



Human Resources and
Social Development

Ministry of Human Resources and Social Development

Civil Service Law

1442 AH

In The Name of Allah, Most Gracious, Most Merciful
(Royal Decree)

Ref. No. M/49

Date: 10/07/1397 AH

With the help of Allah Almighty

We Khalid bin Abdulaziz Al Saud

King of the Kingdom of Saudi Arabia,

Having perused Article 19th of the Council of Ministers Law promulgated by Royal Decree No. (38) of 22/10/1377 AH, The Royal Decree No. (M / 5) dated 01/02/1391 AH approving the Public Employees Law, as amended by other royal decrees,

Hereby decree as follows:

First: To repeal the Public Employees Law issued by Royal Decree No. (M/5) of 01/02/1391 AH,

Second: to endorse the Civil Service Law as attached hereto.

Third: The employee salary scale issued by Royal Decree No. M/18 dated 22/05/1397 AH shall be covered by the Civil Service Law.

Fourth: The Civil Service Law shall enter into force as on 01/08/1397 AH, and the salary scale shall enter into effect as on 01/07/1397 AH.

Fifth: The Deputy Prime Minister, the Chairman of the Civil Service Council and the Ministers shall implement this decree, each within his competence.

Signature

/Signed by King Khalid /

Council of Ministers Resolution No. (951) of 27/06/1397 AH

The Council of Ministers,

As dictated by the public interest,

In pursuit of seamless administrative procedures, and

Having reviewed the draft Civil Service Law filed by His Highness the Deputy Chairman of the Supreme Committee for Administrative Reform by letter No. (1/318) dated 15/05/1397 AH,

Hereby resolves as follows:

First: Approve the Civil Service Law as attached.

Second: Prepare draft royal decree to that effect, a copy thereof is attached hereto.

Second Deputy Prime Minister

Abdullah bin Abdulaziz

Council of Ministers Resolution No. (97) of 05/02/1442 AH

The Council of Ministers,

Having perused the letter No. (5975) of 03/02/1442 AH received from the Royal Court, regarding completing the necessary statutory procedures for what was included in the Royal Decree No. (A/455) of 01/07/1441 AH, in respect of joining (Ministry of Civil Service) with (Ministry of Labor & Social Development) and amending its name to be (the Ministry of Human Resources and Social Development);

The Royal Decree No. (A/455) of 01/07/1441 AH;

The two memoranda No. (783) of 02/01/1441 AH and No. 186 of 04/02/1442 AH, prepared in the Bureau of Experts at the Council of Ministers;

The report No. (42-33/M) made by the Council for Economic and Development Affairs;

The recommendation No. (796) of 04/02/1442 AH made by the General Committee of the Council of Ministers;

Hereby resolves as follows:

Third: Replace the phrase (Ministry of Civil Service) and (Ministry of Labor & Social Development) with the phrase (Ministry of Human Resources and Social Development), and replace the phrase (Minister of Civil Service) and (Minister of Labor & Social Development) with the phrase (Minister of Human Resources and Social Development), wherever mentioned in laws, regulations, instructions, royal orders, decrees and decisions.

Prime Minister



Section I: Posts

Article 1:

Efficiency is the basis of staff selection for the public service posts.

Article 2:

Ministry of Human Resources and Social Development classifies posts, including professions, and determines their classification method and occupancy requirements in accordance with rules specified by the regulations.

Article 3:

(Repealed)

¹ This article was amended under the Royal Decree No. (M/95) of 15/09/1439 AH, to read as above.

² This article was repealed under the Royal Decree No. (M/95) of 15/09/1439 AH.



Section II: Employees

Chapter I (Post Incumbency)

Article 4:

Taking into account the provisions of other regulations, the one who is appointed to the posts is required to be:

- a- Saudi citizen, however, exceptions may be made for the temporary employment of non-Saudi for posts requiring qualifications that are not available in Saudi applicants for such positions, according to rules set by the Council of Ministers.
- b- At least eighteen years old.
- c- Healthy and fit for service.
- d- Of good conduct.
- e- Holder of the required qualifications for the post, but the Council of Ministers may overlook this condition.
- f- Has not been sentenced to a lawful punishment, retribution, or a prison sentence over one year or conviction and punishment for any of the following crimes:
Bribery, forgery, embezzlement, smuggling, promotion or dealing in drugs or liqueurs, or had been convicted, and it's been at least one year since the execution of the sentence was done or exempted.
- g- Not dismissed from state service for disciplinary reasons, or was dismissed, and it's been at least one year from the date of dismissal.

