



جامعة الأمير محمد بن فهد
PRINCE MOHAMMAD BIN FAHD UNIVERSITY

Staff Handbook

4th Edition

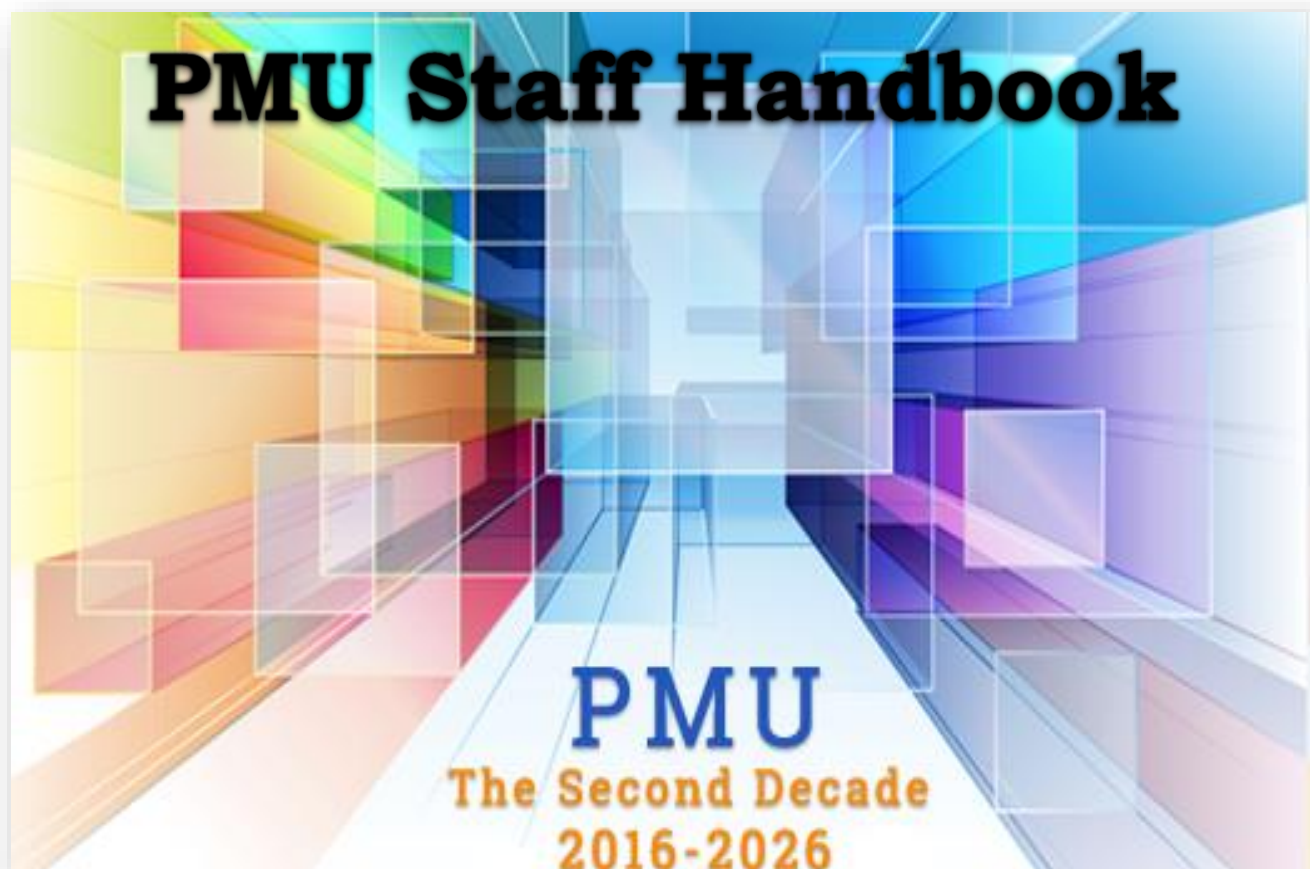




TABLE OF CONTENTS

	Page
PMU RECTOR'S WELCOME MESSAGE	2
HUMAN RESOURCE DIRECTOR'S MESSAGE	3
I. BACKGROUND INFORMATION	
1.1 About PMU	4
1.2 Mission and Vision	6
1.3 Organizational Structure 2014-2015	7
1.4 Human Resources Introduction	8
II. GENERAL PRACTICES & ADMINISTRATIVE GUIDELINES	
2.1 Orientation	10
2.2 Government Relations Services	10
2.3 Employee Identification	13
2.4 Medical Examination	13
2.5 Employment Contract	13
2.6 Employee Benefits	13
2.7 Attendance and Leaves	13
2.8 Probationary Period	17
III. CODE OF CONDUCT	
3.1 PMU Code of Conduct	17
3.2 PMU Expectations of Employee Behavior	18
3.3 Discipline and Warning Procedures	19
3.4 Conflict of Interest	20
3.5 Use of University Property	21
IV. SEPARATION FROM EMPLOYMENT	
4.1 Resignation	22
4.2 Dismissal	22
4.3 Termination	22
V. ON CAMPUS FACILITIES	23
VI. PMU LOCATION MAP	24
VII. CONTACT INFORMATION	25





MESSAGE FROM THE RECTOR

Welcome to PMU.

