

Article (26)

With consideration to contents of the Job Duties Regulation in the Civil Service Law, the Training Staff member is not authorized to do the following:

1. Abuse authority
2. Utilization of power
3. Interfere in others' business without a written approval from the authorized person and for the best interest of the work.
4. Disclose information that comes to him because of his position if this information is secret in its nature or per instructions that dictates this or if they were personal secrets that are taken outside the authorized work place.
5. Having another job besides his job in the Corporation.
6. Takes part in establishing companies or accepts to join the boards of directors unless he represents the Corporation.
7. Keeps for himself documents or copies of documents that belongs to the Corporation or that fall in his hands because of his job even though they may be pertaining to a job he is tasked to do.
8. Receive visitors who are not of the members of Corporation staff or clients inside the jobsite in a way that interrupts business hours and performance of duties.
9. Being preoccupied with things outside the scope of work.
10. Any prohibited items determined by the Board of Directors.

The Training Staff Member's Rights**Article (27)**

The Corporation; in dealing with the Training Staff members will consider the following:

1. Treats them decently in terms of attending to their situations and interests and to abstain from doing anything that adversely affects their religion or dignity.
2. Absolute commitment to pay their salaries and financial entitlements in time as well as their end of service final settlements.
3. Creates a good work environment and provides the requirements that ensure continuity of this environment.
4. Strengthens the human ties and creates the convenient family environment in the workplace.
5. Promotes the importance of loyalty and giving to the Corporation.

6. Pursues the modern administrative methodologies in developing plans and programs .Determines the activities and missions that the Training Staff members are tasked to do in a scientific and objective manner.
7. Demonstrates respect for the religion, values and traditions of the Training Staff members.
8. Treats the Staff members equally and justly. Rewards the good doer and punishes the wrongdoer.
9. Encourages the creativity, individual initiative, cooperation and teamwork.

Chapter Seven: The required number of training hours

Article (18)

The required number of training hours from the Training Staff member assigned to one of the Training Staff members positions in terms of theoretical training hours per week will be as follows:

- | | |
|--|-------------------|
| 1. Senior Instructor (a) | 20 training hours |
| 2. Senior Instructor (b) | 20 training hours |
| 3. Instructor 1 st class(a) | 22 training hours |
| 4. Instructor 1 st class(b) | 22 training hours |
| 5. Instructor (a) | 24 training hours |
| 6. Instructor (b) | 24 training hours |
| 7. Instructor (c) | 24 training hours |

Every three hours of practical training equals two hours of theoretical training.

Article (29)

Training hours may be reduced from the required number of hours if the Training Staff member is tasked with supervisory or developmental mission in accordance with the measures set forth in **Article (24)** of the Regulation.

Chapter Eight: The official Duty hours and days . Overtime

The Official Duty hours and days

Article (30)

The weekly working days for the Corporation are determined to be five days, starting from Saturday and ends on Wednesday of every week. Thursday and Sunday are the two weekly rest days. The Governor may task the Staff members of the Corporation or some of them, if necessary, to work during these two days and they will be compensated in accordance with the overtime rules otherwise they will be granted compensatory rest days or hours for the hours or days being worked. This will be twice the overtime being worked.

Article (31)

The actual regular working hours during the regular months are determined to be forty hours per week at a rate of eight working hours a day, the timing of which will be determined by the work necessity. The actual weekly working hours during the month of Ramadan will be reduced to thirty hours per week.

Article (32)

The hours above the hours determined in Article (31) are considered overtime, which the Training Staff member will be compensated for if the tasking for overtime was approved via a decision from the Governor, provided that the nature of the work being tasked is laid out and the number of hours to do the job is being determined.

Article (33)

The following will be considered for the overtime:

1. There is no other way to accomplish the work during the regular working hours.
2. The overtime should not be a result of negligence by the Training Staff member in doing his basic position.
3. The percentage being cashed to the Staff member should not be more than what is being specified for those personnel covered by the Civil Service Law and its executive regulations.

