

Appendix 1: Law 8 of 2009

Human Resource Management Act

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Chapter I - Definitions

Article 1 - Definitions

In the application of the provisions of this Law, the following words and phrases have these the meanings assigned to them, unless the context requires otherwise:

Government Agency: the Ministry or Government Department or body or public corporation, according to circumstances.

President: the Minister, the Head of the Government, the Head of the Commission or public corporation, according to circumstances.

CEO: the Deputy Minister or official who reports to the President, according to circumstances.

Public Administration: the administrative unit with its relevant human resources responsible to the State Secretariat of the Council of Ministers.

Administration: Administrative Unit with its relevant human resources acting as governmental organizations.

Officer: the holder of each post in accordance with the provisions of this law.

Salary: base salary awarded to the officer in accordance with the grades and salary scales of annexed to this Act, or pursuant to a contract of employment, plus increments due excluding bonuses and allowances.

Gross salary: Salary plus bonuses and allowances under the provisions of this Law or the contract of employment, except overtime allowance and the use of a private car.

Medical: Health Centres, Public and Private Hospitals, and Licensed Clinics.

Competent Medical Authority: The body responsible for public health in the State.

Disciplinary Body: the Permanent Disciplinary Council or the Disciplinary Committee, according to circumstances.

Chapter II - Planning and Organization of Human Resources

Article 2 - Human Resource Systems

Competent government and optimal investment in available human resources to achieve its objectives, will develop the individual capabilities of its Officers, and provide a safe working environment which is fair and conducive to excellent performance, creativity and cooperation, and involvement of Officers in the development of systems of work.

Article 3 - Career Structure

Each government entity has a career structure which corresponds to its terms of reference and actual needs, in accordance with the approved organizational structure. The functional structure does not become effective until adoption by the Public Administration.

Article 4 - HRM Policy

A policy for effective public administration which describes the classification and ranking of public offices shall be issued by a Decision of the Minister of State for Cabinet Affairs.

Article 5 - Annual HR Budget

Department shall prepare an annual budget for Human Resources, in coordination with the Public Administration, in accordance with the functional structure adopted. This will include:

1. Number and types of posts required.
2. Titles and corresponding grades.
3. Anticipated dates of appointment.

Article 6 - Annual HR Plan

Each government entity shall prepare annually a budget, and submit proposals for public administration and job creation, which reflects the functional structure adopted, and includes job titles, classification and grades.

Any government body is permitted to make any amendment to the approved posts only with the consent of the President and within the approved budget. It must notify the Public Administration of any amendment within one week of its decision.

Article 7 - Structure and Grading

Posts shall be classified in specific groups relating to governmental functions. Each group will include grading of jobs of similar nature of work, level of duties and responsibilities, and required qualifications.

Each post shall be described and classified to reflect the organizational and functional structures adopted, and in accordance with the rules on job description, classification and ranking.

To adopt the description, classification and grading of Public Administration.

Article 8 - Job Descriptions and Person Specification

The job description shall include the following:

1. The name of the post.
2. Salary, in accordance with the grades and salary scales annexed to the present law or with the contract of employment.
3. A general description and the particulars of duties and responsibilities.
4. A personal specification which describes minimum educational qualifications, practical experience, the degree of skill needed, and other specific requirements needed to perform the work.

Chapter III - Recruitment and Selection

Article 9 – Recruitment and selection

Recruitment and selection, promotion, transfer, secondment or on-loan, shall take into account the normal conditions for holding the post.

Article 10 - Advertising and Selection

Persons shall be recruited by advertisement and selected for jobs based on merit.

Article 11 - Instruments of Appointment

An instrument of appointment shall be one of the following:

1. An Emiri Decision, Decree or Decision of the relevant authority.
2. A contract of employment according to the models prepared by the Public Administration.

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3. A contract of employment that gives a special exception of the scales of grades and salaries annexed to the present law, in order to recruit people with expertise and efficiency or rare specialties, with the consent of the Prime Minister.
4. A temporary contract, paid by lump sum for a period not exceeding six months, renewable for another similar article.

The Council of Ministers shall, upon the proposal of the Government, and according to the nature of the work, develop a system for appointment to posts when continuous service has been broken.

Appointment of non-Qatari Officers shall in all cases be under contract of employment.

Article 12 - Council of Ministers to Define Roles, Rights and Benefits

Council of Ministers, upon the proposal of the Government, shall develop standard and special roles, defining the rights and benefits granted to the functional occupants of those posts.

Article 13 - Appointing Authorities

The appointing authority for jobs shall be as follows:

1. By Emiri decision, definition of the role provided the appointment is the subject of a special law.
2. By decree, definition of the role or as an agent of the Ministries and definition of the role provided the appointment is by decree, and the subject of a special law.
3. By decision of the Prime Minister, definition of the role for assistant or deputy ministers.
4. By decision of the President, definition of the role at first grade and below or its equivalent, taking into account the provisions of this law and the organizational and functional structure of the Ministry and formal policy described the classification and grading. to send the Public Administration a copy of the appointment decision or contract within a week from the date of the resolution or signing the contract. to notify any amendment or renewal of a contract of employment. the Public Administration must challenge the decision or the contract of employment within sixty days from the date of its issuance if it was contrary to law. Failure to do so shall mean the appointment is valid.

Article 14 - Conditions for Appointment

Whichever person is appointed to a post:

1. Priority shall be given to a person of Qatari nationality. In the case of a non-Qatari, first priority shall be given to a person married to a Qatari national, then citizens of the Gulf Cooperation Council Gulf Arab states, and citizens of Arab countries, then to other nationalities.
2. Shall not under the age of eighteen years.
3. Shall possess the qualifications and conditions required for the job.
4. Shall pass any tests, assessments and rehabilitation programs established by the government.
5. Shall be of good character, conduct and reputation.
6. Shall be medically fit to perform the needs of job burdens shown by a certificate from the Competent Medical Authority.
7. Shall not have been sentenced to imprisonment in any offense that involves moral immorality or dishonesty unless he be shown to have been rehabilitated.

However, if the person has received a suspended sentence for the offence, the Officer may be hired with the consent of the relevant Competent Authority.

If the appointee had been found guilty on a single occasion, it will not preclude an appointment unless the Directors shall show the facts and circumstances of the incident were such that the appointment of the Officer would contrary to the requirements of the job or the nature of work.

The Officer shall not have been dismissed from the service or by virtue of a final disciplinary decision, unless a period of least one year has elapsed since the dismissal.

Article 15 - Probationary Periods

When an Officer is appointed for the first time, they shall serve a probationary period of three months, renewable for a similar period, beginning on the date of commencement of work. Their suitability shall be assessed and report prepared by the Director of the Department concerned and approved by the Executive Chairman. If the Officer is shown to be unfit, employment shall be terminated.

An Officer may request termination of his employment during the probationary period by written notification to the government at least ten days prior to the date of leaving.

When employment is confirmed after a successful probationary period, any probation period will be included when calculating length of service.

Any Officers member, who does not complete a satisfactory probation period and is dismissed, shall not have the probationary period included when calculating length of service.

Article 16 - Seniority

When considering seniority in respect of the date of appointment, seniority should be assessed as follows:

For a first-time post when the appointment was based on formal tests, seniority shall be awarded according to the order of the final test results. Where two or more Officers achieve the same test score, seniority shall be given to the highest qualified. If two or more have equal qualifications, seniority shall be by the comparison, taking into account the level and suitability of degrees achieved, graduation date, and length of experience since qualification.

For a first-time post when the appointment was not based on formal tests, seniority shall be awarded as follows:

If formal qualification was one of the conditions for appointment, seniority shall be given to the highest qualified.

If two or more have equal qualifications, seniority shall be by comparison, taking into account the level and suitability of degrees achieved, graduation date, and length of experience since qualification.

If experience was one of the conditions for appointment, seniority shall be given to the person with the longest experience.

Otherwise, for appointment by promotion, seniority will be based on the person's grade immediately preceding the new appointment.

Article 17 - Salaries and Grading on Appointment

On appointment, an Officer the salary shall be at the lowest level of the specified grade

But an Officer may start on a salary higher than lowest level when the demand of the job are greater than average, if the specific qualifications and experience exceed the minimum requirements of the job, or the Officer has specific expertise needed by the Government.

The Officer is entitled to his salary from the date he starts work.

Article 18 - Re-appointment

An Officer who left service and is who is eligible for re-appointment, is entitled to the same job grade and salary he was receiving when he left work in the same area of government. Calculations of his length of service will include previous service and previous seniority will apply.

