employee and employer's responsibility therefore, standard policies do not lose touch with reality and outlive their usefulness. Therefore, as the need arises, amendments, revisions, or addenda may be added to this manual so that this can be responsive to the University's needs. When a new policy is created, or one modified, a circular will be emailed. This manual will be revised twice a year, at the end of December and the end of August of each year.

The basic belief underlying the university's Policies and Procedures is one of reciprocal respect and shared responsibility. This can be achieved through effective and ongoing communication. With that in mind, it is important that expectations for both the university and the employee are clearly affirmed in order to attain a constructive and fruitful working relationship.

History



History of Al Yamamah University

Al Yamamah University (YU) was established in May 2001 as a single college by the Al-Khudair family. This marked their second major contribution to education in Saudi Arabia, having pioneered the establishment of the first private schools (Tarbiya Namouthajiya) in Riyadh in 1957. Authorized as an institution of higher learning by the Ministry of Higher Education, Al Yamamah College opened its doors to male students in September 2004 and to female ones in September 2006. In 2008, the Custodian of the Two Holy Mosques, King Abdullah bin Abdulaziz Al Saud, issued a royal decree approving the elevation of Al Yamamah College to university status, the culmination of eight years of planning and hard work to establish a distinctive, modern Saudi educational institution that provides both undergraduate and postgraduate education. Since its inception, the University has established itself at the forefront of the competition among private higher education institutions in the Kingdom using English as a medium for instruction.

Al-Yamamah University is located in the north of Riyadh in the Al Qairawan district, on the Al-Qassim Highway, and occupies an area of 160,000 square meters. It was designed in accordance with the latest standards for educational institutions. The men's campus consists of the central academic building, the Sheikh Khalid bin Mohammed auditorium, male library, students' lounge, sports club, and a mosque. In addition, from its inception, Al-Yamamah University has been committed to providing female students with educational opportunities that prepare them for their vital role in the emerging Saudi labor market. The women's campus is the fruit of that commitment, with a state-of-the-art campus featuring modern facilities – both academic and recreational – that are fully equivalent to those enjoyed on the men's campus. Built at a total cost of 300 million Saudi Riyals (approximately US\$ 80 million), the University's ultra-modern campus provides state-of-the-art facilities and innovative instructional designs and curricula offered by faculty from around the world.

Since its inception, Al Yamamah University has realized the key role that the English language plays in today's world of business, knowledge, and technology and has taken a strategic decision to offer its programs in English. With that in mind, YU started a long-term partnership with the US-based INTERLINK International Institutes to provide the English language preparation program for Al Yamamah students. Following the project-based, student-centered approach and with highly qualified teaching staff, INTERLINK International Institutes have been providing the English language program since 2004 to equip students with the English language and other academic skills they need to succeed in the academic context at YU and beyond.

The University administration, with the growth and development of the country and Vision 2030, took a strategic decision to open a new campus of the University in Al Khobar, a seaside city on the Arabian Gulf. In an area of 60,000 sq. meters, the University offers pristine services to both students and faculty. The Al Khobar campus opened its doors in August 2022, with English language courses offered by INTERLINK International Institutes, and it will continue to add academic programs in the near future.



University Academic Programs

Al Yamamah Colleges

Undergraduate Programs



College of Business Administration

Accounting
Finance
Management
Marketing
Management Information Systems



College of Law

Public Law
Private Law



College of Engineering and Architecture

Architecture
Network Engineering and Security
Software Engineering
Industrial Engineering

YU Graduate Programs



MBA

Designed for students from a wide range of backgrounds who wish to advance their careers into leadership positions.



MHRM

The program is designed to develop HR career-focused leaders and professionals.



EMBA

two-year program that is taught in module courses during the evening and weekends to fit the busy schedules of business executives.



MMIS

The program is designed to develop MIS career-focused leaders and professionals.



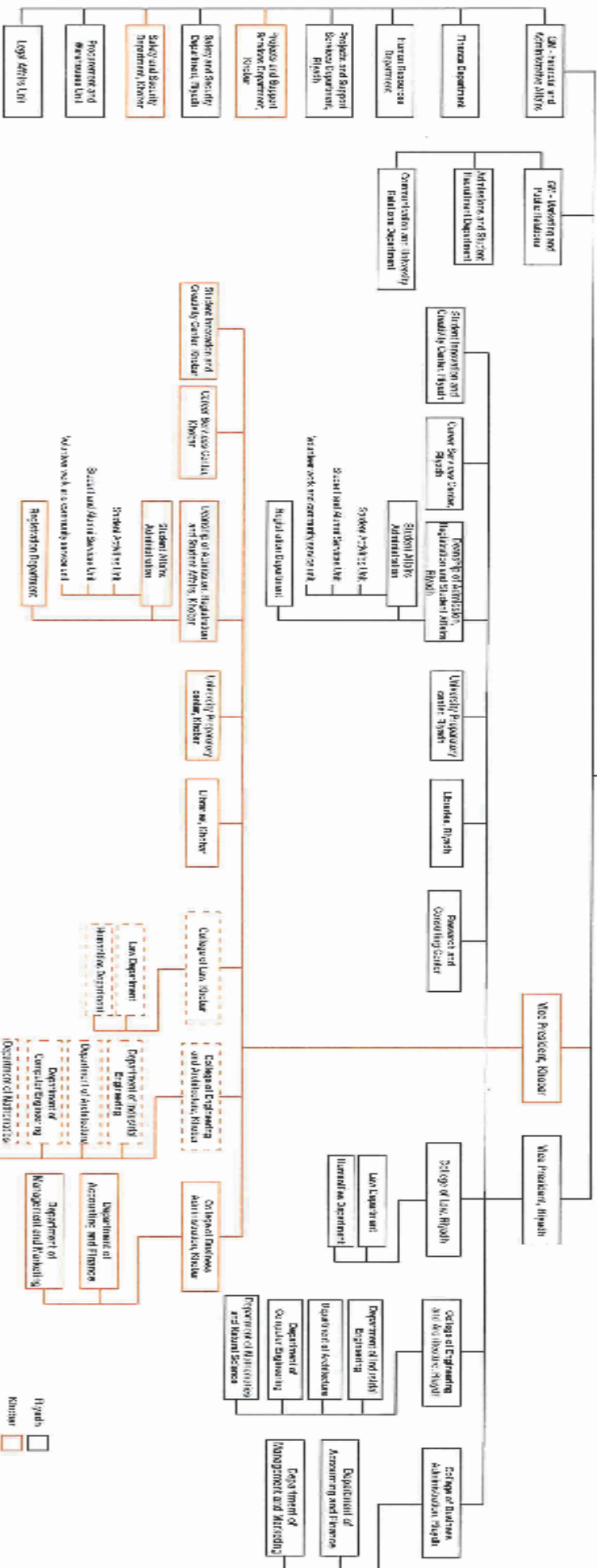
LLM

The LLM is a full time, 36-credit, two-year program. The program is designed to develop business legal career-focused leaders and professionals.



جامعة اليمامة
Al Yamamah University

University Organization Chart



Board of Trustees



#	Names – Arabic	Names – English
1	سعادة أ. خالد بن محمد الخضير	Mr. Khalid Bin Mohammed Alkhudair
2	معالي د. عبد الواحد بن خالد الحميد	H.E. Dr. Abdul Waheed Bin Khalid Alhumaid
3	معالي د. عبد العزيز بن جمال الساعتي	H.E. Dr. Abdulaziz Bin Jamal Alsaati
4	سعادة أ.د. حسام بن محمد رمضان	H.E. Dr. Hussam Bin Mohammed Ramadan
5	سعادة أ.د. عبدالعزيز بن ابراهيم الواصل	H.E. Dr. Abdulaziz Bin Ibrahim Alwasel
6	سعادة د.م. ناصر بن عبدالعزيز المبارك	H.E. Dr. Eng. Nasser Bin Abdulaziz Almubarak
7	د. محمد بن إبراهيم العضيبي	Dr. Mohammed Bin Ibrahim Aladib
8	د. خالد بن سليمان الراجحي	Dr. Khalid Bin Sulaiman Alrajhi
9	د. عبداللطيف بن محمد بن غيث	Dr. Abdullatif Bin Muhammad Bin Ghaith
10	سعادة د. بدر بن حمود البدر	Dr. Badr Bin Hamoud Albadr
11	سعادة د. وليد بن محمد أبانمي	Dr. Waleed Mohammed Abanomi
12	سعادة د. أمل بنت جميل فطاني	Dr. Amal Bint Jamil Fatani
13	سعادة د. تركي بن محمد الغامدي	Dr. Turki Bin Mohammed Alghamdi
14	سعادة د. نايف بن جحشور أزيبي	Dr. Nayef Bin Jahshur Azibi
15	سعادة د. محمد بن عبدالعزيز طاشكندي	Dr. Mohammed Bin Abdulaziz Tashkandi
16	سعادة د. بندر بن مزعل الشمري	Dr. Bandar Bin Mazal Alshammari
17	سعادة د. أسامة بن حسن عارف	Dr. Osama Bin Hassan Aref
18	سعادة أ. محمد بن خالد الخضير	Mr. Mohammed Khalid Alkhudair