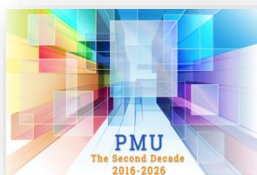
We are happy to have you join us and trust that you will be a valuable asset to the University. We are highly dedicated and committed to quality of higher education, leadership & advancement of human intelligence. It is then, with confidence and pride in our tradition, that we feel we are prepared to move with you into the next millennium.

We hope that you find your association with us to be a challenging and rewarding experience. Your individual effort is essential to our collective success towards PMU core image.

We wish you all the best of good luck!



DR. ISSA H. ALANSARI
PMU Rector





MESSAGE FROM THE MANAGER OF STAFF AFFAIRS & GOVERNMENT RELATIONS

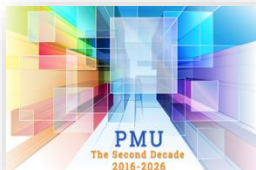


**ABDULLAH RASHED BOUGANOOM
MANAGER OF STAFF AFFAIRS &
GOVERNMENT RELATIONS**

*Welcome new employee!
On behalf of your colleagues, I welcome
you to PMU and we look forward to a
mutually favorable relationship with you.*

*The information provided in this
handbook intends to serve as a general
guide, both for new employees as they
become adapted to PMU and for all
employees as a reference. It describes
our employees' expectations and outlines
the basic policies and benefits available
to eligible employees.*

*We hope that your employment
experience with PMU will be satisfying
and that you will find enjoyment being a
part of this institution.*





BACKGROUND INFORMATION

ABOUT PRINCE MOHAMMAD BIN FAHD UNIVERSITY

www.pmu.edu.sa

Prince Mohammad bin Fahd University (PMU) is a private university in Al Khobar, Saudi Arabia, established in 2006, named after Prince Muhammad bin Fahd, Governor of the Eastern Province.

The University is accredited by ABET and the Southern Association of Colleges and Schools. It is the first private institution of higher learning in the Eastern Province, licensed by the Ministry of Higher Education. PMU adopts the North American model of education and its system was designed by Texas International Educational Consortium (TIEC), which is a consortium of 32 American universities in Texas, USA.

The structure of PMU academic programs follows the North American model that utilizes the credit hour system as a measure of course weight. English is the language of instruction in all degree programs and courses.

In order to meet the high admissions standards for the degree programs, PMU offers a non-credit program of study for students who need additional preparation in English language, Mathematics, and learning skills, which is called the Preparatory Program.

All degree programs include a core of academic subjects by the academic core curriculum. For any further information, please refer to this link:
http://www.pmu.edu.sa/Academics/Deanship_DCC.aspx

UNDERGRADUATE DEGREE PROGRAMS

The academic degree programs offered to male and female students are organized into five colleges as follows:

College of Engineering

- B.S. in Electrical Engineering (male)
- B.S. in Mechanical Engineering (male)
- B.S. in Civil Engineering (male)



Staff Handbook

4th Edition

College of Computer Engineering and Science

- B.S. in Information Technology (male and female)
- B.S. in Computer Science (male and female)
- B.S. in Computer Engineering (male and female)
- B.S. in Software Engineering (male and female)

College of Business Administration

- B.S. in Accounting (male and female)
- B.S. in Business Administration (male and female)
- B.S. in Finance (male and female)
- B.S. in Management Information Systems (male and female)
- B.S. in Human Resources Management (male and female)

College of Architecture and Design

- B.S. in Architecture (male and female)
- B.S. in Graphic Design (male and female)
- B.S. in Interior Design (female)

College of Law

- B.A. in Law (male and female)

GRADUATE DEGREE PROGRAMS

- Executive Masters in Business Administration (EMBA) (male and female)
- Masters of Science in Education and Human Development (MSEHD) (male and female)
- MBA Program (male and female)
- Masters of Science Program in Mechanical Engineering (MSME) (male)





PMU VISION AND MISSION

VISION

The vision of the founders is to ensure that the University is a unique and distinguished higher education institution that participates in:

- Preparing future leaders in various fields of human knowledge and its application.
- Enriching and developing intelligence.
- Exploring innovative methodologies and technologies to achieve its objectives.
- Removing the barrier between the academic and business society.