Article (34)

Overtime pay will be calculated as one hour equals one hour of his original working hours in the regular days. The employee who is tasked to work overtime during the holidays and vacations; will be paid overtime at the highest determined rate of overtime of (50%) of his basic salary. Transportation allowance will be paid for the days during which he has been tasked at a rate of 1/30 of the monthly transportation allowance.

Chapter Nine: Salaries, allowances

Salaries

Article (35)

35/1 Upon his hiring; the Training Staff member is entitled to the minimum wage of the category he has been appointed at; according to the Training Staff members wage scale attached to the Regulations.

35/2 The holder of senior instructor position (a), who reaches the last grade in the Training Staff members' salary scale will continue receiving an annual increase equivalent to the specified allowance for that level. It will be cashed at the beginning of Muharram every year. It will be considered a remuneration that will not result in a change in the salary scale and in order to pay it the conditions to pay the regular allowance should be met.

Article (36)

Salaries are paid at the end of each month per the regulations set forth by the Corporation.

Article (37)

While observing the stipulations of the regulations, the Training Staff members will not be entitled to wage for the days that he does not work.

Article (38)

Salaries are subject to the deductions that are dictated by the State Rules.

Article (39)

In terms of the salary; the suspended Training Staff member or the like, will be treated the in the same manner which the personnel covered by the Civil Service Rules & Executive Regulations are treated.

Article (40)

The Training Staff member's salary may not be seized unless when it is based upon a final verdict issued by an appropriate judiciary authority and per an order from an Corporation that is authorized to execute it. The seized amount may not exceed one third of his monthly salary, except the alimony debt.

Chapter Ten: Allowances, Remunerations and Compensations

Article (41)

41/1 the provision of Article (16/27) of the Civil Service Executive Law does not apply to the personnel who are subject to the provisions of these regulations (because when their salaries are determined; it was put into account that it covers the profession allowance)

41/2 Allowances will be disbursed every month in addition to the salary of the employee and will be reduced with the reduction in the salary. They will not be paid if the salary is being stopped. Allowances will not be paid with the compensatory payment for leave, travel for education or secondment.

Appointment Allowance

Article (42)

The Training Staff member, who is being hired for the first time will receive a one month salary as an appointment allowance, provided that he had not receive such an allowance from the state treasury for any previous service.

Transportation Allowance

Article (43)

The Training Staff member will be granted, if no appropriate means of transportation to and from his home has not been provided, a monthly transportation allowance according to the scale of the Training Staff members salaries categories; “annexed to the Regulations”, he has been appointed at. The Training Staff member transportation allowance does not cover those living on jobsite.

Labor market engagement Allowance

Article (44)

The Training Staff member will receive a connection with the work market allowance at 20% of salary of category he is filling per control measures to be prescribed by the Board of Directors.

Specialization Allowance

Article (45)

The Training Staff member will receive in cash a monthly specialization allowance that will not exceed 25% of the minimum salary of the category that he is occupying. The allowance percentage of each specialty will be determined according to its importance and the control measures that will be determined by a permanent committee from the Ministry of Finance and the Ministry of Service and the Corporation.

Danger Allowance

Article (46)

Danger Allowance will be cashed monthly and will not exceed SR600 to the Training Staff member, who conducts his work in training workshops and nature of his job requires that he becomes subject to danger. The control measures applicable to the civil servants will apply to him.

Distinction Reward

Article (47)

Distinction reward will be cashed on a monthly basis to the Training Staff member, who scored very good or higher. The reward will not exceed 12% of the minimum level of the salary category that he fills and according to control measures to be prescribed by the permanent committee at the Ministry of Finance, the Ministry of Civil Service and the Corporation.

Rewards for hours exceeding the training quorum

Article (48)

The training Staff member appointed to a Training Staff position when tasked to do training hours more than the required training hours, will be granted a reward of SR150 as an allowance for the additional training hours.

