

2025

فقيه.

كلية فقيه للعلوم الطبية
Fakeeh College for Medical Sciences

Faculty Handbook

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Title: I. Manpower Recruitment and Retention Plan

Authority:

The Human Resources Unit (HRU) is responsible for all coordination between the parties involved in the recruitment, selection, and employment processes. Recruitment is a centralized process with involvement of all departments in the CV review, interview, and selection process.

Investment in Human Capital is a Priority. FCMS aims to appoint the highest quality staff available to meet our operational needs, and our recruitment policies have been developed to ensure solid processes are in place for the selection and appointment of the best candidates. For the purpose of standardizing our approach, all recruitment is coordinated through the HRU.

Saudization:

We extend priority in employment to Saudi Nationals. However, this priority is conditional upon such individuals possessing the basic qualifications, skills, experience, and other characteristics necessary to perform a given job as dictated by the requirements of the Job Description. Expatriate employees will only be used in those positions for which Saudi Nationals possessing the necessary qualifications and experience are not available.

Manpower Planning/Organizational chart:

All job titles and associated staffing numbers appearing in the approved organizational charts have had corresponding job lines created within the relevant ORACLE system. Recruitment will not take place unless a matching vacancy exists in the system. The Manpower Plan is reviewed, updated, and approved annually by the Chairman of the Board of Trustees in conjunction with the College Dean. The HR Unit Manager coordinates all staffing requirements with the Department / Unit Leaders. Where available, recognized staffing methodologies have been used as the basis for calculating actual staffing requirements, which is a report commissioned by FCMS to project staffing requirements, and has been used as the starting point for staffing planning. The approved plan is kept in the HR Unit

It is the responsibility of Department/Unit directors to ensure that staff transfers and promotions, both inter and intra departmentally, as well as across corporate entities, are documented on the appropriate form and forwarded to HR to ensure the database is kept up to date.

Amending Plan:

Department/Unit directors can request additional staff to be added to the approved plan based on justification. The request for additional staff can be made in writing to the HR Unit Manager and must include written justification for the additional position; however, the final authorization for increasing the manpower rests with the College Dean and the Chairman of the Board of Trustees.

Job Descriptions:

Every approved job title has a corresponding approved job description which contains educational and experimental requirements for the position. It is the responsibility of the Department/Unit directors to ensure a current job description exists for every position within their scope of authority and to update job descriptions to match changing or emergent needs. Formatting and approval of Job Descriptions rest with the HR Unit manager, who maintains a catalogue of all approved job descriptions available across the college.

Employment Interviews:

The HR Unit Manager arranges interviews between the Department/Unit directors and the candidate and other parties. This may take the form of an online interview or a face-to-face interview if the candidate is available in Jeddah. A completed Interview report is required for every candidate.

Letter of Offer:

A letter of offer is sent to the successful candidate based on the salary scale according to the job title and years of experience, and includes any other benefits or bonuses related to the position. A job description is sent to the candidate at this time, and questions and clarifications are handled during this period.

Similarly, the candidate is allowed to negotiate further the terms and conditions offered if they feel changes should be made, once the letter of offer is signed by the candidate and returned to the HR Unit Manager.

Employment Age Limit:

FCMS does not support the hiring of candidates over 60 years of age. However, depending on the operational needs of the organization and the nature of the position, the Dean may opt to grant an exception to this standard.

FCMS Retirement Age:

The retirement age is 60 years.

Documentation and Primary Source Verification

It is the responsibility of the HR Unit Manager to ensure that all validated and approved documentation as required by the Saudi Arabian Authorities is available before the candidate mobilizes. The Saudi Embassy in the country of origin will attest to the validity of the academic and experiential certificates and stamps prior to stamping the candidate's passport with a visa.

If there is any negative or questionable content in the candidate's CV or in the documents submitted by the candidate, the HR Unit Manager may perform independent primary source verification with the related sources.

Visa Processing

All internationally hired staff require a work visa. Obtaining work visas is a highly regulated process, related to organizational compliance with mandatory Saudization rates. Visa procurement may take several months, depending on the job category of the candidate, and for some positions, which are classified as Saudi positions, it is not possible to obtain a work visa.

Onboarding:

All candidates report to the HR office on the first day of hire to complete the onboarding process. At this time, the candidate signs a job description specific to the position, a confidentiality statement, an employment contract, and a Code of

Conduct statement. New staff members receive an ID badge and are instructed on how to use the attendance hand punch system. They are then directed to the appropriate Department or Unit directors.

New employees are also taken to the Staff Clinic to complete the medical examination required by Saudi authorities in order to issue them a residence permit. The HR manager will provide the staff member with instructions to attend General Orientation, and then the candidate will also receive specific on-the-job orientation.

Employment Contract:

All employees are required to sign two original copies of a written employment agreement. The employee is entitled to hold one of the signed copies. The other copy is kept on record as a permanent part of the employee's personnel file.

1. Expatriate employees: the initial employment agreement will be for 24 months and will be renewed annually based on the mutual agreement of the employee and FCMS. By Mutual agreement, a new employee may be granted an initial 12-month contract.
2. Part-time employees: A part-time faculty member is defined as one who performs the duties and responsibilities of a full-time faculty member, but with a reduced load as mutually agreed by FCMS and with specific benefits as stipulated in the agreement.
3. National Employees: the initial contract is renewable annually for the first two years and is then considered valid for a continuous (unspecified term).

Effective Date of Employment:

The date upon which the employee commences work with the FCMS will be the effective date of employment.

Probationary Period:

All employees will be subject to a period of probationary employment. The probationary period will consist of 90 days commencing with the effective date of employment. No employee will be subject to more than one probationary period during any period of continuous employment. During the probationary period,

FCMS or the employee may terminate employment without notice, cause, explanation or indemnity.

Safe Working Hours

Working hours at FCMS is 8 hrs./day for 5day/week.

New Hired Induction Process

1. All new employees are issued a copy of the Code of Conduct on the first day of induction. The Code of Conduct enshrines behaviors that are bonding in nature and which, if followed, will enable the development of a well-honed and disciplined work force that will be a credit to them and to the organization. The sense of personal pride associated with positive, collective work ethic translates into loyalty for the college, and staff who love the organizations are happy to continue working for long years.
2. In the pre-employment phase, members of the HR Unit maintain ongoing contact with potential employees and greet them personally in HR during the first day of induction. During induction, new hires are given maximum support in completing all required procedures for new staff, ID badging, registering with hand punch, employment medical, and they are directed to complete the application process for Medical Insurance and the Saudi Council if applicable. The aim of the HR staff is to make the transition into the organization as stress-free as possible for the new hire.
3. New staff are given a full and comprehensive orientation program. In addition to the General Staff Orientation Program, staff receive orientation at the Departmental level when each staff member discusses the job description with his/her direct supervisor and when expectations are clearly spelled out and when department-specific policies and procedures are discussed.
4. FCMS attends to the material welfare of the staff through the provision of competitive salaries and benefits (see Benefit and Allowances Policy). We review salaries on an ongoing basis and have a salary scale for every job title in the organization. Every staff member is evaluated annually, and goals are set to encourage staff to strive for greater achievement (see Performance Appraisal Policy).