If an Officer has spent time that earned him practical experience or technical knowledge, the re-appointment may be a higher grade than his former post providing he meets the conditions for holding the new post.

Article 19 - Previous Periods of Service

Previous periods of service will be taken into account subject to the following conditions:

The length of service is spent in government agencies, or companies that in which the State contributes (51%) of its capital.

The person was in service similar in nature to the job assigned to them.

Chapter IV - Salaries and Bonuses, Allowances and Other Related Benefits

Article 20 - Classification of Agencies

For the purposes of this Act, the Council of Ministers classifies government agencies, according to the nature of their jurisdiction and the tasks and functions entrusted to it, in one of the following categories:

1. Advisory or Supervisory Departments: specializing in preparing policy and overseeing its implementation.
2. Operational Departments: specializing in implementing policies or managing and operating facilities and providing public services.

Article 21 - Salary Grades

The grades and salaries of Officers will be determined according to digital scales (1), (2) annexed to the present Law, which tables may be amended by Emiri decision.

Article 22 - Entitlement to Bonuses

An Officer is entitled to bonuses, allowances and other related benefits, in accordance with the provisions of this Law. Any bonuses, allowances and other related benefits may be modified or added to by Decisions of the Council of Ministers.

Article 23 - Annual Bonus after Performance Appraisal

An Officer is entitled to receive an annual bonus after the first April following the expiration of one full year from date of appointment at the rate of 1% to 6% of their salary, depending on the level of performance assessment for the preceding year within their salary grade as follows:

The level of performance appraisal rate increment

1. Excellent (6%)
2. Very good (5%)
3. Good (3%)
4. Acceptable (1%)
5. Poor does not deserve - (0%). No periodic rise.

Article 24 -Annual Increment

An Officer will be awarded an annual increment up to limit of the salary grade attached to the role.

Article 25 - Annual Increment after 'Poor' Assessment

An increment may be deferred or denied only if the assessment report is poor. If any decision on an Officer's performance or disciplinary matters is postponed, the subsequent decision that results in the loss of incremental rights will take place during the period set out the decision, without having an effect to the next increment at the normal date of entitlement.

Article 26 - Monthly Social Allowance

An Officer will also receive the following social allowance monthly calculated as follows

Class	Married - Dependent Children	Unmarried
Seven or more	4,000 Riyal	2,500 Riyal
Others	2,500 Riyal	1,600 Riyal

When a married couple are both employed by Government Agencies, one shall receive a allowance category for married and the other a single allowance.

Article 27 - Monthly Housing Allowance Qatari Citizens

An Officer is entitled to a monthly housing allowance the country, according to the following:

Class Dependent Children	Married	Unmarried
First and above	6,000 Riyal	3,500 Riyal
Second to the Seventh	4,000 Riyal	2,500 Riyal
Others	3,000 Riyal	1,500 Riyal

When married couples are both employed by government agencies, one shall receive an allowance in the married category and the other a single allowance.

This provision does not preclude the Officer's benefit provisions under Law No.2 of the year 2007: a system of housing without any housing allowance receivable. The Officer may be allocated Government Staff Housing, in accordance with regulations established by a Decision of the Council of Ministers. Housing Allowance will be stopped from the date of allocation of staff housing.

None of the couple's housing allowance may be given if one was allocated Government Officers Housing.

The Officer's grade is irrelevant in the calculation of housing or housing allowance, provided their contract of employment, the limits and conditions provided for shall not exceed the amounts set out in this Article.

Article 28 - Monthly Housing Allowance Non-Qataris

For married non-Qatari Officers, when his family are living with him in the State only a single person's housing allowance is payable

Article 29 - Relocation Allowance

Calculation of an Officer's monthly relocation allowance is as follows:

1. For Officers on first grade and above - 2000 Riyal.
2. Second: For Officers on the second grade to seventh - 1500 Riyal.
3. Third: For Officers of other types and on other grades - 1000 Riyal.

If the government provides transportation for Officers no allowance is payable.

Article 30 - Relocation Allowance - Supervisors on Monthly Allowance

Calculation of Officer's relocation allowance when the Officer has a supervisory job and on a monthly allowance in accordance with the following categories:

1. Director of the Department and above - 3000 Riyal.
2. Assistant Director of the Department - 2500 Riyal.
3. Head - 2000 Riyal.

Article 31 - Furniture Allowance

An Officer will receive an allowance for furniture once throughout the duration of service relating to the State, unless the government provides him with accommodation that is furnished, as follows:

1. Class married or unmarried dependent children
2. First Grade or equivalent salary of 50,000 Riyal – 30,000 Riyal
3. The second to the seventh or the equivalent salary of 40,000 Riyal – 28,000 Riyal
4. Other types, or the equivalent of the salary 30,000 Riyal - 21,000 Riyal

For other Officers, the furniture allowance is calculated in accordance with the contract of employment, and shall be not more than the limits set out in this Article.

Article 32 - Furniture Allowance on Termination of Employment

The furniture allowance depreciates by 25% thereafter for each year. If an Officer resigns or has his employment terminated before the expiration of four years from the date of receiving the allowance, he is committed to repay the balance thereof, and the government will recover it in cash or as a deduction from any sum receivables.

The State may, by decision of the President, waive the payment of the remainder of the furniture allowance in case of death or disability, or in whole or in part in cases of public disaster, or if the termination of the employment contract is required for the disbursement of housing allowance and is caused by government reorganization.

Article 33 - Representation Allowance on Official Missions

An Officer is entitled to a Representation Allowance if sent on an official mission outside the country. This includes a housing allowance, wages, food and transportation of personal effects, communications, and internal transport in the receiving State, except to those areas that are outside cities and the official's actual expenditures related to the task if he is a staff member on an official mission outside the State by a Decision of the President.

Article 34 - Calculation of Representation Allowance

A Representation Allowance for each day of the official mission outside the State in accordance with the following categories:

1. First-class or higher, or the equivalent of the salary 3500 Riyal.
2. Other grades or the equivalent of the salary 2500 Riyal.

If the receiving State or its envoy provides hospitality, the Officer will receive half the normal Representation Allowance.

Article 35 - Travelling Costs on Official Business

Exchange tickets will provided for official business outside the State, as follows:

1. First-class tickets to holders of third grade or higher posts, or equivalent salary.
2. Business-class tickets for holders of fourth to seventh grade posts, or equivalent salary.
3. Economy class tickets to holders of other grades, or their equivalent salary.

Exchange tickets will be first-class all members of a delegation, whatever their grades functional, if the delegation was headed by a person at Assistant Deputy Minister or higher.

Article 36 - Additional Days When on Official Missions

The Officer in charge of any official mission abroad shall leave the State of Qatar before the date of start of the mission, and return to the State from the site of the mission after the completion of the assignment in accordance with the terms specified in the following table:

1. Envoys will travel the following days before the start and after completion of the formal mission:

2. To Gulf Arab countries of the Gulf Cooperation Council: out on the start date of the mission and return on the day it is complete.
3. To United States of America, Australia, New Zealand and Japan: three days before and three days after the mission dates.
4. Other States: two days before and two days after the mission dates.

Travel days will be calculated based on real values rather than mission days. This period will be used when calculating full attendance on the mission without taking into account the time taken to leave for and return from the mission.

Article 37 - Attendance on Official Missions during Vacation

A mission during vacation: Taking into account provisions governing the representation allowance and payment of tickets, the Officer is entitled to the costs of official duty during a normal vacation period. The Officer may reclaim the value either of return tickets from the site of his vacation or from the State of Qatar, to the country of assignment, whichever is the greater, and may claim additional leave to take into account the duration of the task .

Article 38 - Representation Allowance in Advance

Representation allowance may be paid in advance to an Officer undertaking an official mission outside the State, to be accounted for immediately upon return.

Article 39 - Eligibility for a Representation Allowance

The amount and conditions of eligibility for this allowance shall be determined by a Decision of the Council of Ministers rather than the grade of the Officer.

Article 40 - Overtime Payments

An Officer is entitled to payment for hours of overtime assigned by the Chief Executive, on confirmation from the Director of the Department concerned.

This allowance shall be calculated on the basis that each overtime hour shall be equal to one hour and a quarter for a regular working day, and one hour and a half on public holidays.

Article 41 - Maximum Overtime

The maximum hours of overtime shall be three hours for normal working days and eight hours on public holidays.

In all cases, overtime shall not exceed the 40% of normal salary and a maximum of 7,000 Riyal per month for Officers on functional grades, and 20% of salary and a maximum of 5,000 Riyal per month for Senior Officer's appointments.

A Decision of the Council of Ministers, upon the submission of the President, may award increased overtime and allowances.