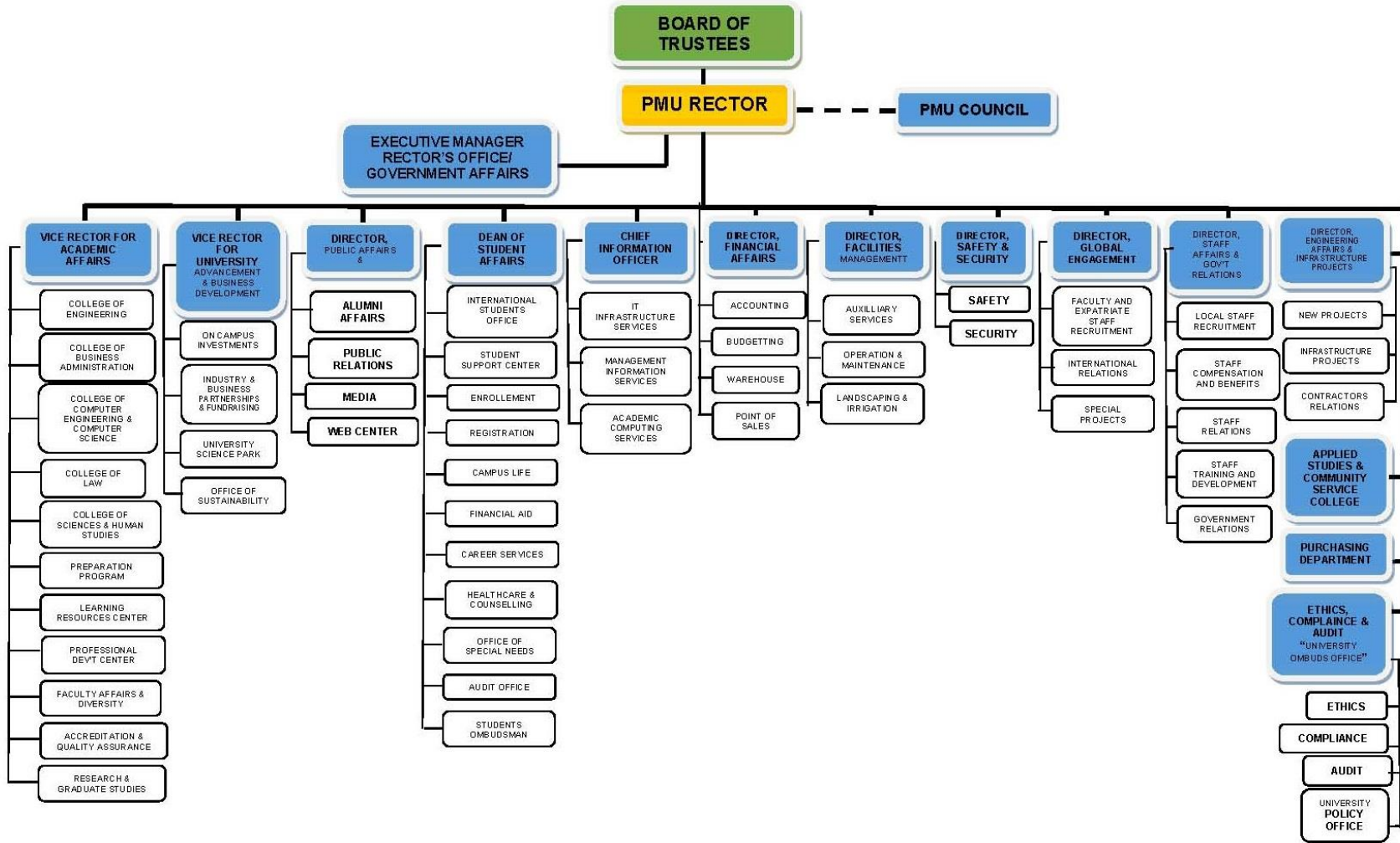
MISSION

The university mission is to achieve the following objectives:

- Contribute to advancement of human intelligence and promulgation and development of knowledge.
- Prepare specialized candidates in various fields of human knowledge through utilizing modern technologies in the education process.
- Transform the graduate to play a pioneering and leading role in the community enabling him or her how to take responsibilities and contribute to solving of problems through innovative thinking, collective work, reflection and self-development.
- Link academic programs and specializations with actual requirements of the surrounding work environment. This is undertaken by maintaining effective participation and cooperation between the University and the local business firms.
- Guide research activities to create solutions for persistent problems in surrounding communities, through applied research and technical consultation. The importance of performing basic scientific research for enriching human intelligence should not be neglected.
- Provide community service through training and education.



PMU ORGANIZATIONAL STRUCTURE (2018-2019)





HUMAN RESOURCES DEPARTMENT INTRODUCTION

The Human Resources Department at Prince Mohammad University aims to accomplish the University's mission and goals by building and fostering high-end professional working environment with the highest level of human resources services and customer satisfaction.

Human Resources act as a liaison between other PMU Departments and Colleges. It consists of a collaborative team of professionals dedicated to providing services that add value to PMU principles, vision, and mission. In keeping with PMU commitment to its faculty and staff and mission to develop and sustain its diverse community of talent, the Department of Human Resources strives to provide high-quality HR services through value added partnerships and innovative initiatives focused on employee.