Salary and Benefits:

1. In addition to salary and benefits, ticketing and food allowances, we provide Medical Insurance for employees and eligible dependents, and cover for non-eligible dependents is provided through the Staff Health Plan. In addition, we offer all staff death insurance of 24 months' basic salary and also provide disability cover for injuries sustained at work or on the way to work.

Orientation:

- FCMS aims to smoothly integrate new staff members into the institution by familiarizing them with its systems, organizational chart, culture, resources and facilities, policies, and procedures. The orientation supports staff adjustment and alignment with FCMS's mission, vision, and values, ensuring a productive start.
- All new staff receive a copy of the employee handbook and a job description and must undergo a structured orientation within the first 30 days of employment and are placed on a 90-day probation period, during which their performance and compatibility with institutional goals are assessed.
- The orientation process covers job rights and responsibilities, benefits, expectations, and an overview of FCMS's facilities, services, accreditation, internal quality assurance process, and culture. Teaching staff also receive specialized orientation, including teaching and learning strategies, assessment methods, academic advising, student admission and registration process, safety requirements and regulations, and scheduled meetings with senior staff to deepen understanding of academic processes and support systems.
- A comprehensive and collaborative process is outlined for academic staff, involving the meeting of senior staff from the Human Resources Unit, department heads, the Vice Dean for Development and Quality Management, and the Staff Development Unit (SDU).
- New hires receive an orientation package and checklist, attend interactive sessions, and complete structured assignments, such as presentations, teaching sessions, and course blueprints, designed to assess teaching readiness and understanding of FCMS operations.

- These assignments are evaluated by an assigned committee, and outcomes are submitted to the Dean. This thorough approach ensures that each new staff member is well-equipped to contribute effectively to FCMS's academic and professional environment.

Training and Development:

1. The Staff Professional Development at FCMS aims to establish a structured framework that supports the personal and professional growth of all staff members in order to enhance their work performance and align development activities with FCMS's strategic goals. FCMS is committed to ensuring its workforce remains competent, motivated, and equipped with up-to-date knowledge and skills through equitable access to various development opportunities. These include workshops, seminars, conferences, and approved scholarships or fellowships.
2. Staff development activities are included in the job description form for each staff member as a legitimate work activity.
3. Staff Development Unit (SDU) provides multiple opportunities for staff for their academic and professional Development. SDU is also responsible for setting the rules governing participation in professional development programs and produces an annual academic and training calendar based on a needs assessment involving all Departments.
4. Staff receive full training whenever new innovations are introduced to the College, whether new technologies, including equipment, IT technology, teaching strategies, etc.
5. The Staff Development Unit (SDU) is responsible for identifying learning needs at the start of each academic year through surveys, individual development plans, and departmental recommendations. Based on this assessment, the SDU formulates an annual development plan, which is reviewed and approved by the Dean and the College Council. This plan includes a detailed budget and is communicated internally to ensure transparency.
6. All staff development events are organized, announced, and documented by the SDU, with proper records of attendance and evaluation. A flyer is developed by the SDU and will be distributed to all FCMS departments two weeks before the event.

7. Certificates of attendance will be prepared through the SDU within one week after the activity and will be sent to Staff through their respective departments. If CME is obtained for the activity, then this will be reflected on the certificate.
8. The SDU monitors the outcomes of these activities and submits regular reports to the Dean, Heads of Departments (HODs), and the Quality and Accreditation Unit (QAU).

External Engagement in CPD Activities

1. Staff members are encouraged to engage in development opportunities outside FCMS. The themes of the workshop or the conference should be related to the staff's specialty.
2. These requests follow a formal approval process involving the HOD, Dean, and, when applicable, the College Council. When activities are held outside Jeddah or internationally, staff may receive travel support and scientific leave. After participation, staff must report on the activity and propose how the college might benefit from similar initiatives. The HODs are accountable for ensuring active staff participation in both internal and external development activities.

Recognition and Awards:

1. FCMS staff are eligible for rewards and recognition according to the Reward and Recognition Policy. It is during the staff General Meeting and graduation ceremony that we reward and recognize employees for significant performance.
2. FCMS aims to enhance staff morale and performance by acknowledging outstanding achievements that contribute to the college's mission and objectives. It supports structured recognition for academic, administrative, and support staff through both monetary rewards and non-monetary recognition.
3. Eligible staff members can be nominated annually based on specific performance criteria tailored to their roles, such as quality of work, commitment, professional behavior, teaching excellence, community service, and innovation.

4. The reward system encourages employee engagement and motivates individuals by fostering a culture of appreciation and continuous improvement.

5. Types of rewards and recognition:

Monetary Rewards:

Cash rewards

Exceptional increments

Promotions

Recognition Awards:

Administrative staff

Clinical Instructor

Laboratory Supervisor

distinguished staff member

Researcher of the Year

Teacher of the Year

Best Community Services Participant Award

Best Department Award

Best Unit Award

Non-Monetary Recognition:

Appreciation letters

Announcement on FCMS noticeboards

Other recognition methods decided by the Recognition Taskforce

6. Nominations are initiated by the HR Unit and can be submitted by supervisors, department heads, or the employees themselves using designated forms. A Recognition Taskforce, led by the Dean and comprising key academic and administrative figures, evaluates the nominations. Approved nominations are forwarded to the Chairman of the Board of Trustees for final endorsement. Once approved, the HR Unit processes rewards, and the Media and Public Relations Unit announces the winners through internal communication and notice boards. This process ensures transparency, inclusiveness, and alignment with FCMS's institutional values.

Staff recreation

1. Employees enjoy a special rate at the Olympia Fitness Center and Spa.

2. The transportation section provides shuttle bus services to key shopping centers in Jeddah at no cost for the employee.

Grievances

1. It is understood that staff must have a voice to raise concerns and be heard. Empowered staff tend to stay loyal to organizations.
2. In addition to this, there is a staff grievance policy to which any staff member can apply to have a grievance investigated and redressed if they are not satisfied with the proceedings and outcomes of investigating their complaints.

Indicators and Monitors

1. FCMS monitors retention rates as an indicator of both Saudi turnover and non-Saudi turnover. FCMS has a competitive salary package for all staff.
2. FCMS currently assesses staff satisfaction annually, which will address staff voice and work engagement on an annual basis. These surveys provide the college with rich data that drives changes in staff benefits and lifestyle. Salary scale and benefit plan are updated based on recommendations.
3. FCMS has introduced a mandatory exit interview survey, which has to be completed by all staff before they can finalize the resignation process. This survey will provide another source of data for a better understanding of the elements of a satisfied workforce.

