

The Palestinian Legislative Council

CIVIL SERVICE LAW

Section One

Chapter One

Definitions

Article (1)

The terms and phrases in this law shall have the following meanings unless stated otherwise:

National Authority:	Palestinian National Authority
Governmental Department	Any Ministry, or administration or public institution or authority or any other party, whose budget is within the general budget of the Palestinian National Authority or annexed to it.
Minister:	Any Minister who was sworn and voted in office by the Palestinian Legislative Council. For the purposes of this law, the term Minister shall include the Minister in regards to his Ministry and all related departments.
Bureau:	Civil Service Bureau
Director of Bureau:	Director of the Civil Service Bureau.

Selection Committee:	A committee for the selection of employees formed according to the provisions of this law.
Civil Service:	Work at any of the governmental departments according to the provisions of this law.
Employee:	An employee is the person appointed upon the decision of a relevant party to a position placed within the system of civil jobs structure, under the budget of a governmental department, regardless of the nature or title of that position.
Job:	The group of functions assigned to an employee by a relevant party according to the provisions of this law or any other legislation or regulations or administrative orders, with all related jurisdictions and ensuing responsibilities.
First University Degree:	BA
Spouse:	The husband or the wife.
Promotion:	Granting an employee a higher degree.
Salary:	Basic monthly salary earned by an employee for tasks performed under his job. This amount does not include raise or any kind of compensations.
Scholarship:	Delegate an employee on a study visit to one of the recognized educational or training institutions for more

than 8 months in Palestine or abroad.

Course:	Delegate an employee to a training in order to acquire scientific knowledge or practical skill or both for a maximum period of 8 months in Palestine or abroad.
Official mission:	Delegate an employee to attend a conference or a seminar or scientific forum or for a visit or a study visit or all similar activities for a maximum period of one month whether in Palestine or abroad.
Delegated:	An employee who is delegated to a scholarship or course according to the provisions of this law.
Retirement plan:	Insurance and salaries law or any other retirement plan
Medical Committee:	Specialized medical committee.
Year:	Calendar year.
Month:	Part of the 12 parts of the year.
Day:	Part of the 30 parts of a month.

Chapter Two

General principles

Article (2)

The provisions of this law shall apply to the following:

1. Employees working at governmental departments, receiving their salaries from the Palestinian National Authority's treasury according to the structure of jobs.
2. Employees concerned according to the provisions of other laws or special resolutions where specific texts do not exist.

Article (3)

The Council of Ministries shall be responsible for the overall supervision of civil service affairs in Palestine. In the course of performing this task the Council should be able to:

1. Reconsider salaries and raise scale whenever deemed necessary in the light of special studies on cost of living and the state's financial potentials, submitting relevant suggestions to the Palestinian Legislative Council for approval.
2. Determine the value of allowance for specialization, rarity and risks or any other allowances and persons entitled to them, laying the criteria and check to disburse it based on the recommendation of the Civil Service Bureau in coordination with all governmental departments and relevant parties.
3. Exploit and develop all projects for the benefit of the employees in a manner that would guarantee them financial, social and psychological security and stability.
4. Determine working days at governmental departments, work hours and official holidays.

5. Issue tables and decisions under its jurisdiction according to the provisions of this law.

Article (4)

Governmental departments shall do the following:

1. Determine the methods for achieving the goals and tasks assigned to it in an efficient and effective manner, as well as adopting the means to ensure informing employees and citizens about their goals and tasks.
2. Prepare a proposal for its organizational structure with all its divisions specifying the powers of each division to be approved and issued by a decision of the Council of Ministries.
3. Put a table for all its jobs with job description cards enclosed specifying its duties and responsibilities, working conditions, classification, its order under categories stated in table (1) attached to this law. The table should be submitted to the Council of Ministries for its decision.
4. Determine its annual need of jobs stated in its approved table of jobs to be incorporated in the general budget.
5. Provide the employee with necessary work facilities in order to improve his work performance taking into consideration rationalization of expenses and observation of state's funds.
6. Conduct an orientation tour for a newly appointed employee (on probation) introducing him to the department's system, goals and tasks, as well as administrative structure, and legislation relevant to the department and civil service affairs. The orientation should include informing the employee of his tasks and duties and train him on working methods in its various administrative units.