Mission and Vision



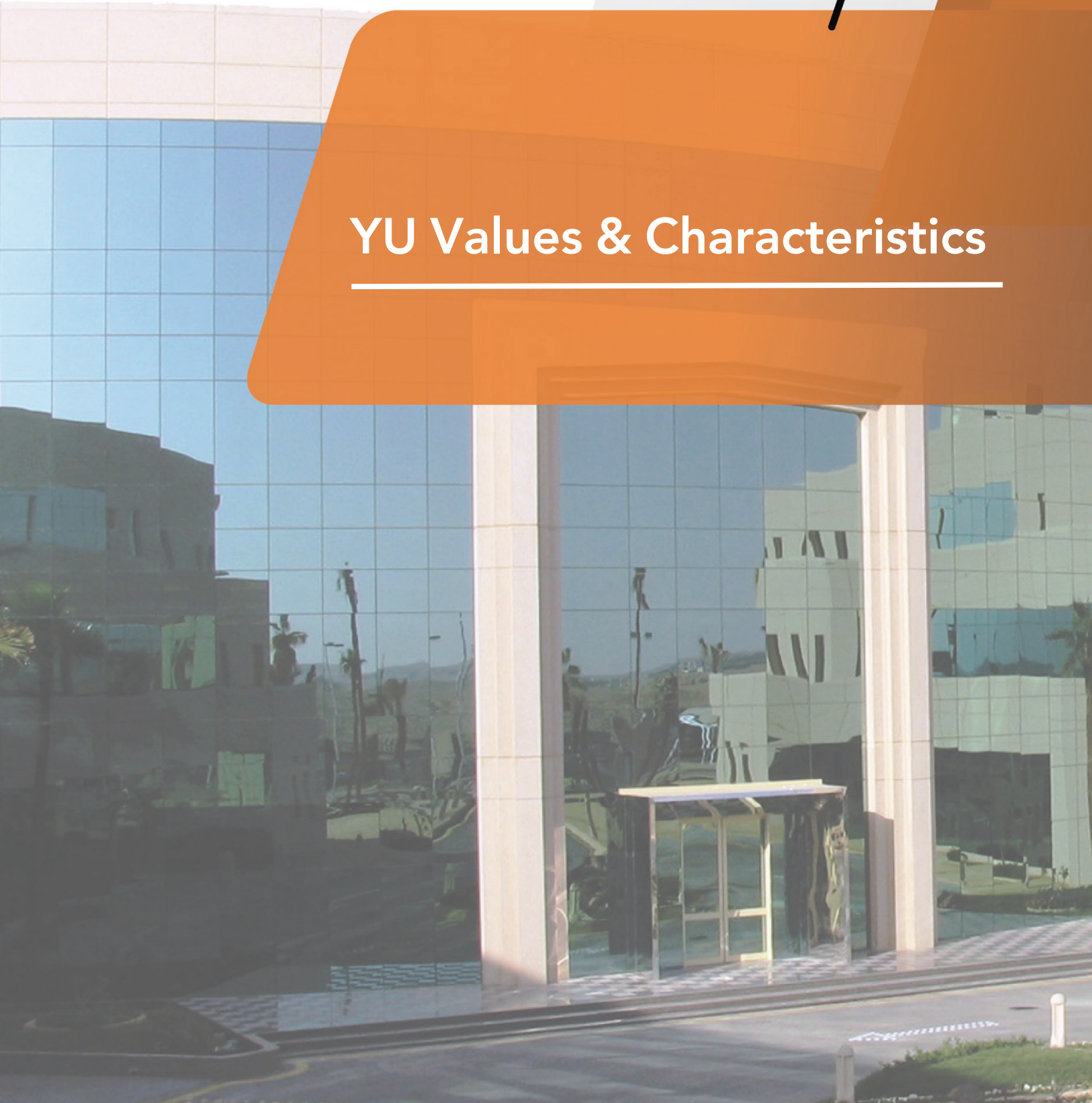
YU Vision

Al Yamamah University aspires to be the foremost Saudi educational institution renowned for its effective preparation of creative and entrepreneurial professionals who are consistently in high demand by leading public and private sector organizations.

YU Mission

Al Yamamah University provides academic instruction and professional training of the highest standard that impart to its students a life-long dedication to learning and self-development, while enabling rising generations to shape a future marked by positive social and economic progress.

YU Values & Characteristics



YU Core Values

- Faithfulness to our religious, ethical, and cultural heritage
- Support and encouragement of scientific research
- Creativity, innovation, and a commitment to excellence
- Professionalism and dedication to continual improvement
- Credibility and teamwork
- Transparency

YU Characteristics

- An institution of higher education marked by intellectual rigor and committed to the expansion of knowledge, offering programs of instruction and practical training in professional disciplines of critical need.
- English as the language of instruction in providing enhanced access to global knowledge sources while developing in-demand communications skills and highly transferable professional capabilities.
- Al Yamamah University actively develops and nurtures partnerships with leading educational and research institutes to encourage faculty and student exchange and the transfer of knowledge and expertise.
- Committed to achieving national, regional and international standards of excellence as evidenced by institutional and specialized program accreditations.
- Works to establish close ties with key representatives from the industrial and service sectors in order to identify and respond to their emerging needs.
- Seeks to recruit highly qualified international faculty and staff with academic credentials from recognized leading institutions of higher learning.
- We subject our progress and curricula to continuous review, ensuring that they reflect the current state of the art in their various disciplines while being ready to expand curricula or develop new programs at the undergraduate and graduate levels in response to community needs.
- Comprehensive application of quality assurance standards and principles in all fields.

- Encourage scientific research with specific application to community development needs.

The University will work to:

- Foster and preserve open communications.
- Offer opportunities to develop new ideas and projects.
- Promote standards of excellence of which all employees can be proud.

Treat all individuals fairly, equitably, and courteously.

- Set high but achievable goals.
- Serve employees through a talented team of leaders.
- Provide employees with means to discuss university practices.
- Solicit employee input as necessary on a variety of issues.
- Develop appreciative leadership campus-wide.
- Promote an inclusive environment.

The employee will work to:

- Serve the University in a professional and productive manner.
- Treat all members of the community fairly, equitably, and courteously.
- Comply with all approved policies and procedures.
- Recognize the University's proprietary interest in all work, research, materials, projects and information, where appropriate.
- Raise issues of ethics, conflict, and concern with the proper personnel, as necessary.
- Promote high standards of performance in themselves and among their peers.
- Value the different perspectives of team members, departments, and support groups.
- Emphasize a service orientation throughout the University community.

Open lines of communication:

The University is proud to have an open-door policy for all employees. Employees are encouraged to visit their direct managers and discuss any new ideas, concerns and areas of improvement that will help their department or the University as a whole. Employees are also encouraged to use written communication to express the same. All emails should be addressed to the HRD at the following email:

HRD@yu.edu.sa

YU Commitment to Quality

YU Commitment to Quality

- Enhance Student Self-Learning
- Enhance Teaching
- Enhance Student Satisfaction
- Enhance Staff Satisfaction
- Enhance Community Satisfaction
- Enhance Academic Results of Students
- Enhance Professional & Academic Development of Staff
- Enhance Research and Scholarship Activities
- Enhance Operational Service and Infrastructures

YU Strategic Goals 2020 – 2025

YU Strategic Goals for 2020 - 2025

1. Achieving excellence in university life
2. Strengthening the role of the University in society
3. Enriching the learning experience and improving the quality of education
4. Ensuring recruitment and participation of teaching staff
5. Enhancing students' ability to compete in the job market
6. Improving academic accreditations and rankings of the university
7. Developing the scientific research directed to the community
8. Strengthening and promoting academic reputation
Increasing the spread and studied expansion of the university's activities
9. Achieving financial sustainability
10. Developing business and corporate governance
11. Empowering Human Capital
12. Strengthening systems and improving infrastructure



جامعة اليمامة
Al Yamamah University

Hiring Procedures

HIRING PROCEDURES

Employment Offers

Each candidate selected to work at YU, is provided an “Employment Offer” (Appendix 1) that is sent via e-mail from the YU HRD to the candidate. The basic provisions of employment are set out in the offer and would include the following:

- Title of Appointment
- Terms of Appointment
- Salary in Saudi Riyals
- Housing
- Annual Vacation
- Medical Plan
- Educational benefit (for dependent children in Saudi Arabia)
- Air travel (coming and going and annual vacation tickets)
- End of service benefit

Employment Contracts

Employment contracts may only be executed once the candidate arrives in Saudi Arabia. The terms of the “Employment Offer” are included in the actual “Employment Contract” (Appendix 2) which is required for the processing of a work Visa and Iqama. The “Employment Contract” contains standard provisions that apply to all appointments and are designed to comply with the Saudi Labor Law and YU policy requirements.