Title: II. Code Of Conduct, Disciplinary Regulations, and Appeals

Basic Policy

1. Employees and sponsored expatriate dependents must adhere to the laws, customs, and traditions of the Kingdom of Saudi Arabia as well as the rules, regulations, and administrative policies and procedures established by FCMS.
2. It is the responsibility of all Heads of Departments to ensure that the rules and regulations of the Kingdom of Saudi Arabia, as well as the rules and regulations of FCMS, are followed and that disciplinary action is initiated as and when required.
3. All new Employees are issued with a copy of the Code of Conduct on the first day of hire and are expected to abide by the content. Heads of

Departments are responsible for ensuring that staff, within their scope of responsibility, are in compliance with the Code, and violations may lead to disciplinary action.

Code of Conduct

Employees and eligible dependents are expected to conduct themselves in a proper and responsible manner; they must:

1. Acknowledge and apply the laws and customs of Saudi Arabia to their conduct at all times.
2. Maintain professional conduct with colleagues and students.
3. Do nothing to offend the religious beliefs and practices.
4. Dress modestly and wear clothing appropriate to the occasion and in accordance with the FCMS dress code.
5. Use the telephone in a polite and courteous manner
6. Avoid eating, drinking, chewing gum, loud or boisterous behavior, undue familiarity, or other similar actions.
7. Ensure that all working hours are dedicated to the assigned role and responsibilities.
8. Perform all duties in a responsible and honest manner, working to the very best of one's capability.
9. Come to work on time and remain in the workplace until the duty ends.
10. Use mobile phones for work-related issues and refrain from making personal use while on duty.
11. Follow college regulations concerning the use of the internet while on duty.
12. Refrain from working for, representing, or acting on behalf of any outside or competing concern and avoid the development of any external interest that might conflict with the interests of the college.
13. Refrain from disclosure or dissemination of any confidential information, any job-related information, or any organizational or operational information without written authorization.
14. Refrain from accepting gifts from students or other parties.
15. Conduct all FCMS-related business and all activities within the framework of the ethics practice.
16. Put students first, and treat them with respect and compassion.

17. Be supportive, helpful, and honest with colleagues.
18. Take appropriate responsibility for the effective and efficient use of resources.

Professional Appearance

Employees are expected to conform to the dress code at all times. Where relevant, FCMS provides new employees with uniforms which must be worn as issued and must not be altered, shortened, or adapted in any manner. Uniforms should be clean and freshly ironed daily and should not be tight-fitting or too short. Staff must pay attention to personal hygiene and dental care. Perfume, if worn, should not be too strong or overpowering.

ID Policy

All employees are issued with a photographic ID, which must be prominently displayed at all times at a point above waist level. The photograph of the ID holder must be facing outwards and must not be covered up or defaced in any manner. Lost ID must be reported immediately to HRU.

No Smoking Policy

As per Royal Decree, it is an offence to smoke anywhere within the FCMS premises. This applies to students and staff members alike.

Confidentiality

1. It is a policy to maintain an individual's right to confidentiality and privacy of information. Information contained in a student's record shall be treated as confidential.
2. All information concerning students or staff will be treated with the highest degree of appropriateness and confidentiality. All newly hired staff are required to sign a statement of confidentiality, which is kept on record in the staff files. All information kept in staff personnel files is treated as confidential. Only authorized staff may access personnel files. Similarly, all information pertaining to the employment of individuals is kept in the strictest confidence by all staff having access to staff personal and professional details by virtue of their role.
3. Breaches in confidentiality are considered serious, and offenders may be subject to discipline as per Saudi Labor Law.

Disciplinary Offences

Offences which constitute a cause for disciplinary action, and which could result in termination of duty include:

1. Infraction of the Code of Conduct.
2. Insubordination.
3. Inefficient, careless, and unacceptable performance of assigned duties.
4. Intentional slowdown and/or disruption of productivity.
5. Sleeping on duty, excessive tardiness, lateness, or absenteeism.
6. Abusive behavior or disrespectful actions.
7. Unauthorized use of FCMS facilities.
8. Abuse of FCMS college benefits or privileges.
9. Negligence in the use or care of FCMS supplies.
10. Careless or malicious damage to FCMS facilities or equipment.

Disciplinary Actions

Disciplinary action may be taken against an employee in the event he/she commits any of the above disciplinary offences (see Disciplinary Policy). The extent of the action taken against the employee will depend on the nature and seriousness of the violation and any previous offences and may include counseling, warnings, and/or salary deductions. Penalties may be imposed on employees only after the offense has been investigated. The penalties should only be as severe as the offense, and only one penalty may be imposed for each violation. An employee cannot be accused of an offence more than 30 days after it has been discovered, and may not be issued harsher penalties for repeat violations if 180 days or more have elapsed since a previous action for the same offence. Disciplinary committee members are responsible for investigating issues related to the above offences and for issuing disciplinary action. Human Resources is responsible for reviewing the requested penalty and ensuring it corresponds with the labor law.

Content of Warning

A first written warning must describe the nature of the offence for which the employee is being disciplined and any corrective actions expected. It should also state the consequences for further violations. A second or a third and final written

warning can be issued for repeat violations of the same regulation occurring within 180 days of the previous warnings being issued. In such cases, the written must describe the nature of the offence for which the employee is being disciplined, mention that this warning is for a repeat violation, and should include any corrective actions expected. It should also state the consequences for further infractions. A final warning should clearly state that further violations of the same nature will result in termination.

Documentation

The original documentation of any warning or suspension must be forwarded to HRU for inclusion in the employee's personnel file.

Acknowledgement of the Warning

The employee will be required to sign for receipt of the warning. If the employee refuses to sign the warning, it must be signed by the Disciplinary Committee chair on behalf of the employee in the presence of a witness. The witness will sign to attest that the warning was signed in the presence of the employee.

Property Damage

Due to the serious nature of FCMS property damage, every employee involved in the operation of equipment should receive appropriate training. For first offences involving property damage, the involved employee will receive verbal counseling and retraining if needed.

Termination of Employment

Offences of a serious nature may result in termination of the contract with loss of all service benefits in accordance with Saudi Labor Law Article 80. Termination Offences are actions which constitute cause for termination and include, but may not be limited to, the following:

- Unauthorized possession or use of alcoholic beverages, narcotics, hypnotics, hallucinogens, or other similar chemical agents.
- Unauthorized possession of a firearm, weapons, or explosives.
- Conduct endangering life, safety, or the health of others.
- Willful damage to students, employees, or FCMS material or property.
- Unauthorized possession of FCMS properties.
- Actions reflecting gross disrespect for religious beliefs and practices.
- Significant violations of the law, traditions, customs, or culture of the Kingdom.

- Falsifying, altering, removing, destroying, or the unauthorized disclosure of confidential students' records.
- Falsifying personnel records including the employment application and medical questionnaire or the failure to notify FCMS of any changes in personal status which may affect the employee's accrual or granting of benefits.
- Being absent without valid reason for more than twenty (20) days in any one service year or for more than 10 consecutive days.
- Repeated violations of the rules, regulations and policies of the College.
- Engaging in any relationship with an external enterprise which conflicts with the interest to the FCMS or which might influence the employee's judgment or actions during performance of duties.
- Malicious damage to FCMS facilities or equipment.
- Cybercrime.

