



The Internal Regulations for Arab Open University Employees

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The Internal Regulations for Arab Open University Employees

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Article 1: Title

The present bylaws shall be named: “The Internal Regulations for Arab Open University Employees.”

Article 2: Definitions

Unless the context indicates otherwise, the following words and expressions shall have the meanings specified hereunder:

University / AOU	The Arab Open University
President	The University President
VPAA&SR	The Vice President of academic affairs and scientific research
Dean	The Dean of an academic programme
Deanship	The Deanship of an academic program that offers a Bachelor's degree
Director/Rector	The Director/Rector of an Arab Open University branch or campus
Branch	An Arab Open University branch or campus
Headquarters / HQ	The Arab Open University headquarters
Board of Trustees	The Arab Open University Board of Trustees
Employees	All staff recruited under the rules hereof to work at the University

Personnel Manual	Approved and applied work procedures and regulations manual
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
Regional Center	An educational center established in a specific geographical area in a region that links a number of educational centers to it

Article 3: Human Resources (HR) Planning

The HR plan for the University's work centers is annually prepared and reviewed by the HR Committees, in accordance with University approved action plans and policies as well as work guidelines and regulations (Personnel Manual).

Article 4: Employee Recruitment

All University employees (except faculty members who are subject to ***The Internal Regulations Governing Academic Faculty Members at Arab Open University***) are recruited in accordance with the following procedures:

- A) Recruitment for University vacant posts shall be based on the following categories:
- 1) **Full-Time Contract:** the employee shall commit to official working hours in University workdays, and he/she shall be paid a gross salary and the job's stated entitlements, in accordance with the rules stated herein in agreement with the defined work nature.
 - 2) **Temporary Contract:** the employee shall commit to official working hours in University workdays, and he/she shall be paid a monthly salary alongside certain benefits that are determined by the University, in accordance with the rules stated herein for one year at most.
 - 3) **Part-Time Contract:** The employee shall work less than the full working hours during University work days. He/she shall be paid a monthly salary in accordance with the number of working hours defined in the contract.

The President or the branch Rector shall specify the salary without any other job benefits.

- 4) **Consultative Employment Contract:** The President or the Rector may recruit staff with excellent work experience 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 University regulations 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 University 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

Job classification is a globally and locally approved practice that can provide insight on the relative importance and weight of jobs in comparison to others. The examined factors for comparison include characteristics, duties, responsibilities, tasks, necessary qualifications, and working conditions. Job classification also helps in building a fair salary and compensation scale so that employees in similar jobs with relatively similar skills can receive similar financial compensation and/or privileges. Naturally, the more complex and diverse the set of skills needed to perform a job, and the more responsibilities it has, the higher the compensation shall be. This article is in line with the approved Job Classification Manual's regulations and policies.

General Principles

Jobs are classified and placed within categories that bring together similar levels, and the classification shall be according to the following five objective criteria:

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

First: Leadership Jobs (Premium)

Highly-specialized managerial and leadership jobs responsible for administrative and strategic planning, financial, administrative and technical supervision of the ***Internal Regulations Governing Academic Faculty Members at Arab Open University***, the University's Financial Affairs and Technical Departments, in addition to coordinating, following-up and evaluating related sections and units to the aforementioned.

Only holders of at least a University degree shall be recruited in this category, in addition to other qualifications and experiences that are stated herein.

Moreover, this category has the following tasks and duties:

- A) Propose general policies for their departments.
- B) Follow-up on the administrative and strategic planning.
- C) Financial, administrative and technical supervisory.
- D) Prepare plans for programs, projects and departmental services. Then follow-up, supervise and evaluate these plans.

Second: Senior Management Jobs (Job Grade 1, 2A and 2B)

Highly-managerial jobs that require a University degree and long practical experience, as well as excellent training in various skill sets including, but not limited to administration, leadership, and professionalism. These jobs require a high level of proactivity and taking responsibility.