The candidate will be placed on the YU payroll system date of signing the contract. Employees may obtain a pay advance from the YU FD upon recommendation of the HRD after they have signed their contract.

Preparing to Travel

Tickets

Travel arrangements will be made by the HRD to YU. In most cases, an electronic ticket will be provided by the University, and any exceptions to that will be communicated to the candidate in

writing. The dates of travel will be mutually agreeable between the candidate and the YU. All communications to be handled by the HRD members.

The University will attempt to accommodate requests to fly on flights with less connections, and convenient times. However, this may not always be possible.

There are items that are restricted to bring in KSA. Restrictions apply on bringing inappropriate books, alcohol, and others, please check with your airline before going to the airport. Employees should be aware that materials can be confiscated. Employees and their families will be required to abide by the laws, policies, regulations, and traditions of KSA.

Medical Examinations

Employees frequently ask about having a medical examination before they come to KSA instead of having one when they arrive. Medical examinations are required for all employees in KSA, and it cannot be replaced by medical examinations from the employee's home country.

Document Needed

Photographs: Most procedures in Saudi Arabia require the use of photographs. It is suggested that you bring two colored passport-size photographs (dimensions) with a white background. These photos are required for each person.

Passport: A valid passport (six (6) months at least) is required where there must be a minimum of two (2) blank adjacent pages. A passport is required for each person. Also, bring two (2) copies of the main passport pages for each person when visiting the HRD for the first time.

Marriage Certificate: An original or an attested copy of the marriage certificate must be authenticated. In general, this means stamps at the local, federal and the Saudi Embassy levels in the country in which the marriage occurred is required.

Highest Degree: The highest degree, an original or an attested copy, must also be authenticated by the University from which the person graduated, the federal government level and the Saudi Embassy in the country in which the degree was obtained.

Procedure of New Employee Arrival

When the new employee arrives at King Khaled International Airport (KKIA) or King Fahad International Airport (KFIA), a hotel representative will meet them and take them for a one-day stay in the hotel arranged by YU.

On the following day (or two if the weekend), a YU driver will pick up the new employee from the hotel to transport to YU to meet the HRD personnel. There, the employee will submit and complete the needed documents before the start of work. The HRD will collect from the new employee the following:

- Copy of Passport with Entry Number.
- Photos (2 pcs).
- Copy of Transcript of Records (attested).
- Copy of Degree certificates (attested).
- Copy of training and work experience certificates.

New employee will fill out the following:

- First Working Day Form. (Appendix 3)
- Identification (I.D.) Request Form. (Appendix 4)
- Medical Insurance Form. (Appendix 5)
- Medical Request Form for Iqama purposes. (Appendix 6)
- Laptop Allowance Request Form. (Appendix 7)
- Direct Deposit Form (attaching the photocopy of Bank Account Details). (Appendix 9)

Employee Orientation

The HRD is responsible for providing orientation for the new employee. A dedicated HRD member will be responsible to notify the employee about the new employee orientation.

The HRD will provide:

1. A tour of the campus and facilities
2. An orientation specific to their workplace.
3. On-the-job training if needed, for new employees to assume their responsibilities.

4. Timely and relevant information relating to their job functions and any related policy and procedures.
5. Provide the new employee with the dates and location of the University's orientation program offered by the HRD.

New Employee Responsibilities:

- a. Actively participate in appropriate orientation processes.
- b. Seek information to enhance their orientation process.
- c. Complete and return appropriate personnel forms as asked.

Department of Human Resources Responsibilities

- a. Offer regularly scheduled sessions for new employee orientation.
- b. Provide information and resources about university-wide policies
- c. Provide colleges, departments, and units with strategies, resources, and tools for the development of their workplace orientation process.

Employee Self-Services**Access to MenaME**

MenaME® is a web-based solution that enables employees and managers to edit and view their HR-related information online. MenaME can open on different browsers like IE, Google Chrome, Firefox, and Safari. To access MenaME®, every employee should have an account provided from HRD upon receiving an e-mail that contains all the information needed to access MenaME®. This email lists the benefits that employees will gain from using their own account on MenaME®. It also contains the link that will direct you to access MenaME® system and the required information to let you login to MenaME®. MenaME® also offers a mobile application with the same features as the web-based one.

Transactions Inquiry

This function enables the employee to inquire and view their monthly transactions which are mainly overtime, part-time transaction, leave, salary raises, allowance raise, vacations, vacations compensation, vacations adjustment, loans, other income, and other deductions in any time frame the employee specify.

Overtime Inquiry

The system facilitates viewing all overtime transactions that had been included in the salaries; the employee has the ability only to view all overtime transactions after finalizing salary calculation process.

Leave Inquiry

This is another type of transaction that employees can inquire about at a specified period of and specified leave type.

Loans

This function allows the employee to view their active or inactive loans details, it also provides all information of the loan where the employee has the ability to cascade due installments, number of payments, due dates and if it is paid or not, after salaries are calculated and released to MenaME®.

Vacation Balances - Requests

The employee can use this function to inquire about their vacation balances this year or the previous. When the employee clicks on the vacation balances button, the following screen will show up. The employee has to choose the year they want to inquire about their balances. The employee can also request a vacation, through Mename®.

Salary Slip

This function is used to enable the employee to view and print their salary slip for the current month or any other previous month with the ability to compare two salary slips for different months.

Change Personal Data

In this screen the employee can request a change in their personal records at the University like changing address, adding personal contact, marriage, new baby, updating qualifications, updating certificates, updating practical experience and others.

Update Qualifications and Certificates

The employee has the ability to update their qualifications, if they have completed a master's degree with a specific major, or any other certification. The HRD will be notified electronically.



Employment

EMPLOYMENT

The HRD makes all necessary arrangements related to staff employee's recruitment, including announcing open positions, forwarding applications to departments for evaluation, arranging interviews, processing job offers, answering inquiries regarding applications, processing employment entry visas and tickets, distributing information about the newly appointed employees arrival status to all concerned departments.

Recruitment for Administrative or Staff members

Recruitment processes at YU are well-established and carefully documented. These processes deal with the employment of both Saudis and non-Saudis. The recruitment process is always initiated by the respective academic or service department based on their needs. Vacant positions are always advertised first in the local media, in line with the Saudization policy. However, when high-quality candidates are not available, advertisements are placed in popular worldwide media. All applicants are first evaluated by heads of department, as per YU's HR policy framework.

Then, candidates are further assessed by the HRD, according to the advice of the Vice-President and the President of YU. Candidates are finally selected by the Interview Panel, chaired by the President.

Merit-based Recruitment

To achieve this objective, the University has adopted a merit-based recruitment and selection process. Candidates are selected from a wide pool of applicants, the process is competitive, fair and transparent. Assessing applicants on the basis of their knowledge, skills, attributes and experiences as these relate to the requirements of the job, the Department, and the University.

The process is targeted toward hiring applicants who demonstrate that they meet the requirements of the job and also support good decision-making practices.

Specific Work Description

Each department position to be appointed for must have a clear and appropriate work description to attract people based on apparent work expectations and establish analysis and appraisal designs to determine the most qualified candidates.

For new positions, that was formed, or supplementary, new work description should be developed for these new positions. No applicant shall be hired in position titles not included in the Categorization and Salary Rate Structure unless formal work descriptions and pay rate have been approved by the University's President. The official position titles and job categorization, salary rating numbers shall be used in all personnel, financial, and other HR systems and records.

Job Assessment and Categorization

The HRD is responsible for the job assessment and categorization process of all regular non-academic positions. Positions or job titles with an alike set of expertise and tasks are usually clustered together in the same job class. All appraised positions will be assigned a common salary rate scale.

Employment Applications

The University relies upon the accuracy of the information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process. Any misrepresentation, falsifications, or material omissions in this information or data may result in the University's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of their employment.

Eligibility for Appointment

To be eligible for appointment to a position within the University, individuals must meet all relevant employment provisions, including those contained in:

- a. Legislation (e.g., Saudi Labor Laws, etc.).
- b. University requirements, as provided for in this policy, its procedures, and any other associated information (e.g., Job Descriptions, Advertisements).

When the University chooses to advertise a vacancy internally, applicants must be current employees (Full-time or Part-time); employees on a fixed-term contract (Full time or Part time) employed at the time of the advertisement, or employees employed at the time of advertisement to be eligible to apply for and be appointed to the position.