Article 42 - Auditor of Expenses

An Officer who holds the post of Auditor of Expenses, rather than being an Officer of the Secretariat may be paid a maximum of 1,500 Riyal per month.

Article 43 - Use of Private Cars for Official Travel

When the government does not provide a car for official travel, in addition to travel costs, when he must use his private car an Officer shall receive an allowance ranging from 1,000 to 2,000 Riyal per month, depending on the nature of his car.

Any decision granting of this allowance and its amount, shall be on a Decision of the President.

Article 44 - Telephone Allowance

A telephone allowance of 600 Riyal per annum shall be paid to Officers on the seventh grade or above, or an equivalent salary.

Article 45 - Allowances for Mobile Phones

When no mobile phone is provided, by a Decision of the President, the Officer may be paid for necessary, work-related use his mobile phone. This shall be paid monthly at a rate according to the nature of work and the role of the Officer as follows:

Depending on average use: 300 Riyal, 500 Riyal or 1000 Riyal

The Administration shall establish controls to identify groups eligible for this allowance.

Article 46 - Airline Tickets for Non-Qatari Officials

Government shall bear the costs of airline tickets for non-Qatari official working under a contract of employment and tickets his wife and three of his sons, who are not above the age of eighteen in the following cases:

1. Immediately on appointment.
2. When the Officer takes annual leave.
3. When the Officer returns from annual leave.
4. At the end of the service when the Officer leaves the country permanently.

Article 47 - Entitlement to Airline Tickets for Non-Qatari Officials

The non-national Officer is only entitled in to claim airline tickets for his family when his family is resident in the State or coming to it to take up residence, and returning home when specified by his contract of employment.

Article 48 - Grades of Airline Tickets for Non-Qatari Officials

The level of tickets for non-Qatari Officers, unless the contract of employment provides otherwise, will be paid as follows:

Officers in roles at seventh grade and above or equivalent salary: economy class tickets for the Officer and his wife and three sons who are not over the age of eighteen.

Officers in other roles or equivalent Salary: economy class tickets for the Officer only.

Non-Qatari Officers are entitled to obtain the value of tickets due to their and their families in cash, without requiring travel to the country of his nationality at the time of appointment.

Article 49 - Entitlements of a Non-Qatari Married Couple

If both husband and wife are non-Qatari Officers working at any of the Government Agencies, the amount of entitlement is limited to the lower of the two grades.

Article 50 - Baggage Allowance on First Arrival and Final Departure

When an Officer is not entitled to use air freight, the following allowances apply when first coming to the state and on final departure:

1. Class: Officer Spouse and Children
2. Second grade or higher, or the equivalent of the salary: 300kilograms made up of 60 kilograms for the husband and wife, and each child under the age of eighteen to a maximum of three children.
3. Seventh to the third or the equivalent of the salary: 150 kilograms made up of 30 kilograms for the husband and wife, and each child under the age of eighteen to a maximum of three children.

Article 51 - Workers from Transition Countries

In the case of a worker from a transition country and where the person is a worker for a third-party, other than a manager, the worker is not entitled to wear tickets and special freight allowances either when he first comes to the State or at the end of his service.

Article 52 - Allowances to Be by Decision of Council of Ministers

The types of controls, the value of allowances and advances paid to Officers shall be by Decision of the Council of Ministers.

Chapter V - Training and Development

Article 53 - State Development of Human Resources

Government authorities shall develop their human resources by providing Officers with opportunities or appropriate training, development and rehabilitation in order to develop and strengthen their ability to enable them to acquire new skills, improve their performance in the role in which they work, and to prepare them to assume other responsibilities.

Article 54 - Strategic Training Needs Assessment

Training need shall be identified in accordance with the Strategic Plan of the State, the objectives of the Government, performance evaluation reports and after consulting with officers and their managers.

Article 55 - Analysis of Training Needs

In coordination with departments concerned, the Administration shall analyse the training needs of government agencies to determine the capabilities and competencies and the level of skills and knowledge needed to enable officers to improve performance and thereby achieve the objectives of the government

Article 56 - Management Training and Development Plan

The Administration shall develop a management training and development plan in the light of the results of the annual training needs analysis, and the plan shall include the following:

1. Identification of the priorities for training and development.
2. Determining the methods of training and development.
3. An annual calendar for each programme of training and development.
4. Statement of the providers of training and development.
5. A budget needed to implement training and development.

The Administration shall produce a Public Administration Annual Plan before the end of December of each year for adoption.

Article 57 - Implementation of Training and Development Plan

The Administration will implementing a plan of training and development after the adoption of the annual budget, and may adjust it according to the requirements of the work in coordination with the department concerned, provided it does not exceed the budget for approved training.

Article 58 - Overseas Training

Training is available from the State training entities. However, in cases where the job requirements may require specialist training and there is a lack of training programs in the State, training may be undertaken using external agencies with relevant experience and reputation.

Article 59 - Failure to Undertake Training Properly

Failure to undertake training properly while in employment while taking advantage of benefits enjoyed by an Officer shall be considered breach of an Officer's duty

Article 60 - Short Training outside the State

An Officer is entitled to receiving training outside the State according to his grade or its equivalent salary provided:

1. The duration of the programme is one month or less.
2. If the period of the programme is greater than one month, they may receive of half their entitlement to a Representation Allowance, for any excess period

Article 61 - Rehabilitation of Graduates after Education

Recent graduates at different levels of education will be rehabilitated by the Qatari government to fill various vacant posts:

1. Whether rehabilitation is at home or abroad, it shall be in accordance with the limits, regulations and benefits defined by a Decision of the Council of Ministers.
2. The graduate is committed to graduate work in the government agency that provided him with rehabilitation, for the same period as his education.

Failure to do so will oblige the graduate to return the expenses of rehabilitation except monthly bonuses.

Chapter VI - Performance Management Systems

Article 62 - Performance Management System

The government system for managing performance which will improve the performance of administrative Officers and their units is designed to stimulate individual accomplishments, promote team spirit and achieve the following:

1. Matching the objectives and practices of individual Officers to the objectives of the Government.
2. Leading a process of continuous improvement of an individual Officer's performance by means of a periodic evaluation of his contribution to achieving the objectives of the Government.
3. Encouraging continuing education as a means of developing human resources.
4. Providing a basis to reward achievement and results.

Article 63 - Guidelines for Assessing Performance

Develop general public administration guidelines for assessing the performance of Officers to ensure the Officer's performance is evaluated annually in accordance with clear standards, criteria and specific objectives set by management and approved by the public administration.

The Officer must be involved in the process of performance review to discuss the results of his performance with his line manager.

The development of performance evaluation report shall be limited to Officers in posts of the first grade or less.

Article 64 - Performance Levels

An Officer's performance is assessed for the period from January to December each year. Performance levels shall be assessed as follows:

1. Excellent scoring 90% or higher.
2. Very good – between 75% and 89%

3. Good - between 65% and 74%.
4. Acceptable - between 50% and 65%.
5. Poor - less than 50%.

Article 65 - Exclusion of Some Officers from Higher Performance Assessments

It shall not be permitted to give an assessment of performance as 'excellent' or 'very good' for any Officer described by the categories below;

1. An Officer who had the opportunity to train during the year but did not reach the required standard.
2. An Officer who has received a disciplinary sanction which involves a deduction from his salary or suspension from work of at least five days,
3. An Officer given a disciplinary sanction which involves a deduction of salary or suspension from work for more than 10 days during the year, whichever is the most
4. An Officer suspended from work for fifteen days during the year by being the subject of a report or sanction

Article 66 - Model Assessment Report

The Administration shall prepare a model report for process assessment for adoption by the Public Administration.

The President will directly serve performance evaluation reports on officers in writing during the first half of January each year. These will comply with the model adopted. This report shall be approved by the Chief Executive before the end of January.

Article 67 - Appeal against Assessment Report

The Officer will be served with a copy of his performance evaluation report, once approved. On receipt the Officer may:

1. Lodge an appeal with the President within 15 days of service.
2. The President will rule on the appeal within 30 days from the date its submission.

During this time managers may not record the report as a negative decision.

The decision of the President in the appeal shall be final.

The report is not final until after the exploration of the time limit for appeal or any appeal decision.

Article 68 - Performance Evaluation Report as a Reliable Assessment

The performance evaluation report shall be taken as a reliable assessment of an Officer for the purpose of promotion, increased supervisory position, periodic allowance, entitlements and any other bonuses or performance awards

Article 69 - Assessments When Assigned or Studying

If the Officer is internally or externally assigned for not less than three months:

The CEO shall prepare a report for the duration of the work and forward it to the Committee to guide them in the assessment of the Officer's performance

In the case of an Officer studying abroad and taking study leave of more than one year, performance will be judged from the latest report from the CEO before study leave was taken.