Reward for Assigning Supervisory Position

Article (49)

Per the Tasking regulation; The Training Staff members, who were assigned supervisory positions will be cashed monthly rewards that will not be more than the following:

1. Managers and Deans of colleges and training institutes: SR 2500
2. Vice Deans in the colleges and training institutes: SR 2000
3. Sections Chiefs in colleges and training institutes: SR 1000

Service award

Article (50)

At the end of service in the Corporation and for non-disciplinary reasons; the Training Staff member is entitled to the end of service period, which he had spent serving the Corporation reward in one of the Training Staff members' positions per what has been determined for the personnel covered under the educational positions regulations.

The Reward of the Permanent Committees for the Study of the Training Process

Article (51)

Anyone who participates in one of the permanent committees that are formed in the colleges or institutes to study the training process will be rewarded with SR 200 for each session, if it took place during the official working hours and SR 300 for every session conducted after the official duty hours at a maximum of SR 6,000 per one fiscal year. The description of the work, members, their position grades and number of sessions of these committees will be determined via a decision from the Board of Directors.

Secondment and Reimbursement for the Travel Expenses

Article (52)

The Training Staff member is entitled to TDY allowance for every day he spends away from his jobsite whether inside or outside the Kingdom per the prescribed rates and according to the position he holds and per the sections/slices schedule annexed to the regulations.

Article (53)

The Training Staff member may not be sent on TDY outside his jobsite if it is possible that the mission could be done by a staff member of the Corporation in the city/country where the mission is at.

The specified distances for disbursement of secondment

Article (54)

The Training Staff member will be entitled to the disbursement of TDY if the distance between the place of mission and the jobsite is no less than 75Km for the paved roads and 40 km for dust roads and 15 km for bumpy roads, which is not accessible by car.

Arrangements Related to secondment

Article (55)

The necessary arrangements for TDY will be as follows:

1. A monetary allowance will be disbursed to the Training Staff member on TDY for every day he spends away from his jobsite whether inside or outside the Kingdom, not to exceed sixty days a year.
2. One day will be added prior and one day after the mission if the TDY travel is within the Kingdom and if that is necessary. Two days will be added before the mission and two days will be added after the mission if the TDY travel is outside the Kingdom.
3. If the Corporation provided accommodation and meals, the TDY allowance will be reduced to one forth. If only accommodation is provided the allowance is reduced to half the rate.
4. If the Training Staff member is sent on TDY to conduct an official mission at different Corporation, this Corporation to which he is doing the mission, pays his entitlements i.e. allowances, compensations and rewards with the exclusion of his salary and transportation allowance unless agreed otherwise.
5. The Training Staff member may receive a loan against the TDY allowance, provided the loan does not exceed the Training Staff member entitlement of the TDY period outlined in the TDY decision.
6. The TDY amount disbursed to the Training Staff member will not be recouped upon the end of service by death or permanent disability.
7. On computation of the TDY allowance the sick leave days will be included provided the Training Staff member notifies his boss accordingly and gets approval to include this period as TDY in condition that it does not exceed 20 twenty days or half the period, whichever is less.
8. The Corporation provides an appropriate means of transportation to the Training Staff member from his jobsite to the location of the mission his tasked to conduct whether inside or outside the Kingdom per the provisions of the transportation regulations of this regulation.
9. The Corporation compensates/disburses the Training Staff member for the necessary expenses to accomplish the mission, such as expenses resulting from using fax, mail or telephone. As well as taxes and airport fees. Disbursement will not be allowed without the supporting documents.
10. After the end of the TDY period, the Training Staff member(s) on TDY submits a separate report outlining the TDY order, period, actions to execute it, starting and ending dates and the data that help to recognize the accomplished work.

Article (55)

While adhering to the specified duration in paragraph (1) of Article (55), the TDY period may not be extended until what is being completed of the mission and what is left of it is reviewed and that the individual charged with mission has exerted his efforts to complete the work in time, that there were forceful circumstances that hindered accomplishing the mission during the specified duration of the mission, provided the extension will be through a decision by the Governor.

Travel Orders

Article (57)

57/1 When necessary; the Corporation will provide round trip air tickets to the candidate for hiring in the following situations.