The Selection Process

The selection process will be undertaken by a Selection Panel. Care should be taken to ensure that there is a gender balance on the Panel and at a minimum; the committee membership will consist of:

- a. The Chair, usually the hiring Dean/Head of the Department/Manager of the department or their nominees who are familiar with the requirements of the position being filled.
- b. Another employee from the work area at the same grade or higher than the position being advertised; and
- c. An independent member, normally from another department or division, though consideration may be given to seeking the general skills required for the position, particularly where the vacancy relates to a specialized position.

The Chair is responsible for inviting people to participate on the Selection Committee. On completion of their deliberation, it is the responsibility of the Selection Committee to recommend:

- a. An offer of appointment to the selected applicant; and/or
- b. Determine an eligibility list of, suitable applicants, if appropriate, or
- c. No appointment be made, and refer back to line management

Any concerns about the recruitment and selection process are to be referred in the first instance to the Chair Selection Committee. If the Chair is unable to resolve or requires advice or assistance, the matter is to be referred to the Director of the HRD and/or the GM of Financial and Administrative Affairs.

Short Listing

A short-listing process must be undertaken for all advertised positions and all Selection Panel members are required to consider each of the applications and review the results of the interview

based on the "Candidate Evaluation Form" in terms of key selection criteria. The purpose of short-listing for an interview is to focus the time and attention of the Selection Committee on those applicants who seem most competent for the position.

Reference Checking

- a. Verbal reference checking is suggested for the recommended applicant, even where a written reference has been provided, to ensure a full and rigorous probing of the applicant's particular claims. Written references should support the applicant's application with specific comments addressing the selection criteria. Where verbal references are sought, a written summary will be provided to the Selection Committee by the Chair.
- b. The application must be completed and included in the file both electronically and a hard copy must be placed on the file as back up.
- c. Only information supplied by the applicant in the written application, and from the interview process and information obtained from interviewers may be included by the committee in making the selection decision. No additional information to be volunteered by committee members or sought from third parties.
- d. All references sought by the University are confidential. Neither the report nor its contents will be made available to anyone other than the Selection Committee members and the approving officer.

Selection and Appointment

No commitment of employment is to be made formally or informally by any member of the Selection Committee to any applicant, nor is any feedback provided to applicants prior to receipt of written approval of appointment from the University President. The Selection Committee to use the "Candidate Evaluation Form" in determining the proper selection.

Invitation for Appointment

The University reserves the right to offer an invitation for appointment to a specific individual where the appointment will meet the strategic requirements of the University, in accordance with the University Policies and Procedures.

For external appointees, they have a three (3) months' probation period. They are entitled to three (3) months' housing and can take cash instead, if requested. After three (3) months confirmation of duties must be agreed upon by both parties; otherwise, they are terminated.

Employment Contracts

After a candidate accepts an employment offer from the University and submits the medical examination results confirming their ability to carry out responsibilities, a contract (Appendix xx) will be issued by the Human Resources Department and signed as per the delegation of authority matrix (Employment Contract Template) setting out the terms and conditions of employment. The employment contract shall be in Arabic and English language and approved by the University Council and signed by the University's President. Arabic is the official language of the contract as per the Saudi Labor law, the English translation is provided for the expatriate employees to understand terms and conditions.

Employee – in Country/Residence Legalization

Permanent Residence Visa

Upon arrival the temporary 3-month valid visa of the expatriate employee will be converted to a permanent visa and a residence permit "Iqama" will be issued to the employee. A work permit issued by the Department of Labor will also be acquired on behalf of the employee. All expenses are carried out by the University.

Exit /Re-entry Visa

An exit / Re-entry visa is required for all expatriate employees who wish to depart from and return to KSA. The University will pay for one exit re-entry visa for the employee as per the contract. The University will also provide an exit re-entry visa, when the employee is on official business for the university.

There are two types of exit re-entry visas. A single and a multiple. All visas are requested via email to the direct manager and approved by the HRD. All fees related to exit re-entry visas for other than the contractual agreement and official University business are paid from the employee and follow the government's policies.

Expatriate Employee Passport

Passports of expatriate employees will be kept by the employee at all times. They may occasionally be requested by the HRD (iqamma, insurance, visas and others), they will be returned when official business is concluded.

General provisions

Expatriate employees must comply with all official requests, for legal requirements, information, health status, and others from the various government agencies, or employer requirements.

EMPLOYMENT

Al Yamamah University employs the most qualified persons for job vacancies, promotes and commits at providing each employee with opportunities to grow and develop their skills and potential.

Pre-Employment Medical Examination

All new employees will undergo a compulsory pre-medical examination after signing the employment contract, and the first working day form (Appendix xx) on their first day. The HRD is responsible for processing the date of the medical assessment of the employees for national identification purposes and, and as prescribed by Saudi Labor Law.

The University is responsible for the payment of the medical examination of the employees. The employee's medical examination will be conducted at a hospital or clinic affiliated with or approved by the University

Employee Identification in the University

Employees are required to submit a photograph to the HRD for identification purposes process, they are officially employed and part of the operations in one of the University departments. The employee is responsible for always wearing their ID during work hours at the University.

In case the employee does not have a current photograph, or they wish to take a new one, they can be referred to the Communications Department, where the staff can take a new photo for them. This photo can be used for the issuance of the ID card of the University and the official website of the University.

Status of Employment

Part-time employees

A part-time employee is one who has been hired for a temporary assignment to a position for a fixed period. A part-time employee may also substitute for a regular position until the full-time employee returns to work, or another full-time employee is hired.

Probationary

A probationary employee is one that has been employed for a full-time position but has not completed the trial period (3 months, unless otherwise stated). Probationary employees who complete their probationary period may become full-time employees as per their contract stipulations.

The first three months that an employee works at Al Yamamah University, exclusive of Eid Al-Fitr and Eid Al-Adha holidays and sick leaves, will be considered a probationary period employee.

During this period, the University and/or the employee may, at their discretion, terminate the employment contract without notice, unless the contract states a clause giving the right to terminate the contract to only one of them.

If the contract is terminated during the probation period, neither party shall be entitled to compensation nor shall the probationary employee be entitled to an end-of-service award, however, the employee will be paid for time worked.

Seasonal/Contract

Employees can be employed in a temporary or regular position for a fixed period of time. It is the policy of the University to hire a contract employee for a temporary activity or operation for a specific project or undertaking which is anticipated to last for a period of at least thirty (30) days but no longer than 12 months. The work or service to be performed is seasonal in nature and the employment is for the duration of the completion of the work (i.e., University cleaners, or construction workers for a specific architectural building construction).

A Full-time employee

An employee that has been hired and who has satisfactorily completed a stipulated period of probationary employment. A full-time position is one that is anticipated to be in existence on a

permanent basis within the organization. (i.e., employees who satisfactorily perform a standing work performance and continue to contribute to operations)

Falsification of Information

The University values integrity and does not tolerate falsification of references and other employment-related documents. Such acts are deemed just cause for dismissal or termination once discovered and confirmed.

Outside Employment

Employees must avoid accepting employment which infringes into the time, concentration and off-hours availability of the person concerned.

A written letter submitted to the Director/Department Head, the HRD, and an approval from the Vice-President's and the President is required prior to acceptance of outside employment. Those presently engaged without the required clearance must make full disclosure and secure approval from top management.

The following are included:

- Part-time job
- Teaching or tutoring
- Consultancy
- Private practice of a profession
- Directorship in entities other than civic, religious or professional in nature
- Other similar activities that affect the availability of employees.

Personal Files

The University maintains a personnel file on each employee. Personnel files and its access are the property of the University. An employee has no right to review their personnel files unless permitted and authorized by an Immediate Supervisor/Director/Head of the Department. An assessment of personnel files should be in the presence of one of the members of the HRD employees. Lastly, an employee has no right to extract, amend or destroy any documents in their personnel file/records.

Personal Data Update

Employees must be responsible for keeping the University updated on personal information such as, changes in civil status, residence address, and telephone / contact numbers, number of dependents/children, etc. to facilitate processing of relevant and available benefits. The HRD Compensation and Benefits Officer should be notified of any such changes.

The HR Employee Services is responsible for updating and maintaining precise employee's personnel files throughout the employee's employment with the University.

Confidentiality

All personnel and student files are considered privileged information. All employees are required to sign an NDA form when joining the university. Employees may encounter confidential information. It is the responsibility of the University employees to protect that confidentiality. Failure to do so can be grounds for disciplinary action or termination of employment. In case the employee comes across confidential information that needs to be destroyed, in agreement with their Line Manager, they can shred the documents at designated places on campus. HRD can advise on the locations of such shredders.

Policies and Procedures

POLICIES AND PROCEDURES

Each employee represents Al Yamamah University and must therefore maintain a business image during working hours, as well as when representing the University on official assignments.

