



الجامعة العربية المفتوحة
Arab Open University



The Personnel Internal Regulations of the Arab Open University Employees

Approved by the decision of the University Council No. 64 dated on 7/11/2018

The Personnel Internal Regulations of the Arab Open University Employees

Article (1)

This document is entitled “The Personnel Internal Regulations of the Arab Open University **Employees**”, and is in effect from the date of its adoption by the Board of Trustees. Provisions hereof are applicable to all University employees.

Article 2: Definitions

The following terms and definitions, whenever used herein shall refer to the following meanings, unless the context indicates otherwise:

The University: Arab Open University (AOU)

Board of Trustees: Board of Trustees of the University

President: President of the Arab Open University

Headquarters: Headquarters of the Arab Open University

Branch: University Branch established in any country

Regional Center: An educational center established in a specific geographical area in a region and a number of educational centers in this region are linked to it.

Educational Center: A center where learners join in a specific geographical area in the related region and are linked to the Regional Center or the affiliated branch

Deanship: Deanship of an academic programme

Dean: Dean of an academic programme

University Rector: **Rector** of a University branch.

Human Resources Director (HQ/Branch): Director of Human Resources Department in the University (HQ or Branch)

Employees: all staff recruited under the rules hereof to work in the University

Personnel Manual: Approved and applied work procedures and regulations manual.

Article 3: Human Resources Planning

The Human resources plan for the University's work centers is annually prepared and reviewed by the human resources committees in the light of the University approved action plans and policies, and in accordance with the work guidelines and regulations (Personnel Manual).

Article 4: Employee Recruitment

All the University employees (except faculty members who are subject to Faculty Members Internal Procedures) are recruited in accordance with the following procedures:

A. Recruitment for vacant posts in the University shall be based on the following categories:

- 1- Full time contract
- 2- Temporary contract
- 3- Part time contract
- 4- Consultative Employment contract

1) Full time contract: The employee recruited in a full time contract shall work full time during all official working hours according to the rules

stated herein in agreement with the defined work nature. The employee shall be paid a gross salary and the stated entitlements of the job.

- 2) **Temporary contract:** The employee recruited in a temporary contract shall work full working hours during all working days in accordance with the rules stated herein for one year at most. The employee shall be paid a monthly salary. The benefits of this contract type are determined by the University.
 - 3) **Part Time Contract:** The employee recruited in a part time contract shall work less than working hours during all working days. He/she shall be paid a monthly salary in accordance with the number of defined working hours. The President or the Branch Rector shall specify the salary without any other job benefits.
 - 4) **Consultative Employment contract:** The President or the University or the Rector may recruit staff with excellent work experience that the University requires through a consultative employment contract in any senior vacant posts. The President is entitled to approve all job and financial entitlements in accordance with the needs of the University and allocated funds listed in the University budget without any other job benefits.
- B. The provisions hereof as well as the rules and regulations of the University and its operational procedures, are applicable to all University staff recruited under the full time contract.
- C. The provisions related to recruitment herein are applicable to all university jobs with the exception of leadership positions mentioned in the University Bylaws.
- D. All AOU employees are subject to the regulations of labor laws, social insurance and security, taxes as well as laws in force in this regard in the recruitment country.

Article 5: Job Classification

The practices of job classification are globally and locally approved ones.

According to these practices, the importance of each job compared to other jobs, is determined in terms of characteristics, duties, responsibilities, tasks, necessary qualifications and working conditions. These practices are important pillars to build a fair salary and compensation scale so that employees performing jobs with the same level of skills, efforts and responsibilities can receive similar financial compensation and privileges. The employees who occupy jobs requiring a higher level of skills shall receive financial compensation higher than others shall. The application of this article is in accordance with the rules, policies and procedures approved in the Job Classification Manual.

General principles:

General principles: Jobs are classified and placed within categories that bring together jobs of similar level, and the classification shall be according to the five objective criteria:

- 1- Academic qualifications
- 2- Practical experience
- 3- Confronting problems and finding solutions
- 4- Responsibility
- 5- The size of the tasks required

First: Leadership Jobs: include high-specialized ranking leadership and managerial jobs, responsible for administrative and strategic planning, financial, administrative and technical supervision of the Administration, Finance and Technical Departments in the University, in addition to coordinating, following up and evaluating related sections and units.

