



Human Resources and
Social Development

Regulations for those Appointed under Wages System in Government Entities

1442 AH

In the name of Allah, Most Gracious, Most Merciful

Civil Service Council's Resolution Approving the Regulations

Kingdom of Saudi Arabia
Civil Service Council
General Secretariat

Resolution No. 141
Date: 27/05/1399 AH

The Civil Service Council,

Based on Paragraph (b) of Article 9 of the Civil Service Council Law Promulgated by Royal Decree No. (M / 48) dated 10/07/1397 AH; and

Having perused Articles (9) (and (125) of the Labor Law Promulgated by Royal Decree No. M/21 dated 06/09/1389 AH, The draft general regulations for those appointed under the wages system in government entities and agencies submitted by the letter No. (1/106) dated 20/05/1399 AH of HE the chairman of the General Bureau of Civil Service, and

Civil Servants Regulations Promulgated by Civil Service Council Resolution No. (3) dated 20/09/1397 AH and the recommendation of the Civil Service Council Preparatory Committee No. (70) dated 02/05/1399 AH,

Hereby resolves as follows:

First: To approve the draft Regulations for those Appointed under wages system in administrative entities as attached hereto.

Second: The provisions of this regulations shall enter into effect as on 01/07/1399 AH

Deputy Prime Minister and President of the Civil Service Council
Fahd bin Abdulaziz

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

The Council of Ministers,

Having reviewed the correspondence No. 5975 dated 03/02/1442 AH, received from the Royal Court regarding the completion of the necessary legal procedures to put into effect the Royal Order No. A/455 dated 01/07/1441 AH, with respect to merging the Ministry of Civil Service with Ministry of Labor and Social Development into a new ministry called the Ministry of Human Resources and Social Development,

Having taken cognizance of Royal Order No. (A /455) dated 01/07/1441 AH),

The two memorandums nos. (783) dated 04/02/1442 AH, and (186) dated 04/02/1442 AH prepared by the Bureau of Experts at the Council of Ministers,

The record prepared by the Council of Economic and Development Affairs under no. (33-42 / M) dated 03/02/1442 AH, and

The recommendation No. 796 dated 04/02/1442 of the General Committee of the Council of Ministers,

Hereby resolves as follows:

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

Prime Minister

Article (1)

These Regulations apply to all those appointed under the wages system in the state's general budget and independent budgets.

However, these regulations don't apply to the Saudi Arabian Airlines and other administrative bodies as approved by the Civil Service Council.

Article (2)

Employees appointed under the wages system are divided into the following groups:

A. Ordinary Workers:

This includes cleaners, guards, elevator operators, porters, farmers, and stewards.

B. Craftsmen:

This includes mechanics, electricians, mail sorters and carriers, drivers, trackers, cooks, plumbers, and carpenters.

C. Assistant Technicians:

This includes workers in radiology, laboratories, hospitals, factories, workshops and training centers.

Article (3)

No one outside the groups mentioned in the above article may be appointed under the wages system. However, the Ministry of Finance, in agreement with the Ministry of Human Resources and Social Development, may add new occupations not mentioned in these Regulations.

Article (4)

The qualifications of the groups referred to in Article (2) of these Regulations shall be as follows:

1. Ordinary Workers

Category (A) of the wage scale referred to shall include:

- Who has the ability to perform the work as a beginner.

Category (B) of the wage scale referred to shall include:

- Who has the ability to perform the work with a relevant experience of no less than three years.

Category (C) of the wage scale referred to shall include:

- Who has the ability to perform the work with a relevant experience for a period of no less than six years
- Who holds a primary education certificate with at least two years of experience.

2. Craftsmen Group

Category (B) shall include:

1. Who holds an education certificate of no less than fifth grade with the ability to do work as a beginner.
2. Who has three years of experience in his craft.
3. Those who have obtained a training certificate in the field of their craft for a period of no less than six months.

Category (C) shall include:

1. Who holds an education certificate of no less than the fifth grade of primary school with an experience of no less than three years.
2. Who has six years of experience in his craft.
3. Who holds a training certificate in his craft for a period of no less than one year.
4. Who holds a training certificate in his craft for a period of no less than six months, with an experience of three years.

Category (D) shall include:

1. Who holds an educational certificate of no less than the fifth grade of primary school with an experience of no less than six years.
2. Who has nine years of experience in his craft.
3. Who holds a training certificate of no less than six months in his craft with six years of experience.
4. Who holds a training certificate of no less than one year in the field of his craft with three years experience.