Personal Appearance and Business Attire

All employees should wear business casual attire during business hours at Al Yamamah University:

As a general rule this means all male employees should wear business suits with neckties for expatriates and local dress (Thoub- Shimagh or Ghotra) for the Saudi male employees.

For female employees, they should be wearing acceptable attire as per the local culture.

Identification Card

The use of identification cards helps ensure the safety and protection of all employees as well as University assets and properties. Employees must therefore cooperate by wearing their I.D. cards (whether temporary or permanent) within the University premises and while on official University business. Also, I.D. cards will be the employee passes to enter the University premises. Necessary arrangements should be made with the HRD for replacement or lost I.D. cards.

Upon discontinuation from the service of the University, the employee shall return the I.D. card to the HRD before the release of their clearance papers and last pay.

Punctuality

Being on time for work, for meetings and seminars, and keeping appointments is an important work value at the University. Punctuality is respect for other people's time and must be strictly observed by all employees. A punch system is installed in various entry locations to facilitate employees to punch in and punch out.

Being outside the Office

Employees who leave their work areas (within or outside university premises) for official business must keep their whereabouts known by informing the Director/Department Head, the Secretary or the unit's designated Officer or person of the place of such meeting, reason/purpose of the

business, duration or expected time of return, contact numbers, and any other pertinent information.

For employees who are on official business outside university premises, an approved Official Business Form must be filed and submitted to the HRD. Mename® should also be updated.

Employees are responsible for answering emails directly addressed to them, as well as phone calls.

Telephone/Email Courtesy

Proper telephone handling conveys professional competence, business efficiency, and warm friendliness in the delivery of the University's or Department's services.

Employees must therefore give importance to the basic rules of telephone courtesy in order to project that positive image. In addition to answering calls within the first 2-3 rings and in returning calls promptly, the following must be observed:

During Conversation:

- Speak clearly and directly into the mouthpiece.
- Always use the "voice with a smile"- be courteous, helpful, and accommodating.
- Remember to end conversations with a pleasant "Thank you" or "good-bye."

When Receiving a Call:

- Greet caller by saying, "Al Yamamah University or YU (then identify the department/unit), "Good morning/afternoon", how may I help you?"
- Politely ask for caller's identity by saying, "May I know who's calling please?"
- Writing pad and pen must be handy to jot down messages completely and accurately.
- If the party being called is not available, inquire if another employee can be of assistance; otherwise, record the caller's name and number and inform the concerned party as soon as possible.

When employees are away from their office, it is essential they check their office phone and call back the person who called them, within the University or an outside caller.

Email Handling:

It is imperative that all email communications are handled professionally by all employees, whether they are internal or external. Proper business and professional language should be

used. When employees are away for their annual leave, an email notification should be prepared to notify the sender where they can be referred to in order to get the information they need, as well as their return-to-work date.

Conflict of Interest

The University expects its employees to maintain the highest ethical standards whenever the interests of the University are involved. To that end, employees must not allow any personal or outside interest to interfere with their duties and responsibilities to the University.

Employees must not use their position or knowledge gained at the university to influence decisions improperly for their personal advantage or for the advantage of their relatives, household members, or friends.

Acceptance of Cash and Gifts

Employees are not allowed to accept cash and gifts from stakeholders, customers, and/or suppliers other than token corporate giveaways such as calendars, diaries, and the like.

Use of Confidential Information

Disclosure and use of sensitive information is strictly prohibited. This applies to verbal, inferred or written disclosures. Business/Customer relationships with the University should be handled in strict confidence. This likewise applies to university handbooks, reports, and memoranda.

It is required that:

1. All desks are clear of paperwork at the close of business/ office hours.
2. All sensitive/confidential documents are locked in desks/ drawers and filing cabinets.
3. Access to filing cabinets is controlled at all times.
4. Access to office areas during non-working hours/ days is controlled.

Mismanagement of Personal Finances

Employees are expected to handle their financial affairs prudently.

The following are prohibited and are grounds for disciplinary action:

- Borrowing money from clients/ suppliers/ contractors/ students, and the like.
- Borrowing money from co-employees

Employees need to observe responsible behavior beyond working hours in public areas.

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Work Time Schedule

WORK TIME SCHEDULE

Working Hours

The university working hours are eight hours a day from Sunday to Thursday, with a maximum of (40) forty hours a week in accordance with the Saudi Labor Law. The regular working hours are from 8:00 am to 4:00 pm, including a lunch/meal break of half hour.

The daily working hours shall be decreased to (6) six hours in Ramadan month according to the Saudi Labor Law.

Different schedules, however, may be prescribed for certain employees to meet the demands of operations.

Everyone must abide by the time limit set for the lunch/meal break. Deliberate extension of such a break reflects a lack of discipline on the employee and can lead to possible disciplinary action.

Guidelines in Timekeeping

Attendance is the basis for the university's computation of employee compensation for the monthly period. All employees are responsible for the accuracy and integrity of their time records.

All employees must use the hand punch in & out, which registers their time of arrival at the office, and time of departure at the end of the day. Failure to do so is a violation subject to disciplinary action.

Tardiness

All employees are expected to come/report for work on time. Unexplained or unjustified tardiness of three (3) times a month is considered "habitually tardy or excessive" and constitutes an offense.

Attendance and Absence from Work

To prevent the disruption of the workflow due to unscheduled absences, employees who, for any reason, cannot report for work must: Regular attendance is essential to the University's efficient operation and is a necessary condition of employment. When employees are absent,

schedules and University commitments fall behind, and other employees must assume added workloads:

- a. Employees are expected to report to work as scheduled and on time
- b. If it is impossible to report for work as scheduled, employees must notify their Immediate Supervisor, Dean, Director/Department Head and the HR Department within the first hour of the start of the working day using the fastest means available (such as phone or email).
- c. If the absence is to continue beyond the first day, the employee must notify their Immediate Supervisor, Dean, Director/Department Head and HR Department on a daily basis unless otherwise arranged.
- d. Calling-in/sending email in-advance is the responsibility of every employee who is absent.
- e. File the necessary leave application on the day they report back to work on MenaMe®.
- f. Absence without notification and approval is considered Absence without Official Leave (AWOL) and is subject to disciplinary action.

Overtime

Any employee may be required to render overtime work as the need arises. Overtime work is authorized and approved by the Immediate Superior, the Director/Department Head, the HRD and the final Approving Officer through the Overtime Authorization Form (Appendix xx) which must be accomplished prior to the actual overtime work.

The employee shall not be entitled to claim any overtime pay unless s/he is officially asked to work extra hours. If the employee is ordered to work extra hours s/he is entitled to an additional wage equivalent to (50%) fifty percent per hour in addition to his normal wage, subject to the provisions of the Saudi Labor Law.

Overtime works refer to any of the following:

- Work rendered in excess of eight (8) hours on the employee's regular working days.
- Work performed on Friday or Saturday, rest days or holidays.

The following guidelines apply to payment of overtime:

- Fulfillment of Overtime Authorization form.
- Mealtime of one (1) hour is excluded.
- Overtime (OT) must not be less than one (1) hour.
- Employee must not be tardy/under time or absent on the day prior to any intended OT work.

Under Time

All under time shall require the approval of the Director/Department Head, the Vice-President's and/or the President even when due to illness or emergency.

Under time of three (3) times or more in any month in excess of fifteen (15) minutes each instance shall be subject to the appropriate disciplinary action.

Corresponding salary deduction shall be made for accumulated under time aside from the disciplinary action to be imposed against the employee.

Employee Movements

EMPLOYEE MOVEMENTS

The University assigns responsibilities and tasks equal to the skills and abilities demonstrated by its employees and implements changes and movements whenever necessary.

Transfer

A transfer is a physical movement from a department/ unit without any change in job title and level. Such movement may be management-initiated to allow the university smooth and uninterrupted service to the public or employee-initiated as an alternative career option.

Temporary Job Assignment

A temporary job assignment involves an employee being assigned to perform a specific function within their job level for a specific period of time.

Promotion

Promotion is defined as the appointment of an employee from a lower to a higher job level in recognition of his good performance and potential to assume higher responsibilities or more complex tasks.

It provides the employee an improvement status, advancement in the organizational hierarchy, and an increase in pay.

⇒ Kinds of Promotion

Direct Promotion

Is a personnel movement that requires no probationary period where positions belong to the same job classification.

Probationary Promotion

Probationary Promotion is a personnel movement which requires a probationary period. Hereunder is the extent of the required probationary period for the following promotional levels:

Promotional Level	Required Probationary Period
-------------------	------------------------------

Probationary to Regular	3 months
Regular to Supervisor	6 months
Supervisor to Senior Supervisor	3 months
Senior Supervisor to Manager	6 months
Manager to Director	3 months

There shall be a corresponding adjustment before the probationary period.