Third: Supervisory Administrative Specialist Jobs (Job Grade 3A and 3B)

These jobs require initiative and responsibility, the ability to multi-task, organize, follow-up, analyze, suggest solutions, prepare reports, and supervise the department's junior employees in performing their daily duties. They require a University qualification, long practical experience and appropriate training.

Fourth: Mid-Level Administrative Specialist Jobs (Job Grade 4)

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

Fifth: Junior Administrative Specialist Jobs (Job Grade 5)

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

Sixth: Secretarial / Support Administrative Jobs (Job Grades 6 and 7)

These jobs require a high school certificate, technical certificate or Diploma, with prior practical experience in accordance with the job classification schedule below. These jobs don't involve decision-making, rather involve paperwork or secretarial work and supporting administrative and executive tasks under direct guidance.

Seventh: Service, Support and Craft Jobs (Job Grades 8, 9 and 10)

These jobs do not require academic qualifications. They 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

Classification	Rank	Minimum Qualification and Years of Experience				
		Primary School	Middle School	High School	Diploma	Bachelor's Degree
Leadership	Premium	-	-	-	-	-
Senior Management	First	-	-	-	-	20
	Second (A)	-	-	-	-	12
	Second (B)	-	-	-	-	10
Supervisory Administrative Specialist	Third (A)	-	-	-	-	10
	Third (B)	-	-	-	-	8
Mid-Level Administrative Specialist	Fourth	-	-	-	-	6
Junior Administrative Specialist	Fifth	-	-	-	-	Entry
Secretarial / Support Administrative	Sixth	-	-	10	Entry	-
	Seventh	-	10	5	-	-
Service, Support and Craft	Eighth	-	5	Entry	-	-
	Ninth	5	Entry	-	-	-
	Tenth	Entry	-	-	-	-

- If a Master's degree holder is appointed, 2 years of experience shall be added on appointment.
- If a Ph.D. holder is appointed, 5 years of experience shall be added on appointment.
- Salaries and all relevant University staff entitlements shall be determined according to the **Internal Regulations of Salaries, Bonuses and Allowances** in force in the University.

- Branch Rectors may negotiate applicants' job offers, provided that the job offer is consistent with the approved salary scale.

Article 6: Recruitment Modes

- A) The University shall apply all the modes stated herein for staff recruitment to fill vacant posts, in accordance with the approved University budget 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: Recruitment General Rules and Conditions

- A) According to the University Council's approved job classification, a recruited employee must possess the necessary qualifications, skills, experience, good reputation, and good conduct. He/she must also present all required documents and certificates.
- B) Employment contracts may be terminated without severance pay or prior notice for those discovered to have presented fraudulent documents or certificates to the University, or those whom conceal crucial information related to their recruitment. The University reserves the right to sue anyone who causes any it losses due to the aforementioned.
- C) General recruitment conditions:
 - Must be at least 18 years of age.
 - Must be physically fit; proven by official certificates.
 - Must have the required work experience, qualifications and certificates that are adopted by the accreditation bodies in the relevant country.
 - Must not have received any prison sentence that could not have been substituted with a fine.
 - Must have a good reputation and good conduct.
- D) Rules to consider when recruiting:
 - 1) A full-time employee shall only be recruited for a vacant position that has an allocation in the annual budget.

- 2) Recruitment, promotion, or amendment may not be retroactive.
- E) The certificates presented 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 (MOE) or the Ministry of Higher Education (MOHE) in the accreditation body or in the relevant branch country is the authorized body that accredits certificates and evaluates their educational level and the period of obtaining them.
- G) The executive regulations define the approved procedures related to job selection and the classification herein.

Article 8: Staff Selection and Recruitment Committees

Staff selection committees are formed at HQ and the branches to consider and recommend staff recruitment as follows:

- A) Formation of the HR Committee at University HQ chaired by the President or his/her delegate. It shall comprise the Director of HR, the Director of Financial Affairs, the Director of Administrative Affairs, and one of the branch Rectors in rotation. The President invites the concerned Dean or Director in HQ 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 HR Committee in each branch, chaired by the branch Rector. It shall comprise the Assistant Director, the Finance Director, the Director of Educational Center (if any) and the HR Official in the branch. The head of concerned department or unit that needs the vacant shall be invited.
- C) HR Committee at HQ assumes responsibility of recruiting staff for all jobs at HQ.
- D) The Branch HR Committee shall be responsible for recruitment at the branch. It shall provide the HR Department at HQ with copies of the Committee's meetings minutes, applicants' resumes, job offers, contracts concluded with the recruited staff, and a copy of the recruitment

committee's decisions. Recruiting First and Second rank jobs is subject to the internal recruitment review.