Article 70 - Assessments on Permanent Transfer

If an Officer is transferred from one government entity of to another, the originator of the transfer shall include a report on the Officer's performance at work during the previous year. This report will be sent to the transferee entity as guidance for further assessing performance.

Article 71 - Action on Consecutive Poor Assessments

If the assessment of Officer's performance is 'poor' twice consecutively, he may be transferred to a post in another appropriate government agency without reducing his salary. If a third consecutive report is 'poor', employment may be terminated without prejudice to the Officer's right to a pension or remuneration at the end of service.

Article 72 - Awards for Outstanding Performance during the Year

By a Decision of the Council of Ministers, an award may be given to Officers and Administrative Units for outstanding performance, reliability and the total performance of the Administrative Unit and its Officers judged by performance appraisal reports during the year. This award shall be limited to Officers who achieved performance ratings of 'excellent' and 'very good'.

Article 73 - Special Bonuses for Excellence

The President may grant a bonus to an Officer who provides excellent services, work, research or suggestions to help improve working methods, to enhance performance or reduce expenses. This bonus may not exceed the monthly salary total of the Officer nor should such a bonus be granted more than twice a year.

Article 74 - Format of Special Bonuses for Excellence

The Government may give rewards in-kind for Officers or Departments who have produced outstanding excellence.

Chapter VII - Promotions

Article 75 - Grading after Promotion

When first promoted, an Officer is entitled to move the start of the grade on the upgraded salary earned prior to promotion plus a supplement of 10% thereof, whichever is the greater. This does not affect promotion or the date of any periodic allowance entitlement as soon as it is due.

Article 76 - Conditions for Promotion

For promotion within the First to Thirteenth grade shall be according to seniority and the evaluation of his performance. the Officer may not only be upgraded to a vacant post in the grade immediately following his own but may instead be upgraded to the highest grade subject to the availability of financial resources and taking into account the job description, classification and seniority.

The resolution to upgrade should follow a proper recruitment procedure and then be sent to Public Administration within one week of the date of issue of the resolution.

Public Administration may object within sixty days of the resolution being sent to them if the promotion decision was contrary to the law. If this is the case, the promotion shall be taken as void.

Article 77 - Upgrading Seniority

The Officer shall have received not less than two years previous performance evaluations assessed as 'very good' to upgrade the level of his seniority. The Officer shall also have spent time interfacing with people having same job description, grade and type of public office as the one proposed for him.

Article 78 - Special Promotion by the President

The President may, by Decision award an Officer a 'special promotion' to a higher grade without complying with the requirement of evidence of service or qualification, provided the Officer's assessment of performance is 'excellent' and there are other reports to confirm this.

No Officer shall receive 'special promotion' within ten years of a previous special promotion and may not receive more than two special promotions during the whole of his career with the State.

Chapter VIII - Transfer, Assignment and Secondment

Article 79 - Transfer in the Public Interest

The Officer may be transferred to another governmental entity in the public interest, provided:

1. The transfer has the approval of the two Presidential advisers.
2. The movement from one job to another within the Government is a Decision of the President.

Article 80 - Conditions of Transfer

An Officer may not be transferred to a vacant post only at the same grade and with the same job requirements.

The transfer shall not prejudice the rights and privileges employed by the Officer at the time of transfer, except for specific benefits linked to the nature of the employment

Article 81 - Terms of Transfer

A Decision of the President may assign an Officer for the temporary work in another post in a Governmental organization. It must be an assignment that is an addition to his original work.

The Officer must be seconded to a post at the same grade and level of employment, or immediately above.

This assignment shall not exceed one year, renewable for a period or periods, up to a maximum of three years.

Article 82 - Assignment to a Project

An Officer may be assigned to a project at the request of the CEO of the Officer's Authority and with the approval of two Presidential Advisers. The Officer will have the grade, including salary and all benefits for the duration of the assignment, and the assignment will carry an allowance.

Article 83 - Additional Allowances during Assignment

An Officer is entitled to an extra monthly assignment allowance of 25% of his normal salary.

In the case of assignment to a supervisory job, the Officer is entitled either to an assignment allowance or to be paid at supervisory grade, whichever is higher.

In each case the Officer is entitled to the assignment allowance but only if the assignment is an addition to his original work.

Article 84 - Length of Assignment

On a Decision of the President, an Officer may be seconded after agreement with any other government agencies, other companies that contribute to the State or sports institutions and associations and the like, or companies that offer shares to the public for a period of years subject to agreement, and the company extended by similar periods to a maximum of six years.

Article 85 - Receiving Organisation to Pay Officer's Salary

The Organisation requesting the secondment will bear the cost of the Officer's salary for the post together with all other allowances and benefits.

Article 86 - Payment of Salary of Assignee

On a decision of the President of the Council of Ministers, upon a proposal of the President, a person may be seconded after an agreement with a government-linked organization, or an Arab or foreign government. This may include a decision to continue payment of one or more Officer's gross salary and allowances including benefits and other allowances for the post, always provided it is in accordance with requirements of public interest.

Article 87 - End of Assignment

It may be necessary to fill the post of a person or persons on loan for the duration of a secondment. At the end of the assignment, a seconded Officer will return to his original role if it is vacant or to another job of the same rank and type as his original post. If there are no vacancies, the person will work in their original role in a personal capacity, though without the same rank and job.

Article 88 - Termination of Assignment by Officer

An Officer may terminate the exchange arrangement before the end of the period required by assignee by giving one month's notice ahead of termination. In all cases, the Officer must return to the organisation that loaned them within 15 days from the expiry of secondment with a local organisation, and three months from the expiry of the secondment where it involves a foreign placement.

Article 89 - Assignment Not to Affect Officers Length of Service etc

Any entry into an exchange or secondment by an Officer will not affect the calculation of length of service and entitlement to bonuses and promotions.

Chapter IX - Leave

Article 90 - Working Days to Be Defined by the Council of Ministers

Working days are determined by a Decision of the Council of Ministers in respect of working days per week, holidays and public holidays according to the requirements of the service and in the public interest. No officer may be absent from work except within official leave periods that are licensed in accordance with the provisions of this law. If leave is taken outside official limits this shall be deducted from the periods of leave allowed.

Article 91 - Definition of 'Leave'

Leave is defined as follows:

1. periodic leave
2. casual leave
3. sick leave
4. maternity leave
5. leave during pregnancy
6. Hajj leave
7. leave for marriage
8. leave to prepare for marriage
9. bereavement leave
10. leave accompanying husband
11. unauthorized leave
12. leave to accompany patients
13. exceptional leave
14. study leave
15. leave for examinations

16. unpaid leave

Holidays are calculated with reference to this list except for leave without pay. If leave exceeds the total year it falls with the term 'excess leave' when applied to actively serving officers.

Article 92 - Entitlement to Annual Leave

An Officer is entitled to the following annual leave, paid at normal salary total:

1. 45 days at seventh grade or above, or an equivalent salary.
2. 40 days eighth to the tenth grades, or an equivalent salary.
3. 30 days for other grades, or an equivalent salary.

The Officer is entitled to periodic leave in any part of the year, calculated in working days per year. If an Officer is given leave for official holidays or sick leave, the number of days will be added to total permitted leave. Officers may not take periodic leave more than three times during one year.

Notwithstanding the provisions of this Article, the Council of Ministers may issue a Decision to organise periodic leave otherwise for government agencies that have special needs during the year because of the nature of their work.

Article 93 - Date from Which Annual Leave Accrues

Entitlement to leave is calculated from the date of taking up employment, provided the Officer completes their probationary period successfully.

Article 94 - Periods When an Officer is Not Entitled to Leave

An Officer is not entitled to take leave at the following times:

1. During the probationary period, when the Officer has resigned
2. During a period of leave without pay
3. During a suspension without pay if it is more than seven days
4. During a period of notice of termination of employment

Article 95 - Encouragement to Take Full Periodic Leave Annually

The State encourages its Officers to take its full periodic leave annually. When an Officer is unable to do because of work commitments, the Officer must take at least half of the annual leave.

Article 96 - Request to Return to Work before End of Leave Period

The Chief Executive may request an Officer to return his work before the end of his vacation period if urgent work demands it.

Article 97 - Payment for Request to Return Prematurely From Leave

Without prejudice to Article 95 of this act: when the CEO request an Officer to return his work before the end of his vacation period, the Officer shall be paid a corresponding sum of money for the period of leave for which he was deprived, calculated on the basis of salary payable at the time of leave entitlement as well of an award of additional period of annual leave.