In this job category, only holders of at least a university degree shall be recruited in addition to other qualifications and experiences stated herein. This category has the following tasks and duties:

- A.** Propose general policies for their departments.
- B.** Follow up the administrative and strategic planning.
- C.** Financial, administrative and technical supervisory.
- D.** Prepare the plans of programs, projects, and services of departments, and follow up, supervise and evaluate them.

Second: Senior Management Jobs: First and Second Ranks

These jobs holders shall be carrying out activities and duties requiring a high proactive level and taking responsibility, and they are required to have a university degree and long practical experience as well as excellent training in various skills of administration, leadership, and professionalism.

Third: Supervisory Administrative Specialist Jobs: third Rank

The occupants of this job rank shall undertake work that requires initiative and responsibility, and requires a university qualification, long practical experience, appropriate training, ability to organize, follow-up, analyze, suggest solutions, work with multiple tasks, help prepare reports, and supervise the junior department employees in performing their daily duties.

Fourth: Middle Administrative Specialist Jobs: fourth Rank

These jobs require a university degree with previous practical experience in a similar position with the ability to work accurately and professionally under an average degree of supervision and to work under pressure, and communicate effectively.

Fifth: Junior Administrative Specialist Jobs: fifth Rank

These jobs require a bachelor's degree in a specific major and mastery of both Arabic and English, but do not necessarily require previous practical experience.

Sixth: Supporting Administrative Jobs: Sixth and Seventh Ranks

These jobs require a high school certificate or technical certificate with a previous practical experience or a Diploma in order to carry out paperwork or secretarial work, and supporting administrative and executive tasks under direct guidance. The employees of these jobs are not involved in decision making in the work fields.

Seventh: Supporting and Craft Jobs: Eighth, Ninth, and Tenth Ranks

These jobs do not require necessarily academic qualification and are centered on craft skills and experience in various tasks, such as car driving, electricity supplying, correspondence, and others that need to be done accurately.

Craft jobs are those of non-skilled workers who depend on physical efforts and ordinary handwork. These jobs do not require theoretical qualification and are subject to direct supervisory to carry out the assigned tasks and activities.

Job Classification Table

Minimum Qualification and Years of Experience					Rank	Classification
Bachelor	Diploma	High School	Middle School	Primary School		
-	-	-	-	-	Excellent	Leadership
20	-	-	-	-	First	Senior Management
12	-	-	-	-	Second (A)	
10	-	-	-	-	Second (B)	
10	-	-	-	-	Third (A)	Supervisory Administrative Specialist
8	-	-	-	-	Third (B)	
6	-	-	-	-	Fourth	Middle Administrative Specialist
Entry	-	-	-	-	Fifth	Junior Administrative Specialist
-	Entry	10	-	-	Sixth	Supporting Administrative Jobs
-	-	5	10	-	Seventh	
-	-	Entry	5	-	Eighth	Supporting and Craft jobs
-	-	-	Entry	5	Ninth	
-	-	-	-	Entry	Tenth	

- Two years of experience shall be added to Master holders.
- Five years of experience shall be added to PhD holders upon being recruited.

- B. The salaries and all relevant entitlements of AOU staff shall be determined according to the Internal Regulations of Salaries, Bonuses and Allowances in force in the University.
- C. Branch Rectors may negotiate the job offers of applicants provided that the job offer is consistent with the approved salary scale.

Article 6 : Recruitment Modes

- A. The University shall apply all modes stated in the approved personnel guidelines for recruitment of staff in any vacancy according to the University budget that has been adopted by the Board of Trustees.
- B. Recruitment is done through selection and competition. A certain percentage of vacancies in each rank may be filled through a process of internal development and promotions.

Article 7 : General Rules and Conditions for Recruitment

- A. The employee recruited to work in the Arab Open University shall have the required skills, qualifications, and experience and enjoy good reputation, according to the approved job classification by the University Council, and must present all required documents and necessary employment certificates.
- B. The employment's contract may be terminated without severance pay or prior notice for those who present fraud documents or certificates to the Arab Open University, or those who conceal crucial information related to their recruitment. The University reserves the right to sue anyone who causes any loss to it due to the said action.
- C. General recruitment conditions
 - At least 18 years of age.
 - Physically fit proved by official certificates.
 - Having the required qualifications and certificates, which are

adopted by accreditation bodies in the relevant country and work experiences for the position.

