

Policy #	AD-103	Revision #	02
Accessibility level	A	Effective date	Jan 20, 2021

1. Purpose

The objective of this document is to clarify the Allowances and Benefits granted by Fahd Bin Sultan University (FBSU) to its employees.

2. Definitions

2.1. UHC: The University Housing Committee, which is an FBSU standing committee to manage and ensure the expedience and responsive housing services provided by the University.

3. Policy

3.1. FBSU grants employee benefits based on their functions and depending on the recommendation of the director of the concerned Department. The recommendations of the director on allowances and benefits are subject to the approval of the Chancellor. In all cases, the benefits and allowances of FBSU faculty and staff members are governed by the individual contracts of appointment.

3.2. Employee basic salary shall be increased depending on the financial position of the University and subject to the approval of the Chancellor, in one of the following cases only:

3.2.1. Annual increase which shall not exceed 10% of the employee's current basic salary, the annual salary increase of an employee at FBSU is associated with his/her Performance Appraisal.

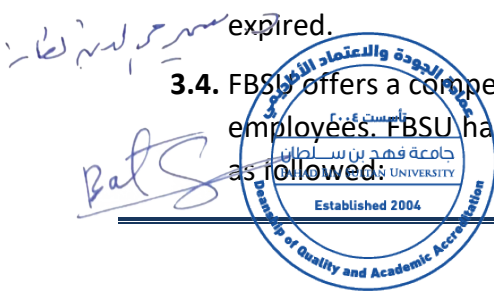
3.2.2. Increase due to promotion, which shall be provided upon the promotion of an employee to a new position. Lateral transfer of an employee, within the same department, or to another department cannot be considered as promotion and it won't lead to salary increase.

3.2.3. Increase due to inflation with a percentage not exceeding 5% of the employee's basic salary, and subject to the judgment and approval of the Board of Trustees.

3.2.4. Exceptional Increase may be granted for specific cases that the university deems necessary. The exceptional increase requires the approval of the Chancellor.

3.3. A work nature allowance at the rate of (200) two hundred SR per month is paid to each of the security employees and cleaning workers after the trial period has expired.

3.4. FBSU offers a competitive range of benefits and additional allowances to its full time employees. FBSU has developed generic guidelines for providing employee benefits as followed:



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3.4.1. Housing allowance: FBSU shall provide each eligible expatriate faculty or staff member an adequate furnished housing for nominal amount or a housing allowance as stipulated in the employment contract (See the related Housing and Housing Allowance guideline).

3.4.2. Transportation allowance: FBSU employees are eligible to receive a monthly transportation stipend to travel between their local residence and the University and/or to fulfill their job requirements (See the related Transportation and Transportation Allowance guideline).

3.4.3. Educational Allowance: FBSU is committed to the wellbeing and the advancement of its staff members; to this end and in order to encourage staff members to develop their profiles, FBSU support staff members and their dependents (spouse and children) to enroll and pursue higher education in its colleges. This would also enhance the link between FBSU and staff members and their dependents. Full time employees as well as their spouses and children enrolled in FBSU programs are eligible for tuition fees discount. The University Council decides on the amount, percentage and the type of tuition fees discount granted to FBSU staff members and their dependents.

3.4.4. Medical Insurance:

3.4.4.1. FBSU provides its employees and their eligible dependents in the medical insurance program as per the requirement of the labor law in Saudi Arabia. FBSU medical insurance plan covers:

- Non Saudi staff employee and his/her eligible dependence who are not covered by any other medical insurance.
- Saudi staff employee and his/her spouse and children included in the Family Card who are not covered by any other medical insurance.

The employees who are not under the University's sponsorship will not be enrolled in FBSU medical insurance program.

3.4.4.2. Medical benefits begin on the employee's first working day.

3.4.4.3. FBSU outsources and signs an agreement only with reputable medical insurance companies.

3.4.4.4. The staff members are entitled to join the health insurance plan at FBSU free of charge except for a co-payment of medical cost in accordance with the health insurance plan.

3.4.4.5. In the case of medical treatment in clinics and hospitals that are not approved by the insurance company, the original medical invoices and

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reports must be submitted to the Human Resources Department and the coverage will be in accordance with the health insurance policy.

3.4.4.6. FBSU will not bear any responsibility in any ruled out insurance coverage; the employee must carefully read the insurance contract to understand the articles of the insurance policy.

3.4.4.7. FBSU medical insurance coverage is based on their grades and job offer as follow:

- “VIP” Class: This class of Medical Insurance is provided to the top managers of the University, i.e. President, Chancellor and Vice President.
- “A” Class: This class is reserved for academic Deans and faculty members holding Ph.D. degree. Directors of administrative units may also be eligible as set per the university salary scale.
- “BT” Class: Faculty members holding Master degree and laboratory supervisors. Department heads and supervisors.
- “CT” Class: All administrative staff, technical employees.

3.4.5. Travel Allowances: Expatriate employees and their eligible family members (spouse and 2 children 18 years or younger) are entitled to obtain travel tickets or travel allowance according to their contracts and at the end of service. (See the related Travel and Travel Allowances guideline).

3.4.6. Social Insurance: The University insures all employees with social insurance in accordance with the rules of the General Organization for Social Insurance.

4. Related Documents

- 4.1. AD-103-P2 Loan Procedure
- 4.2. AD-103-P3 Pay Increment Procedure
- 4.3. AD-103-P4 Petty Cash Procedure
- 4.4. AD-103-P5 Medical Insurance Procedure
- 4.5. AD-103-G1 Housing and Housing Allowance Guideline
- 4.6. AD-103-G2 Travel and Travel Allowances Guideline
- 4.7. AD-103-G3 Transportation and Transportation Allowances Guideline
- 4.8. AD-103-F1 Contract Amendment Application Form
- 4.9. AD-103-F2 Advance Cash Request Form
- 4.10. AD-103-F3 Housing Allowance Request Form
- 4.11. AD-103-F4 Furniture Allowance Request Form
- 4.12. AD-103-F5 Return From Leave Form
- 4.13. AD-103-F6 Petty Cash Request Form