An Officer may not be deprived of his full periodic leave for two consecutive years.

Article 98 - Leave Allowance for Overseas Officers

An Officer required to work overseas shall be paid to an allowance equivalent to 1 month salary for each year, provided the Officer takes periodic holiday.

Article 99 -Time When Holiday Pay is Payable

An Officer shall receive holiday pay for periodic leave in the month preceding that leave.

Article 100 - Emergency Leave

An Officer shall be entitled to emergency casual leave of up to 7 days per year. He may not take more than three days at one time. The Officer must inform his manager, giving reasons and requesting leave if possible before or during his absence. Otherwise the period of absence may be deducted from the annual leave due to him.

Article 101 – Short-Term Sickness Absence

An Officer who stops work due to illness must obtain a medical report and inform his manager. Otherwise, an Officer may be granted sick leave for a period not exceeding three consecutive working days at any one time, with a maximum of ten working days per year.

Any report shall be sent to the Competent Medical Authority for approval.

Article 102 – Long-Term Sickness Absence

In the case of long-term illness, an Officer may be granted sick leave for a period not exceeding one year at full salary. If still unwell at the end of one year, a Competent Medical Authority may grant him sick leave for a further period not exceeding one year at half salary.

If, in the opinion of the Competent Medical Authority his condition is incurable, he may be retired on the grounds of ill-health and his employment terminated.

Article 103 - Annual Leave in Place of Sickness Absence

An Officer may use the balance of his annual leave as additional sick leave, if he has exhausted all his permitted sick leave set out in the preceding article without fully recovering,.

Article 104 - Work Related Injury and Disease

Without prejudice to the rules contained in two preceding articles, an Officer who suffers an occupational injury or disease shall be entitled to sick leave on full pay for a period not exceeding one year calculated to include periodic holidays or other sick leave.

If this term expires without his recovering, he shall be referred to the Competent Medical Authority to consider termination of his employment. If appropriate, the Competent Medical Authority may grant him sick leave for a further six months on full salary, after which, if recovery is unlikely, termination of his employment will occur on the grounds of ill-health.

For the purpose of this Law, 'work injury' means any injury suffered as a result of an accident while performing his work, provided the injury was without fault or neglect by the Officer. This includes any of the occupational disease or death caused by stress or fatigue when evidenced by a report from the Competent Medical Authority. To be considered as a 'work injury', the injury must have occurred during the period between an Officer starting and finishing work.

A 'vocational illness' means a disease or injury which commonly occurs between different members of a trade or profession, designated in accordance with Table No. 3 annexed to this Law.

A disease or injury is a work injury if symptoms occur either during the time an Officer is working or within one year from the date of leaving the profession or job.

Article 105 - Contagious Diseases

The Competent Medical Authority will grant leave to an Officer with a contagious disease, even if it does not stop him working, pending his recovery. The Authority must inform his employer not to let him perform his work during this period. In cases when the Competent Medical Authority is responsible for the treatment of the Officer's disease, this must be contained in a statement of the report on the Officer.

Article 106 - Taken Ill When Overseas

If sickness or injury occurs when the Officer is on holiday overseas, or when performing his official duty, the Officer must get a medical report on his condition, certified by the Embassy, if any. The Officer must

submit the report to his employer on return from overseas and be referred to the Competent Medical Authority for approval

Article 107 - Sickness during Probationary Period

When sickness occurs during the probationary period, probation shall be extended for the duration of the illness, provided the duration of the illness does not exceed a period equal to the probationary period. The Officer will be granted sick leave after submitting a certificate from the Competent Medical Authority.

Article 108 - Maternity Leave

An Officer shall be granted maternity leave with pay for a total of sixty days, additional to any other leave, on the production of a medical certificate or true copy of the birth certificate.

In all cases the Officer will be granted the balance of her periodic leave as well as this maternity leave.

Article 109 - Time Off for Nursing Mothers

The Officer shall be granted two hours of daily nursing for one year immediately following the end of maternity leave.

The Officer will be left to determine the time of breastfeeding.

Article 110 - Time Off to Care for Disabled Children

The President may award an Officer leave to care for children with disabilities, provided the child does not exceed the age of six. Such leave will be granted twice during the duration of service, with a maximum of three years each time. Taking into account the needs of public interest, the President of the Council of Ministers may grant the Officer leave to care for her children in cases where it is deemed appropriate.

In all cases, the Officer will be paid in full salary for the first three years and half salary thereafter.

Article 111 - Leave for the Hajj

When an Officer is a Muslim, once during the duration of his service to the state, he will be awarded leave for a period of 21 days on full salary for the performance of the Hajj. This leave does not affect entitlement to any periodic leave.

Article 112 - Leave for Marriage

An Officer will be granted marriage leave for a period of 15 days on full salary, once during the duration of his service. The Officer shall provide a true copy of the marriage contract

Article 113 - Bereavement Leave for a Muslim Wife

A female Officer who is a Muslim and whose husband dies shall be granted leave on full salary for a period of four months and ten days from the death of her spouse, or until the birth of her child if she is pregnant. This leave will not be taken into account when calculating entitlement to other leave.

The Officer must notify her employer about her husband's death, and provide evidence.

Article 114 - General Bereavement Leave

An Officer shall be granted five days bereavement leave on full salary in the case of the death of a relative of the first-degree, and for three days if the deceased was a relative of the second-degree. If the Officer has to travel abroad, he will be granted leave for a period of seven days.

This leave will not be taken into account when calculating entitlement to other leave.

Article 115 - Time Off to Accompany a Husband Overseas

An Officer may take unpaid leave to accompany her husband overseas if employed by government organisation, is employed by companies that contribute to the government, if her husband is required to work as one of the mission representatives of the State overseas, if he was seconded to work outside the country, or send overseas for a period not less than one year for scholarship, training or study leave.

Article 116 - Time Off to Accompany a Wife Overseas

Officer may be granted unpaid leave to accompany his wife or his female relative overseas, in the following cases:

1. Official missions.
2. Training courses.
3. Other cases agreed by the employer.

The Government Organisation which employs the Officer shall pay him half the representation and airline tickets appropriate for his grade in accordance with normal provisions in this act. Any issues shall be determined in accordance with the provisions of Islamic Sharia.

Article 117 - Time Off to Accompany a Patient Overseas

The President may grant an Officer leave on full pay to accompany a patient for treatment outside the state in cases that require the companion, on the recommendation of the Competent Medical Authority. the length of leave shall be for the period necessary to treat the patient abroad.

Article 118 - Sabbatical Leave to Represent a National Team etc.

The President may by Decision, grant sabbatical leave to an Officer on full pay in order to carry out any work tasks related to participating in a national team, competition, sports activities, social programs, cultural activities or other similar reasons, at the request of the Authorities concerned and for the period that they specify.

Article 119 - Study Leave

An Officer may be granted study leave calculated on the length and conditions provided by Law governing the scholarship.

Article 120 - Leave for Examinations

An Officer undertaking studied at his own expense shall be given leave on full salary for a week before the start of his examinations, and to return to work within a period not exceeding two days after the end of examinations if the examinations are taken outside the State, and one day if taken within the State.

In each case the following rules will apply:

1. The Officer will obtain prior approval from the President for his study at private expense.
2. The Officer will attach a copy of the timetable for exams, or similar, to leave form explaining the times of start and finish of examinations.
3. The Officer will provide proof of performance in these examinations

Article 121 - Exceptional Leave

A Decision of the President may grant the Officer leave without pay for one month which may be renewed for a period and other similar terms, for reasons submitted by the Officer and approved by the President, in a case where the Officer is used up the whole of his leave entitlement.

Chapter X – Officer’s Duties, Prohibited Acts and Discipline

Article 122 - Compliance with Laws, Regulations and Decisions

An Officer must comply with the following requirements:

1. To comply with the provisions of laws, regulations, decisions and to apply them.
2. To do the work assigned to it him carefully and conscientiously, and to complete the work in a timely manner in accordance with the rates applied to performance assessments.
3. To observe working hours and perform the duties of his job in a timely manner.
4. To maintain the dignity of the post and the need to keep good reputation and present himself decently.
5. To cooperate with his superiors and colleagues at work.
6. To undertake any work assigned to his functional role in normal working hours, and whenever the organisation demands his interest in his work.
7. To protect the fixed and movable assets of the government, and properly then use the tools necessary to perform his job.

The work safely and show commitment to safety guidelines, to preserve the life, health, life and health of others and their property.