- Not to have received a prison sentence by any court, which could not be substituted with a fine.
- Having sound character and good reputation.

D. Rules for Recruitment:

1- The full time employee shall be recruited only in a vacant position that is allocated in the annual budget.

2- Recruitment, promotion, or amendment may not be retroactive.

E. The certificates presented for recruitment shall be issued from accredited institutes and universities, and they shall be academically accredited in the country of the institute or university that awards these certificates.

F. The Ministry of Education, or the Ministry of Higher Education in the relevant branch country or the accreditation body are the authorized body that accredits certificates and evaluates their educational level and the period of obtaining them.

G. The Executive Regulations and the Personnel Manual define the approved procedures related to job selection and classification herein.

Article 8: Staff Selection and Recruitment Committees

Staff selection committees are formed, both at headquarters and branches, to consider and recommend staff recruitment as follows:

A. Formation of the **“Human Resources Committee”** at University headquarters chaired by the President or his/her delegate. It shall comprise the Director of Human Resources, the Director of Financial Affairs, and the Director of Administrative Affairs, in addition to one of the Branch Rectors in rotation. The President invites a concerned dean

or director in the headquarters for one renewable year, provided that his/her position and job rank is not lower than that of the applicant.

- B. Formation of **the Branch Human Resources Committee** in each branch of the University, chaired by the Branch Rector. It shall comprise the Assistant Director, the Finance Director, the Director of Educational Center (if any) and the Human Resources Official in the branch. The head of concerned department or unit that needs the vacant shall be invited.
- C. Human Resources Committee at headquarters assumes responsibility of recruiting staff for all jobs at headquarters.
- D. The Branch Human Resources Committee shall be responsible for the recruitment in the branch. It shall provide the Human Resources Department at headquarters with a copy of the minutes of meetings of the Committee, the resumes of applicants, job offers, contracts concluded with the recruited staff, and a copy of the recruitment committee's decisions. Recruiting the first and second rank jobs is subject to the internal recruitment review.

Article 9: Employment of Applicants with previous experiences

- A. Applicants with previous experience corresponding to the nature of the expertise required for the university shall be employed. The number of experience years shall be calculated according to negotiation and in line with what is specified in Article 10 hereof, taking into consideration the following:
 - The experience of six months may be considered as one full experience year.
 - The period of experience prior to obtaining the minimum academic qualification required for the job shall not be considered.
 - The Human Resources Committee at the HQ/Branch shall determine the job rank for the new employee in accordance with the job

classification table and the number of annual allowances in line with the paragraph A of this Article.

Article 10: Calculating Years of Experience

- A. For recruitment purposes, the years of experience are calculated according to the job classification in accordance with the adopted regulations.
- B. If an employee obtains a new qualification or a higher academic degree accredited by the University in his/her field of expertise, then the University may adjust his/her position in light of the new qualification or educational degree according to the University needs, and in accordance with the job classification table and by a resolution from the President or the Branch Rector.

Article 11 : Issuing Recruitment Decisions

- A. The President, or any delegated person, based on the recommendations of concerned committees, shall issue recruitment decisions, stating salaries, bonuses, allowances, and any additional entitlements.
- B. The Human Resources Department shall be provided with copies of recruitment decisions, job offers and contracts concluded with the recruited staff at the branches.
- C. Recruitment decisions shall not be issued for non-existing jobs or jobs not listed in the University approved budget.

Article 12 : Job initiation

The Human Resources Department at the Headquarters and branches assumes responsibility of orienting the new employee with the rules, regulations, and policies to be followed. While the direct manager shall initiate the new employee with his/her job description, functional duties and the standards of performance evaluation expected of the services in the

University.

Article 13: Probation Period

- A. According to labor laws in force in the country of recruitment, all recruited staff shall go through a probation period. The university reserves the right during the probation period to terminate employment without giving reasons. The University shall pay his/her full salary and entitlements for the period of service.
- B. The probation period is deemed an actual service period for the employee.