1. Invitation for a hiring interview at the request of the Corporation, which will only be for one time. Also, interview invitation for the purpose of sending for Education and promotion competition per an invitation by the Training, promotions and sending for education Committee.
2. To start work for the first time if his place of residence is away from the jobsite.

57/2 The Corporation provides the Training Staff member tickets in the following cases:

1. TDY
2. If the authorities summoned him to testify in front of a court or the Corporations/Agencies are located away from his jobsite.
3. If he gets a sick leave or an authorized agency recommends that he receives medical treatment in another city inside the Kingdom.
4. If he is been put in sick list and it was recommended that he receives treatment in another city within the Kingdom.

g Tickets or means of Transportation

Article (58)

Providing the appropriate tickets or means of transportation or reimbursement for it to the Training Staff member, whom the work need necessitates his travel; will be according to the position he holds and per the slices attached to the regulations.

The Reward for holding a position temporarily

Article (59)

The Governor may; in exceptional situations; and after the approval of the Board of Directors; contract with a Saudi national to occupy a vacant position for a temporary period that will not exceed one year, provided that he meets the conditions for filling it. The reward will not be more than the salary and allowances specified for filling it.

Chapter Eleven: Training, internal and external secondment

Article (60)

The Corporation facilitates for its staff to attend training and preparatory programs inside and outside the Kingdom or sending them for in-Kingdom studies in order to develop their capabilities and skills or obtain the appropriate degrees as the best interest of work of the Corporation necessitates, and per measures approved by the Board of Directors.

Article (61)

A committee will be formed in the Corporation to study the training and sending its staff for training. Forming the committee and determining its specialization will be through a decision by the Board of the Directors and it has to be approved by the Governor. A quarterly report will be submitted to the Board containing the individuals being sent. It will include details about them, their specialties, periods of training and costs.

Article (62)

Arrangements for personnel sent for study abroad or in-country in terms of salaries, rewards, allowances, allocations and tuition fees will be per the regulations for studying abroad or in-country, which are applicable to the individuals covered by the civil services law and its executive regulations.

Chapter Twelve: Leaves and Eid Holidays

Annual leaves

Article (63)

The Corporation determines leave dates for the Training Staff members as the best interest of business dictates.

Article (64)

The Training Staff member is entitled to an annual leave of (36) days every year of his service. The leave salary may be cashed in advance if the leave is one month or more.

Article (65)

With regard to leaves the training calendar of the Corporation will be put into consideration.

Article (66)

With the exception of what is included in this chapter, the Training Staff members' leaves will be in accordance with the civil service law and its executive regulations.

Chapter thirteen: Keeping track of workflow and performance evaluation

Keeping Track of Workflow

Article (67)

The Governor will approve the rules for the evaluation, tracking plans and workflow per the instructions and strategic plans of the Corporation and according to a proposal from the concerned Administration.

The Job Performance Evaluation

Article (68)

The job performance of the Training Staff member will be evaluated per the measures and forms of the job performance reports that are approved by the Corporation, which aim at conducting regular evaluation of the employee's work and conduct and to determine whether or not he is suitable to continue holding his position. The employee has the right to review the job performance report prepared about him. He also has the right to submit a grievance within 15 days from his reviewing his report date.

Chapter Fourteen: Safety, Medical and Social Care

Prevention and Safety

Article (69)

The Corporation takes the necessary measures to protect the Training Staff members from the dangers and diseases resulting from work, which are:

1. Announcements in conspicuous places about work risks and the preventive means/measures along with instructions that must be followed.
2. Maintains safety rules in auditoriums, labs, workshops and work places and keep them fully clean as well as provides the necessary safety means.
3. Trains the Training Staff members to use the safety devices and the protective tools provided by the Corporation.

Article (70)

The Training Staff member will be compensated for death, crippling injury or handicap that will absolutely prevent him partially or completely from working if it has been determined that the death or injury resulted from work just like those personnel covered by the civil service law and its executive regulations.

Chapter Fifteen: Penalties and Grievances

Article (71)

A panel will be formed in the Corporations through a decision from the Governor to investigate violations.