Article (5)

1. A personnel affairs unit should be established in each governmental department to assume the following tasks:
 - 1st. Cooperation with decision makers within the department to put implement and follow up on personnel policies, reviewing them from time to time.

- 2nd. Contribute to the creation of an appropriate work atmosphere in the department, in order to help employees improve their levels of performance and productivity.
 - 3rd. Participate in developing new modern methods in the operations of administering personnel affairs and their implementation within the framework of human resources planning and evaluating the performance in the governmental department in addition to the classification of jobs and the administration of their records and archives.
 - 4th. Follow up on personnel affairs procedures like appointments, promotions, transfer, delegation and seconding and any other procedure as well as controlling the relevant files and records.
 - 5th. Conduct necessary studies to determine the employees' need for training, and sending them on study or scientific missions, as well as follow up on delegated employees in coordination with the Civil Service Bureau.
2. The executive regulations of this law shall indicate the procedures, records and forms used in the work of this unit.

Chapter Three

Civil Service Bureau

Article (6)

1. An independent department called Civil Service Bureau shall be established to deal with civil service affairs, to be run by a director relating to the Council of Ministries.
2. The director of the Bureau shall be appointed by the decision of the President of the National Authority upon the recommendation of the Council of Ministries.
3. The director of the Bureau shall practice his powers in managing all Bureaus' related issues according to the provisions of this law.
4. The Civil Service Bureau shall submit a draft organizational structure to the Council of Ministries for a decision.

Article (7)

The Bureau shall, in the course of achieving the desired goals of administrative development to develop the administrative system in Palestine, assume the following duties and responsibilities:

1. Monitor the implementation of the provisions of this law and verify correct implementation of other civil service legislation by the various governmental departments.
2. Participate in the preparation and implementation of employees related plans and work on developing their capacities through the coordination of training and scholarships in and outside Palestine.
3. Participate in laying down rules related to conducting competitive competitions for applicants to public jobs and take necessary procedures to organize these competitions annually or whenever necessary, in coordination with governmental departments and other concerned parties.
4. Review all administrative decisions issued by a governmental department regarding hiring employees and promotions, which should be submitted to the Bureau within 15 days from its issuance. The Bureau could object to issues contradictory to the provisions of this law and all valid regulations regarding civil service. The Bureau shall present a justification for the objection within 30 days from the date that it was conveyed to the governmental department. In case of a dispute between the Bureau and the governmental department concerned, the Bureau shall submit the issue to the Council of Ministries to take appropriate action according to the provisions of this law.
5. Prepare of a central register of all civil service employees in Palestine.
6. Prepare statistics on the employees and any other statistics required for the work of Bureau in addition to follow up and updating of these statistics.
7. Document legislation and references related to civil service.
8. Prepare civil service manual in Palestine, defining the duties and the rights of employees as stipulated by this law, as well as all effective legislation in Palestine that the employee should be aware of.

Article (8)

The director of the Bureau shall submit an annual report to the Council of Ministries on the activities and work of the Bureau, four months prior to the end of the fiscal year.

Section Two

Chapter One

Classification of Governmental jobs and employees categories

Article (2)

1. Jobs in governmental departments, at the exception of Ministers, are divided into the following categories:

Special Category: includes all heads of governmental departments appointed as ministers.

First Category: includes high planning and monitoring jobs. The responsibilities of the employees of this category are to supervise the implementation of governmental departments' goals in the different specialized fields and to put plans and programs and take decisions and procedures to implement them. Employees under this category should have scientific qualifications and required expertise. Deputy Ministers, heads of departments and directors general are chosen from this or equivalent category.

Salaries and all other financial rights for employees under this category should be based on job degree stated in the appointing resolution according to the provisions of this law.

Second Category: Includes all specialized jobs in various fields. The responsibilities of employees under this category are to perform specialized work in medical, engineering, administrative, legal, financial, accounting, economic, social, cultural and pedagogical professions. This category includes employees of governmental departments requiring specific specialized skills. Employees under this or similar category who have administrative and leadership skills will be selected to middle rank administrative and supervision jobs as directors, heads of sections heads of branches and units.