Article 14 : Work Duties

First: The employee shall;

- A. Safeguard funds, assets and properties of the University and use them only for their intended purposes.
- B. Maintain strict confidentiality with regard to his/her work and the work of the University in general. All University information is considered confidential, and can only be disclosed to concerned staff who directly deal with such information.
- C. Inform his/her superiors of any failure or misdeed in the application of the rules, regulations and instructions, and provide suggestions that he/she deems useful to improve working methods and raise the performance of the University.
- D. Refrain from any action that is inconsistent with his/her duties which negatively affects the University, or is detrimental to superiors, subordinates, colleagues, faculty members, students, or any one related to the job.
- E. Perform his/her job duties as set forth in the bylaws and regulations issued and any other duties officially assigned to him, by dedicating all

efforts to accomplish them. Staff may be assigned to work during official holidays and vacations if deemed necessary for the interest of the University.

- F. Develop his/her scientific and practical capabilities and competencies; abide by the University bylaws and the regulations issued thereunder, and implement the instructions of his/her superiors and their directives as well as taken into account the administrative hierarchy in the career contacts.
- G. Act politely with his/her superiors, subordinates, and colleagues as well as with faculty, students and staff.

Second: The employee is prohibited to:

- A. Leave or stop the work without a permission from his/her superior.
- B. Disclose any information or data about matters that must remain confidential. The employee must not keep any official document or correspondence or a copy of them or an official seal for himself/herself.
- C. Negatively affect or damage the reputation of the University or its staff.
- D. Exploit his/her position and its powers for personal interests, benefits, such as accepting gifts or gratuities from any person having a financial relationship or interest with the University.
- E. Practice any partisan, political, sectarian, or regional activity on campus.

Article 15 :Working outside the University

Without the prior written consent from the President or the Branch Rector, staff member shall refrain doing any of the following:

- A. Any work or employment outside the University, whether self-employment or for others, or as an unpaid job.
- B. Activities outside the University that might hinder their job at the University.

- C. Use or exploit the University resources for any work that is not relevant to the work of the University.

Article 16: Renewal of Contracts

Administrative staff contracts shall be renewed in accordance with the relevant AOU regulations and bylaws in a manner consistent with the labor bylaws that are effective in the relevant country.

Article 17 : Employee Performance Evaluation

- A. The staff performance shall be evaluated for all purposes set forth herein (including promotion and incentives) in accordance with the annual evaluation report and the approved procedures.
- B. This Article is applicable in accordance with the policies, regulations and guidelines of the Evaluation of Performance Efficiency Manual.
- C. The University employees shall be subject to an annual performance evaluation system based on defined criteria and principles characterized by equality, fairness, and objectivity in order to contribute to reward good performers and correct poor performers. The employee who did not spend six months from the date of his/her appointment shall not be subject to the said system.
- D. The University may adopt different tools that support the activity of performance evaluation. These tools may vary according to the job categories and ranks.
- E. The direct supervisor shall evaluate the performance of his/her subordinate employees at a minimum of one time per year. He/she shall submit a report on the subordinated employee. The report shall include the supervisor's comment and observations in accordance with the adopted procedures.
- F. The Human Resources Department shall notify the evaluated employee

about his/her evaluation report to sign it. The employee may submit grievance to the HR Committee at HQ if he/she works at HQ or the branch in the country hosting HQ, but in case he/she works in other branches, he/she shall submit to the respective branch, within one month from the date of notification.

- G. The University may, whenever deemed, grant the annual allowance based on the performance evaluation and productivity efficiency, and in a manner consistent with the labor laws applicable in the respective country. Applying this article in accordance with the rules of granting the annual allowance as shown below:

1_ Commitment to the entitlement condition of annual allowance based on the result of performance evaluation report.

2_ The employee is entitled to an annual allowance after one year.

3_ Granting annual allowance is based on the result of the performance evaluation report and the employee's productivity.

4_ The annual allowance shall be paid according to the basic salary amount.

Article 18 :Training and Development

The University is keen on training its staff and on developing their skills, functional capabilities, and knowledge in their current jobs or in higher jobs that are planned to be assigned to them, according to the following:

- A. This article shall be applicable in accordance with the policies, regulations, and procedures of the training and development manual in force in the University.
- B. All work centers in the University shall specify their annual training needs for their staff in coordination with the Human Resources Department and Training Department. This is done within the framework of the general training plan of the University and in line with

the strategic directors of manpower and the results of the annual staff evaluation.

- C. Based on the recommendation of the direct supervisor and in accordance with the training and development plan, and for training and development purposes, the staff member is nominated to attend conferences, training programs and workshops related to his/her work, which are organized by the University or by external institutions.