3. Assistant Technicians

Category (C) shall include:

1. Who holds a primary education certificate with the ability to perform the work and an experience of no less than one year.
2. Who holds a training certificate of no less than one year in his profession.
3. Who holds a training certificate for a period of no less than six months in his profession field with a relevant experience of two years.

Category (D) shall include:

1. Who holds a primary education certificate with an experience of no less than three years.
2. Who holds a primary certificate with a training certificate in the field of his profession of no less than one year and a relevant experience of no less than two years.

3. Who holds a primary education certificate with a training certificate in his profession of no less than six months and a relevant experience of no less than four years.

For this group, a three years of experience is equivalent to the primary education certificate.

Article (5)

The training certificate shall be from an accredited training provider.

Article (6)

- A. The annual increment specified in accordance with the wage scale attached hereto shall be the promotion of the worker to the immediately next level within the same category. Such promotion shall be the 1st of Muharram of every year.
- B. The worker shall be entitled to an additional increment in the following cases:
 1. For every year of study above the primary stage that he successfully completes during his work¹.
 2. For every training course in his field of work of no less than six months that he successfully completes during his work.

Article (7)

Whoever appointed under the wages system may be promoted to the immediately next category, provided that he has completed at least four years in the category he occupies. Promotion shall be based on competence and seniority. If two or more workers are of the same seniority, the one with the highest educational qualification shall take priority. The promoted worker shall receive the salary of the first degree in the category he is promoted to, and if his salary is equal to or more than that, he shall receive the salary of the degree that immediately exceeds his salary.

Article (8)

When applying these Regulations to an existing worker, he shall be appointed to the category in which the beginner is appointed and given the grade that is equal to his wage. If his wage falls between two grades he shall be appointed to the higher grade, and if his wage exceeds the highest wage of a category that a beginner receives, he shall remain in that category and receive his wage unless he has completed eight years of service, then he shall be appointed to the next category, and given the wage of grade that equals the wage he receive, if any. Otherwise, he shall be given the higher wage.

¹ The Civil Service Council's resolution No. (1/864) dated 03/02/1424 AH stipulates that (employees and those appointed under the wages system from among the state's employees who are enrolled in the program titled "Ministry without Illiteracy" launched by the Ministry of Education shall be equal to non-state's employees who successfully complete the study stage in illiteracy eradication and adult learning programs who are covered by the Council of Ministers Resolution No. (1453) dated 13/10/1395 AH, as amended by Resolution No. (264) dated 16/11/1404 AH.

Article (9)

The Ministry of Human Resources and Social Development, in agreement with the Ministry of Finance and the relevant administrative authority shall be authorized to:

- A. Address the situation of those who occupy jobs not covered in these Regulations.
- B. Address the situation of those who receive salaries or benefits in excess of what is stipulated herein.
- C. Settle the situation of those appointed under the previous wages system prior to the issuance of these regulations with regard to allowances.
- D. The assistant technicians and craftsmen shall continue to receive the annual increment prescribed for category (D), even if the salary is close to the highest salary set for this category.

Article (10)

The ability to perform the work for drivers shall be proved by submitting a driving license, and every year that passes after obtaining a driving license shall be considered as one year of experience. As for other workers, their ability to perform the work shall be verified through the recognized examination, training or experience certificate.

Article (11)

The working hours, leaves, official holidays, and allowances including transportation allowance, increments, incentives, and training of those appointed under the wages system shall be the same as the civil servants. As for compensation for over time, it shall be according to the Labour Law, except for the security guards who shall be excluded from overtime provisions.²

Article (12)

The standard Rewards and Penalties Regulations issued by the decision of the Minister of Human Resources and Social Development No. (119) of 12/04/1390 AH as amended shall apply to those appointed under the wages system. If the worker participates with another worker in the commission of a financial or administrative violation penalized under another law, he shall be subject to that penalty imposed under the other law if it is more severe than the penalty included in these Regulations.

² Civil Service Council resolution No. 1/1364 dated 18/10/1429 AH stipulates that (Those appointed under the wages system in government entities shall be compensated for unused leaves at the end of their service according to Article (III) of the Labour law issued by Royal Decree No. (M / 51) dated 22/08/1426 AH. The said article stipulates that "A worker shall be entitled to a wage for the accrued days of the leave if he leaves the work without using such leave. This applies to the period of work for which he has not used his leave. He is also entitled to a leave pay for the parts of the year in proportion to the part he spent at work."