⇒ **Conditions for Promotion**

A promotion takes place when there is a position that has been vacated, upgraded as a result of job evaluation, or created due to reorganization.

Qualified employees within the University are given priority in the filling up of approved vacancies when the requirements for such vacancies can be met from within the university. If no one in the University is qualified, recruitment from outside takes place.

⇒ **General Requirements for Promotion**

A better-than-average annual performance rating maintained up to the time of promotion.

Meeting the required job specifications such as education, training, work experience, other skills, and abilities.

Over and above these general requirements are other **MUST** requirements, which are specifically spelled out in certain organizations. Members of management are free to impose other requirements which are deemed relevant in the selection process.

Reversion

An employee is reverted to their former position if they fail their probationary/observation period. The decision to revert an employee must be made in writing and addressed to the employee not later than two weeks before the completion of the probationary period.

Demotion

Demotion can be taken against an employee who does not perform their duties or neglect of duty. Upon deliberation of the Direct Manager, and the HRD Director, the employee will be notified in writing.

Employee Performance Evaluation

EMPLOYEE PERFORMANCE EVALUATION

The Employee Performance Evaluation System provides an objective assessment of how well the individual employees are fulfilling the goals set by their job descriptions.

Objectives of the Employee Performance Evaluation System:

1. Define performance standards and expectations for each job.
2. To motivate employees towards higher levels of performance.
3. To provide a basis for granting merit increases and promotions based on objective and accurate performance and attendance ratings.
4. To determine training and development requirements of employees.
5. To provide superiors the opportunity to give feedback on employee performance and on-the-job coaching and counseling to their subordinates.

Abilities Questions (ممتاز)		
Yamamah Evaluation Criteria	92.00%	
1. Ability to assume job responsibility		80.00%
2. Level of performance and accuracy in accomplishing tasks		100.00%
3. Speed & volume of daily achievements		80.00%
4. Accepting his superior's guidance		100.00%
5. Punctuality & respect work timings		60.00%
6. Cooperates with colleagues & works with spirit of one team		100.00%
7. Keeps work secrets		100.00%
8. Personal behavior & general appearance		100.00%
9. Ability to deal with modern office technologies and equipment in use		100.00%
10. Respects work regulations, bylaws, procedures and strictly enforce		100.00%

Schedule of Performance Appraisal Review:

- Probationary and part-time employees are appraised prior to work performance status if they fit to work and meet the standards and expectations in their area of work responsibilities to become a Regular employee of the University department/unit/ division.

- All full-time administrative employees are appraised once a year. To motivate employees towards next level of performance, for granting merit increase based on work progress performance requirements.

Results of the review are used as basis to reward exceptional performance within a prescribed period.

Merit Increase

Merit increase is given to deserving performers based on the YU Performance Management System.



Employment Separation and Discontinuation

EMPLOYMENT SEPARATION AND DISCONTINUATION

In all cases of separation and discontinuation from employment, the University requires clearance from all accountabilities before releasing an employee's unpaid salaries and applicable benefits.

The University may terminate a contract in written form and in accordance with the University's rules and the provision of the Saudi Labor Law. With the exception to termination, both University and the employee are required to submit a written notice of one month prior to the effective date. If either party fails to submit such a notice in due time, the University or the employee will have to compensate the other party for the requisite notice period using the employee's last salary as the basis for calculation.

An employee could be terminated under any one of the following types and conditions:

Voluntary Resignation

An employee who decides to exercise their prerogative of terminating employment with the University must be guided by the following:

- A letter of resignation addressed to the President through the Director/Head of the Department, the HRD and/or the GM for Administrative Affairs must be prepared and submitted at least thirty (30) days prior to effective date. Any employee who violates the policy on prior notification shall not be issued any clearance and shall be considered Absence without Official Leave (AWOL).
- Employee must be obtained in compliance with the following:
 - a. Turn over all assigned office supplies, documents, equipment/property to the Department Head.
 - b. Settle all current University obligations and accountabilities (e.g., any type of loan).
 - c. Surrender University I.D., username and password.
 - d. Undergo exit interview with the HRD.

During Probation

If the University finds the employee unfit during the probationary period, it may terminate the services of the employee without notice.

Just Cause or Any Ground for Termination

An employee may be dismissed for just cause or any ground for termination of employment as provided by Saudi Labor Law and the University's Code of Discipline

Abandonment

An employee who fails to report for work for five (5) consecutive workdays without formal notice shall be considered as abandoning their work.

Non-Renewal of Employment Contract

Employees with specified term contracts shall be notified one month in advance or as per the notice period stipulated in their employment contracts of termination of their services from the University. In non-time-specific contracts, the employee's services may be terminated at any time during the contract period, provided the employee is given a termination notice.

Due to Retirement

On attaining the retirement age of 60 years (Hijra) for Saudi male employees and the age of 55 years (Hijra) for Saudi female employees.

Breach of Employment Contract

An employee is liable to be terminated when they breach a clause of their employment contract.

Government Directives

An employee can be terminated in accordance with Government directives; end of service will be paid as per the said directive or as per the Saudi Labor Law.

Termination Process

- The Director/Department Head and the HRD Director will be responsible for managing the termination process.
- Upon preparing the termination letter, the HRD Director should consult the higher authority or higher official of the University to ensure compliance with the Saudi Labor Law requirements.
- In case of resignation, the Dean/Director/Head of the Department, in consultation with the President and Vice-President will make a decision on acceptance or rejection of the request as per the channel of authority.

- If the resignation is accepted, the President and Vice-President will duly authorize the same giving the date on which the employee could be relieved from the services.
- The Dean/Director/Head of the Department will communicate acceptance or rejection of the request for resignation to the concerned employee in writing.

• Exit Interview

In its continuous effort to improve in its human power, but processes and procedures, the University would like to hear from the employees that choose to end their contract, or their employment is discontinued. For that, the University employs an exit interview with the employees that discontinue their work relationship. The interview is scheduled close to the end of the contract and is performed by the HRD and the Dean/Director/Head of the Department. Data from exit interviews may be used to help improve human resource management practices, e.g. recruiting, orientation, performance management, training, working conditions, etc. Additionally, the exit interview provides the university with information that may show trends in voluntary terminations and help guide efforts to improve areas that may be leading to a turnover. As soon as practical, following notice of resignation, and prior to the faculty member's departure, the Employee Services of Human Resources Department will email the faculty member providing the employee an exit interview survey instrument.

Separation Checklist - Clearance

No resignation, retirement or prolonged leave shall be effective without the proper separation checklist - clearance from all property, financial and other accountabilities from all concerned offices as mistakes in the prescribed separation checklist form.

End of Service Benefits (ESB)

The amounts calculated in the ESB are as prescribed by the Saudi Labor Law.

The ESB payment shall not be paid if an employee terminates their contract voluntarily before the prescribed expiry date or if the total years of services are less than 2.

If the contract of employment is terminated for cause as stipulated in the prescribed articles of the prevailing Saudi Labor Law.

Employment Services Certificates

The University will provide a certificate of employment at the time of termination of an employee in any such conditions above.

The employment services certificate is important to provide to the terminating employees whose wage rates are determined by years of experience. It is the responsibility of the HR Employee Services to provide this after the completion of clearance of the employee.

The issuance of the services certificate must include:

- full name and address of the employee
- description of the trade or occupation in which the employee was engaged
- dates on which the employee started and ceased employment in each of the trades or occupations
- Address of the workplace at which the employee was engaged.

Employment certificate confirming their duration of employment with the University and the last position held is granted to employees leaving the University and after all dues are settled and separation checklist-clearance completed, the employment services certificate will be given to the employees, signed and stamped by the University.

No Objection Certificate and Transfer of Sponsorship

- No Objection Certificate – a certificate of “No Objection” to return to the Kingdom of Saudi Arabia for further employment if given may only be given at the discretion of the Senior Management in exceptional circumstances. It is generally not issued as per policy of the University.
- In kingdom release of employee to enable transfer of employer sponsorship. This practice is allowed by the University on case-to-case basis.

LEAVE BENEFITS

The University is committed to looking after the welfare of its employees. A supplementary package has been established to assist regular employees. This is under constant review by employees to determine competitiveness in the University as well as in compliance with the Saudi Labor Law.

Benefits are granted to regular/full time employees only.

Subsequent amendments in the benefits program shall be covered by an official memorandum issued to all employees.

All types of leaves have to be applied on the MenaMe® system.

Sick Leave

Sick leave is provided for absence from work due to illness and medical treatment, which requires a medical certificate issued by the Medical Center.

Each employee will be provided with an appropriate medical insurance card (physical or digital). Attendance for medical treatment must be in accordance with the stipulation of the medical insurance provider.

Sick leave payment shall be in accordance with the prevailing Saudi Labor Law regulations and provisions.

