



Human Resources and
Social Development

Assignment Regulations

(Issued by Civil Service Board Decision No. (1/596) dated
18/01/1420 AH)

The Civil Service Board Decision for approving the Regulations

The Civil Service Board issued its Decision No. (1/596), dated 18/01/1420 AH, which was communicated in a letter to the Presidency of the Council of Ministers No. (7/3153/ R), dated 06/03/1420 AH

Decided as follows:

First: The title of (Regulations of Procedures and Conditions for Assigning an Employee to the Work of a Certain Job, along with his main Job) issued by Civil Service Board Decision No. (58), dated 16/09/1398 AH, shall be amended to become (Assignment Regulations).

Second: Articles No. (1) and (4) of the aforementioned Regulations shall be amended, and two new articles shall be added to become (the Assignment Regulations) of (six) articles according to the formula attached to this Decision.

Third: Such Decision shall enter into force as of the date of announcing it by the Office of the Council of Ministers.

Whereas, the minutes of the Civil Service Board No. (420/596), dated 18/01/1420 AH, which included the aforementioned Decision, were approved by the above-mentioned Royal Decree;

The General Secretariat is kindly asking you to take necessary actions to communicate this decision to all government agencies to be implemented. Attached is a copy of the Council's minutes, which includes the aforementioned decision and all documents related to the subject.

Best Regards,

Head of the General Bureau of Civil Service,

Member of the Civil Service Council

Muhammad bin Ali Al-Fayez

Regulations

Article (1):

The employee may be assigned to perform another specific job, along with or without his main job, whether the assignment is inside or outside the city in which his workplace is based, according to the following conditions:

A. There is an approved job in the budget and it is actually or de jure vacant, and it is required to be performed, whether in the employee's main workplace or another government agency.

B. The job shall not be one of the jobs which can be performed by distributing the work. The Ministry of Civil Service shall define these jobs.

C. The employee's rank shall be close to the job he is assigned to, so that the difference between them shall not exceed two ranks. In addition, there shall be consistency between the employee's main job and the job he is assigned to, or he meets the conditions for performing it.

D. The employee shall not be assigned to perform more than one job at a time, along with his main job.

E. The period of assigning the employee to a specific job shall not exceed (one year) if it is outside the city in which the employee's main workplace is located. If it is within the city, then it shall be decided by the authority in which the employee works.

F. A promoted employee shall not be assigned, during the first year of his promotion, to a job that is located outside the office of the job he is promoted to, if the location of that job is far from his workplace as far as the distance specified for secondment.

G. The employee shall accept and extend the assignment if the job he is assigned to is located outside the city where his main workplace is located.

Article (2):

Whoever holds any of the ranks (fifteenth) or (fourteenth) shall be assigned to a job other than the one within the government agency to which the assigned person belongs, or assigning a lower rank person, in the same agency, to carry out the work of one of the above-mentioned two ranks, by a decision of the Competent Minister or the head of the independent authority.

If the assigned person works in another government agency, or if he holds a government job that is not included in the salary scale of public employees, such as faculty members, then His Royal Highness shall give his permission before issuing the assignment decision.

Article (3):

An employee may not withdraw the resignation or apply for the early retirement except by the Minister's approval or by the approval of the head of the independent entity. Besides, such approval shall be obtained before the date specified for leaving the work.

Article (3):

Subject to the approval of the Competent Minister or the head of the independent authority, the employee who has been assigned to a specific job in accordance with the conditions set forth in Article (1) of these Regulations, along with carrying out the work of his main job, may be given a reward for each month that shall not exceed (25%) twenty-five percent of the first salary for the position he holds. Alternatively, the assigned employee may be treated according to the rules of assignment to work outside the official working hours, taking into account not to combine two allowances.¹

Article (4):

An employee may be assigned to carry out a specific official task, along with or without his main job, inside or outside the city in which his workplace is located, whether in the entity he works for or other government agencies in accordance with the following conditions:

- A. The task shall be temporary and does not have a specific job.
- B. There should be consistency between the employee's main job and the nature of the work assigned to him.
- C. The assignment period shall not exceed (one year) as a maximum.

Article (5):

If the employee is assigned to perform a specific job in a ministry or government department other than the entity he works for, the entity to which he is assigned shall bear his rights to allowances, rewards or compensations, except for his salary and transportation allowance, unless otherwise agreed upon.

Article (6):

Assignment in violation of these Regulations shall not result in any effect as the Law or these Regulations produce. Government agencies shall provide the Ministry of Civil Service with copies of assignment decisions or its extension.

¹It is noted that the reward of (25%) mentioned in this Article is canceled according to Council of Ministers' Decision No. (101) dated 14/06/1405 AH.