Third Category: Includes all technical and clerical jobs as well as secretarial and administrative tasks and supporting services such as typing, filing and others.

Fourth Category: Includes all professional jobs in the fields of operation, maintenance, movement, transportation, mechanical and electrical workshops and power stations and others.

Fifth Category: Includes all service jobs such as guards, messengers and others.

2. Each category of these is considered as a unique unit of the fields of civil service affairs, in regards to hiring, promoting and transferring. Each category shall have independent regulations as to the seniority of its employees in all its degrees.

Article (10)

Except for the special category, job categories are divided into a number of degrees covering the service period of the employee from the date he is appointed until the termination of his services, according to table number one attached to this law.

Article (12)

1. Employees of the third category can be transferred to the second category if they obtain the first university degree at during the course of their service, in a field related to their work.
2. In this case, the employee is transferred to the degree with a salary equivalent to what he used to earn before the transfer.

Article (13)

An employee can be transferred from one of the fourth or fifth categories to the third category if he obtains the general secondary school certificate or above to the degree assigned for his

qualification, and shall be paid the salary assigned to the degree he is transferred to or the original salary whatever is higher.

Article (14)

No one shall be appointed to one of the civil service jobs without meetings the conditions set for this position. It is prohibited to combine two jobs.

Article (15)

The President of the National Authority and the approval of the Palestinian Legislative Council shall appoint the director of the financial and administrative oversight department.

Article (16)

The President upon the recommendation of the Council of Ministries shall appoint all other directors of governmental departments.

Article (17)

1. Deputy directors and directors general of the first category employees (or equivalent from outside the department) are appointed by the President of the National Authority upon the recommendation of the Council of Ministries.
2. Employees of the first category are appointed by the decision of the Council of Ministries upon the recommendation of the relevant head of department.

Article (18)

Employees of other categories shall be appointed by the decision of the relevant head of department.

Article (19)

Governmental departments announce vacancies whereby appointments are approved by the decision of the relevant party within two weeks from the date they become vacant in two daily newspaper at least including all the information related to the job and its conditions. The Bureau shall be notified.

Article (20)

In jobs requiring taking written and oral competitions to occupy them, the date for the written competition is first announced, and only those who pass this competition are submitted to an oral competition. Names of applicants who pass the oral competition are announced according to the final order of competition results.

Article (21)

Selection committees announce the names of accepted applicants to sit for appointment competitions in two daily newspaper for two consecutive days at least, including all information regarding date and place of the competition.

Article (22)

1. Appointment would be according to precedence in the final order of competition results, in case of equivalent order, the person with the higher qualification would be appointed, then the most experienced, if still equal, then the eldest. Anybody who is not appointed within one year from announcing the competition results would lose his rights.
2. Appointments shall start within one month from date of announcing the above mentioned results.
3. Appointments shall be terminated within a maximum of one year from the date of announcing the results.

Article (23)

1. The council of Ministries shall determine the allocation of a percentage of jobs to released prisoners and people injured in resistance operations whose condition allows them to perform the tasks under these jobs. In addition, the Council of Ministries

shall determine a description of the aforementioned injured people and rules for their work in these jobs.

2. In the case were injured people were completely disabled or died, then their spouses or sons or brothers or sisters supporting them can be appointed for these jobs, if they meet the job conditions.
3. The provisions of paragraph 2 of this article apply to families of martyrs.

Article (24)

The conditions for appointing anybody in a job are the following:

1. To be Palestinian or Arab.
2. 18 years certified birth certificate. When a birth certificate could not be obtained, specialized medical committee will estimate his age. The decision of this committee shall be final.
3. Free from diseases, physical and mental handicaps preventing him from performing the tasks of the job he is appointed to, based upon the decision of relevant medical reference. It is allowed however to appoint a blind person (two eyes or one eye) or handicapped person if he would have an attestation from the specialized medical reference confirming that these handicaps would not prevent him from performing the tasks of the job he would be appointed to, under the condition that he meets all other condition of health competence.
4. Enjoy all his civil rights and is not condemned by any competent Palestinian court for a felony or immoral misdemeanor unless he was acquitted form charge.