Article (72)

Rules in the end or service regulations issued by the Council of Ministers Decision number (1/813), dated 30/8/1423H and whatever modifications to them will be applied to the Training Staff members. The Board of Directors will:

1. Extends the service of the Training Staff member until he completes the age of sixty five per measures and rules set forth by the Board of Directors to determine the cases that the work needs necessitates service extension.
2. Contract with the Training Staff member being on retirement after reaching the age of sixty five and until the age of seventy as a maximum limit. The amount of wage and job privileges will be similar to those covered by the civil service law.

Chapter Seventeen: Closing Provisions

Article (74)

The provisions of these regulations will be effective from the date of approval by the Board of Directors.

Article (75)

The Board of Directors can interpret these regulations based upon a recommendation from the Ministry of Finance and Ministry of Civil Service.

Article (76)

The Governor can delegate some of his authorities prescribed in these regulations as much as the work needs and in accordance with the appropriate specialty and the position of the individual being delegated these authorities. The individual whom being delegated authorities may not in turn delegate them to another person without the approval of the Governor.

Article (77)

If these regulations do not include an applicable article, the Civil Service Law provisions and the relevant decisions will apply.

Article (78)

These Regulations and their annexes will be revised following the agreement with the Ministry of Civil Service and the Ministry of Finance.

Annex Number (1)**Salary Scale of the Training Staff Members of the Colleges and Technological and Vocational Training Institutes at the Technical and Vocational Training Corporation**

Transp. Allow.		650	600	600	600	600	600	400
Fifth	Ann./Inc.					450	385	325
	5					17.965	15.295	12.870
	4					17.515	14.910	12.545
	3					17.065	14.525	12.220
	2					16.615	14.140	11.895
	1					16.165	13.755	11.750
Fourth	Ann./Inc.				515	450	385	325
	5				18.515	15.715	13.270	11.245
	4				18.000	15.265	12.985	10.920
	3				17.485	14.815	12.600	10.595
	2				16.970	14.365	12.215	10.270
	1				16.455	13.915	11.830	9.945
Third	Ann./Inc.	650	590	520	515	450	385	325
	5			18.800	15.940	13.465	11.445	9.620
	4	25.435	22.520	18.280	15.425	13.015	11.060	9.295
	3	24.435	21.930	17.760	14.910	12.565	10.675	8.970
	2	24.135	21.340	17.240	14.395	12.115	10.290	8.645
	1	23.485	20.750	16.720	13.880	11.665	9.905	8.320
Second	Ann./Inc.	650	590	520	515	450	385	325
	5	22.835	20.160	16.200	13.365	11.215	9.520	7.995
	4	22.185	19.570	15.680	12.850	10.765	9.135	7.670
	3	21.535	18.980	15.160	12.335	10.315	8.750	7.340
	2	20.885	18.390	14.640	11820	9.865	8.365	7.020
	1	20.235	17.800	14.120	11.305	9.465	7.980	6.695
First	Ann./Inc.	650	590	520	515	450	385	325
	6	19.585	17.210	13.600	10.790	8.965	7.595	6.370
	5	18.935	16.620	13.080	10.275	8.515	7.210	6.045
	4	18.285	16.030	13.560	9.760	8.065	6.825	5.720
	3	17.635	15.440	12.040	9.245	7.615	6.440	5.395
	2	16.985	14.850	11.520	8.730	7.165	6.055	5.070
	1	16.335	14.260	11.000	8.215	6.715	5.670	4.745
Level	Grade/ Category	(A) Head Trainer	(B) Head Trainer	(A) 1st. Trainer	(B) 1st. Trainer	(A) Trainer	(B)Trainer	(C) Trainer

Annex Number (2)

Segments Table for comparing categories and levels of Staff members at TVTC's Colleges of Technology and Vocational Institutes with the Social Security ladder of Salaries