Hand Over:

- FCMS outlines the procedures for a smooth and responsible transfer of duties when a staff member leaves. It ensures that all relevant information, tasks, and FCMS property are handed over properly to avoid disruptions.
- The process includes a formal handover meeting, conducted in a private and interruption-free setting, where responsibilities and documentation are clearly communicated. Teaching staff must complete a faculty-specific checklist, and all attendees must fully understand their new roles.
- The direct supervisor or higher authority oversees the handover, confirming that all records are updated and materials like keys or laptops are returned. Final clearance and issuance of experience certificates or settlements are contingent on completing this process.
- Any employee who leaves without completing the handover is labeled as "absconded." The Human Resources Unit ensures compliance and only proceeds with the final formalities once all handover steps are met.

Grievance Procedure

It is policy to provide employees with a fair and efficient process for the presentation and resolution of grievances and resolution of grievances arising out of the

employment relationship and to appeal disciplinary actions taken against the employee.

Grievance forms are available in either HRU or the Quality and Accreditation Unit (QAU) and should be left with the QAU and HRU Manager once completed.

Staff Appeal System

The Staff Appeal Policy at FCMS establishes a structured and transparent system for employees to formally challenge decisions related to employment matters such as:

Disciplinary Actions: Appeals related to disciplinary measures taken against staff, such as suspensions, demotions, or terminations.

Performance Evaluations: Concerns regarding the fairness or accuracy of performance appraisals that affect promotions, salary increases, or job security.

Employment Decisions: Appeals related to hiring decisions, promotions, or reassignments that staff members believe were made unfairly or without proper consideration.

Grievance Process Outcomes: A staff member may appeal the outcome of a grievance process if they believe the resolution was unsatisfactory or the grievance was not properly addressed.

Other areas where staff members believe a decision or action has been unfair, inconsistent, or incorrect.

It ensures that staff can express their concerns without fear of retaliation, and that appeals are addressed promptly, confidentially, and within a defined timeframe—typically 25–30 working days.

Staff Appeal Procedure

1. The appeal process begins with staff submitting a written appeal within 10 working days of the initial decision. This includes a detailed explanation, supporting evidence, and the expected outcome. Employees are encouraged to resolve concerns informally first. If unresolved, a formal appeal is submitted to the Human Resources Unit (HRU), which forwards it to the Academic Integrity and Appeal Committee (AIAC). The AIAC acknowledges the appeal within five

working days and begins a formal investigation involving interviews and document reviews.

2. If necessary, the AIAC holds a hearing, giving the staff a chance to present their case and respond to questions. Witnesses may also be called, and further documentation requested. Based on the findings, the AIAC may uphold, modify, or reverse the original decision. The recommended outcome is then reviewed and finalized by the Dean, the respective Head of Department (direct supervisor), the Director of Administration and Finance (DAF), and the chair of AIAC, and the decision is communicated to the staff member within five working days. This decision is final and cannot be appealed further within FCMS.
3. FCMS strictly prohibits retaliation against those who file appeals, reinforcing its commitment to fairness and employee protection.

Title: III. Duty Hours and Attendance

Basic Policy

We establish work schedules that enable the operational requirements of the college to be effectively met and that conform to the laws and regulations of the Kingdom of Saudi Arabia.

Authority and Responsibility for Attendance

The ultimate responsibility for attendance rests with the employee; however, the responsibility for maintaining the schedule rests with the Head of Department. The key user will be held accountable for failure to keep the system up to date. Changes and corrections to the schedule can be made by the key user, but they require approval from the responsible Head of Department. The key user should never change the schedule to cover for absenteeism, late arrival, or early departure from duty. Disciplinary action will follow if any key user is found culpable for such behavior.

Staff Absences

Staff who are absent without authorization for ten (10) consecutive days or twenty (20) non-consecutive days in a contractual year may be terminated from employment provided they have been issued with a warning letter following 5

days of consecutive absence in the first instance or 10 days of non- consecutive absence in the second instance as per Saudi Labor Law. The Hand Punch system will automatically inform the Head of Department when their staff have absences based on labor Law.

Staff Workload

- FCMS establishes guidelines to ensure faculty members meet their performance expectations through a balanced distribution of responsibilities. Workload encompasses teaching, research, community service, and administrative duties, with specific credit hour allocations based on academic rank.
- The Head of Department (HOD), under the Dean's oversight, is responsible for assigning workloads in alignment with FCMS's mission. Teaching responsibilities vary by rank based on MOE guidelines, with professors and associate professors carrying 14 credit hours per semester, assistant professors 16, and lecturers and language teachers 18. Additional academic activities like lectures, labs, and clinical sessions are quantified into credit hours. Faculty members must continue contributing to community service and research alongside teaching duties.
- Scientific research must be approved and funded by FCMS or external agencies to count toward workload, and activities like publishing papers, presenting at conferences, and supervising postgraduate theses are credited accordingly. Community engagement is recognized only when aligned with FCMS-approved programs such as awareness campaigns and public education.
- Faculty in administrative roles, such as Deans or Program Directors, receive reduced teaching loads to accommodate their responsibilities.
- All faculty are expected to participate in professional and departmental services, including clinical work at affiliated institutions. Workload assignments are finalized a month before the semester begins, and faculty must submit documented evidence of their academic contributions to ensure fair and effective workload distribution.

Ramadan Working Hours

During the Holy Month of Ramadan Muslim employees will only be required to work six (6) hours per day.

Overtime

At times staff may be required to work over and above the normal working hours. Overtime should be kept to a minimum and should be supported by sound justification. All overtime must be authorized by the relevant Head of Department will be held accountable for unjustified authorizations.

Time Back

As far as possible and without compromise to the operational requirements of the department staff should be granted time back as compensation for working extra hours before grating overtime payment.

a. Overtime Process

Overtime must be preapproved. Staff required to work overtime by the Head of Department will document the overtime in the Oracle Overtime Self Service transaction option before the duty is worked.

b. Overtime Exceptions

Staff occupying senior positions, grade 9 and above or equivalent are not eligible for overtime. Employees in these grades by virtue of the professional/supervisory nature of the work are expected to be available to cover the additional working requirements on a routine basis.

c. Overtime Calculation

Overtime payment is calculated at 1.5 times the basic hourly rate.

d. Overtime Payment

Overtime request forms must be submitted to HRU before 12th of the month for payment to be included with the next salary.

Weekly Rest Days

Employees are granted rest days which are normally Friday and Saturday. However, other rest days may be established for certain employees as deemed necessary to meet operational requirements. At times it may be necessary to split schedules or flex schedules to cover weekends in order to avoid accrual of overtime.

Title: IV. Employee Leaves

Basic Policy

We grant employees annual leave as per the terms of their contract.

Temporary employees and part-time employees are not eligible for annual leave or official holidays.