Article (25)

For first time appointments, the following shall be taken into consideration:

1. Appointment shall not be post facto. An employee is appointed from the date he is notified in written of this appointment, by the Bureau through the relevant governmental department and

starts his work in it. If the employee does not start his work within 30 days from the date he is notified in written and in this case, the applicant who follows him in the order of appointment depends on competition.

2. A full time student shall not be appointed to a vacant job in the budget.
3. No candidate for civil service job requiring a license according to the law shall be accepted unless he had the required license from the relevant competent party.
4. All certificates forming the basis of the appointment shall be original and certified properly by the institute or college or university or any other acknowledged institution.
5. Equivalent for certificates is issued by the Ministry of Education or Ministry of Higher Education, each in its competence according to the provisions of the law.
6. Applicant should not be less than 18 years old.

Article (26)

Selection committees are formed to appoint employees to vacancies at governmental departments of representatives of the following:

1. Relevant department.
2. Civil Service Bureau.

The executive regulations would specify this in details.

Article (27)

A permanent position could be filled temporarily under conditions stipulated by this law. In this case the same provisions of the permanent job shall be applied to the appointed employees taking into consideration the conditions stated in the contract signed with him.

Article (28)

The Council of Ministries, and upon the recommendation of the Civil Service Bureau shall lay down a system to employ local and foreign experts who perform temporary or seasonal tasks.

Article (29)

The Civil Service Bureau shall issue a list of regulations, procedures and forms for contracts signed according to the provisions of the two previous articles.

Chapter Three

Probation period

Article (30)

1. At the exception of positions of the first category, the first year of work for the employee selected to occupy a vacancy from outside the service is considered a probationer period.
2. The employee's performance is evaluated according to the forms, regulations and procedures articulated in the executive regulations.
3. An employee under probation, who fails to pass, is notified two weeks before the end of the probation period that his work has been terminated, and the Bureau is notified accordingly.

Article (31)

If an employee successfully passes the probation period, the relevant head of the governmental department shall issue a resolution appointing the employee permanently as of the date he started working, and the Bureau shall be notified accordingly.

Chapter Four

Performance evaluation

Article (32)

Following are the 4 grades for evaluating the performance:

1. Excellent (85-100%)

2. Very Good (75-84%)
3. Good (65-74%)
4. Fairly good (50-64%) - Less than that is poor.

Article (33)

1. The governmental department shall lay down in coordination with the Bureau an executive regulations, to guarantee evaluation of competent performance to meet what is required under the job description of the governmental department's activity, goals and nature of its jobs as well as procedures followed in setting, submitting and approval of competence reports, and means to appeal them.
2. Standard performance would be the criteria upon which is based the competence of performance. The evaluation of competence is based upon the above mentioned grades.
3. The immediate director shall evaluate the competence in his employees performance in an objective precise and honest manner one each year starting as of the first of January and ends in December of each year. Evaluations shall be submitted during January and February, and are later approved by the relevant Minister in March of the next year.
4. An evaluation report could not be withdrawn or amended once it is sent to the Bureau. It shall not be possible either to delete or erase any information from the report.
5. The employees are informed of the criteria for competent performance evaluation applied to them.

Article (34)

Annual reports are filled on special forms, stating the competence of the employees, their attitude and activities. The competence of an employee's performance is evaluated according to the grades stated in the form. In evaluating the employee's work, attention should be given to performing the duties in the light of levels expected from the person who occupies the position quality and quantity wise, his work methods are evaluated as to perseverance personal attitude, and personal qualities under which he practices his powers, and take his decisions.

Article (35)

The head of each governmental department shall form a committee that he presides to verify the annual reports and

prepare the general report on the competence of employee's performance.