For more information please refer to the University Office of Human Resources at <http://www.pmu.edu.sa/HR/HR.aspx>

Staff Affairs & Government Relations Department Directory (Male)

Name	Position	Email	Ext.
Abdullah Rashed Bouganoom	Manager of Staff Affairs & Government Relations	abouganoom@pmu.edu.sa	9770
Majed Al Turki	GR Supervisor	mturki@pmu.edu.sa	8521
Omar Alruhayim	HR Specialist	oalruhayim@pmu.edu.sa	4311
Abdulrahman Fahad Al Bahkeet	Human Resource Assistant	aalbhakeet@pmu.edu.sa	8849
Allan Pablo	Senior HR Generalist	apablo@pmu.edusa	9317
Richard Clemente	Human Resource Assistant	rclemente@pmu.edu.sa	9202
Tristan Reyes	Human Resource Assistant	treyes@pmu.edu.sa	8593





Other Important Contact Numbers

Department	Email	Extension
Accounts Payable	payroll@pmu.edu.sa	8839 / 9212
Auxiliary Services	malnaimi@pmu.edu.sa	5430/8805
Bookstore	bookstore@pmu.edu.sa	9710 / 8810
Copy Center	copycenter@pmu.edu.sa	9251 / 9703
Clinic	esaturinas@pmu.edu.sa	9725 / 9380
Daycare	pmudaycare@pmu.edu.sa	9768
Facilities Support	malhuzaim@pmu.edu.sa	9235 / 9719
Governmental Services	mturki@pmu.edu.sa	9737/8521
IT Help desk	it-helpdesk@pmu.edu.sa	8888
Library	referencelibrarian@pmu.edu.sa	9277 / 9225
Security	securityservices@pmu.edu.sa	9230
Transportation	transportation@pmu.edu.sa	9747

GENERAL PRACTICES AND ADMINISTRATIVE GUIDELINES



Our goal is to ensure that you are familiar with the resources available to you; therefore, this Handbook was developed to provide you with information to assist you in your day-to-day life at PMU. Additional information can be found on the PMU website (www.pmu.edu.sa)



ORIENTATION

On the employee's first working day, he/she should report to the Human Resources Department. All matters relating to his/her employment, issues related to Iqamas (if applicable), personal documentation (listed below), arrangements for a medical examination, and receiving an identification card should be finalized.

- No Objection Certificate (for Saudi females only)
- Copy of Saudi National ID
- Copy of Academic Credentials (e.g. Degree and Employment Certificates)
- ID Photos
- IBAN Number (for purposes of salary bank transfer)

GOVERNMENT RELATIONS OFFICE SERVICES

As being the employee's sponsor, PMU is required to register the employee's passport within a few days after his/her arrival. A Government Relations (GR) representative will handle the procedure including the obtaining of a Residence Permit (Iqama), renewing the permit once it expires, attending the requests to acquire necessary exit and re-entry visas for the employee's and/or his/her family's travel transactions, and processing final exit papers.

The Iqama serves as a proof of the employee's legal residency status in the Kingdom. Thus, any employee is advised to carry his/her Iqama at all times. While the employee's iqama is on process, the former holds his/her passport and it will serve as the alternative identification until the GR Department issue the iqama or resident identity card.

REGISTRATION PROCEDURE FOR ABSHIR MOI SERVICES

Kindly be informed that the **Ministry of Interior** is requiring all expatriate workers to register via **Absher System (MOI E-Services)** in order to have a better access to following information and services related to visa, Iqama and other thing.

By doing so, expatriate employees can benefit from the following services online:

1. You can issue or extend visit visa or resident visa for your dependents/family members.
2. You can generate an inquiry about your traffic violation.
3. You can get to know about the available funds under your Iqama.
4. You can have details about expiry of your health insurance.
5. You can check if you are eligible for Hajj.
6. You can issue exit and reentry visa of any of your dependents
7. You can check the expiry date of your Iqama and Visa; also your dependents'.





There are two types of visa validity:

A visa valid from the issue date of the visa and you have 90 days to use.

A visa valid from the issue date of the visa and until it expire.

* Please note that a visa expired and not used will cost you SAR 1,000; To avoid the penalty you have to cancel the visa before it expire whether it is applied in Absher or from PMU's Government Relations Department.

8. You can check the expiry of Vehicle Insurance.

9. You can issue or renew your Vehicle registration and driver's license online.

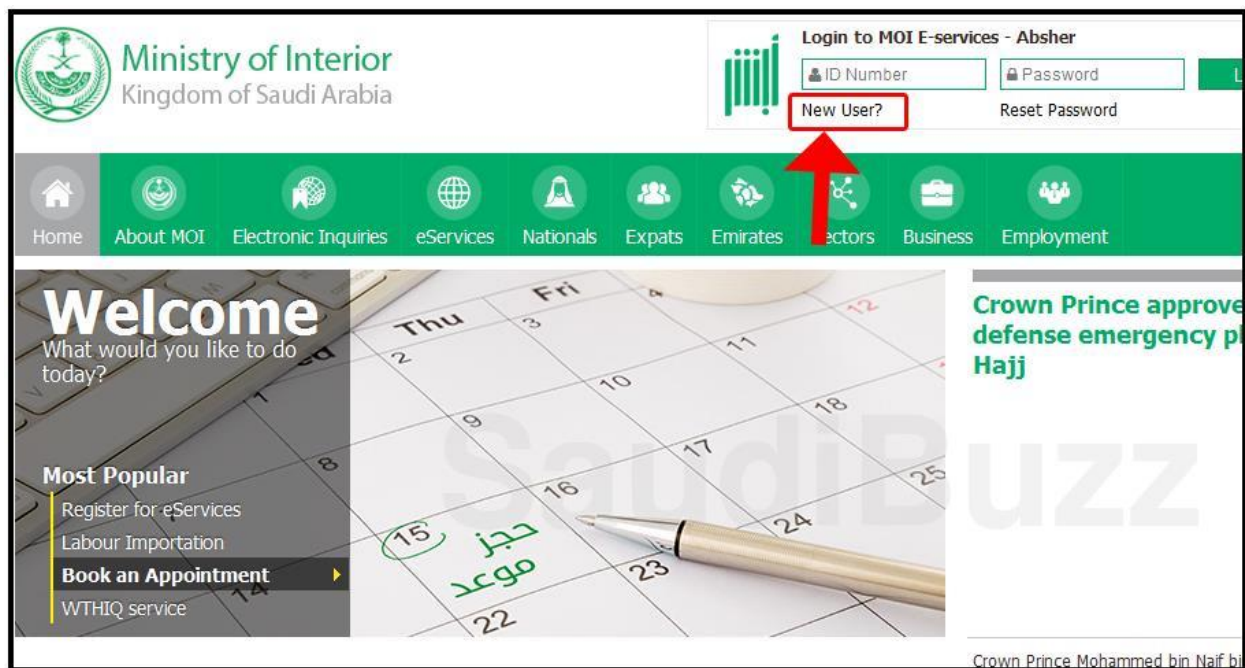
Procedure/Steps on how to register Absher Account.