Article 123 - Prohibition of Certain Acts

The State prohibits the Officer as follows:

1. To violate laws, regulations, decisions and regulations.
2. To engage in any act or omission intentionally or negligently, contrary to the requirements and duties or responsibilities of his job, or result in the loss of any right of the State or any Government Agencies.
3. To disclose any information of a confidential nature revealed ex officio or under instructions to do so, without the written permission of the President, and shall remain an obligation after leaving the service.
4. To keep confidential the origin of any official paper or to remove or copy any custom files, even if the particular work is assigned to him, or privately keep on any official document or of a confidential nature.
5. To sign petitions or letters that would undermine the reputation of the State or belong to any prohibited organization, body or group.
6. To perform any work for non-payment or otherwise in official working hours without prior written permission of the Chief Executive.

However, an Officer may take a salary, remuneration, guardianship, trusteeship or agency for an absentee if he had enjoyed kinship or lineage to the fourth degree with the person concerned, or the minor or absent person.

To ensure the relationship is openly disclosed, together with acts of custodianship over the money of a partner, or that he has a joint interest or ownership in funds owned by a relative by kinship or lineage of the fourth degree.

In all cases, the Officer must notify his Employer, and ensure that such notification is placed on file.

7. To combine more than one job in Government or State Entities without the consent of the Prime Minister.
8. To engage in any business or trade that conflicts with his duties as an Officer in any area of government or of a governmental agency that would create an interest for the Officer, directly or indirectly in any business, contracts or tenders related to the activity of the government or government agency.
9. To abuse his power and influence over his subordinates, or aid the violation of any provisions of laws, regulations, decisions and regulations.

10. To accept gifts, gratuities, grants, cash or otherwise, for himself or for others, from any person; or because of his work, for the benefit of others.

Article 124 - Conflicts of Interest

The Officer shall avoid any action that creates any conflict of interest between his own activities and interests of the Government and its projects, or that would affect directly or indirectly his interest or the interest of one of his relatives to the fourth degree.

Article 125 - Dismissal for Violating Duties or Prohibitions

When any Officers violates the duties or prohibitions set out in this Law, or when carrying out any functioning of his work, the Officer will be dismissed without prejudice to any other civil or criminal responsibility as may be appropriate.

The Officer shall not be exempt from liability from any act or omission contrary to the provisions of this Law pursuant to an order issued to him from the President unless he proves the offence was “the implementation of a written order issued to him by the President” even though the Officer warned the President in writing of the violation. In which case, the liability would rest with the written order alone unless the order issued by the President involved a criminal offence. In that case the subordinate would also be responsible in accordance with the laws of criminal responsibility.

Article 126 - Notice of Sanctions and Appeal

No person may issue a signed warning or give the penalty of a deduction from salary for more than three days, or its equivalent in salary, to any other Officer occupying a role at the fourth grade or below, unless the person is allowed to respond to the charges in writing and mount a defence. Any sanction must be accompanied by a reasoned decision.

In the case of an Officer occupying a role at fourth grade or below, or at an equivalent salary, the Officer sanctioned will sign for the warning and any deduction from his salary of not more than three days. This will acknowledge the sanction which will be first signed by the CEO.

An Officer may appeal this decision to the CEO within 30 days from the date of notification. The CEO shall decide the grievance in a period not exceeding 60 days from the date of submission. If this date is passed without action on the Officer’s appeal is implicitly rejected.

Article 127 - The Legal Affairs Department and Irregularities

With the consent of the CEO, at the request of the Officer’s superior, the Legal Affairs Department of the Government will investigate irregularities committed by any Officer. Each investigation report will be numbered with a serial number, the date, location, opening hours and hours completed. It will record the name of the investigator and the originator of the investigation and each page of the report should contain a signature of both the investigator and the originator.

The employer must notify the Officer to appear for questioning. If the Officer refuses or fails to appear, the investigator will proceed in accordance with the procedure laid down in this law, in the Officer’s absence. In all cases, the investigator must be the least the same grade as the grade of the Officer he is assigned to investigate.

Article 128 - Evidence during Investigation

Deals with evidence offered during investigation of the facts involving irregularities or departments from proper duty. If they do not relate to the original incident or if the investigator finds another Officer is linked to the subject of the investigation, the investigator must take the matter to the CEO who ordered the investigation.

If the investigation determines there is suspicion of a criminal offence, the investigator must submit the matter to the CEO who ordered the investigation. The CEO will inform the Public Prosecutor on completion of the investigation if the charges have been proved against the Officer. Signing the disciplinary sanction is without prejudice to the right of any Governmental Agency to take further action.

Article 129 - Penalties for Failure to Attend as a Witness

If an Officer summoned as a witness in the investigation does not attend or provide information in his possession without a valid excuse, that Officer will be held accountable through the disciplinary procedure in this Law.

Article 130 - Evidence Normally Given in the Presence of the Officer

The enquiry will hear the witnesses and any other evidence in the presence of the Officer being investigated, unless the investigator believes it is in the interest of the investigation to hear witnesses or presentation of the evidence in the Officer's absence.

All witnesses must sign at the end of their witness statement.

Article 131 - Report after Investigation

After completing the investigation, the investigator shall report his conclusions to the CEO for his action, and attach to this report the records of the investigation and the evidence gathered.

Article 132 - Action and Penalties by CEO after Investigation

After reviewing the investigation, the CEO shall order the investigation closed, or refer the Officer and the investigator to the Relevant Disciplinary Body for further action, or award a sanction against the Officer as follows:

1. For Officers at fourth grade or less, or the equivalent thereof in salary:
2. A warning
3. A deduction from salary which should not exceed salary for 15 days, over a period not exceeding 45 days in a year

For holders of grade from Assistant Deputy Minister to the third grade, or the equivalent thereof in salary:

4. An Alert
5. The Blame
6. A deduction from salary which should not exceed salary for 3 days, over a period not exceeding 15 days in a year

The Officer can appeal this decision to the President within 30 days from the date of its notification. The President must decide the grievance in not exceeding 60 days from the date of submission. If this time is passed without action, the appeal is implicitly rejected.

Article 133 - Competence of the Disciplinary Body

The Disciplinary Body may be competent to sign that the Official referred to it will be given an appropriate sanction from a list contained in Article (137) of this Law, according to circumstances.

Article 134 - Suspension of an Officer under Investigation

The Chief Executive Officer may suspend the Officer under investigation on full pay in the interests of the investigation.

This period of suspension shall not exceed 30 days unless by decision of the disciplinary body.

Article 135 – Suspension of this Law when an Officer is in Custody

If any Officer is detained in custody by the execution of a court order, or by a judicial ruling, the provisions of this Law are suspended for the duration of his detention. In the first instance, the officer will receive full pay, in the second instance half pay while retaining his social allowance.

Upon the Officer's return, the President will decide what disciplinary action will follow. If the President considers the Officer was not responsible he may reimburse half the salary deducted from that Officer.

Article 136 – Actions after Custody of an Officer

The file containing details of any violation attributed to an Officer shall be referred for investigation to the President of the relevant Disciplinary Board. Within a period not exceeding seven days from the date of the referral, the President of the Disciplinary Board may call to convene a disciplinary meeting.

Article 137 – Disciplinary Sanctions

Disciplinary sanctions that may be imposed on the Officer are:

When the officer is at fourth grade or below, or the equivalent thereof in salary:

1. A warning
2. Reduction in salary for a period up to 15 days over a maximum of 45 days in one year.
3. Postponement of the Officer's annual increment for a period not exceeding six months.
4. Suspension from work on half-pay for a period not exceeding three months.
5. Denial of promotion for a period not exceeding one year.
6. Reduction of the Officer's grade to the grade below his present one.
7. Removal from post while keeping the right to the same remuneration or pension

When the Officer is at the post and grade of Assistant Deputy Minister to third grade, or the equivalent thereof in salary.

8. An Alert
9. Attribution of Blame
10. Reduction in salary for a period up to 15 days over a maximum of 45 days in one year.
11. Suspension from work on half-pay for a period not exceeding three months.
12. Reduction of the Officer's grade to the grade below his present one.
13. Removal from post while keeping the right to the same remuneration or pension

There will be no more than one penalty for any violation.

Article 138 - The Disciplinary Committee

By a decision of the President there shall be in each government entity a Commission called the 'Disciplinary Committee' consisting of a chairman and two members each having a grade of the third grade or higher. One member will be a representative of the Department. The others will be representatives of the Administrative Unit of Legal Affairs. The Committee shall have the following duties:

To discipline officers at fourth grade and below, or the equivalent thereof in salary, and giving them and signing appropriate sanctions.