Article (36)

- 1- The relevant department should present its employee with a copy of the competence report as soon as the relevant party approves it.
- 2- An employee may appeal the above-mentioned report to the relevant minister within 20 days from the date he receives it.
- 3- An appeal committee is formed for this end upon the decision of the relevant minister consisting of three senior officials, who did not participate in the preparation of the report, in order to decide on the appeal within 60 days from the date the appeal is submitted to the Minister. The committee's ruling is final.
- 4- The evaluation of competent performance is not final before the elapse of appealing period or giving a decision in its regard.

Article (37)

Any employee who obtained an "excellent" grade in the evaluation report is granted a certificate of appreciation from the relevant governmental department, with his name announced on a special regulation for this end.

Article (38)

The relevant governmental department prepares in written its annual report on a delegated or seconded employee, following consultation with the governmental department or the party to which he was delegated or seconded.

Article (39)

The attention of an employee who scores "fairly good" in the evaluation should be drawn to aspects of negligence, and an employee with "poor" as grade in the evaluation is warned. In both cases the employees are requested to improve their performance, and avoid any negligence. A copy of the warning is sent to the Bureau.

Article (40)

An employee might be deprived of the regular raise, from the date its due, if the annual report showed "poor" as grade, until he improves his performance on the job by obtaining an evaluation of "fairly good" and above.

Article (41)

An employee who receives an evaluation of “poor” for two consecutive years is referred to a committee formed by the relevant department in coordination with the Bureau. He might be inflicted with one or more of the following penalties:

- 1- Freezing of the annual regular raise.
- 2- Lowering his degree.
- 3- Lowering of his position.

Article (42)

If the same employee mentioned in the previous article receives another report with “poor” as grade, the relevant committee should consider firing him.

Chapter Five Promotions

Article (43)

Promotion is only possible to a vacant degree within the approved budget, on the condition that the employee has spent the minimum of years requested for the degree indicated in table number (1) attached to this law.

Article (44)

For promotion to degrees within the first category, the employee should have obtained “very good” during all the years of service in his degree. The Council of Ministries approves the promotion upon the recommendation of the relevant head of the governmental department.

Priority shall be given to employees who obtained “excellent” during all the years of service in their degree. In case of equal evaluation of performance, priority is given to seniority.

Article (45)

For promotion to degrees within the other categories, the employee should have obtained an average evaluation of “good” or above for the last three years.

Article (46)

Promotion within categories two and three for employees who meet all the conditions for a promotion in the relevant governmental department upon the decision of the relevant head of department.

Priority in promotions is given to seniority and performance, starting with the percentage allocated to promotion according to seniority according to the following percentages:

Degree		Seniority	Performance
From	To		
Sixth	Fifth	80%	20%
Fifth	Fourth	60%	40%
Fourth	Third	50%	50%
Third	Second	40%	60%
Second	First	20%	80%

Article (47)

All promotions in the remaining degrees of the third category and the fourth and fifth categories are done according to seniority among those who meet all the conditions of a promotion.

A decision to this effect is issued by the relevant head of the department upon the recommendation of the relevant committee.

Article (48)

Promotions from the second category to the first category for employees who meet the conditions of promotion are granted by the decision of the Council of Ministries upon the recommendation of the head of department.

Priority for promotion shall be given to those obtaining an “excellent” grade throughout service years in their degree, in case of equal evaluation of performance; selection is based upon seniority among those who deserve it.

Article (49)

1. The party responsible for hiring employees issues a decision on the promotion. The promotion is considered effective as of the date a decision on the matter is issued.
2. An employee shall receive as of the date of the promotion the starting salary for the new degree or any other raise due for this degree added to his original salary whatever is higher.

Article (50)

1. If a complaint was filed against an employee requiring disciplinary or penal measures to be taken against him, his promotion is not considered before issuing a final decision regarding his case.
2. If no disciplinary measures were taken against him or he was proved innocent from the alleged charges, consideration is given to the issue of his promotion as of the date it is due.

Section Three

Chapter One

Employees salaries and raise

Article (51)

1. The salaries of employees shall be determined according to the scale of salaries attached to this law.
2. The Council of Ministries shall submit to the Palestinian Legislative Council for approval a suggestion to amend the salaries' scale from time to time.
3. The brut salary is paid according to the following:

First: Entitlement.