Article 19: Career Progression and Development

A: Career Progression

The University aims to motivate its staff and enhance their performance efficiency; therefore, it sets conditions and parameters for the job progression in line with the regulations and procedures of job promotion manual and based on the job classification manual.

B: Career Development

A plan for career development shall be prepared in coordination with the direct supervisor after the completion of the annual performance evaluation in order to increase the capability of the University in qualifying distinguished staff to be ready for assuming responsibilities and job roles in the future in accordance with the Manual of the career development procedures.

Article 20: Promotions and Incentives

- A. The employee is promoted to a higher tier based on the job performance evaluation system referred to in Article (17).
- B. The minimum annual increment granted to the employee is based on the performance evaluation report and is not necessarily linked to his/her promotion to a higher grade.
- C. In case that the employee obtains all annual allowances for the job grade, he/she may not be promoted to a higher grade.

- D. The President, or the Branch Rector, may grant outstanding employees distinguished performance incentives taking into account the limitation of allocated funds in the University budget, or may promote them to a higher grade, in accordance with the approved procedures stated in the Personnel Manual.

Article 21 :Conditions of Promotion

- A. A financial grade shall be vacant and approved in the budget, and it shall be immediately after the employee's current grade, within the job category in which he was appointed.
- B. Availability of minimum requirements for qualifying for the post in the higher grade according to the job classification (article 5) hereof.
- C. The employee shall spend at least five years in the job grade to be promoted from, and obtain a performance report with "Excellent" for the previous two years in order to be nominated to promotion.
- D. The employee shall complete the total years of experience relevant to the grade for which to be promoted, and obtain a performance grade (no less than very good' for two years preceding the nomination for promotion. In case of promoting from one category to a higher one within the same grade, the employee shall spend at least three years in the category from which to be promoted, and his/her performance during this period shall be at least very good.
- E. The Human Resources Committee at HQ or Branch shall consider the application of promotion according to the following criteria:
- Efficiency in the current job.
 - The candidate's eligibility for qualification requirements of the higher position that means the employee shall have enough professional skills and capabilities for a higher tier as indicated in the job classification.

- The last three annual evaluation performance reports of the employee.
- Number of training courses and career certificates that qualify the employee to be promoted.

Article 22 :Temporary Transfer

- A. University employees may be moved between their localities and units, as deemed necessary for the interest of work, by a decision issued by the President in case of the employees' staff at HQ, while the Branch Rector shall take the decision regarding the transfer of branch staff.
- B. In the case of transfer or assignment to special tasks, the employee may not be transferred to a job or tier lower than his/her current one.
- C. Upon the decision of the transfer, consideration shall be given to the interest of the University, effective use of employees' services, and cost-saving.
- D. The transfer decision should meet the following conditions:
 - Not to negatively affect the employee's tier.
 - The employee shall have the minimum requirements for the job transferred to.
 - Not to negatively affect the employee's salary.

Article 23: Assigning Extra Work

- A. The President or Branch Rector may assign the employee to do another job or other work in addition to his/her original job. The Regulations defines the overtime payments within the allocated funds in the approved annual budgets, and provisions of labor laws in force in this regard in the relevant country.
- B. If a vacancy arises in any job or its incumbent is absent for any

legitimate reason, the President or Branch Rector may assign another employee to carry out the job and its functions as acting in addition to his/her original job. He/she may be granted extra work allowances, a monthly payment up to maximum of 25% of his basic salary.

Article 24: Commissioning of Staff to perform other tasks

- A. If necessary, the President or Branch Rector may commission any employee to do any other task or job in the University for a period of not to exceed one year, renewable as needed, provided that it is consistent with his/her work experience at the University.
- B. If a vacancy arises in vital positions (the jobs that impede the course of daily work) or the absence of its incumbent for a limited period, the President or Branch Rector in the relevant country may assign another employee to carry out their functions as a temporary replacement.

Article 25: Secondment

- A. The President may recommend staff secondment to the Board of Trustees, upon consent of the relevant Human Resources Committee and the recommendation of the University Council, provided that the said staff has spent at least six years at the University, to work outside the University for a period of one year or part of the year, subject to renewal, provided that the secondment term does not exceed two years for any reason.
- B. The University does not assume the salaries, bonuses, allowances, and expenses or any other payments of any kind to the employee during his/her period of secondment.
- C. The period of the employee's secondment is considered part of his/her actual service at the University in respect to his/her promotion and seniority.