To consider suspending or terminating the contract of officers referred to them, including extending any suspension of the officer issued by or on the decision of the CEO.

Any meeting of the Committee shall not be valid unless it is attended by the Chairman and two Members. The Committee shall issue its decisions by majority consensus.

Article 139 - Appeal against a Disciplinary Committee Decision

An Officer may appeal against the Disciplinary Committee's decision to the President within 30 days from the date of notification of any resolution. The President shall rule on the appeal within a period not exceeding 60 days from the date of submission. If this date is passed without action on the Officer's appeal is implicitly rejected.

Article 140 - The Permanent Disciplinary Council

The Permanent Disciplinary Council shall be under the Chairmanship of the Minister of State for Cabinet Affairs, and the Vice-Chairmanship of Secretary-General of the Council of Ministers. The membership of the Council shall be:

1. A Court of Appeal Judge, selected by the Supreme Council of Magistracy

2. A representative of the Secretariat of the Council of Ministers nominated by the Minister of State for Cabinet Affairs.
3. A representative of the Ministry of Justice, nominated by the Minister of Justice

Council meetings shall only be valid in the presence of the President or Vice-President and the Members.

The Council shall reach its decisions by consensus. In the case of a tied vote, the Chairman shall have the casting vote.

The Council shall sit at the Headquarters of the Secretariat of the Council of Ministers, and one of Officers of the Secretariat shall be its Secretary.

It shall be the decision of the Prime Minister every three years which Members shall be designated to represent the parties concerned, determine the remuneration of the Chairman the Members of the Council and the Secretariat.

Article 141 - Functions of the Permanent Disciplinary Council

Functions of the Permanent Disciplinary Council include the following:

1. The disciplining of Officers at the grades of Assistant Deputy Minister to the third grade, or the equivalent thereof in salary, and the award and signing of appropriate sanctions on such Officers
2. To consider suspending an Officer referred to the Council, including extending any suspension of the Officer issued by or on the decision of the CEO or by a decision of the Council.

Article 142 - Jurisdiction of the Permanent Disciplinary Council

The jurisdiction of the Permanent Disciplinary Council will be determined depending on the grade of the Officer referred to it. If a group of more than one Officer is referred to the Council, and each was subject to a different disciplinary body according to his grades, the Council will have jurisdiction in line with the Officer with the highest grade.

Article 143 - Service of Proceedings by the Permanent Disciplinary Council

The Disciplinary Council will serve upon the Officer a copy of the referral and the date of the accountability hearing at least 15 days before the hearing.

The notification will be delivered to the Officer personally at work. If he is suspended or otherwise not allowed in the workplace the notification will be sent to him by registered letter which should be accompanied by a receipt.

Article 144 - Investigation by the Permanent Disciplinary Council

The Disciplinary Council of its own motion, or at the request of the official who referred the matter to the Council, shall meet to investigate the matter or delegate it to one of its Members to investigate.

Whoever carries out the investigation should question the Officer, and access all necessary papers should also hear witnesses staff and others, all of which must be kept confidential in interest of a fair investigation.

If the Officer fails to attend any meeting or declines to testify before the Disciplinary Council, he shall be given notice to attend a further hearing. If on this occasion he fails to attend or declines to testify without unacceptable reason, or gives false testimony to the Disciplinary Council, without prejudice to any criminal action may be taken against him, the Council may apply one of the following penalties:

1. A warning or deduction from salary for not more than fifteen days, for the occupants of the fourth degree and below, or the equivalent thereof in salary.
2. An alert, for the holders of posts and grades of Assistant Deputy Minister to the third, or the equivalent thereof in salary.

The offending Officer shall attend all meetings, subject himself to the investigation and disciplinary procedures, but if found to be in the interest of the investigation or of proper accountability; such meetings will take place in his absence. However, the Officer still has the right to see what investigations have taken place and to see all papers relating thereto, and to be given a copy.

Article 145 - Meetings of the Permanent Disciplinary Council

All meetings of the Disciplinary Council shall be kept confidential.

The Council will only issue its decision after hearing the Officer's defence and the Officer shall be the last to speak. He will attend in person in front of the Disciplinary Council.

The Officer may, if he wishes, require witnesses to be called, to submit his defence in writing, or be assisted by whomever he wishes to attend on his behalf and present his defence.

The Council always has the right to demand the presence of the Officer in person.

Article 146 - Meetings of the Permanent Disciplinary Council *in absentia*

The Disciplinary Council may take appropriate disciplinary action against the Officer in absentia and by signing an appropriate sanction against him if he fails to attend disciplinary meetings without an acceptable excuse, despite being notified in writing.

Article 147 - Service of the Decision of the Permanent Disciplinary Council

Any decision of the Disciplinary Council shall be served during the period not exceeding seven days from the date of decision and shall give detailed reasons for the decision and be signed by the Chairman and the Members.

The notification will be delivered to the Officer personally at work. If he is suspended or otherwise not allowed in the workplace the notification will be sent to him by registered letter which should be accompanied by a receipt.

Article 148 - Promotions during Disciplinary or Criminal Proceedings

No Officer may be promoted when any disciplinary or criminal proceedings are pending, or when he is suspended from work for the duration of these proceedings. In this case, any rise in grade is suspended for one year.

If disciplinary proceedings or a criminal trial continue for more than one year the Officer has the right to be upgraded. If the Officer is found not guilty, or his suspension or reduction of wages does not exceed eight days, the officer may be upgraded.

When calculating seniority in the grade to which the officer was promoted, calculation of service will restart at the date the officer was found not guilty, or received the low sentence referred to in the previous paragraph.

Article 149 - Delays to Promotion after Disciplinary Proceedings

An Officer may not be considered for promotion if he has received one of the disciplinary penalties listed below, and only after the given periods as follows:

1. For three months when there has been a reduction in salary of between eight and fifteen days.
2. For six months when there has been a reduction in salary of more than 15 days.
3. For the length of any suspension or postponement of any allowance.
4. For two years in the case when demoted to a lower pay grade.

In the last case, the Authority will take into account the duration of his past service, and the severity of the demotion, and any previous demotions when calculating seniority. The authority will calculate the postponement period provided for in this Article is the date of signature of the sanction, even if a overlapped the duration or other consequences of an earlier penalty.

Article 150 - Promotions during a Criminal Sentence

An Officer may not be considered for promotion during a criminal sentence.

Article 151- Suspensions by the Permanent Disciplinary Council

If the Disciplinary Council decides to suspend the Officer, and he was already suspended from his job the suspension will be taken from the date of his original suspension unless the Council rules otherwise

Article 152 - Cessation of Accountability

No circumstances except death can prevent the suspension or any accountability for disciplinary reasons against the employee, provided enquiries had been launched before the end of his service.

If there are any irregularities which result in losses to the public treasury, any disciplinary accountability of employees continues even if the investigation has not been initiated beyond the end of his service, and for a period of five years afterwards. The matter may be resolved with a fine of not less than 1000 riyals, and not more than the Officer's salary for the last three months of service. The decision of the Disciplinary Council when signed shall have full force of Executive Authority.

Article 153 - Period to Institute Disciplinary Procedures

The Authority has the right to institute disciplinary procedures for three years from the date at which the offence occurs. If the investigation is interrupted or the employee is referred for disciplinary proceedings, the time limit applicable shall be from the date of the last offence. If several employees are involved and the investigation is interrupted for one, or one Officer is referred for disciplinary proceedings, the interruption or proceedings shall be taken to apply to all Officers involved.

However, if the act is a criminal offence, the period of accountability starts at the end of the criminal case.

Accountability under disciplinary procedures will expire on the death of the Officer.

Article 154 - Disciplinary Action during Criminal Proceedings

In cases where it is decided to refer the Officer for criminal proceedings, disciplinary action will cease pending a final ruling from a relevant court. After that, the evidence and a report on the Officer will be presented to the President for a decision what action should follow.

Article 155 - Erasure of Records of Disciplinary Action

The record of the sanctions imposed on Officers will be erased after the following periods:

1. Six months after an alert, warning, assignment of blame all the deduction of salary
2. One year in the case of a deduction from salary of more than eight days
3. Two years after the postponement or withdrawal of the periodic allowance
4. Three years for the remaining sanctions except demotion or removal from office.

The disciplinary record will be erased without the need for a request from the Officer when it becomes clear that his conduct and work have become satisfactory since the signing of the sanction document. This may be judged on performance evaluation reports.

The disciplinary record will be erased for holders of posts between the grade of Assistant Deputy Minister and the third grade, or the equivalent salary, by decision of the President.

The disciplinary record will be erased for holders of posts of the fourth grade or lower, or the equivalent salary by decision of the CEO.