Emergency Leave

Emergency leave due to illness/injury shall be considered excused. Provided that necessary medical certification from the attending Medical Doctor evaluated is submitted.

It shall be understood that such excused absences are treated as pay and without the day being deducted from the salary of the employee.

Annual Vacation Leave

Employees are entitled to and may request a contractual leave/vacation upon completion of their contract of employment. The leave will be applied in respect of and in compliance with terms and condition, prevailing Saudi Labor Law, and most importantly the University and operational needs of the department as determined by the Director/Head of the Department. The Director/Head of the Department is responsible for scheduling and granting leave for their employees.

Public/National Holidays

All official holidays shall be communicated to all University employee in the form of Al Yamamah University circular in accordance with the prevailing Saudi Labor Laws.

Official Business Leave

An employee may be nominated on behalf of the University to conduct business requirements. The air class/ticketing eligibility and related expenses payable to the employee for such business will be subject to management discretion and final decision.

Childbirth Leave

Employees will be provided this benefit according to prevailing Saudi Labor Law.

Funeral/Compassionate Leave for death of immediate relative-3 Days

An employee is entitled to these 3 days' leave according to prevailing Saudi Labor Law. Immediate relative means spouse, son, daughter, father and/or mother.

Maternity Leave

Female employees are entitled to maternity leave according to prevailing Saudi Labor Law.

Examination Leave

Actual approved exam days will not be counted as absent or deducted from the employee annual balance, if the study has been approved by YU. However, the days in between (if any) the employee has an option to attend work or use annual vacation balance.

Marriage Leave

In accordance with prevailing Saudi Labor Law, an employee may be entitled to a 3 day leave with pay for marriage upon provision of authenticated marriage certificate in compliance with the law, duly approved by concerned regulatory and approving authorities.

Authenticated Documentation verification for special leaves is required in all exceptional cases.

Leave for Performing Hajj Pilgrimage

Expatriate Muslim employees who have completed 3 years' service, in compliance with Saudi Labor Law may apply for a special paid leave to perform the Hajj Pilgrimage. Employee satisfactory compliance with all medical and registration requirements of the authorities in the matter is required and is the sole responsibility of the employee.

Unpaid Leave

An employee may be granted unpaid leave (LWOP) up to 10 days. Pay in this case means basic salary and eligible allowances (transportation, housing and any others). The Employee shall be paid only the companies' contribution to GOSI. Unpaid leave shall be granted on bonafede emergency cases only and on condition the employee has no annual leave balance. Unpaid leave would not normally be annexed/added to annual leave or other leaves.

Unpaid leave above 10 days requires the approval of the President or the GM for Administrative Affairs, wherein the employee:

- a. Will not be entitled to any salary or allowance.
- b. Will be charged the full GOSI contribution (employer and employee).

Unauthorized Absence

The unauthorized absence of an employee for a continuous period greater than or equal to 10 days or for an accumulated period in one calendar year of 20 days without justification or legitimate reason will be cause for dismissal from employment without end of service benefit.

SALARY ADMINISTRATION

Monthly Salary

All newly hired employees must complete and submit through their Department Head to HR Department a signed copy of the employment contract and the Personnel Action Form (P.A.F) with the employee's assigned I.D. number. Unless the basic employee information is provided, salary cannot be processed.

Salary is usually paid 20 days in arrears in wired transfer and will be reflective of all entitlements, deductions as per the contract of employment and the employee's monthly punch information.

Salary Scale

Employees are paid and awarded a salary that corresponds to employees' grade, skills, ability, market competitiveness, Department, and other pertinent business factors, including the value of the contract to which they are assigned.

Maximum salaries are applied for each graded position within the University's standard, policy and procedures.

Method of Payment

- Salaries are paid by wire transfer.
- Salaries are accompanied by detailed salary calculations.
- In case of discrepancy, the employee should report to their direct supervisor.
- Salary receipts are uploaded on the MenaMe® system.

Pay Day

Normally the 25th day of each month. i.e., 25 days in arrears.

Salary Advance

Salary advance requests may be granted to meet emergency needs subject to management approval and for a maximum of 1 month's salary only, and only once a year. The employee must have completed 2 years employment contract to be eligible.

ALLOWANCES AND BENEFITS

- **Housing and Housing Allowance**

Al Yamamah University will provide, at its discretion, either University provided housing or in certain approved cases housing allowance. Housing allowance, where granted is indicated on the employee's contract and is relevant to their rank.

The employee must protect/safeguard and properly utilize all rented facilities and housing units. Issued housing property will be accounted for at the employee's expense if damaged due to abuse/misuse beyond normal wear and tear or missing with an explanation.

Conservative use of electricity and water is mandatory. Housing units provided by the University are to be available for scheduled /unscheduled management and authorities inspection at all reasonable times.

Medical Insurance

YU provides health insurance coverage to its employees in accordance with prevailing applicable laws of the Kingdom of Saudi Arabia.

Medical Expenditure

Expenses for medical treatment will be borne by the University in compliance with the individual employee's contract terms and conditions, the prevailing Labor Law of the Kingdom, and dependent upon the employee's compliance with the established rules of Medical treatment and medical insurance schemes.

Medical Treatment

Routine Medical treatment for employees will be provided at the medical insurance company-approved Medical Care Center/Clinic only. In all cases, attendance must be prior approved by the HRD and if available University nurse practitioner.

General Organization for Social Insurance (GOSI)

All employees are subject under law to GOSI insurance coverage based on the following:

- a. Occupational Hazards for all employee (Saudi/Non-Saudi).
- b. Pension Insurance (Saudi Only).

An employee confirmed in service will be subject to GOSI as and from the date of employment with the University.

Transportation

University will provide employees with transportation facilities from University-provided housing to the working place and return on a scheduled basis. University-provided recreational transportation e.g., shopping trips will be as per the site management/ schedule.

The University will provide transportation to the medical clinic and return on a scheduled basis. Where University provides vehicles to selected employees, the vehicles are for the sole use of the assigned custodians and for the University business only.

University-provided vehicles should be used with the greatest care and attention. Vehicle custodians are responsible for the safe and proper use and return of vehicles.

On-the-Job Training and Instruction

Orientation, training, and instruction of employees is the responsibility of the Dean/Director/Department Head.

Dean/Director/Department Head/Manager will ensure new employee orientation to include:

- a. Tour the University Departments to familiarize themselves with the area.
- b. Introduction to key staff and client as appropriate
- c. Explanation of rules of the facility and client especially attendance, dress code, safety, and other pertinent data as referenced in the handbook. A training record will be kept.

Use of University Recreation Facility

University employees are encouraged to utilize the recreation facility located in the sports area; it is designed for all stakeholders of the University to have a balance life and work and to maintain a healthy life style. Employees can also use all other external recreation facilities such as the basketball, football, and tennis courts, as well as the paddle ones.

Air Ticket Entitlement

Expatriate employees would be entitled to such tickets in accordance with the provisions of the individual employment contract and University policy. For Expatriate employees requiring the

university to make travel and/or visa arrangements - 21 days prior notice to the traveling date is required, except for emergencies.

The University will provide a lumpsum for the value of ticket in the employee's salary. The employee can make the travel arrangements for them and their dependents according to the published academic calendar and the department needs.

Life in Saudi Arabia

Culture in Saudi Arabia

There may be many aspects of life here that are different from the country and culture you have left. We believe that the most important step in adjusting to your life in Saudi Arabia is to learn some of the customs and laws. Then you will become more comfortable in your new environment. Once you become familiar with cultural differences, life can be very exciting here. Here are some suggested "do's" and "don'ts" for your own safety, comfort, and well-being.

Please DO...

1. Keep an open mind regarding the cultural and social differences you observe. Be flexible and open to change. You will appreciate the new experiences. Accept the challenge of life in a wonderful, ancient country with a rich and exciting history.
2. Attempt to learn and use the Arabic language.
3. Remain flexible and try to adapt to local customs.

For example:

Attire: women should wear conservative, loose-fitting clothing. If you feel better wearing the abaya, then do so.

Ramadan: is the Islamic Holy month during which Muslims observe a fast between sunrise and sunset. Please respect this religious holiday by refraining from eating, chewing gum, drinking, or smoking in public during fasting hours.

Please DON'T...

1. Try to impose your values on the Saudi society. Don't expect life to be just the same as it was in your home country.
2. Photograph people or any area of national security, such as airports, military installations, and refineries.

Traditional Arab Etiquette

Conversational good manners and considerations for the customs and beliefs of others prevail in Saudi Arabia as elsewhere. The Saudis themselves are good-humored, kind, and informal, as they expect others to be.