Segment	TVTC's ranks Against Social Security Salaries	Category	Level	Grades
1 st . segment	42	(C) Trainer	First	1-4
		(B) Trainer	First	1
2 nd . Segment	44	(C) Trainer	First	5
			Second	1-5
			Third	1-2
		(B) Trainer	First	2-5
			Second	1-3
		(A)Trainer	First	1-5
(B) 1 st . Trainer	First	1		
3 rd . Segment	45	(C) Trainer	Third	3-5
			Fourth	1-5
		(B) Trainer	Second	4-5
			Third	1-4
		(A)Trainer	Second	1-5
		(B) 1 st . Trainer	First	2-5
(A) 1 st . Trainer	First	1		
4 th . Segment	46	(C) Trainer	Fifth	1-6
			Third	5
		(B) Trainer	Fourth	1-5
			Fifth	1-6
		(A)Trainer	Third	1-5
			Fourth	1-4
		(B) 1 st . Trainer	Second	1-5
			Third	104
(A) 1 st . Trainer	First	2-5		
	Second	1-4		
5 th . Segment	48	(A)Trainer	Fourth	5
			Fifth	1-6
		(B) 1 st . Trainer	Third	5
			Fourth	1-5
		(A) 1 st . Trainer	Second	5
			Third	1-5
Fourth	1			
6 th . Segment	49	(B) Head Trainer	All levels in this category	
7 th . Segment	50	(A) Head Trainer	All levels in this category	

The Guidebook of the Qualifications and Experiences required to hold the Training Staff Members' Positions at the Technical and Vocational Training General Corporation,

Firstly: The Official Documents of the Guide:

In light of the official articles in the Regulations of the Training Staff affairs in the Technical and Vocational Training Corporation, which is approved through an agreement between the Corporation, Ministry of Finance and Ministry of Civil Affairs as an enforcement of paragraph (3) of Article (Fifthly) of Corporation's organization, which is approved by the Board of Directors in its session No. (87), dated 19/4/1430H. This Guide is based upon the following official (regulatory) items.

1/1 Item (4), which states "The Training Staff members' positions covered by these regulations; will be filled per Qualifications and Experiences Guide, which will be annexed to them and be prepared through an agreement between the Corporation and the Ministry of Civil Service, and will not be amended without the agreement between these two agencies"

1/2 Item (i) of Article (13), which stated "The employee covered by these regulations will be promoted to one of the vacant positions in a category higher than the one his position falls within, if has the academic, scientific and practical qualifications outlined in the Qualifications Guide referred to in Article (4) of these regulations: Adherence to any other conditions determined by the Board of Directors".

Secondly: General Controlling Measures:

The following will be observed during the application of this Guide:

2/1 Job titles specified in the Training Staff members' salary scale in the Corporation:

2/2 For the purpose of filling the Training Staff members only the academic qualifications, the preparatory programs and the training courses (in terms of scope, level and subject) which are accredited by the concerned Corporations; will be counted.

2/3 The accepted years of experience specified for the categories outlined in this Guide are the ones accrued after obtaining the academic qualifications or the training that represent the minimum level of academic qualification for each category, provided that the experience is in the nature of job. One year of experience means one full year "that is twelve months".

2/4 The accepted training courses for the categories outlined in this Guide are those attended after obtaining the academic or training qualification, which represent the minimum academic qualification for each category. It is stipulated that the training is in the

core of job. The academic year means if mentioned in the context of education or training "nine months" at least.

2/5 the methods of filling the Training Staff members positions highlighted in Article (5) and conditions for hiring outlined in Article (6) of these regulations pertaining to the Training Staff members in the Technical and Vocational Training Corporation will be adhered to.

Thirdly: Conditions for Occupying the Training Staff members positions:

category	PhD		Masters		B.sc.		Intermediate Institutes Diploma		Vocational Secondary	
	Number of experience years *	Training courses by month *	Years of experience *	Training courses by month *	Years of experience by month*	Training courses by months *	Number of experience years *	Training courses by months *	Number of experience years *	Training courses by months*
Head of trainers (a)	8	6	12	12	16	15				
Head of trainers (b)	4	3	8	9	12	12				
1 st . instructor (a)	Entry level		4	6	8	9				
1 st .Trainer (b)			Entry level		4	2	8	8		
Trainer (a)					Entry level		4	4	8	9
Trainer (b)							Entry level		4	4
Trainer (c)									Entry level	

*In industry, two months of applied experience is considered equivalent to one month quality experience training. This pertains only to the experience exceeding the stipulated experiences to occupy the category.