All leaves must be requested and approved electronically through the Oracle self-service system according to the time frames set out in the Employees' Leave Policy. Staff can utilize annual leave when they want. It remains the ultimate responsibility of the Head of Department to ensure continuity of workflow at any point in time.

Employees are eligible to take their annual leave in accordance with the students' annual leave.

Limitations

1. Employees are not permitted to take annual leave during their probation period or during their notice period.
2. As per Saudi Labor Law, employees are not allowed to work for a third party during their vacation.
3. Staff should avail of annual leave in the year it falls due.

Types of leaves at FCMS: (see Employee Leave Policy)

1. **Annual leave:** Paid Leave granted to all staff as per their contractual terms and their duration of employment.
2. **Public Holidays:** Paid leave granted to all employees during Saudi holidays, such as Eid Alfitr, Eid Aladha and the Saudi National Day and Foundation Day.
3. **Sick leave:** Leave granted to staff during periods of illness. Employees are eligible for up to 30 days sick leave per year with full pay, 60 days sick leave with 3/4 pay and 30 days unpaid sick leave.
4. **Business leave:** Paid leave granted to staff to perform FCMS-related work, or to acquire additional skills and experience outside the premises of the College.

5. **Examination Leave:** Leave granted to Saudi staff enrolled in graduate or post graduate academic programs in Saudi Arabia who need to sit for exams in these programs. The duration of such leave will equal and not exceed the actual number of the examination days. This leave will be paid if it involves examinations in a non-repeated year, otherwise this will be an unpaid leave. A copy of the examination schedule should be attached to the application.
6. **Maternity leave:**
 - a. Paid Leave of 10 weeks length granted to delivering female staff that are on accompanied contract and have been employed for longer than 1 year. The leave covers the four [4] weeks immediately preceding the expected date of delivery and the subsequent six weeks, All Saudi Female employees and female employees with family status contracts are entitled to maternity leave [refer to leave policy for more information].
 - b. It is not legal to recall an employee during the six (6) weeks immediately following her delivery a female employee may not be terminated during maternity leave nor can she issue a warning for termination.
 - c. Dedicated time for breastfeeding: When a Saudi Female or family status female employee returns to work following maternity leave, she is entitled to a rest period not to exceed One hour for the purpose of nursing her newborn child. This entitlement is over and above the rest periods granted to all employees. The additional rest period is calculated as working time and does not entail any reduction in salary.
7. **Leaves for Pregnancy related disorders:**
Sick leave is granted for pregnancy related disorders as per FCMS sick leave guidelines.
8. **Unaccompanied Status Employee Maternity Leave:**
Staff hired on unaccompanied status who fall pregnant during the first two years of hire will be automatically repatriated without a strong justification from the concerned Head of Department to continue employment. Unaccompanied status expatriate females must sign a

disclaimer acknowledging that they have been informed that they will be repatriated at 6 months gestation if they fall pregnant during the first 2 years of contract. Unaccompanied status employees who fall pregnant following completion of two years will be allowed time off for confinement purposes according to the employee leave policy.

9. Paternity leave:

Paternity leave of 3 days is approved following the birth of a child. A completed and approved leave request form must be submitted in Oracle system when paternity leave is taken.

10. Marriage leave:

five days marriage leave is granted to FCMS employees on the occasion of their marriage.

11. Compassionate leave:

Paid leave of five days (Death of an Immediate Relative) and up to 15 days (Death of Husband for Non-Muslims) and 130 days for Death of Husband, for Muslim Females.

We will support the cost of a ticket for expatriate employees wishing to travel internationally to point of origin following the death of a spouse, parent or child.

12. Hajj leave:

when performing Hajj, Muslim employees are granted ten (10) calendar days leave once only during their employment and applicable only to those employees who have never performed Hajj during their service within Fakeeh Care.

13. Unpaid leave:

Leave without pay that will be granted only after accrued annual and holiday leave balance is fully used.

Absence without leave:

Salary will be deducted for unauthorized absences automatically via the attendance system. Employees who are absent without leave may be subject to disciplinary action as per the Disciplinary Policy.

Employees must notify their Head of Department immediately if unable to come to work for any reason, prior to the start of the scheduled duty time. In addition, employees must notify their Head of Department if they are unable to continue duty for any reason.

Employees who leave their duty without authorization will be subject to disciplinary action.

The hand Punch System will automatically generate a report whenever an employee reaches five (5) days of consecutive absence or ten (10) days of nonconsecutive absence in a contractual year, in order for Human Resources to issue a warning for termination to the employee.

The Hand Punch System will automatically generate a further report which will be forwarded to Human Resources once the staff member reaches ten (10) days of consecutive and twenty (20) days of non-consecutive absence in a contractual year in order for the staff member to be dismissed as per Saudi Labor Law.

Hand Punch:

Staff must hand punch in and out of duty each shift.

Delayed Return to Duty:

Employees must return to duty on the day approved in their leave request unless they have a valid reason for delay otherwise, they will be reported as absent without authorization and they will receive a warning for termination after 5 unauthorized absence days. Employees who are going to be delayed must notify their organizational unit leaders immediately. The notification must include reasons for the delay and the expected return date.

If the employee has no valid and approved reason for the delay, he/she may be terminated according to Saudi Labor Law once the 10 unauthorized absence days are reached.

Delayed employees are required, upon return to work, to provide proof and documents to the relevant Head of Department that justify the reason behind the

delay. Delay due to sickness must be supported by a sick leave certificate, which has to be validated by the Staff Clinic.

Employees who are delayed without a justifiable reason will be subject to disciplinary action and will have two days of leave without pay deducted for each day's absence. Each day of delay with justifiable causes will be considered as 1 day of leave without pay.

Early Return from Vacation:

FCMS may recall employees before the end of the scheduled vacation if there is an operational need to do so. Unused vacation days resulting from the recall will be returned to the staff member's balance to be used later or deferred until the following year. FCMS will reimburse employees for reasonable expenses incurred by the early recall on production of receipts.

Voluntary early return by the employee without prior approval of the Dean and Head of Department will not be compensated, i.e., unused leave days will not be returned to the employee's annual leave balance.

Title: V. Wages and Renumeration

Basic Policy

Within our financial abilities we consistently strive to have a salaries and wages that is both internally equitable and externally competitive in order to enhance productivity and support staff retention and organizational stability. Therefore, employees are compensated in a direct relationship between relative value of job duties and qualifications. At the same time, existing international and local labor market trends are considered in establishing salary scales.

As a general rule, new employees are hired at the minimum salary range established for the position while considering length of experience and additional qualifications. For positions that are historically difficult to fill, where there is a scarcity of potential candidates with the required qualifications, or in the case of certain positions of seniority, the candidate may negotiate a higher initial starting salary. The Head of Department may make recommendations for starting salaries for individual candidates in order to attract talent to the organization.

Responsibilities

Salary scales are developed by HRU, and approval for proposed salary scales rests with the Dean and the Chairman of the Board of Trustees.