One- Basic salary and degree's allocation

Two- Specialization's allocation

Three- Social allocation for spouse and children.

Four- Transportation costs from residence place to the office

Five- High cost of living allocation

Six- Rarity allocation

Seven- Risk allocation

Eight- Nature of job allocation.

Nine- Administrative allocation: this is granted to all those who occupy senior monitoring positions according to the organizational structure and the jobs table approved for the different departments as stated in table number (2) attached to this law. Accumulation between administrative and specialization allowances is not allowed, as one only is paid whichever is higher.

Second: Deductions

One- Retirement installment

Two- Health Insurance costs

Three- Income tax

Four- Any other deductions stipulated by the law.

Article (52)

Any employee who spends one year and above in the service is granted a regular annual raise to be paid on the first of January of each year at the maximum number of raise approved for his degree, if no relevant party issued a decision not to pay this raise or delay it according to the provisions of this law.

Article (53)

- 1- Social allocation is paid to an employee for his non- working spouse, children according to the categories approved for each of them until they reach the age of 18.
- 2- Payment of the allocation shall continue for any of the above mentioned in paragraph (1) under the following circumstances:

1st- If the person is continuing his studies at any acknowledged educational institution until he finishes his studies or becomes 25 years old whichever comes before.

2nd- If a person is handicapped or became handicapped, with the degree of handicapping determined by a higher medical committee.

3rd- If the concerned is a single non- working woman.

4th- If the concerned is a widow or divorced non-working woman.

- 3- If both spouses work in the civil service, then social allocation is paid to the husband only.

Article (54)

1. Allocations for new -born babies or for marriages shall be paid as of the date of birth or the marriage.
2. The allocations shall not be paid to deceased sons or husband or a divorced man or a woman who gets married as of the date of death or divorce or marriage according to the situation.

Article (55)

1. An employee may be paid for work performed outside the official working hours (overtime) if financial resources are approved for this end, upon the decision of the relevant governmental department under the following circumstances :

- 1st- If the work to be done is an emergency or urgent seasonal activity that could not be performed during regular working hours.
 - 2nd- The amounts to be paid shall not exceed $\frac{1}{4}$ of the concerned employee's salary.
 - 3rd- Payment shall be effected to executive employees of the second category and below on an hourly basis.
2. The executive regulations shall determine the provisions and working procedures for overtime.

Chapter Two Incentives and impact hours

Article (56)

1. The Bureau shall prepare in cooperation with the relevant department a system for the financial and moral incentives for the employees to ensure achieving the goals and improving the performance and rationalize the expenses. The system should include the categories of the financial incentives and the conditions of granting them.
2. The relevant department may give impact hours to an employee who performs jobs or researches to improve the efficiency of the performance and rationalization of expenses.
3. The relevant department may grant an employee impact hours equivalent to the designed periodic promotion that is given if he receives a report of competent performance with an "excellent" grade for the last two years, on the condition that the number of employees that are granted this promotion does not exceed 20% of the total employees working in this degree. If the number of employees is less than 5 then the promotion is granted to one of them, on the condition that the promotion is not given again to the same employee before two years at least from the date it was granted.

Chapter Three Transfer, loaning, and secondment First: Transfer

Article (57)

An employee may be transferred, seconded or loaned inside Palestine or abroad upon a written request from the employee and the approval of the relevant parties or to the best interest of the work.

Article (58)

Taking into consideration the provisions of other articles of this law it is not allowed to transfer an employee from his job to another less in the degree except upon his written approval, on the condition that this transfer does not affect seniority considerations or his right in promotion .

Article (59)

An employee may be transferred from a governmental department to another upon his request and the approval of the two relevant departments. The party responsible for the appointment shall issue the decision of transfer.

Article (60)

If an employee is transferred from one governmental department to another, his salary with all other payments due shall be paid as of the date of transfer from the budget of the department he is transferred to.

Second: Secondment

Article (61)

The head of a governmental department may decide, in coordination with the Bureau, to second an employee temporarily for a maximum of one year renewable for one time only, to work in another governmental department under the same job degree or higher job for the best public interest.

The regulations shall regulate the rules specific to the secondment.