Other conditions may be added to the Regulations for Appointment to Certain Posts.¹

Article 5:

The posts of the Royal Courts are filled by Royal Decree.

Article 6:

The posts of (fourteenth) and (fifteenth) ranks shall be filled by a decision of the Council of Ministers; and the (thirteenth) rank's posts and below shall be filled by a decision of the concerned Minister in accordance with the conditions, regulations and procedures specified for such posts. However, as an exception to this condition, the employee who fills the (fourteenth) or (fifteenth) rank may be transferred within the entity by a decision of the concerned minister, after the approval of the Prime Minister².

Article 7:

Ministry of Human Resources and Social Development shall declare the tenth rank's posts and below, and their equivalent in the civil service pay scales, noting that all applicants for these posts are subject to an evaluation whose standards and procedures are defined by the Ministry of Human Resources and Social Development in the light of the posts' requirements. The administrative entity may declare the posts which are agreed upon according

¹ This article was amended under the Royal Decree No. (M/95) of 15/09/1439 AH, to read as above.

² This article was amended under the Royal Decree No. (M/57) of 24/05/1438 AH, to read as above.

Civil Service Law

to the standards and procedures defined by the Ministry of Human Resources and Social Development following the agreement of the Minister of Human Resources and Social Development and the concerned Minister¹.

Article 8:

An employee who does not exercise their job duties without a legitimate excuse within fifteen (15) days from the date of being notified of the appointment decision, their appointment decision shall be canceled and considered null and void.

Article 9:

The appointed employee is considered initially on probation for one year.

Article 10:

- a- Employees get promoted and relocated to vacant posts in accordance with the provisions established by the classification rules, including the qualifications and conditions for post incumbency.
- b- Promotion shall not be effective prior its decision issuance.

Chapter II (Duties)

Article 11:

The employee shall in particular commit to the following:

- a. To rise above everything that offends the honor and dignity of the job, whether inside or outside the workplace.
- b. To take into consideration the decorum of his actions with the public, his bosses, colleagues and subordinates.
- c. To devote work time to perform the duties of his post and to implement orders issued to them strictly and faithfully within the limits of the regulations and instructions.

Article 12:

The employee is prohibited, in particular, from:

- a- Abuse of functional authority.
- b- Influence peddling.
- c- Acceptance or request of bribery in any of the forms stipulated in the Anti-Bribery Law.
- d- Acceptance of gifts, gratuities or otherwise in particular or mediation for the purpose of soliciting the stakeholders.
- e- Disclosure of confidential information which they are aware of by virtue of his job, even after leaving the service.

¹ This article was amended under the Royal Decree No. (M/57) of 24/05/1438 AH, to read as above.

Civil Service Law

Article 13:

The employee must refrain from:

- a. Engaging in trade directly or indirectly.
- b. Participating in the establishment of companies or accepting membership of their boards of directors or any post therein, or in a business unless appointed by the government.

According to a regulation issued by the Council of Ministers, employees may be authorized to work in the private sector during non-official working hours.

Article 14:

An employee may not combine their post with another profession, but they may, in accordance with a regulation issued by the Council of Ministers, be permitted to engage in self-employment for those whose professions are required by the public interest.¹

Article 15:

Each employee shall be responsible for their own actions and shall be responsible for the proper functioning within their competence.

Article 15 bis:

The human resources department of the government entity shall implement the provisions of this Law and its implementing regulations and the relevant resolutions and instructions. The relevant departments of each government entity are obligated to consult them in all matters relating thereto, and the government entity must refer to the Ministry of Human Resources and Social Development in matters they encounter when applying this Law and its implementing regulations and the relevant resolutions and instructions.

Chapter III (Salaries and Bonuses)

Article 16:

The employee shall be entitled to salary from the date of their employment.

Article 17:

The employee shall be granted the bonus in accordance with the pay scale attached to this Law, by granting them the very next grade following the grade they occupy in the same rank, which shall take place from the first day of each fiscal year.³

Article 18:

- a) The appointed employee shall be granted first grade salary in the rank of the post for which they are appointed, and if their salary upon appointment is equal to or higher than the salary of this grade; they shall be granted the salary of the next grade that exceeds their salary upon appointment.

A non-first-class appointment may be granted to those who have certain qualifications to be determined by the Council of Ministers.

¹ This article was amended under the Royal Decree No. (M/57) of 24/05/1438 AH, to read as above.