Job Grade

Each Job Title is assigned a job grade based on predefined and approved criteria, which include educational and experiential requirements of the position, any special qualification needs, complexity of the assigned work, any managerial or supervisory requirements, and the scope of the job.

Job Grade Equivalence

- Job grading logically links positions that have similar requirements and similar complexities and serves as a basis for ensuring parity or equivalence when determining the salary for the position.
- FCMS uses three grading structures—Executive, Academic, and Administrative—aligned with its organizational hierarchy. Executive roles include Dean, while academic positions range from Professor to Clinical Instructor. Administrative roles are categorized starting from the Director. The evaluation is guided by the Organizational Management and Hierarchy Policy, with job descriptions serving as the foundation for assessing scope, complexity, and accountability.
- The job grading process involves multiple layers of review, beginning with the creation and submission of job descriptions by HODs or vice deans. These are then evaluated by the Human Resources Unit (HRU), the Director of Administration and Finance, and the College Dean. Final decisions are approved by the College Council. Employees dissatisfied with their grading can appeal to the Integrity and Appeal Committee, though new roles must be held for at least six months before appeal eligibility. The final decision of the Appeal Committee is binding.

Currency of payment

1. Employees are paid in Saudi Riyals into a Bank account of their choice.
2. All employees are required to open a bank account and salaries are automatically deposited into the staff account on 28th of the month or the

first working day thereafter. At times, it may be necessary to pay staff by cheque which will be drawn in Saudi riyals.

Initial salary

All candidates are required to sign a letter of offer which defines the basic monthly salary. The offer will be based on the Job title/Grade of the position, the qualifications and years of experience of the candidate, and the difficulty associated with filling an essential position. The amount in the offer denotes the amount of the initial starting salary.

Salary Scale

All positions are governed by a salary scale which determines the starting salary for the position as well as 1 increment for the position based on the annual employee evaluation conducted.

Promotions

- A promotion is the movement of a staff member to a position carrying a higher grade than that of the employee's current position and can be either within the Department or between Departments. Eligible staff may be considered for promotion into a vacant position in the approved establishment.
- Promotions are grounded in performance, research contributions, and institutional needs, with the goal of retaining and motivating talented personnel in alignment with both internal standards and the Ministry of Education (MOE) regulations.
- **Administrative staff** are eligible for promotion upon fulfilling criteria such as a minimum of one year of service, possession of required qualifications, an excellent performance evaluation, and a clean disciplinary record.
- **Academic staff** must also have at least one year of full-time service and demonstrate active involvement in teaching, research, committee work, and community engagement. These criteria ensure that promotion is based on tangible contributions and institutional commitment.
- The employee seeking a promotion must have occupied his/her current position for a minimum of six months, must meet all the educational and experiential requirements of the position. He/ she must complete all the steps of the promotion process, including a face-to-face interview with the Head of the Department having the vacancy.

- For administrative staff, the process begins with submitting a request form and documents to the Human Resources Unit (HRU), followed by review and approval by the HOD/Director, the Institutional Appointment and Promotion Committee (IAPC), and finally, the Dean and College Council.
- For academic staff, the process involves compiling a detailed personal portfolio, which includes evidence of teaching, research, and service contributions. This portfolio is reviewed successively by the HOD, Vice Dean for Academic Affairs (VDAA), Dean, and IAPC before submission to the Scientific Council at the University of Jeddah.
- Academic staff will be evaluated based on the regulations of the Scientific Council of the University of Jeddah using a 100-point scale: 60 points for research, 25 for teaching, and 15 for community and committee involvement. After their review, the IAPC issues a final decision and forwards it to the College Council for confirmation. Once approved, the HRU updates personnel records and notifies the promoted staff member.
- The effective date of the promotion will be the date of the sign-off approval by the Dean on the Employee Transfer and Promotion Form, and staff will receive salary and benefits adjustments as approved by the Dean from the actual date that the new position is taken up.

Transfers

A staff member may transfer into a position that has different duties but which carries the same grade as the employee's current position. To be considered eligible for transfer, the employee must have completed his/her probationary period and must meet the job requirements for the requested position. He /she must complete all the steps of the transfer process. Staff will receive a salary and benefits adjustment from the date the new position is taken up.

Demotions

1. A demotion is the assumption of duties in a position with fewer responsibilities and therefore a lower job grade than the employee currently holds, and is based upon the employee having the required skills and job requirements for the new position.
2. The Head of Department may require an employee to move into a position with fewer responsibilities; however, the employee must agree in writing to

the change in duties, and any proposed change in salary and benefits adjustment is effective from the effective date of the demotion.

3. Employees may request voluntary demotion. Such requests can be supported only if a vacancy exists in the establishment, the employee meets the criteria for the new duties, and the steps of the transfer process are followed. The effective date of the demotion will be the date that the demotion is entered into the Oracle System, and the salary and benefits adjustment will be effective from the effective date of the demotion.

Salary deductions

The following deductions are made from the employee's wage on an automatic basis:

1. An amount will automatically be deducted from the employee's salary equivalent to the number of hours of absenteeism or lateness based on the monthly reports generated by the hand punch system for those departments using the predefined scheduling system.
2. Staff may be deducted for lost or damaged FCMS property assigned to their custody.
3. Deductions may be made for proven disciplinary offences as per Saudi Labor Law and the table of Violations and Penalties approved by the Labor Office.
4. The cost of Issuing the initial family iqama is automatically deducted from the employee's salary.
5. Iqama penalties, etc.
6. Cost of SCFHS.

Vacation pays

Employees are remunerated for vacation leave according to the terms established in the contract of employment. Vacation pay will be granted 5 days in advance of a scheduled vacation.

Title: VI. Continuous Evaluation and Contract Renewal

Basic Policy

It is policy to evaluate staff annually using standard performance evaluation tools (see Performance Appraisal Policy). Performance Evaluation of employees

is the responsibility of the Head of Department. Staff should not fail an annual performance appraisal unless issues with performance have been identified and action plans for correction put into place before the annual appraisal is due. Staff should not be given an evaluation inconsistent with non-renewal of contract unless performance has been discussed and documented in advance of the evaluation date. Employees who receive an unacceptable evaluation without prior discussion are entitled to raise a grievance against his/her evaluation.

Performance evaluation ensures the employee is aware of the supervisor's evaluation of his/her abilities and enables management to assess the capability of the workforce. Department/Unit directors are responsible for ensuring all staff members are evaluated on completion of the probationary period and at least annually. However, performance may be evaluated more frequently if the organizational leader has any concerns or worries about an employee. Essentially, the evaluation proves is continuous with at least one officially documented review annually.

In order to ensure impartiality and objectivity, the evaluation must be reviewed and signed by the evaluator's immediate supervisor. The content of the evaluation must be discussed with the employee, and the employee must be allowed to review, comment upon, and sign the evaluation. The complete evaluation is placed in the employee's personnel file following approval.

Contract Renewal Process

For staff eligible to re-contract, the contract renewal process will begin 3 months prior to the contract renewal date, when the Oracle System will automatically generate a notification to employees to begin the contract renewal process

Employees are required to review their job description annually and receive any updates on key policies from the Head of Department.