Third: Loaning

Article (62)

An employee may be loaned, upon his written approval to any other government or international or regional organization or public institution upon their request, whether inside Palestine or abroad. An employee may also be loaned in the same manner to any local

authority or institution working for the public interest inside Palestine or to any company at which the government has shares.

Article (63)

When an employee is loaned, the following issues should be taken into consideration:

- 1- That the first period of loaning inside the country does not exceed one year, renewable each time for another one year, on the condition that the total loaning period does not exceed four years.
- 2- That the loaning period abroad does not exceed 4 years, after which an employee shall not be loaned before five years from his return.

Article (64)

- 1- The party responsible for appointing an employee shall decide on the loaning upon the request of the borrower in coordination with the Bureau. The decisions should specify the period of loaning, its conditions, start date and the name of the borrower.
- 2- The borrower shall provide for the employee's salary and benefits throughout the period of loaning. The whole period of loaning shall be considered an acceptable period for retirement, promotion, periodic raise, as long as the employee pays all due retirement returns.

Article (65)

The department from which an employees is loaned shall commit to allow him to come back to the first or equivalent job, and in a degree and salary that the employee deserves at the time he returns back to his job. In all cases the employee shall maintain the same privileges of the job he occupie d prior to the loaning.

Chapter Four

Duties of an employee and attitude on the job

Article (66)

Employees are commissioned in public offices, the aim of which is to achieve the best interest of the citizens according to the laws and regulations.

The employee should take into consideration and implement the provisions of this law and regulations and to commit to the following:

1. Perform the job delegated to him by himself in an honest and precise manner during the official work hours designed for him to perform the tasks of his job. He should commit to working outside the official work hour upon the request of the relevant party, if this serves the best interest of the work.
2. Treat the public well and process their requests in time.
3. Respect work hours.
4. Preserve the public money and properties.
5. Respect the administrative hierarchy in his professional communication and implement all the orders and regulations within the framework of valid laws and regulations, and each official shall be responsible for the orders he issued as well as assuming responsibility for the good work proceedings within his competence.
6. Work on developing his capacities and scientific and practical competencies, and review all the laws and regulations regarding his job and submit suggestions that he thinks may be useful to improve work methods in the department and improve the level of performance within it.

Article (67)

The employee is forbidden to do the following:

- 1- Violate the provisions of this law or other valid laws and regulations related to civil service and employees.
- 2- Combine his job with any other work he performs himself or through an intermediate. The executive regulations shall specify the rules and provisions for the work that an employee can do outside work hours that does not contradict or harm his job or its requirements.
- 3- Manipulate his job and jurisdictions for his own benefit or personal profit or accept directly or indirectly any gift or award or grant or commission for performing the tasks of his job.
- 4- To preserve for his own use any original copy of any official document or a copy of it or a summary of it or detach it from the files specific for it even if it relates to a job assigned to him personally.
- 5- Disclose any of the issues that he gets to know in the course of his work outside the framework of what is allowed by the law even if he quits from his job.

- 6- Going out from the requirements of his job or appearing in shape that might disrupt the dignity of the job.
- 7- Drink alcohol and gamble in clubs or public places.

Chapter Five

Disciplinary procedures and penalties

Article (68)

If it is proven that the employee committed a violation of the laws or regulations or decisions in force in the civil service or a violation in implementing them, then he shall be submitted to one of the following disciplinary penalties:

1. Warning or draw of attention.
2. Ultimatum
3. Deduction from the salary not exceeding the equivalent of a 15 days salary.
4. Deprive from the right in periodic raise or postponing it for no longer than six months.
5. Deprive from the promotion according to the provisions of this law.
6. Suspend the work for no longer than six month while paying half the salary.
7. Lower the degree.
8. Ultimatum of dismissal.
9. Retire on pension.
10. Dismissal from service.

Article (69)

- 1- The party that can inflict the penalty against the employee shall affect the referral of an employee for disciplinary violation to interrogation.
- 2- Except for the penalties of warning or drawing the attention of an employee, no other penalty might be inflicted, before referring the employee to an investigation committee and listening to his statement, to be recorded in a special report.
The decision of