Getting registered with Absher is very easy. All you need is an active internet connection and do the following steps:

Step 1: Open Ministry of Interior website www.moi.gov.sa

Step 2: The website will open in Arabic language. You can change the language setting to English from upper left corner of the website.

Step 3: Now click on "New User" option for registration purpose. The option is available on right side of the website on top.





Step 4: The website will ask you to fill the online form. Provide **all the information correctly. Whose information????** Once you filled the needed information, make sure to check the option at the end of the form **"I confirm that I have read.."** and click on **OK** button.

User Registration

1 Registration Request 2 Request Verification 3 Account Creation 4 Account Activation

Registration Request

* Mandatory Field

Identification Number* : 0123456789

E-Mail Address* : youremail@gmail.com

Confirm E-Mail Address* : youremail@gmail.com

Preferred Language* : English

Mobile Number* : +966 591234567

I confirm that I have read and accepted the [Terms and Conditions](#) .

OK Cancel

Please note the following:

1. In order to complete user registration, it is mandatory that you have either a National ID or Iqama ID.
2. Entering an invalid mobile number will result in user registration failure.
3. It is illegal to use someone else ID other than your own.
4. This is your prime mobile number. Please don't use it in any other account to avoid number cancellation.

Step 5: You will receive an SMS from MOI in your mobile with activation code. You need to write this activation code and your Iqama number on the next page.

Step 6: Once you are done with the above step, you will be redirected to the new page where you can create your username and password to login to Absher services in the future. So, generate a username and password from this page.

Step 7: Once you are done with the user registration, you need to print the form in order to activate it.

Step 8: To active your Absher (MOI) e-Service account, you can choose from the following methods (choose one of listed options which is easy for you).

1. **First option:** Sign and date your form and submit your form to Jawazat (Passports Office) office near to you. Your account will be active within 24 hours.
2. **Second option:** Visit Kiosks self-service machine and activavate your Absher account from there.



- 3. Third option:** Visit the bank located near you and ask them to activate your Absher (MOI) account.



EMPLOYEE IDENTIFICATION

After an orientation process, a new staff will be issued a programmed PMU ID card which he/she is required to wear while inside the premises of PMU. Upon termination of employment, he/she is required to surrender the ID card to Human Resources Department.

MEDICAL EXAMINATION

A new staff is required to undergo medical examination upon his/her joining with PMU. This is a pre-requisite for the issuance of his/her Residence Permit. The schedule and transport service will be arranged by HR Department as well as the request letter to the medical clinic.

EMPLOYMENT CONTRACT

All employees will be required to sign an Employment Contract. The provisions of the Employment Offer will be incorporated in the Employment Contract. The contract will be prepared by the Human Resources Department in two (2) original copies in both Arabic and English. One original will become an integral part of the employee's Personnel File and the other original copy will be given to the employee. Another copy will be provided to the Government Relations Officer for the processing of a work visa and Iqama. The PMU Rector or his authorized designee will sign all Employment Contracts on behalf of Prince Mohammed Bin Fahd University.

In the case of locally hired employees, the effective date of employment is the date upon which the employee commences work. In the case of internationally hired employees, the effective date of employment is the date the employee arrives in Dammam or Bahrain International Airport.

EMPLOYEE BENEFITS

○ **Medical Insurance**

The University provides a Medical Insurance Plan where the University pays the premium for the coverage. The staff will pay a small fee for each visit to a medical doctor. Further details of the plan are available through leaflet providers.





ATTENDANCE AND LEAVES

○ **PMU Working Hours**

An employee is typically expected to work 40 hours a week. PMU working hours for staff is from 8:00 AM- 4:00 PM. Staff members are required to maintain and submit accurate records of hours and days worked, and records of absence. In any case, if a staff member has to leave early then he/she has to inform his/her Director, Manager or Supervisor of the department. Staff's falsification of time recording will lead to disciplinary action up to and including discharge.