Employees who do not complete the re-contracting process within two weeks before the actual re-contracting date will have their salary held until the process is completed.

In the case of permanent employees who have reached Mandatory Retirement age during their current contractual year, a notification will be sent to the Head of the Department three months in advance of the employee's end of contract date. It is the responsibility of Heads of Department to discuss the mandatory retirement age policy with any staff member to whom it applies and to inform them to start out-processing as per the resignation/termination policy.

Exception may be given to the mandatory retirement age policy based on the approval of the Dean. Such approval is generally limited to key positions and positions that are difficult to fill.

Permanent Employees who have reached mandatory retirement age will proceed as per the resignation policy to ensure that all final dues and entitlements are prepared in a timely manner.

Title: VII. Severance from the College

Basic Policy

FCMS adheres to Saudi Labor Law in all issues to do with end of the working relationship between employer and employee.

End of Contract

Service with FCMS may be ended as a result of termination for cause according to Article 80 of Saudi Labor Law. In addition, service may end as a result of notice being given by either party not to renew the contractual agreement for a further term. The notice period required is established in the contractual agreement between the two parties. The contractual notice period may be waived by either party based on a penalty equivalent to the notice period, i.e. the employer or the employee may waive the notice period and pay a penalty equal to the numbers of days of waived notice to the other party.

Resignation

Employees may resign at any time during their tenure at FCMS subject to the notice period stipulated in the contractual agreement, between the two parties in the

event of fixed term contracts and according to Saudi Labor Law Article 75 for unspecified term contracts however end of service award will be calculated according to Saudi Labor law and may be affected if the employee has been in service with FCMS for less than 10 years.

Resignation Process

Resignation is an online process through Oracle Employee Self-Service. Employees must complete the request within the time frames and post the form electronically. The form will be forwarded automatically to the approval authorities based on the organizational hierarchy. The electronic resignation process includes a mandatory exit questionnaire that all staff must complete before they can proceed with posting the resignation.

Clearance

The Final Clearance process must be completed by all staff who will no longer be employed by FCMS. Final clearance is initiated through Oracle self-service. Staff should initiate the process of final clearance through Oracle at least 3 weeks prior to the last day of duty.

- a. The employee is responsible for visiting all the relevant departments to return FCMS properties, close accounts, and have the designated staff member sign off on the clearance that all responsibilities to that department have been discharged.
- b. The clearance process should be finalized 7 days before the last working day to ensure that all out-processing procedures are completed on time.
- c. However, in accordance with Labor Law, a grace period of 10 days after the contract end date will be granted to submit the completed final clearance checklist.
- d. Final payments will be made as close as possible to the employee last working day; however, the organization retains the right as per Saudi Labor Law to finalize all settlements within 7 days of the last working day for employees who are terminated and within 14 days of the last working day for employees who resign.

Failure to Return from Vacation / Leaving the FCMS without Notice

If a staff member does not return from vacation or leaves the college without completing the final clearance form, then all college accounts of that staff (email,

medical insurance, hand punch, etc) will be automatically deleted once the HR staff enters their termination in the HR system.

End of Service Award Calculation

Is divided into two categories, that of an employee on an unaccompanied status contract and that of an employee on an accompanied status contract. End of Service Award is calculated on the basis of the employee's last wage together with any fixed allowances received on a monthly or annual basis: No other allowances shall be included.

- a. End of Service Award for unaccompanied status employees shall be calculated based on basic wage and nominal housing allowance if the employee has been receiving such allowance monthly.
- b. End of Service Award for accompanied status employees shall be calculated based on the monthly basic wage, housing allowance, and transportation allowance, whether or not the Employee has been receiving such allowances on a monthly or annual basis.
- c. Only the following allowances shall be included in the calculation of the End of Service Award in addition to the basic wage:
 1. Housing all
 2. Transportation allowance
- d. The End of Service Award does not include commissions, sales percentages, and similar wage components paid to the Employee which, by their nature, are subject to increase or decrease.
- e. If the Employee ends a Fixed Term Contract after completing the first year of service and gives the Employer thirty (30) days' notice before the end of the Contract, the Employee is entitled to an End of Service Award. The same applies if the Fixed Term Contract is renewed within the first two years. However, if the Fixed Term Contract is renewed for a new duration within the first two years and the Employee did not complete the new duration of the Contract, he or she is not entitled for the End of Service Award.
- f. If the contractual relationship ends due to the either the employee or employers' decision not to renew the contract., the Employer will pay to the

Employee an End of Service Award of a half month (1/2) wage for each of the first five (5) years and a one-month (1) wage for each of the following years.

- g. If the contractual relationship ends due to the Employee's resignation, he shall, in this case, be entitled to one third (1/3) of the award after a service of not less than two (2) consecutive years and not more than five (5) years, to two thirds (2/3) if his service is in excess of five (5) successive years but less than ten years, and to the full award if his service amounts to ten (10) or more years.
- h. Without conflicting with the entitlement of the Employee to the End of Service Award, the Employee in both cases shall be entitled to an End of Service Award for the portions of the year in proportion to the time spent on the job. However, no End of Service Award shall be given for less than one year.
- i. The Employee dies while actively employed the final settlement will be calculated and released to his legal heirs via the rejective embassy or based on an attested Power of Attorney on behalf of all the legal heirs.
- j. The Employer may deduct any work debt due from the Employer's End of Service Award.
- k. If the Employee has a loan, he or she must notify the Employer. In such circumstances, the Employee End of Service Award shall be transferred to the bank account from which the loan was raised. Payment of the End of Service Award by cheque is not an option in this case.
- l. 1. It is not permissible for an Employee to take an end-of-service award in advance or while he or she has an active contractual relationship with the Employer. The End of Service Award shall be given only after the Employee ends or terminates the Contract legally and in the absence of any legal ban against receiving such an Award.
- m. If the Employee spouse is receiving allowances, whether or not they are working for the Employer, or if the Employee is not eligible to receive allowances for whatever reason, such allowances are not included in the End of Service Award. The End of Service Award shall be calculated on the basis of the last wage.

- n. If the Contract terminates according to the provisions stipulated in Article 80 of the Saudi Labour Law, the Employee shall not receive an End of Service Award.

Title: VIII. "MUST KNOW" Information

Basic Policy

We establish all government related processes within the framework of the Labor Office Rules and Regulations, the Ministry of Education Rules and Regulations, the Ministry of Interior Rules and regulations and the Rules and Regulations of the Ministry of Foreign Affairs.

Government Regulations/Employee Relations:

1. The Government Relations representative is responsible for the coordination of the procurement of work permits and initial entry visas required by the employee for employment. The cost of such documents will be borne by FCMS.
2. Government Relations representative assists in the procurement of Residence Documents for eligible dependents but the costs of such documents are borne by the employee.
3. The cost of exit/reentry visas required in connection with contractual leave terms (one per annum) or approved business leaves will be borne by FCMS for employees only.
4. Locally hired candidates with transferrable iqamas are eligible for employment provided we are compliant with Saudization quotas but such employees can commence duties only after they have registered their iqama transfer with the Ministry of Labor.
5. Any costs associated with the sponsorship transfer will be borne by the candidate. This also applies to any employee who transfers his/her sponsorship away from the college to another sponsor.