Article (13)

These Regulations do not affect the acquired rights or the better rights stipulated in the Labour Law and the decisions and regulations issued pursuant thereto.

Article (14)

Subject to Article (13) above, these Regulations shall supersede any previous decisions and rulings that conflict therewith.

Decisions related to the Regulations

Compensation in case of medical disability or death:

- The Civil Service Council resolution No. 837 of 1404 AH to pay to the family of the deceased employee appointed under the wages system an amount that is equal to three-month pay of the civil servants.
- The Civil Service Council resolution No. 1/197 dated 12/06/1410 stipulates that any employee appointed under the wages system whose service is terminated due to disability shall be entitled to three-month pay.

Working in companies, stores, practicing professions and working as drivers:

- The Civil Service Council Decision No. 1/418 dated 16/01/1417 allows the civil servants and those appointed under wages system to work in companies and stores, practice professions and work as drivers of taxis, buses and trucks outside the official working hours, provided that this does not conflict with their work duties.

(Adding other profession to the wages system regulations):

A number of job titles have been added by agreement between the Ministry of Human Resources and Social Development, the Ministry of Finance and the relevant authorities in multiple records according to Article 3 of the wages system regulations. The jobs added are as follows:

First: Ordinary Workers

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- A worker in car wash, greasing or gas stations.
- Café waiter: appointed in entities that so requires.
- Geodesist: This includes the workers working with surveyors.
- A worker or an observer of public services and his superiors: this category includes lighting workers and all job titles of those who supervise workers of ordinary workers group.
- Printing worker: the workers at presses who perform non-technical work.
- Pest control workers: this includes all workers in the field of pesticide spraying of all kinds, regardless of the different names of their work.
- Construction equipment operator.

- Water and sanitation worker.
- Map printer, stencil drawer and stationery equipment operators: this doesn't include typing with a typewriter.
- Funeral service workers who wash the dead and dig graves.
- Road workers: this includes the road guides and the supervisors of the road workers and their superiors.
- Rock workers: this includes workers in rocks, whether in fracking or furnaces.
- Fire pump operators
- Water or sewage pump operators.
- Rope makers.
- Worker observers.
- Animal breeders.
- Distributors of animal or plant production.
- Milkers.

Second: Craftsmen

- Tailors: this includes all those engaged in sewing work.
- Barbers.
- Binders: This includes all those who practice binding work for books, notebooks, and others.
- Central, telephone and telex officers.
- Painters.
- Tile installers.
- Blacksmiths or welders.
- Wall decorators.
- Tintsmiths
- Glaziers: They are those who work with glass, such as cutting, installing, repairing, or otherwise.
- Upholsterers.
- Builders
- Laundry and ironing workers.
- Battery repairmen.
- Tire workers: this includes all those engaged in repairing tires for cars and heavy equipment.
- Meter readers.
- Bill distributors.
- Shoe makers.
- Calligraphers.
- Painters.
- Telegram officers.
- drivers of trucks and heavy equipment,

- Air conditioner maintenance workers.
- Floods measuring men.
- Turning and grinding workers.
- Skippers.
- Saddlers and stablemen.
- Security or safety technicians.
- telegram distributors,
- Telephone technicians.
- Lighting technicians.
- Recording technicians.
- Decorators.
- Operators of electric hoists.
- Operators of electric generators.
- Hosters: This includes the person in charge of reception and those in charge of issuing invitations, receiving guests, and supervising the arrangement of tables. Those workers are only appointed in entities that needs that type of events, such as emirates, palaces, hospitalities and ceremonies.
- Telegram sorters.
- Gas technician
- Customs clearer.
- Building observers.
- Incubators.
- Team leaders and water or sewage network observers (this is limited to the directorates of water and sanitation).
- Trainmen and their assistants: (This includes passengers' baggage officers).
- Station observers and their assistants: (This includes station supervisors and their assistants).
- Train drivers and their assistants.
- Railway maintenance supervisors
- Carriage officers.
- Butchers.
- Dairy sterilizers and their assistants.
- Maintenance supervisors.
- Stationary machines maintenance technicians.
- Pottery worker.

Third: Assistant technicians

- Printing Technicians: this includes all technical works related to printing presses, such as offset workers, unittypes, and others.

- Surveyors.
- Weapons and ammunition technicians.
- Oil measuring man.
- Photographers: This includes photographers for television, cinema, aerial and forensic photography.
- Nurses.