- D. The period of the employee's secondment shall not be considered part of his/her service in respect to his/her severance package.

Working Hours, Official Holidays and Vacations

Article 26 : Official Working Hours

- A. The University is opened five days a week. Working hours range between 35 to 40 hours per week in accordance with the provisions of labor laws in force in the relevant country.
- B. The University staff at the headquarters and branches shall be entitled to one day holiday per a week with full pay in accordance with the provisions of the laws in force in the relevant country.
- C. The University has the right to amend and change the daily work hours in accordance with University work requirements, in line with the provisions of the labor laws in force in the relevant country.

Article 27 : Official Holidays

- A) The University staff benefit from official holidays in the host countries of headquarters or branches in accordance with the provisions of labor laws in force in the relevant country.
- B) The official holidays do not count as part of the annual leave if they coincide.
- C) The President and the Branch Rector may assign employees to work during the holidays, according to work requirements. Remuneration for extra work is determined by the President and the Branch Rector, provided it is within the allocations of such items in the approved university budget and in accordance with the provisions of laws in this regard in the relevant country.
- D) The University encourages its employees to take their leave and enjoy their holidays to avoid the gradual accumulation of the financial burden on the University. Leaves are given in an orderly manner to avoid problems in the leave schedules.

E) The regulations of the official holidays and vacations manual shall be applied when implementing this article.

Article 28: Staff Leave

A- Leaves include annual leave, emergency leave, sick leave, maternity leave, Hajj (pilgrimage) leave and special leaves in accordance with the applicable laws in this regard in the relevant country (Based on the vacations manual).

B- The interest of work shall be taken into account before approving any leave. Request for leave shall be accompanied by the written consent of the direct supervisor. The employee shall obtain the following approvals from authorized personnel before going on leave:

- The President or his delegate: for headquarters staff
- Branch Rector or his delegate: for branch staff

C- Reporting for duty: The employee shall report for duty immediately at the end of his/her leave. Extension of the leave shall be in writing. Extension shall be granted after the approval of the direct manager before the end of the leave.

D- In case of applying the paragraphs of this article, the employee shall be committed to the AOU official holidays and vacations manual.

Article 29: Annual Leave

The employee is entitled to paid annual leave in accordance with the regulations and bylaws effective in the respective country as follows:

- A. Annual leave shall be calculated by dividing the salary amount by 26 and multiplying the result by the number of actual leave days.
- B. The employees' leaves are scheduled according to the means that satisfy the work's interest.

- C. Annual leave may not be accumulated for more than what stipulated in the country's regulations with the exception of emergency cases approved by the President or the Branch Rector.
- D. If the leave balance of employee exceeds two years, the employee shall lose his/her right in the exceeding leave balance.
- E. The employee shall not be entitled to a balance leave for periods spent in special unpaid leave.
- F. Upon the end of service, the employee shall not be entitled to annual leave for the whole year; otherwise, his/her annual leave shall be calculated until the date of service end.
- G. If the service of the employee is ended in the University, he/she shall be paid salary and allowances for the annual leave period deserved until the end of his/her service time.
- H. The employee shall be entitled to an annual leave spent at one time and he/she may take the leave separately according to the interests and circumstances of work.
- I. The leaves may be separated and postponed in the line with the interest of work, and the employee may take his/her leave balance in one year provided that he/she should not take a balance of two years.
- J. The employee shall not work for another party during the annual leave against paid or unpaid work and if the University proves that, the University may deprive him/her from his/her salary for the leave period, and it may recover the payments, provided that this does not contradict with any other rules stated in these present regulations and the labor laws in the relevant country.
- K. The new recruited employee shall not be entitled to annual leave until he/she has spent six months since the date of recruitment including the probation period, or in accordance with the effective regulations in the respective country.

Article 30 :Unpaid leave

- A. The President shall be entitled to grant any employee in the University unpaid leave for a period not exceeding 20 days based on the recommendation by the direct supervisor, provided that the employee has spent no less than two consecutive years of actual service in the University.
- B. The employee shall not be granted a leave balance or end of service benefits for unpaid leaves. The unpaid leaves shall not be calculated in his/her service period.
- C. The official holidays and weekends are included within the leave period. Under this article, the unpaid leave granted to the employee shall not be deemed as a period of actual service in the University.