Article : Employment of Experienced Applicants

Applicants with prior experience corresponding to the nature of expertise the University requires shall be employed. The number of experience years shall be calculated according to negotiation, and in line with what is specified in Article 10 herein, taking into consideration the following:

- Six months experience may be considered one full year.
- Any experience acquired prior to obtaining the minimum academic qualification required for the job shall not be considered.
- The HR Committee at HQ/the 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 provisions herein.

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, in accordance with the University's needs and the job classification table and by a resolution from the President or the Branch Rector.

Article 11: Recruitment Decisions

- A) Based on the recommendations of concerned committees, The President, or any delegated person, shall issue recruitment decisions, stating salaries, bonuses, allowances, and any additional entitlements.
- B) The HR 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 HR Department at HQ and the branches assumes responsibility of orienting the new employee with the rules, regulations, and policies to be followed. On the other hand, 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 the University's funds, assets and properties 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 University's interest.
- 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 working without 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 prior written consent from the President or the Branch Rector, staff members 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.

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

Article 16: Contracts Renewal

Administrative staff contracts shall be renewed in accordance with the relevant University regulations and bylaws, and the labor laws in force in the relevant country.

Article 17: Employee Performance Evaluation

- A) In accordance with the annual evaluation report and approved procedures, staff performance shall be evaluated for the reasons set forth herein, including promotion and incentives.
- B) The provisions of this Article are applicable and in line with the Evaluation of Performance Efficiency Manual policies, regulations and guidelines.
- C) University employees shall be subject to an annual performance evaluation based on defined criteria and principles that are characterized by equality, fairness, and objectivity. The evaluation aims to reward good performers and help improve poor performers. Employees who worked less than 6 months at the University will not be subject to evaluation.
- D) The University may adopt different tools to help in performance evaluation. These tools or their usage may vary based on employees' job categories and ranks.
- E) At least once a year, the direct supervisor shall evaluate his/her subordinates performance and submit a report containing his/her comments and observations, in accordance with the adopted procedures.
- F) The HR Department shall notify the employee about his/her evaluation report to sign it. The employee may submit a complaint to the HR Committee at HQ if he/she works at HQ or the branch country hosting HQ. In case the employee works in other branches, he/she shall submit the complaint to the respective branch within 1 month from the date of notification.

- G) The University may, whenever necessary, grant the annual allowance based on the performance evaluation; productivity and efficiency, and in a manner consistent with the labor laws in force in the respective country. Applying this Article's provisions has to be in accordance with the rules of granting the annual allowance shown below:
- 1) Commitment to the entitlement condition for the annual allowance based on the result of the performance evaluation report and employee productivity.
 - 2) The employee is entitled to an annual allowance after 1 year.
 - 3) 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, developing their skills and functional capabilities, and enriching their knowledge regarding their current jobs and/or future higher jobs that are planned to be assigned to them. This is done 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 at the University.
- B) All work centers in the University shall specify their annual training needs for their staff in coordination with the HR Department and the Training Department. This is done within the framework of the University's general training plan and in line with the strategic directors of manpower, and according to 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 and efficiency. Therefore, it sets conditions and parameters for job progression in line with the regulations and procedures of the 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. This plan helps the University increase its distinguished staff to be ready for assuming responsibilities and job roles in the future in accordance with the Career Development Procedures Manual.