○ **Absence and Tardiness**

From time to time, it may be necessary for an employee to be late or absent from work. PMU is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours may arise. It is the responsibility of all employees to inform their respective department Director, Manager, or Supervisor if they will be absent or late.

○ **Holidays**

Each year, PMU will announce any paid holidays that apply to staff and administrators including the Eid Al Fitr, Eid Al Adha, and the Saudi National Day.

○ **Leaves**

▪ **Annual Leave**

Each employee will have their annual leave entitlement specified in their Employment Contract. All full-time staff will accrue Annual Leave based on their annual entitlement. For example, a staff member with an annual entitlement of thirty seven (37) days will accrue vacation at the rate of two and one-half (2 1/2) calendar days for each month of service. A staff employee will be eligible to apply for annual leave after completing a minimum of six (6) months of service. The length of the leave is limited to the amount of time accrued at the time that the leave is to be taken.

▪ **Compassionate Leave**

It is PMU policy to grant, upon approval, up to ten (10) consecutive calendar days leave for expatriates (presuming that travel is required) where the first five (5) days are with pay and the remaining five (5) days are without pay in situations involving the death of an employee's parent, spouse, child or sibling. Saudi National employees are granted five (5) consecutive calendar days leave with pay in the case of death of his/her spouse or any immediate family members. Approval of Compassionate



Staff Handbook

4th Edition

leaves, in addition to other leave benefits is subject to the employee providing appropriate documentation as explained below.

Muslim woman who lost her husband is granted the “**Iddah Leave**” for four (4) months and ten (10) days from the date of the husband’s death.

Pregnant Muslim woman who lost her husband has the right to extend her leave until she delivers the baby. Pregnant, Non-Muslim woman has the right for fifteen (15) days leave.

▪ Sick Leave

An employee may be granted sick leave with full pay for a maximum period of thirty (30) calendar days. A medical certificate must be attached to the employee's leave application form.

▪ Maternity Leave

The female employee must be employed in a full time position and be married to apply for a maternity leave.

A female employee who wishes to apply for a maternity leave is to submit a leave request on the appropriate leave in her Oracle Employee Self Service System. The employee is to attach a medical report from her physician confirming that she is pregnant. The report is to include the expected date of delivery.

Period of Maternity Leave:

The leave applied via Oracle Employee Self-Service System is to specify the beginning and end date of the maternity leave. If the woman delivers a baby, she is granted a ten (10) weeks of paid leave. She can take it anytime from maximum of four (4) weeks before the delivery.

In any case, the woman should not be forced to work during the first six weeks from the date of delivery.

The woman has the right to extend the leave, one (1) more month without pay.

If the woman delivers a handicapped baby, the woman should be granted an extra month with pay and another one (1) month without pay.

Pregnant Muslim woman who lost her husband has the right to extend her leave until she delivers the baby. Pregnant Non-Muslim woman has the right for fifteen (15) days leave.





Staff Handbook

4th Edition

The employee may work up to the expected date of delivery if her physician approves of her working. The employee must provide a written approval from her physician to continue working after eight (8) months of pregnancy.

Maternity Leave Pay: A female employee approved for a maternity leave is eligible for a full payment regardless of her length of service in the university.

Extension of Maternity Leave: The ten (10) week maternity leave may be extended for a period of up to ninety (90) calendar days. The extended time will be accrued vacation time and/or a leave without pay. Any such time will require a leave application and approval.

- **Pilgrimage Leave**

A Muslim employee who has completed a minimum of two (2) years of service may request and be granted a Pilgrimage Leave during Hajj for a period of ten (10) days to enable the employee to make the pilgrimage to the Holy City of Makkah. This leave is separate and apart from all other leave benefits and will be granted only once during the course of employment with PMU.

- **Marriage Leave**

A full-time employee will be entitled to a Marriage Leave of three (3) days with pay on the occasion of the employee's marriage and will be granted only once during the course of the employee's employment with PMU. If two (2) eligible employees are marrying one another, each will be entitled to Marriage Leave. The employee is required to submit a certified copy of his/her marriage license to the Human Resources Department. The marriage license must be appropriately certified both by the Saudi Arabian Government and also by the Government of the country in which the employee is a citizen. Marriage Leave must be taken within the employee's contract year during which the marriage occurs.

- **Paternity Leave/Birth of a Child**

A full-time male employee will be entitled to three (3) days of leave with pay on the birth of his child. This will be granted only once per contract year.

- **Personal Leave**

Personal leave must not exceed a total of 3 days annually and are to be approved by the Director. Personal Leave will only be awarded when a problem or circumstance arises that requires the employee's personal attention and is of such a nature that it could not be handled during non-work hours or a future date. Supporting documents may be required for this leave.

Qualifying circumstances for personal leave are **a)** renewal of government documents, passports, etc. that cannot be scheduled on weekends due to office hours of Governmental Agencies, **b)** Personal emergency situations resulting from





mishaps within the home or other serious accidents, c) Attendance at a child's high school and college graduation. d) Housing Relocation.