Article 31: Conflict of Interests

- A. The employee shall disclose in writing any information about any conflict with the duties and responsibility of his/her position at the University or with the goals and objectives of the University.
- B. The employee shall be subject to disciplinary measures stated in Article (32) as a result of his/her violation of the principles contained in this article.

Article 32 : Disciplinary Procedures

- A. All University staff shall perform their tasks, duties and responsibilities and comply with the provisions of the rules, regulations and decisions in force internally. They shall refrain from any action incompatible with their duties in the University or any action damaging to the University or any of its employees.
- B. If the employee violates the University's bylaws or the internal regulations, rules, job duties (with the exception of the working hours and work bylaws in force in the AOU), he/she shall be subject to one of the disciplinary procedures as stated in the approved Executive

Regulations, as follows, and in compliance with the labor laws effective in the relevant country:

- Notification
- warning
- Final warning
- Salary deduction of no more than three days at a time.
- Denial of increment for one time (no more than six months)
- Dismissal with paying the end of service benefits and all rights reward.
- Dismissal with deprivation of the end of service benefits and all rights reward.

C. No disciplinary measure may be imposed on the employees without a clearly justified decision issued by the President or the Branch Rector in accordance with the paragraphs of Article 33 hereof, following an official investigation in writing where they are allowed to defend themselves.

D. The University may not impose more than one penalty stipulated in Paragraph B of this present Article on the employee who commits one disciplinary offense.

E. Each branch may apply the labor laws effective in its country instead of applying the abovementioned procedures.

Article 33: Authority of approving and imposing disciplinary measures

Disciplinary measures set forth in these procedures and penalties guidelines are imposed according to the authorities as follows:

A. The President, Branch Rector or their delegate may impose the penalties set forth in the Executive Regulations.

B. If an employee is charged with violating duties or job functions at headquarters or in the branches, he/she shall first be addressed through an investigation committee formed by a decision of the President or the Branch Rector. The committee shall comprise a chairperson and three members from

within the University staff including the HR official. The employee shall be given the chance to defend him/herself before issuing a penalty decision. The committee shall reach a recommendation by voting and then submit it to the President or the Branch Rector for the approval.

- In the event that the violation does not necessitate dismissal from the service, the necessary punishment shall be imposed on the employee by the President, or the Branch Rector or their delegate.

-In the event that the violation requires dismissal from service, the President or the Branch Rector may refer the employee to the primary disciplinary board formed by the President of the University or the Branch Rector as it includes a chairperson and four members (provided that among the members is one of the members of the previous investigation committee) in order to take the appropriate recommendation by the majority and submit it to the president of the university or the Branch Rector for final approval .

-When referring the employee to the disciplinary council, the President or the Branch Rector has the right to suspend the employee from work until a final decision is issued against him/her within two weeks at most.

C- Each branch may apply the labor bylaws effective in its country instead of resorting to apply the said procedures.

Article 34 : Criminal Litigation

- A. If criminal litigation is brought against an employee, no disciplinary measures shall be taken arising from the same criminal charges until final ruling is made.
- B. The ruling in the criminal litigation in favor of the employee or acquittal of the charges shall stop disciplinary measures against him/her under the provisions hereof.

Article 35: End of Service

A. The employee's service ends according to one of the following reasons and in consistence with the labor laws in the relevant country:

1. Acceptance of resignation
 2. Lay out of service
 3. Reaching the age of retirement:
 - A) In accordance with regulations and laws applicable in the respective country.
 - B) 60 years, which is considered as an age for end of service in countries that have no defined rules or regulations concerning the work age.
 4. Inability to work in the University because of medical reasons based on a medical report from a medical authority.
 5. Termination of contract.
 6. Job loss or work absence.
 7. Dismissal of service or termination of contract by a decision issued by the President or the Branch Rector based on a recommendation of the Disciplinary Council.
 8. Lay off because of harsh financial circumstances of the University.
 9. Not meeting one of the recruitment conditions stated herein.
 10. A final sentence is pronounced against the employee convicting him/her for criminal offense and delict of honor.
 11. Death.
- B. If the employee is penalized in one of the following penalties (dismissal of service or termination of contract by a disciplinary decision), he/she shall be deprived of work entitlements except the pay for accrued leave balance.