Article 20: Promotions and Incentives

- A) The employee is promoted to a higher tier based on the job performance evaluation referred to in Article 17 herein.
- 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 the employee obtains all annual allowances for their 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: Promotion Conditions

- A) A financial grade shall be vacant and approved in the budget, and it shall be immediately following the employee's current grade within the job category.
- B) Availability of minimum requirements for qualifying for a higher grade post according to Article 5's job classification herein.
- C) The employee shall spend at least 5 years in their job grade to be promoted from it, and obtain an Excellent rating in their performance report for the last 2 years in order to be nominated to promotion.
- D) The employee shall complete the total years of experience relevant to the grade he/she is to be promoted to, and obtain a Very Good rating for 2 years preceding the nomination for promotion. In case of promotion from one category to a higher one within the same grade, the employee shall spend at least 3 years in the category with at least a Very Good performance rating during this period.
- E) The HR Committee at HQ or the branch shall consider the promotion application according to the following criteria:
 - Efficiency in the current job.
 - Eligibility for the higher position's, i.e. having the required professional skills and capabilities.
 - The employee's last 3 annual evaluation performance reports.
 - A number of training courses and career certificates that qualify the employee to be promoted.

Article 22: Temporary Transfer

- A) _____, if deemed necessary for the interest of work. This is done by the President's decision for HQ employees, and the relevant branch Rector's decision for branch employees.
- 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 transfer decision, consideration shall be given to the University's interest, effective use of the employee's services, and cost-saving.
- D) The transfer decision needs to meet the following conditions:
- It should not negatively affect the employee's tier.
 - It should not negatively affect the employee's salary.
 - The employee shall have the minimum requirements for the job transferred to.

Article 23: Assigning Extra Work

- A) The President or branch Rector may assign an employee to do other work in addition to his/her original job. Regulations define overtime payments within the allocated funds in the approved annual budget, and it has to be in accordance with the labor laws in force 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 in addition to his/her original job. He/she may be granted extra work allowance; a monthly payment up to a maximum of 25% of his/her basic salary.

Article 24: Commissioning Staff for 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 less than 1 year, renewable as needed, provided that it is consistent with his/her work experience at the University.
- B) If a vacancy arises in a vital position (a job that impedes the course of daily work) or the absence of its incumbent for a limited period, the President or branch Rector may assign another employee to carry out their tasks as a temporary replacement.

Article 25: Staff Secondment

- A) Upon consent of the relevant HR Committee and a recommendation from the University Council, the President may recommend staff secondment to the Board of Trustees, provided he/she has spent at least 6 years at the University. Work outside the University can be up to 1 year or less, subject to renewal, provided that the secondment term does not exceed 2 years for any reason.
- B) The University does not assume the salaries, bonuses, allowances, expenses or any other payments 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 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, Holidays and Vacations

Article 26: Official Working Hours

- A) The University is open 5 days a week. Working hours range between 35 to 40 hours per week, in accordance with the labor laws in force in the relevant country.
- B) University staff at HQ and the branches shall be entitled to 1 day holiday per week with full pay in accordance with the laws in force in the relevant country.
- C) The University has the right to change the daily working hours based on work needs, in line with the labor laws in force in the relevant country.

Article 27: Official Holidays

- A) University staff benefit from official holidays in the host countries of HQ or the branches, in accordance with the labor laws in force in the relevant countries.

- B) If they coincide, official holidays do not count as part of the annual leave.
- C) The President or the branch Rector may assign employees to work during holidays, if needed. Remuneration is determined by the President or the branch Rector, provided it is within the allocations in the approved University budget and in accordance with the laws in the relevant country.
- D) The University encourages its employees to enjoy their holidays in order to avoid the gradual accumulation of financial burden on it. Leaves are given in an orderly manner to avoid problems in the leave schedules.
- E) ***The Vacations and Public Holidays Bylaws at the Arab Open University*** shall be applied when implementing this Article.