PROBATIONARY PERIOD

Normally, each new staff employee is required to serve a 90-day probationary period of employment that begins with his/her first day of employment. Probationary period can be extended up to 180 days and must be agreed by both parties into writing. This excludes formal holidays (EID holiday) and sick leave. During the probationary period, each party has the right to end the contract unless the contract indicates that one of the parties only has the right.

Probationary Period cannot exceed 180 days unless both parties agreed in writing to enter a new probationary period given that the employee was assigned to different job or the employee has left the old job six months ago.

CODE OF CONDUCT

The PMU expects that all staff will conduct themselves in a highly professional manner at all times and serve as examples of appropriate behavior for all students. In addition, all staff is expected to understand, respect, and adhere to all PMU rules and regulations, as well as those of the Kingdom of Saudi Arabia.

Listed below are several standards of behavior that are imperative for employees to understand and to support. Failure to adhere to these conditions is grounds for disciplinary action, up to and including termination.

1. PMU prohibits any cohabitation with an employee and a member of the opposite sex, except with his or her lawful spouse.
2. PMU expects all employees and dependents to observe the dress code when appearing in public. The dress code for female employees will include traditional Kingdom attire such as abaya and head scarf. Failure to abide by these conditions will subject the employee to disciplinary action.
3. All employees are expected to maintain standards of conduct suitable and acceptable to work environment. Disciplinary action, including dismissal, may be imposed for unacceptable conduct. Example of unacceptable conduct include, but are not limited to:
 - All PMU buildings are non-smoking environments.
 - Falsification of time sheets, personnel records, or other PMU records.
 - Neglect of duties or wasting time during work hours.
 - Bringing intoxicants or drugs onto the premises of PMU.



Staff Handbook

4th Edition

- Using intoxicants or drugs, having intoxicants or drugs in one's possession, or being under the influence of intoxicants or drugs on the premises at any time.
- Abuse or waste of tools, equipment, fixtures, property, supplies, or goods of the institution.
- Creating or contributing to unhealthy or unsanitary conditions
- Violations of safety rules or accepted safety practices.
- Failure to cooperate with supervisor or co-worker, impairment of function of work unit, or disruptive conduct.
- Disorderly conduct, harassment of other employees (including sexual harassment), or use of abusive language on the premises.
- Fighting, encouraging a fight, or threatening, attempting or causing injury to another person on the premises.
- Theft, dishonesty, or unauthorized use of institutional property including records and confidential information.
- Refusal of an employee to follow instructions or to perform designated work that may be required of an employee, or refusal to adhere to established rules and regulations.
- Repeated tardiness or absence, absence without proper notification to the supervisor or without satisfactory reason, failure to report for work or to make appropriate contact with the supervisor to report an absence from work, or unavailability for work.

PMU EXPECTATIONS OF EMPLOYEE BEHAVIOR

PMU requests that all staff maintain a business-like attitude during working hours. Loud or abusive language and physically abusing of other employees or PMU property will not be tolerated. Employees may not report to work under the influence of drugs or alcohol, and may not refuse to perform work within the normal scope of their job. It is impossible for the PMU to identify all standards of conduct that are unacceptable, but the University demands that employees to act in a professional and courteous manner. Clearly, such behavior fosters a positive and productive working environment. PMU expect that employees will use common sense and good judgment and employees recognize that inappropriate conduct, from rudeness to theft, is unacceptable. Violation of these policies will cause disciplinary action, up to and including discharge.

Upon notification of a harassment complaint, a confidential and impartial investigation will promptly commence and will include direct interviews with involved parties and with employees who may be witnesses or have knowledge of matters relating to the complaint. The PMU Committee shall maintain the records of the hearing and the decision thereof, which shall kept confidential. If the Committee comes to a decision that, there has been violation of the harassment code, the committee shall impose disciplinary action as per the PMU policy.





DISCIPLINE AND WARNING PROCEDURES

The “progressive discipline” model as set out under PMU policy is a process where the objective is to correct the problem at an early stage through informal means. Should it not be resolved at this informal stage then PMU will move to a formal stage, which would consist of a formal written warning, suspension and dismissal. The progression is to a higher level of sanction by PMU giving the employee every opportunity to correct the problem. It should be noted that not all four stages need be followed in each case. The process will depend on the nature of the problem and the response by the employee.

Informal Stage

Whenever there is a behavioral conduct problem and/or a job performance problem, it is incumbent upon the employee’s immediate supervisor to meet with the employee and discuss the problem(s). The supervisor must define the issues and also set out the remedy sought to correct the problem or issues. This discussion is between the employee and supervisor only. There is no written record submitted to the Human Resources Department; therefore, the process remains informal. This stage may be repeated more than once for the same problem or similar problems.

Formal Stage

Should the problem(s) continue following an unsuccessful resolution at the informal stage then the supervisor is to meet with employee and provide them a written warning setting out the problem(s) and/or issue(s) and the remedies sought by the supervisor. This meeting will be attended by a representative of the Human Resources Department. The written warning will be placed on the PMU personnel file for that employee in the Human Resources Department.



CONFLICT OF INTEREST

The following standards of conduct will apply to employees of the PMU.

Influence

No employee shall accept or solicit any gift, favor, or service that might reasonably tend to influence him or her in the discharge of official duties or that the employee knows or should know is being offered with the intent to influence his or her official conduct.