² This article was added under the Royal Decree No. (M/95) of 15/09/1439 AH.

³ This article was amended under the Royal Decree No. (M/139) of 19/10/1441 AH, to read as above.

Civil Service Law

- b) The promoted employee shall be granted first grade salary in the rank of the post for which they are promoted, and if their salary upon promotion is equal to or higher than the salary of this grade; they shall be granted the salary of the next grade that exceeds their salary, provided that the salary increase shall not be less than the amount of the salary bonus for the rank that was fixed prior to promotion to the higher rank.
- c) If the employee who left service is reinstated in a post in the same rank they were occupying at the end of their service, they shall be placed in the same rank they were in, but if they are reinstated to a post with a higher or lower rank, they shall be granted the salary of the next grade that exceeds the salary of the degree they were occupying in the scale applicable to them, and if their salary exceeds the salary of the last degree in the post rank; they shall be granted this degree.¹

Article 19:

- a- The suspended employee and the like, or the suspended employee (on temporary basis), shall be paid half of their net basic salary, and if they were acquitted or punished without dismissal, then the remaining half shall be paid to them, and what was paid to them shall not be refunded if they are punished with dismissal.
- b- The employee suspended by their own rights shall be paid half of their net basic salary, for a period not exceeding two years, and if they return to work before the expiration of this period, the remaining half shall be paid to them, otherwise their record shall be closed, and the remaining half of their salary will not be paid to them, and what was paid to them shall not be refunded.²

Article 20:

Nothing of the employee's salary may be seized except by order of the concerned entity, and the amount seized per month shall not exceed one third of their net monthly salary except for the alimony, and if the employee is suspended for claiming debt to the government, they shall be paid their basic salary.^{3,4}

Article 21:

Subject to the provisions of other laws and regulations, the employee shall not be entitled to a salary for the days and hours in which they don't work.⁵

¹ This article was amended under the Royal Decree No. (M/57) of 24/05/1438 AH, to read as above.

² This article was amended under the Royal Decree No. (M/95) of 15/09/1439 AH, to read as above.

³ This article was amended under the Royal Decree No. (M/23) of 11/04/1435 AH.

⁴ This article was amended under the Royal Decree No. (M/139) of 19/10/1441 AH, to read as above.

⁵ This article was amended under the Royal Decree No. (M/95) of 15/09/1439 AH, to read as above.

Chapter IV (Allowances, Rewards and Compensation)

Article 22:

The outposted employee shall be paid a cash allowance for each day spent outside their workplace, within or outside the Kingdom, according to the categories defined by the Financial Rights and Benefits Regulations.⁶

Article 23:

The employee may be assigned to perform certain functions or perform an official function by a decision of the concerned minister, in addition to their post's original duties.

Article 24:

An outstanding employee may be granted a cash reward by a decision of the concerned minister, and the regulations determines the amount of the reward, the basis, terms and conditions for granting it.

The government entity may reward the outstanding employee by granting them a certificate of excellence, honoring them, or nominating them to compete for approved excellence awards, and the regulations shall specify the relevant basis and conditions.¹

Article 25:

Certain posts may be contracted to perform some functions as determined by the regulations.²

Article 25 bis³

Consultants and experts may be hired to perform a particular service under a contract form agreed between the government entity and the Ministry of Human Resources and Social Development and the Ministry of Finance. This contract form shall include the scope and field of the work to be performed, the term of the contract and the obligations and rights of both parties, including the higher ceiling of the contractor's benefits. The Regulations defines the contract's conditions and procedures, and the mechanism for determining financial compensation in contracts.

Article 26:

An employee who is assigned to work outside official working hours and during official holidays shall be paid a cash reward for overtime, and the regulations determine the rules for granting this reward.

Article 27:

The regulations determine the types, amount and conditions of allowances, rewards, compensation and benefits granted to the employee.

⁶ This article was amended under the Royal Decree No. (M/139) of 19/10/1441 AH, to read as above.

¹ This article was amended under the Royal Decree No. (M/95) of 15/09/1439 AH, to read as above.

² This article was amended under the Royal Decree No. (M/73) of 27/05/1441 AH, to read as above.

³ This article was added under the Royal Decree No. (M/95) of 15/09/1439 AH.

Chapter V: Leave and Loan

Article 28:

The regulations determine the types, durations and conditions of leave and absence to which the employee is entitled or authorized.