Article 36 Resignation

A. The employee shall submit resignation in writing which shall be accepted or rejected by the President or the Branch Rector. In the case of no response to the application for resignation, the said resignation shall be

considered accepted within 30 days from the date of receipt.

- B. The employee should continue his/her functions until receiving a notice in writing accepting the resignation. If this employee leaves work before receiving the decision about the resignation for a period of more than 15 consecutive days, or according to the labor laws in the relevant country, he/she shall be considered terminated for job loss.
- C. The labor bylaws shall be applicable when applying the provisions of this article.

Article 37 : Job Loss

- A. The employee shall lose his/her job if he/she is absent from work for 15 consecutive days (or for the number of days stipulated in the labor laws in the relevant country) without lawful leave or providing an excuse accepted by the President or the Branch Rector, and failing to notify the direct supervisor and Human Resources Departments during his/her absence period by any means available. In this case, the decision deeming the employee as "lost the job" shall be rendered and shall be in effect from the first day the employee is absent from work.
- B. The employee shall lose his/her job if he/she is absent from work for 21 intermittent days (or for the number of days stipulated in the labor laws in the relevant country) without lawful leave or providing an excuse accepted by the President or the Branch Rector, and failing to notify the direct supervisor and Human Resources Departments during his/her absence period by any means available. In this case, the decision deeming the employee as "lost the job" shall be rendered and shall be in effect from the first day the employee is absent from work.
- C. The employee deemed as "lost the job" has the right to appeal the decision within fifteen days from the decision date and the appeal which includes the appeal reasons shall be submitted to the President. If the concerned authority is satisfied with the reasons, the decision

shall be cancelled and the employee returns to his/her job.

Article 38: Contract Termination

- A. If any of the parties wishes to terminate the contract, they must notify the other party in writing prior to the specified period of the end of contract and in line with the labor laws in the relevant country.
- B. If either of the parties does not notify the other of their intention to terminate the contract, said contract shall be valid and renewed automatically for a similar duration of the original contract.

Article 39: Death

In case of death, the University shall continue to pay the deceased's salary, bonuses and allowances for the month in which death has occurred, and shall pay the same to the family in the following month.

Article 40 : Settlement of financial obligations and University items

The employee, whose service in the University has ended for any reason except death, shall pay off all their financial obligations to the University and return all items under his/her charge before leaving.

Article 41 : Social Security or Social Insurance

- A. Participation of all employees in the University headquarters and branches in the social insurance or social security in countries where subscription in the social insurance or social security is mandatory in accordance with the requirements of the applicable laws in the relevant countries.
- B. The labor and taxes laws in force in the branch countries shall be applied from the date that an employee starts working in the University.
- C.

Article 42 :End of Service Indemnity

- A. University employees are subject to the labor bylaws in force in their countries.
- B. The employee is entitled to end of service indemnity upon the acceptance of his/her resignation.

Article 43 :Taxes

If taxes (equivalents) are imposed on salaries of the University Staff according to the applicable labor and tax laws in relevant countries, taxes due per the law shall be deducted from the salary of the University staff monthly and shall be transferred to the concerned authorities in accordance with the applicable laws in the different countries of branches.

Article 44 : Health Insurance

- A. The University provide a “health insurance system” for all staff members in accordance with the health insurance manual approved by the University.

General Provisions

Article 45 Staff Salaries, Bonuses and Allowances

Staff salaries, bonuses, allowances and all other financial entitlements and affairs are determined in accordance with the “Internal System of Salaries and Allowances” in the Arab Open University.

Article 46 Executive Regulations

The President shall issue the Personnel Affairs Guidelines relevant to the application of the provisions of the system, after approval by the University Council, provided that the guidelines do not contradict or violate the provisions of the system.

Article 47 Application of the Regulations

- A. The Regulations hereof shall be applied upon approval of the Board of Trustees.
- B. All provisions of the previous personnel affairs internal regulations shall be abolished.
- C. The concerned parties shall implement the provisions hereof.
- D. The President, Vice-Presidents, Branch Rectors, Deans, and Department Directors shall be responsible to implement the provisions hereof.

Article 48

Implementing the articles hereof, the branch countries’ laws and regulations shall be taken into account, and should not be contradicted with.