Article 28: Staff Leave

- A) Leaves include annual leave, emergency leave, sick leave, maternity leave, Hajj leave (Muslim pilgrimage) and special leaves, in accordance with ***the Vacations and Public Holidays Bylaws at the Arab Open University***, and the laws in force in the relevant country.
- B) Work interest shall be taken into account before approving any leave. Request for leave shall be accompanied by the direct supervisor's written consent, and the employee needs to obtain the following leadership approvals before going on leave:
 - For HQ Staff: the President or his/her delegate's approval.
 - For branch staff: the branch Rector or his/her delegate's approval.
- C) The employee shall report for duty immediately at the end of his/her leave. Extension of leave shall be in writing, and granted after the approval of the direct manager before the end of the leave.
- D) When applying the aforementioned provisions herein, the employee shall be committed to ***the Vacations and Public Holidays Bylaws at the Arab Open University***.

Article 29: Annual Leave

The employee is entitled to a paid annual leave in accordance with the laws in force 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) It has to be scheduled according to the means that satisfy the work's interest.
- C) Annual leave may not be accumulated for more than what is stipulated in the country's laws with the exception of emergency cases approved by the President or the Branch Rector.
- D) If the leave balance exceeds 2 years, the employee shall lose his/her right to any excess days.
- E) The employee is not entitled to a leave balance for periods spent in special unpaid leave.
- F) Upon 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 end of service date.
- G) If the employee's service ends, 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's annual leave shall be spent once. However, he/she may take the leave in separate periods if it is for the work's best interest.
- I) The leave days may be separated or postponed if it is for the work's best interest, and the employee may take his/her leave balance in 1 year provided that he/she should not take a balance of 2 years.
- J) The employee shall not work for another party during the annual leave, whether paid or unpaid. If the University proves this occurred, he/she may be deprived from his/her salary for the leave period, and for days provided with a salary, the University may recover these payments, provided that this does not contradict with any provisions herein and with the labor laws in the relevant country.
- K) Newly-recruited employees 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 laws in force in the relevant country.

Article 30: Unpaid Leave

- A) The President is entitled to grant any employee unpaid leave for a period not exceeding 20 days based on the direct supervisor's recommendation, provided that the employee has spent no less than 2 consecutive years of actual service at the University.
- B) The employee shall not be granted a leave balance or end of service benefits for unpaid leaves, and unpaid leaves will not be calculated in his/her actual service period.
- C) Official holidays and weekends are included within the leave period.

Article 31: Conflict of Interest

- 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 the disciplinary measures stated in Article 32 as a result of violating the principles described herein.

Article 32: Disciplinary Procedures

- A) All University staff shall perform their tasks, duties and responsibilities whilst complying with the rules and regulations in force internally. They shall refrain from any incompatible action(s) with their duties at the University or any action(s) considered damaging to the University or any of its employees.
- B) If an employee violates the University's bylaws or internal regulations, rules, job duties (with the exception of **The Official Working Hours Regulations at the Arab Open University**), he/she shall be subject to one of the following disciplinary procedures, as stated in the approved executive regulations and in compliance with the labor laws in force in the relevant country:

- Notification.
 - Warning.
 - Final warning.
 - Salary deduction of no more than 3 days at a time.
 - Denial of increment for one time (no more than 6 months).
 - Dismissal with end of service benefits paid and all rights rewarded.
 - Dismissal with deprivation of end of service benefits and all rights.
- C) No disciplinary measure may be imposed on any employee without a clearly justified decision issued by the President or the branch Rector in accordance with Article 33 herein, following an official investigation in writing where they are allowed to defend themselves.
- D) The University may only impose one of Clause B's penalty on the employee who commits one disciplinary offense.
- E) Each branch may apply the labor laws in force in its country instead of applying the aforementioned procedures.

Article 33: Disciplinary Measures Authorization

The aforementioned disciplinary measures herein are enforced as follows:

- A) The President, branch Rector or their delegates may impose the penalties set forth in the executive regulations.
- B) If an employee is charged with violating duties or job functions at HQ or a branch, 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 3 members from 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 then submit it to the President or the branch Rector for the approval.
- In the event that the violation does not necessitate dismissal from service, the necessary punishment shall be imposed by the President, the branch Rector or their delegates.

