

WORK RELOCATION POLICY

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| Policy # | AD-101 | Revision # | 01 |
| Accessibility level | A | Effective date | 27-Apr-2015 |

1. Purpose

- 1.1. FBSU is committed to ensure smooth and pleasant integration of its newly recruited employees into the community. To this end, FBSU has established a special policy to help and mentor new employees upon their arrival into the University. The HR department shall coordinate with various FBSU administrative units (Housing, Transportation...) to facilitate the settlement of the new faculty members. All official requirements are followed expeditiously, so that the new FBSU member receives his/her Residence Permit (Iqama), and starts the process of bringing his/her family members into Tabuk.

2. Definitions

- 2.1. **A Dependent** is an individual to whom you are legally married to and a dependent child is a biological born unmarried child who resides with you, is dependent on you for financial support, is not employed on a full-time basis, and is younger than 19 years of age.
- 2.2. **The Orientation Program** is a way to learn about the University and applicable employment policies and benefits.
- 2.3. **The Point of Origin** for each employee will normally be established and entered on the contract, at the time of employment for the purpose of issuing leave and/or repatriation air tickets. It is generally the place of bona fide residence at the time of recruitment or home country of origin.

3. Policy

- 3.1. By the time the newly hired staff provides the date of his/her arrival to Tabuk, HR department designates a staff to communicate with the new hire and follow up on his/her needs, requests, and inquiries.
- 3.2. A housing unit will be arranged and completed so that it is furnished and ready to move into on arrival date.
- 3.3. An office is prepared to include all necessary office furniture, equipment and stationary.
- 3.4. An email account is created and become ready to be used by the new hire upon arrival.
- 3.5. A University ID would be issued for the new employee who is required to display it when entering FBSU premises.
- 3.6. Each new employee on arrival must complete all employment paperwork, such as insurance enrollment and beneficiary designation.
- 3.7. Upon arrival of the new faculty member, senior staff and administrators are eligible to receive advance cash payment of SR 5,000 to support their initial financial needs and to cover the visa processing reimbursement up to the maximum allowed or to the amount stated on their employment offer, if any. The advanced cash amount is deducted from the employee salary for the month in which the final approval of the advance cash is received by the payroll officer on or before payroll cut-off date.

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- 3.8. The new staff and faculty member is reimbursed for the visa processing fees with proper stamped invoices up to the maximum allowed or to the amount stated on their employment offer, if any.
- 3.9. The new staff member is requested to bring with him/her the following documents:
- Copies of dependents passports
 - Four passport size photos for each dependent
 - Certified copy of Degrees (with originals), Diplomas, etc.
 - Medical test as required by government rules
 - Emergency contact numbers and addresses.
- 3.10. The Department of Human Resources arranges for the new employee medical checkup, issue medical insurance and the issue of Iqama all at no cost to the employee.
- 3.11. During the first few weeks of employment, an employee must attend a general orientation program conducted by HR department.
- 3.12. If an employee is promoted and becomes eligible for annual leave tickets, their point of origin will be established at that time, if none is on record. Once agreed upon, an employee's point of origin cannot be changed.

4. Related Documents

- 4.1. Identification Card guideline (AD-101-G1).
- 4.2. New Employee Orientation Guideline (AD-101-G2).
- 4.3. Advance Cash Request Form (AD-103-F2).

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