Chapter XI - Occupational Safety and Health

Article 156 - The Administration's Commitment to Health and Safety

The Administration will take necessary precautions and measures to achieve occupational safety and health in the workplace and to ensure the protection of staff from the dangers they face in their work, by means of organization and the prevention of occupational diseases.

Article 157 - Each Officer's Commitment to Health and Safety

Each Officer shall commits himself to carrying out the instructions for governmental regulations of safety and occupational health, and the use of protective equipment and clothing, and to performance of his duties in a way that ensures his own safety and the safety of others

Article 158 - Each Government Entity to Provide Medical Care

Each Government Entity will provide medical care for Officers and their families in accordance with the health insurance policy in place in the State.

Chapter XII – Termination of Employment

Article 159 - Reasons for Terminating Employment

Each Officer may leave their employment for one of the following reasons:

1. Reaching the age of sixty
2. Reaching the end of their employment contract
3. Resignation or termination of service fun non-disciplinary reasons
4. Unfitness first service through ill-health
5. Termination or dismissal for disciplinary reasons
6. Terminal by Emiri decision for reasons of public interest
7. The conviction of an Officer for a crime involving moral turpitude or dishonesty
However, if the conviction results in a suspended sentence, or was a first offence this shall not result in termination or unless the government agency believes the sentence issued by the court and the circumstances of the incident but the continued employment of the officer is contrary to the requirements of the job or the nature of the work.
8. Losing or relinquishing Qatari nationality
9. Redundancy because the post is abolished
10. Death in service

Article 160 - Extension to Service after the Age of Sixty

An Officer's service may be extended after reaching the age of sixty by consent or for reasons of public interest. This shall be by the decision of the relevant Employment Authority, and will be reassessed from year to year with a maximum of five years.

An Officer's service may be extended after reaching the age of sixty.

An Officer's service may be extended beyond the age of 65 by decision of the Prime Minister and this will be reassessed from year to year according to need.

After the age of 65 it may be extended for Agents of the Ministries by the Prince.

Article 161 - Termination of Service by Resignation

An Officer may resign from his job. The relevant Employment Authority will accept his resignation which must be in writing and free of any restriction or condition specifying the date of termination. The Authority must decide on the request to resign within 30 days from the date of submission, provided it is acceptable under the Law. However, the authority may request resignation is postponed for reasons related to the job for a similar period.

If an Officer has been referred to a disciplinary hearing, the authority will not accept his resignation until after the disciplinary decision finds there is no termination or dismissal.

Article 162 - Work until Formal Acceptance of Resignation

The Employee must continue to work until notified of the decision to accept his resignation, or is given a final date for the termination as in the preceding Article.

Article 163 - Involuntary Termination of Service by Resignation

An employee must submit his resignation for the following reasons:

1. If he is absent from work without permission for fifteen consecutive days, even if the absence was after a period of authorised leave, unless he submits evidence of an acceptable reason for the absence. In this case, it can be considered as an extension to periodic leave provided he has sufficient leave remaining. If not, the Officer will have his salary stopped for the period of absence. If the employee did not provide reasonable grounds for his absence, and reasons given are rejected his service will be considered to be terminated from the date of his absence from work.
2. If absent from work without permission for thirty days in any one year, in this case the officer service is terminated the day following the end of this thirty day period.
3. If the Officer is on secondment after 15 days from the date of expiry of the period specified in Article 88 of this Law, unless grounds for the absence are filed within 15 days this will not be an acceptable reason. If the Officer has not provided grounds for his non-return, or if those grounds are rejected, the officer should consider his service terminated at the end of the official period of secondment.
4. In the previous three cases, the Officer must be notified in writing after an interval of seven days in the first case, and fifteen days for the second and third cases.
5. If the employee joins the service of any foreign organisation without permission from the relevant authority the officer's service is terminated from the date of joining the foreign organisation.

Article 164 - Retention of an Officer's Services after Termination

By Decision the President may retain the services of an Officer after termination of his service for a period not exceeding one month to allow handover, and may extend this period for another month if necessary in the interests of the service.

The Officer shall be paid to this period a salary equivalent to the full salary he was receiving previously.

Article 165 - Conditions for Retirement on the Grounds of Ill-Health

No Officer's service may be terminated on the grounds of ill-health before he has used all the accrued leave he is entitled to by law, except with his consent and with compensation for the early termination.

Article 166 - Entitlement after Suspension

If a decision is made to suspend an Officer prior to disciplinary proceedings or dismissal, he is entitled to his salary until the date of notification of his termination or dismissal.

Article 167 - Death in-Service

In the case of an Officer's death in government service, regardless of any other circumstances his gross salary shall be paid immediately for the three months following the month of his death as well as his gross salary for the month in which is death occurred.

The amounts referred to in this Article should not be considered as part of his termination benefits and may not in any way be retained set-off against any amounts which may be owed to the government by the deceased employee.

Article 168 - Repatriation of a Non-Qatari after Death in-Service

Without prejudice to Article 48 of this Law, the Government will bear the expense of processing and transporting the body of a non-Qatari employee who dies during his service to the state in government service, as well as a ticket to one of his family to accompany his body.

Chapter XIII – End of Service Gratuities

Article 169 - Calculation of Gratuities

A Qatari staff member who has spent at least one year in government service is entitled to a service bonus calculated as follows:

1. One month's salary for each year of the first five years of service.
2. One-and-a-half month's salary for each year of the next five years' service.
3. Two month's salary for each year after that

The basis for calculating this gratuity shall be the final salary paid to the Officer.

In order to benefit from this gratuity, the Officer should also be entitled to a pension in accordance with the provision of the Law of Retirement and Pensions.

The end of service gratuity for non-Qatari employees shall be based on one month salary for each year of service the State up to a maximum of ten months

Article 170 - Gratuity for Part Year of Service

An Officer is entitled to gratuity at the end of service for any past year based on the rates set out in the preceding Article

Chapter XIV – General Provisions

Article 171- Payments for Death or Incapacitation in-Service

If an Officer dies or is permanently incapacitated in whole or in part during the performance of his duties, he or his heirs may seek compensation for death or injury. The compensation is calculated in accordance with the following:

In the case of death or total disability, compensation will be the Officer' gross salary for two years or compensation that is legally prescribed whichever is the greater.

In the case of partial disability, compensation shall a percentage of the total disability compensation and calculated as equal to the proportion of partial disability to total disability as determined by the Competent Medical Authority

Article 172 - Rules for Deputies in the Case of Absence

In the case of the absence of someone in a Senior Executive post, his Deputy will carry out his work. If he does not have a Deputy, the work may be delegated to the person occupying a post and a grade equivalent to the grade immediately below the Senior Executive.

Article 173 - Rules on Seizure of Sums Due to a Government Agency

There shall be no deduction or seizure of any amounts due to an Officer unless there is a judicial ruling to repay what is owed to a government agency, whether this is for reasons related to the performance of his job, or to recover what it he has spent in excess of his authority. Any payment shall not exceed what is set-off shown as a reserved amount in the accounts, or one quarter of his annual salary. In cases where there appears to be a conflict, the court decision shall take precedence over any governmental debt or any other debt.

Article 174 – Calendar for Calculating Periods and Dates

The Gregorian calendar shall be used to calculate any of the periods set out in this Law

Article 175 - Retention of an Officer's Service File

An electronic copy of an Officer's file relating to his service in Public Administration will be retained even after any termination of service. Before deleting any service files the matter shall be referred to the Administration for its decision

Article 176 - Rules on Payment of Salaries for Transferred Officers

Upon reorganisation, Government Authorities will transfer their employees on equivalent grades set out in the schedules of grades and salaries annexed to the present Law. Such transfers shall be effective only after adoption by the Public Administration.

If an Officer whose grade upon transfer gives him a reduced basic salary, the Officer will be given a personal pay grade equivalent to the basic salary applicable before transfer. An Officer will receive a copy of the applicable Law and an explanation of how his new salary is calculated and the annual bonuses are payable in accordance with Article 24 of this Law.

A Non-Qatari Officer's employed in Ministries and other Governmental Agencies will have their salary based on the last two tables of grades and salaries annexed to this Law. The salaries that they will continue receive will be in accordance with their contract of employment. . An Officer will receive a copy of the applicable Law and an explanation of how his new salary is calculated

Article 177 -Transitional Arrangements for Disciplinary Committees

The previous Disciplinary Committees to which any appeals and disciplinary hearings were submitted before the date of this Law are no longer competent to hear them, and they shall be transferred to the Permanent Disciplinary Council for consideration under appropriate laws without charge.