Passports, Visas and Iqamas

Under the laws of the Kingdom of Saudi Arabia, an individual who is not a citizen of Saudi Arabia is required to have a valid passport and to obtain a visa to enter and leave the country. If planning to reside and work in Saudi Arabia, the individual

must obtain an iqama (residency permit) maintain its validity during residency and be under the sponsorship of either an employer or an individual who is legally residing in Saudi Arabia.

The employee is responsible for any fines incurred if the iqama is lost or if renewal is late due to the employee's failure to submit for renewal on time. The employee will bear the cost of the iqama fines if delays in renewal are caused by an employee. The cost will be split 50%/50% if the delay is neither the fault of the employee nor the employer.

Insurances:

Everyone holding a Saudi Residence card is required by law to have medical insurance cover. This applies even to individuals holding a residence card but who are not actually resident in the country. We provide medical insurance cover for all employees and for eligible dependents as defined in their contract. Employees who have dependents with residence status who are not covered by contract for medical insurance are obliged to obtain their own insurance. This can be done through HR and the cost can be deducted from the employee salary. Failure to do so will unfortunately result in non-renewal of the residence permit and the issuance of a final exit visa when the iqama expires. Application for insurance cover is required on the day of commencement of duty. All dependents, whether covered by contractual entitlement or not, have to be declared when the insurance application is completed by the new employee.

Any children born during the employee contractual period and to be added to the residence permit of the employee must obtain insurance cover for the infant before they can be added to the employee iqama.

Work Visa/Iqama

When the FCMS employs an expatriate from outside the Kingdom the new employee must obtain a work visa to enter the country under the sponsorship of FCMS. This work visa is obtained by FCMS and is provided to the employee at college expense. Upon arrival on the first day of hire the employee must surrender his/her passport to the Government Relations Unit of the Human Resources Unit. The HR Unit will then obtain the necessary residence permit (Iqama) for the new

employee at FCMS expense. Staff will be issued with a temporary iqama until the permanent iqama is ready. The iqama must be carried at all times. If lost, a replacement Iqama will be obtained by HR Unit at the expense of the employee.

Dependent Visa:

When FCMS employs an expatriate from outside the Kingdom, the eligible dependents of the new employee must each obtain a dependent visa to enter Saudi Arabia under the sponsorship of the new employee. This can occur only after the employee has been issued with his/her Iqama and is already a legally recognized resident. Upon arrival the eligible dependents must submit their passports to the HR Unit. HR Unit will then add these eligible dependents to the employee's iqama until they reach 18 years of age. A separate Iqama will be issued to employee dependents over the age of 18. Each dependent will have his/her iqama at all times. The employee is responsible for all costs associated with dependent iqamas and visas.

Visit Visas:

Anyone wishing to visit Saudi Arabia for non-work purposes has to obtain a visit visa. If the visitor is to be sponsored by an employee, the HR Unit will assist the visitor to obtain the required visa after receiving the necessary approval from the Dean. Costs are borne by the employee.

Exit reentry Visas:

Exit/Reentry visas are required every time a non-Saudi employee wishes to leave the country. The HR Unit will obtain the required exit reentry visa on receipt of an approved leave form. The cost of obtaining an exit reentry visa will be borne by FCMS when the employee is leaving the country on business leave or when the approved leave is taken in conjunction with a contractual ticket at the end of a contractual year. If FCMS is not providing an approved ticket, then the cost of obtaining the exit/reentry visa will be settled through the government system via ATM. Staff will be charged if the visa expires before it is used or if it is cancelled late if not used.

Exit Only Visa:

A final exit visa (exit only visa) is required for all staff leaving the country permanently after separation from employment. These visas are obtained by HR Unit based on the employees last working day. The employee must surrender

his/her iqama to employee relations at least three days before the last working day.

Renewal of Passports and Iqamas:

While residing in the Kingdom each employee and eligible dependent must maintain the validity of his/her passport and iqama. The responsibility for renewal of either document prior to expiration rests with the employee, however, the HR Unit will assist in reminding staff of expiry of Iqama via email.

Iqamas should be surrendered to HR Unit before expiry so they can be renewed. Employees who fail to submit their Iqama for renewal on time will be responsible for bearing any fine associated with this delay. The issuance of exit reentry visas may also be delayed if Iqamas are not renewed on time.

Point of Origin:

1. Expatriate employee: Each employee will have a designated airport as the point of origin in connection with the provision of tickets and hire, annual leave and repatriation. The point of origin will be determined at the time of initial hire will be changed only on the production of reasonable justification. We provide a meet and greet service and transportation from the airport for new hires.
2. Locum Tenens: the point of origin will be defined under the same guidelines used for expatriate employees. We provide a meet and greet service and transportation from the airport for locums coming from an international source.
3. Other Employees: the point of origin is defined as Jeddah, Saudi Arabia for all national, expatriate dependent, residents and fellows, part time and external affiliate employees.

Contact Types:

Staff are hired either as on unaccompanied status (employee only) or accompanied status (employee and predetermined eligible dependents) based on the agreement in the contract which is determined by the job grade for their position.

Initial Hire Benefits:

Upon initial hire, the employee will be entitled to transportation and relocation allowance in accordance with the following:

1. Initial Hire Transportation: FCMS will provide an air ticket from the employee's point of origin (or a point less distant from Jeddah) and transportation from the Airport in Jeddah to the employees designated accommodation.
2. Eligible employees Airfare Structure
3. Reimbursement of Airfare: If the FCMS recruiting agent is unable to provide the required air ticket, the employee will be requested to make his/her own purchase and will be reimbursed upon presentation of the proper documentation for airfare transportation by the most expeditious route from the point of origin to Jeddah. Reimbursement will be based on the airfare class to which the employee is entitled.
4. Value of Reimbursement: The value of airfare will be based on the IATA fare structure in effect on the employee's effective date of employment.
5. Eligible Dependents: All dependents are eligible for economy class travel.

Housing:

1. Eligibility: all employees will be entitled to housing allowance.
2. Housing Benefit Payment: will be paid in monthly installments or on a six-month basis (January and July only).

Transportation Allowance:

Eligibility: all employees will be entitled to Transportation allowance.

Medical Insurance:

All employees and eligible dependents are provided with Medical Insurance as per government regulation. Employees who have dependents not included in their contractual agreement with FCMS but who are in possession of a residence permit (iqama) must provide medical insurance cover for these dependents at their own expense. It is not possible to renew a residence permit without medical insurance cover.

Personnel files

HR Unit will be responsible for the preparation and maintenance of a basic personnel file for each employee. This file will be the repository for all documents related to the individual's employment and will be released only to individuals who have authorization to view the file.