- 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 (PDB). The PDB is formed by the President or the Branch Rector, and it comprises a chairperson and 4 members, provided that one of the members is from the aforementioned investigation committee. The PDB shall reach a recommendation by voting then submit it to the President 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 2 weeks at most.
- C) Each branch may apply the labor laws in force in its country instead of applying the aforementioned 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 a final ruling is made.
- B) Ruling in favor of the employee or the acquittal of the charges shall stop disciplinary measures against him/her under the provisions herein.

Article 35: End of Service

- A) An employee's service ends for one of the following reasons, and in accordance with the labor laws in force in the relevant country:
- 1) Acceptance of resignation.
 - 2) Lay out of service.
 - 3) Reaching the age of retirement:
 - In accordance with regulations and laws in force in the relevant country.
 - The age of 60 is considered the retirement age in countries that do not have clearly defined regulations concerning the work age and retirement.

- 4) Inability to work due to reported medical reasons 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 from the President or the branch Rector based on the Disciplinary Council's recommendation.
 - 8) Lay off because of harsh financial circumstances at the University (downsizing).
 - 9) Not meeting one of the recruitment conditions stated herein.
 - 10) A sentence against the employee convicting him/her of a criminal offense-affecting honor.
 - 11) Death.
- B) If the employee receives either a dismissal of service or a termination of contract by a disciplinary decision, he/she shall be deprived of work entitlements except payment of accrued leave balance.

Article 36: Resignation

- A) An employee shall submit his/her resignation in writing, and it can be either accepted or rejected by the President or the branch Rector. If no response is provided within 30 days of its receipt, the resignation shall be considered accepted.
- B) The employee shall continue work until receiving a written notice accepting the resignation. If the employee is absent from work for more than 15 consecutive days (or the number of days stipulated in the labor laws in force in the relevant country) before receiving a response about the resignation, he/she shall be considered terminated for job loss.
- C) Labor bylaws shall be applicable when applying the provisions herein.

Article 37: Job Loss

- A) If the employee is absent from work for more than 15 consecutive days or 21 intermittent days (or the number of days stipulated in the labor laws in force in the relevant country) without lawful leave or providing an acceptable excuse to the President or the branch Rector, and failing to notify the direct supervisor and the HR Department during the absence period by any means available. Then the “Job Loss” decision shall be put to effect from the first day the employee was absent from work.
- B) An employee with a job loss has the right to appeal the decision within 15 days from the decision date. The appeal, including the reasons for appeal, shall be submitted to the President. If the concerned authority is satisfied, the decision shall be cancelled and the employee returns to his/her job.

Article 38: Contract Termination

- A) If either party wishes to terminate the contract, they must notify the other party, in writing, prior to the specified period of the contract end, and in accordance with the labor laws in force 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 to 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 the death has occurred, and shall pay the same to the deceased’s family in the following month.

Financial Obligations and University

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 and Social Insurance

- A) All employees at HQ and the branches shall participate in social insurance or social security in countries where subscription to the aforementioned is mandatory, in accordance with the requirements of the laws in force in the relevant countries.
- B) Labor and taxes laws in force in the branch countries shall be applied from the date that an employee starts working at the University.

Article 42: End of Service Indemnity

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

Article 43: Taxes

If taxes (or an equivalent) are imposed on staff salaries according to the labor and tax laws in force in the relevant countries, taxes shall be deducted from the monthly salary and transferred to the concerned authorities, in accordance with the procedures in force.

Article 44: Health Insurance

The University provides health insurance for all staff, in accordance with ***the Medical Insurance Regulations for Staff at the Arab Open University***.

General Provisions

Article 45: Salaries, Bonuses and Allowances

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

Article 46: Executive Regulations

Upon the University Council approval, the President shall issue the Personnel Affairs Guidelines, provided that the guidelines do not contradict or violate the provisions stated herein.

Article 47: Regulations Application

- A) The regulations herein shall be applied upon the Board of Trustees' approval.
- B) The current regulations herein shall override any previous regulations relating to or having the same title or subject matter.
- C) The President, Vice Presidents, branch Rectors, Deans, and Department Directors shall be responsible for the implementation of the provisions herein.
- D) The branch countries laws and regulations shall be taken into account, and should not be contradicted, when applying the provisions herein.