Article 29:

- a- An employee's services may be loaned - after their consent - to work for an entity other than their employer, including governments, agencies, international organizations, or non-profit enterprises.
- b- The government may borrow the services of those not covered by the Civil Service Law.

The Regulations determine the rules of borrowing and loan¹ .2

Chapter VI: Termination

Article 30:

Taking into consideration the reasons for termination stipulated by the laws, the employee's service shall be terminated for one of the following reasons:

- a- Resignation.
- b- Request for retirement referral prior to the statutory age according to the retirement scheme.
- c- Abolition of the post.
- d- Reaching the statutory age of retirement unless extended by a decision of the competent authority.
- e- Disability.
- f- Failure to implement the transfer decision without a legitimate excuse within fifteen days from the date of notifying the employee with the decision.
- g- Dismissal for disciplinary reasons.
- h- Dismissal by Royal Decree or by a decision of the Council of Ministers.
- i- Absence from work without a legitimate excuse for fifteen consecutive days or thirty separate days during the year prior to the issuance of the termination decision.
- j- Withdrawal or revocation of nationality.
- k- Loss of the employee after a period fixed by the Council of Ministers.
- l- Ineligibility of incumbents of the posts excluded from the competition and the qualification.
- m- Inefficiency for receiving an unsatisfactory job performance assessment three times in a row, as determined by the Regulations.

¹ This article was amended under the Royal Decree No. (M/57) of 24/05/1438 AH.

² This article was amended under the Royal Decree No. (M/139) of 19/10/1441 AH, to read as above.



Section III: General and Transitional Provisions

Article 31:

The concerned minister may delegate some of their mandated powers under this Law.

Article 32:

The head of independent authority shall have powers towards this authority's employees similar to the minister's powers towards employees of the ministry.

Article 33:

An employee may not be appointed to more than one post.

Article 34:

Employee training is part of the statutory work duties, whether within or outside official working hours, and all ministries and government entities must enable their employees to receive training, each in their field of competence.

Article 35:

Employees are sent to study abroad or study at home, in accordance with the requirements of the work interest, and the regulations specify the rules for scholarships and fellowships^{10,11}

Article 36:

Ministry of Human Resources and Social Development issues a regulations for measuring the employee's performance, which includes the objectives it seeks to achieve, and the regulations determine, in particular, the following:

- 1- Basis for measuring the employee's performance, standards and levels.
- 2- Levels of performance for which the employee shall be entitled to the periodic bonus.
- 3- Levels of performance required for promotion.
- 4- Complaint procedures for the results of annual performance appraisal.¹²

Article 36 bis-13

The human resources department of the government entity sets job plans in accordance with the standards and basis determined by the Regulations, particularly, the following:

- a- Manpower Plan.
- b- Development and Training Plan.
- c- Leadership Development Plan.
- d- Talent Management Plan.
- e- Succession Plan.

These plans shall be approved by the concerned minister in coordination with the Ministry of Human Resources and Social Development.

¹⁰ This article was amended under the Royal Decree No. (M/57) of 24/05/1438 AH.

¹¹ This article was amended under the Royal Decree No. (M/139) of 19/10/1441 AH, to read as above.

¹² This article was amended under the Royal Decree No. (M/95) of 15/09/1439 AH, to read as above.

¹³ This article was added under the Royal Decree No. (M/95) of 15/09/1439 AH.

Article 37:

Certain posts may be excluded from some of the provisions of this Law as stipulated by the regulations, in agreement with the Minister of Finance.¹⁴

Article 37 bis-15

The provisions of this Law shall apply to all civil employees who occupy fixed posts in the general budget of the state, and employees of the entities to whom special laws or regulations apply shall be excluded from the application of its provisions within the limits stipulated in these laws and regulations.

Article 38:

This Law replaces the Public Employees Law issued by the Royal Decree No. (M/85) of 01/02/1391 AH, as follows:

- a- For employees originally subject to this Law.
- b- For employees for whom the mentioned Law is considered complementary to the laws that govern their conditions, within the limits stipulated in those laws.

Article 39:

The Council of Ministers shall issue the regulations of this Law, and the Council may authorize the Minister of Human Resources and Social Development to issue some of them.¹⁶

Article 40:

The Council of Ministers has the right to interpret this Law.

¹⁴ This article was amended under the Royal Decree No. (M/139) of 19/10/1441 AH, to read as above.

¹⁵ This article was added under the Royal Decree No. (M/57) of 24/05/1438 AH.

¹⁶ This article was amended under the Royal Decree No. (M/95) of 15/09/1439 AH, to read as above.



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