Some suggestions:

- Memorize and carry the correct name and telephone numbers of your organization (employer), or spouse's organization (employer). Know the correct names, numbers, and locations of the schools your children attend.
- Make sure your children have the name and phone number of your compound, your telephone number, and a trusted neighbor in case of an emergency. This is especially important for the emergency information file at your children's school.
- Voltage in the kingdom can be either 110v or 220v. Know your voltage and choose your appliances accordingly. Check out the various types of equipment, for example, there are several different types of outlets in the Kingdom. If you have a computer, a voltage regulator may be necessary, a surge protector for computers and other electronic equipment is highly recommended.

Remember

You are an invited guest in the Kingdom of Saudi Arabia. You are subject to their local laws. It is prudent for your family to make itself aware of the relevant laws and customs.

YU Accommodations and Locations

YU usually provides its expatriate administrative employees and staff with suitable housing accommodations. Accommodation facilities are provided at different locations in Riyadh and Khobar areas. Some YU employees will be provided a housing allowance and will be able to find a variety of rental accommodations in the local area.

Schooling in Riyadh

It is YU policy to maintain an Education Allowance (Appendix xx) to help eligible employees cover the costs associated with the education of their dependent(s) in Saudi Arabia. All eligible dependent children (under 19 years of age) of expatriate employees who are attending school in Saudi Arabia

(grades 1 through 12 equivalents to the North American grading system) are eligible for the Education Allowance.

YU will pay the tuition fees of the dependent of an eligible employee based on the rules and regulations accordingly. The annual limit for education allowance will be explicitly stated in the employment contract. The payment of tuition fees is based on the school year and not the employee's contract year.

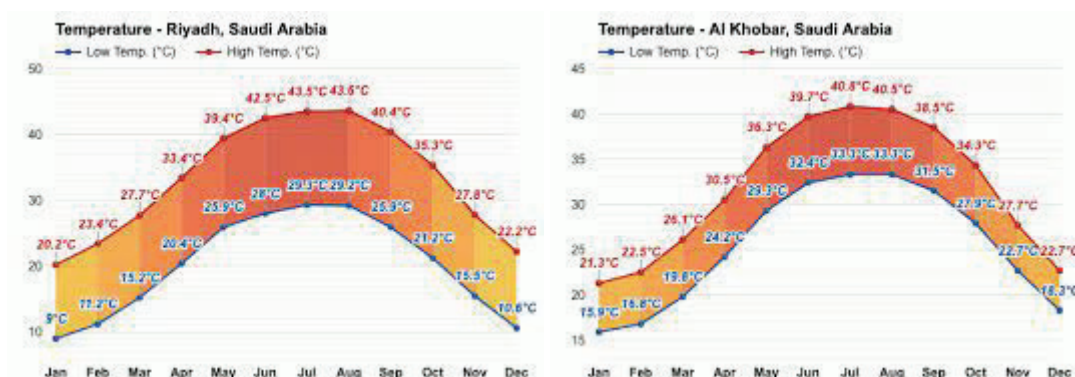
Medical Facilities

All YU employees will be covered by a medical insurance policy. They will be provided with a medical insurance card (or digital card) for themselves as well as, for their dependents. This card is renewed annually and automatically before it expires, guaranteeing that you are not left without a medical card. Hospitals in Saudi Arabia are equipped with high-tech, state-of-the-art medical equipment. Doctors, nurses, and technicians from all over the world are found working in these hospitals, tending to the need of the patients with the best care possible. The medical provider will have a list of all medical establishments that your insurance plan will cover. You can also visit ones that may not be on the list but may have to supplement with out-of-pocket premiums. Make certain you ask for the charges of the service prior to agreeing to it.

Climate

Saudi Arabia has a desert climate. In Khobar it is warm for most of the year. Riyadh, which is inland, is hotter in summer and colder in winter, when occasional heavy rainstorms occur. The Rub al Khali ('empty Quarter') seldom receives rain, making Saudi Arabia one of the driest countries in the world.

Required Clothing: Tropical or lightweight clothing.



Driving

Driving in Saudi Arabia mainly follows the same rules in many western countries. It is similar to the U.S. as to which side of the road you can drive on. When arriving to Saudi Arabia and after obtaining your Iqama (residence card) you can obtain your Saudi Driver's license from the Traffic Department in Riyadh or Khobar. For most countries, you are not required to take a driving test. You will have a Saudi license issued upon presenting your country's driver's license. Some limitations or mandatory lessons may need to be taken in some cases, please make certain you check online for the most updated rules.

The University provides transportation from YU accommodation locations to campus.

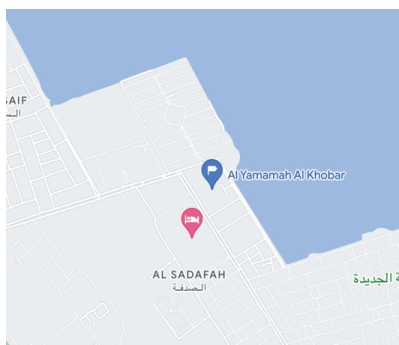
Working at YU

Location of Campus

Al Yamamah University Riyadh is located on King Fahad Road, in the Al Qirawan area



Al Yamamah University Khobar is located on Exhibition Road, in Al Sadafah area



Official Address:

In case you would like to receive correspondence, or packages via regular post or couriers, please use the addresses below, by adding your name after the first line. You may want to add your department, so it is easier for the services department to locate you at the University.

YU Riyadh

Al Yamamah University - King Fahad Branch Road

Al Qirawan, 13541 -Riyadh - KSA

YU Khobar

YU Khobar Campus - 9492 Sharhabeel Bin Saad Street

As Sadafah District – 43215 - Al Khobar

Terms and Conditions of Employment

Each employee signs an “Employment Contract” that sets out their main terms and conditions of employment. Since its inception, the University has continued evolving and developing policies, procedures, rules, and regulations.

The University is a private-sector Employer and is subject to the Laws of Saudi Arabia. For example, the Saudi Arabia Labor Law applies to YU. Another example is that a portion of the Social Insurance Law that deals with the western equivalent workers’ compensation applies to expatriates. YU pays a fee of 2% per month of your basic salary to the “General Organization for Social Insurance (GOSI)” for this coverage. Although working in a university is not generally considered hazardous work, what not be obvious is the fact that this coverage may apply if an employee should be involved in a traffic accident either coming or going from work.

The University provides a Medical Insurance Plan where the premium for the coverage is paid by the University. The employee will pay a small fee for each visit to a medical doctor. Further details of the plan are available through the HRD.

Sick leave coverage is based on the provisions of the Labor Law. The employee has coverage for 30 calendar days at full basic salary, 60 calendar days at 75% of basic salary, and 30 calendar days at no salary.

One of the key benefits for expatriates is the fact that there is no income tax paid to the Saudi Arabian authorities. Employees should seek professional advice as to their tax liability in their home country. The taxation laws vary between the various countries.

The University is the employee's sponsor and as such is responsible for the conduct and behavior of each employee and their dependents while they are residents in KSA. This responsibility is different from the regular employment environment in western countries since there is usually a distinction between workplace and personal life. Each "Employment Contract" contains provisions that set out the University's expectations for each employee.

Office Facilities

Each administrative or staff employee is provided with a private office that is modern, well-furnished, and equipped with the latest technology. A laptop or desktop computer is provided depending on the nature of the employee's work.

Information Technology

The University has a very strong commitment for the use of technology in the day-to-day office work. State-of-the-art equipment is provided for office use. A WIFI connection, dedicated to faculty and staff is available in all building in both campuses. High-quality training is available to all employees in the use of the latest technology through the IT Center. If you encounter any issues, you can visit the YU website and submit a ticket with your request.

<https://helpdesk.yu.edu.sa/>

Working Conditions

The working conditions are based on new and modern University facilities. All campuses contain modern facilities and spaces of high quality. Spaces are well-furnished and equipped with all necessary equipment. The temperatures during the summer period are quite high but all facilities are well air-conditioned.

Transportation

The University provides transportation service to and from the campus in university buses. Transportation is also provided for some of the evenings and on the scheduled shopping trips or inner campus short trips. Some employees also use bus transportation to work, while others have chosen to either lease or buy a car.

Leaving YU - Exit Process

Leaving YU is a relatively simple process where the employee is assisted by the YU administration, department, and HRD. The regular terms would be the completion of an annual contract, from the date that the contract was started.

Employment contracts are normally of 1-year duration and may be renewed or extended by mutual agreement between the two parties. A process is followed to ensure that the employee has returned computers, keys, YU employee I.D. card, medical insurance card and any other YU material used by the employee.

YU processes a final pay form that ensures that the employee receives any payments owed to them; for example, the end-of-service benefits. The employee is responsible for closing out bank accounts, paying electrical and telephone bills, and any other expenses incurred. The final stage for YU requires the use of the employee's passport and iqama to process the final exit visa from KSA.

Repatriation

The University arranges for the airline tickets for the employee to return to their point of origin as per the contract.