Fourthly: Determination of the appointment grade

The Training Staff member will be appointed at the first grade of the category he is being hired to per Article (35) of Corporation's Training Staff members Regulation, which states " a Training Staff member is entitled the minimum wage of the category he has been appointed at according to the Training Staff members wage scale attached to the Regulations" The following will be an exception:

4/1 The holder of a University degree in the technical, engineering or education theory will be appointed at the second grade of Instructor category (A).

4/2 Holder of an intermediate technical diploma in the technical technological specialties will be appointed at the third grade of Instructor category (B).

4/3 Holder of the Intermediate Technological College Diploma in Accountancy will be appointed at the second grade of instructor (B) category. However, the holder of a Diploma from an Intermediate Technological College in the other administrative specialties will be appointed at the first grade of Instructor (B) category.

Fifthly: Determination of salary upon appointment

The due salary will be determined upon promotion per paragraph (B), Article (13) of Training Staff members at the Technical and Vocational Training Corporation's Regulations, which states "Whoever is promoted to a category higher than the one he is occupying, will be given an advance salary before the promotion. The employee who is being promoted may be given the salary of the next grade according to control measures that should be approved by the Governor".

Sixthly: The way the preparatory and training programs in excess of the minimum required qualifications outlined in Section (Thirdly) of this Guide are treated:

6/1 one additional grade may be granted for each preparatory or training year that are successfully passed through; per control measures set forth by the Board of Directors. In all cases the following are the conditions for this:

It should be within the span of the job nature

It should be earned from an academic or training Corporation accredited by the authorized agencies.

The employee should have earned it after obtaining the required academic qualification for the category.

He should not have previously benefitted from it for the appointment or moving up to a higher category or grade, or to get an additional point or points prior to the enforcement of the Training Staff members regulations, or to get additional point or points within the levels of the category he is being permanently appointed on after applying the Training Staff members regulations upon him.

6/2 benefiting from this privilege for the employee who is currently doing his job will be from the date set by the Corporation through a decision from it after completing the procedures and passing the preparatory or training program or from the date of appointment per the Training Staff members regulations in the Corporation if the conditions for granting the additional grade (paragraph 6/1) were met, otherwise it will be from the date of completing them.

Seventhly: Rules and Regulations related to the transfer (to and from) of the Training Staff members at the Corporation

While adhering to the appointment of the Training Staff members conditions at the Corporation, transfer of the Training Staff members to and from positions at the Corporation will be according to the following measures:

7/1 The Corporation undertakes the transference procedures of those personnel occupying positions covered by the Training Staff wages scales regulations and by the regulations that arranges the affairs of the Saudi universities staff members and those similar to them in the Training Staff members at the Corporation by not exceeding the category equivalent to their levels or salaries. The transfer will be to the grade with salary equivalent to the grade he will be transferred to. If that is not available, he will be given a grade with salary more than his salary.

7/2 With the exception to the provision of item (7/1); transfer of the Ph.D. degrees holders from the positions covered by the civil service salary scale to the Training Staff members positions at the Corporation or vice versa according to rules of transfer to and from the salary scale and the regulations of the Saudi universities staff of the Training Staff and the similar. Transfer of the holders of the remaining degrees will be per the transfer rules to and from the education regulations salary scale cited in the positions classification, which is prepared by the Ministry of Civil Service. Transfer will be conducted in coordination with the Ministry of Civil Service.

7/3 In case of transfer from the public Corporations and agencies and the Government funds, which have special rules and regulations to the Training Staff members positions at the Corporation, the transfer will be to the category which the individual that will be transferred meets the conditions to occupy it. He will be transferred to the first grade

except the qualifications outlined in item (Fourthly) of this guide. Transfer will be made in coordination with Ministry of Civil Service.

Eighthly: General Provisions

Amendment of this guide will be made in coordination with the Ministry of Civil Service.