No employee shall intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised his or her official powers or performed his or her official duties in favor of another.

Confidentiality

No employee shall accept employment or engage in any business or professional activity which the employee might reasonably expect would require or induce the employee to disclose confidential information acquired by reason of his or her official position.

No employee shall disclose confidential information gained by reason of his or her official position or otherwise use such information for his or her personal gain or benefit.

Personal Gain

No employee shall transact any business in his or her official capacity with any outside business entity of which the employee is an officer, agent, or member, or in which the employee owns a substantial interest.

No employee shall make personal investments which could reasonably be expected to create a substantial conflict between the employee's private interest and the university's interest.

Judgment

No employee shall accept other employment or compensation which could reasonably be expected to impair the employee's independence of judgment in the performance of the employee's duties to the university.



USE OF UNIVERSITY PROPERTY

University property must be used only in the performance of university business, and may not be loaned to individuals, organizations, or faculty and staff members for personal use. Personal use of university property is prohibited.

E-mail, telephone, Internet

Incidental use of university e-mail, a telephone to make a local call, or the Internet is permissible, provided that the use complies with university policies and does not result in additional cost to the university.

Removal of Property

University property should not be removed from university premises for purposes other than university business. When it is necessary to remove university property from university premises for official business reasons other than in connection with normal routine operations, the department head should secure and maintain a temporary receipt from the person having custody. The receipt should be returned to the person upon return of the equipment to the department.

Software

Employees who use software licensed to the university must abide by applicable software license agreements and may copy licensed software only as permitted by the license.

Computer Resources

An employee of the university shall be allowed to use computer resources in accordance with this and other applicable university policies. Incidental personal use of computer resources by employees is permitted. Such use will be subject to review and reasonable restrictions by the employee's supervisor; in compliance with adherence to applicable university policies and national law; and must not interfere with the employee's accomplishment of his or her job duties nor result in any additional costs to the university.

Students, including registered students as well as incoming students who have paid their fees, shall be allowed to use the university's computer resources for school-related and incidental personal purposes, subject to this policy and other applicable university policies; national and local law; and as long as personal use does not result in any additional costs to the university.

Personal Gain

Transmitting to outsiders or otherwise using for personal gain university funded or supported property, work products, results, materials, property records, or information developed with university funding or other support is prohibited.

Using for personal gain or other unauthorized purposes, confidential or privileged information acquired in connection with the individual's university supported activities is prohibited.



Exceptions

Deviations from this policy require written approval of the appropriate vice rector.

SEPARATION FROM EMPLOYMENT

RESIGNATION

Any resignation by any employee must be in accordance with the notice requirements in the individual employee's Employment Contract. Failure to comply with the notice requirements will attract penalties on the employee.

DISMISSAL

Termination by the university of an employee's employment before the expiration of his or her contract will be only for cause. PMU will determine what would warrant cause of dismissal in any given case as per the Saudi Labor Law. There are two (2) types of dismissal: one is a dismissal for cause and the second is dismissal without cause. A dismissal for cause will mean that the employee's Employment Contract is terminated with immediate effect and this action will attract penalty provisions that are set out in employee's Contract. A dismissal without cause will attract a pay in lieu of notice requirement as per the Contract provisions. In either case, a dismissal will require recommendation from the Dean/Director to the Vice Rector to the Rector.

TERMINATION

The employment relationship between PMU and each employee is set out in an Employment Contract with each employee. Each Employment Contract will specify the notice periods required of each Party to the contract. In general, termination of employment results from one of the following: unsuccessful during probationary period, resignation, end of contract term, incapacity to work due to illness or injury, death, dismissal for cause, and termination by PMU with pay.



CAMPUS FACILITIES

Sports Center (Swimming Pool, Gym, Basket Ball Court)
Football, Tennis and Volleyball Courts

ATM Machines
Copy Center
Auditorium
Bookstore
Cafeteria
Mosque
Daycare
Library
Clinic
Cafe





PMU CAMPUS LOCATION

PMU is located on **Half Moon Bay Road** in a developing **Aziziyah District** near the coast of Al-Khobar, Eastern Province.





CONTACT INFORMATION

MAILING ADDRESS

- An employee may receive mails through ARAMEX, DHL, UPS, FedEx or other freight co. by informing the sender to use this address:

Name: *(recipient's name)*

**PRINCE MOHAMMAD BIN FAHD UNIVERSITY
AL AZIZIYAH, EASTERN PROVINCE
KINGDOM OF SAUDI ARABIA**

Tel: 8964554 / 8964559 (ext. __)

Fax: 8964532 Mobile No:

- An employee may receive mails through the Post Office by informing the sender to use this address:

Name: *(recipient's name)*

**PRINCE MOHAMMAD BIN FAHD UNIVERSITY
P. O. Box - 1664
Al Khobar 31952
KINGDOM OF SAUDI ARABIA**

Note: Indicating the employee's College / Department / Section / Extension Number may help expedite the receiving of mails.

DIALING INFORMATION

Location	Instructions
On-Campus Calls	Dial the desired extension number directly
Local Off-Campus Calls	Press 5, followed by the number
Operator Assistance	Press 0