



Human Resources and
Social Development

Duties

Inquiry: to what extent is the employee committed to work beyond normal working hours? Is the employee's abstaining from working beyond the working hours considered an administrative violation of the duties of his job?

Opinion: the employee is not permissible to abstain from work beyond the normal working hours without legal excuse, and the employee's abstaining from working beyond the normal working hours is considered an administrative violation of the duties of his job for which a disciplinary action may be taken against him.

Inquiry: to what extent is the employee permitted to work for charities beyond normal working hours?

Opinion: the employee is not permitted to work for a private sector entity beyond the normal working hours in accordance with Article (13/B) of the Civil Service Law; however, as for charities, the employee is permitted to work for a private sector entity beyond the normal working hours in the event that such work does not contradict with the duties of his original job and for no financial compensation like donation or volunteering, as such work is deemed a non-profit charity work.

Inquiry: are the occupants of temporary jobs governed by the rules stated in the Civil Service Law and its Implementing Regulations that prohibit employees from trading?

Opinion: in accordance with Article (12) of the Temporary Jobs Law, the occupants of temporary jobs governed by the rules stated in the Civil Service Law and its Implementing Regulations regulating the employees' duties. Accordingly, the temporary employees are prohibited from trading, directly or indirectly.

Inquiry: to what extent are the occupants of the auxiliary technical and professional jobs permitted the hire third party or recruit labor from outside the Kingdom to practice their professions beyond the normal working hours in accordance with Article (4/F) of the Duties Regulation?

Opinion: permissibility to the occupants of the auxiliary technical and professional jobs to practice their professions beyond the normal working hours shall be limited to practicing only and shall not include any other permission such as hiring third party or recruiting labor, as the same is deemed trading from which they are prohibited, directly or indirectly.

Inquiry: is the employee permitted to do agency work in the event that trading is related to commercial activities, and the employee is related to the principal with lineage or kinship to the fourth degree in accordance with Article (12/C) of the Duties Regulation?

Opinion: permissibility to the employee to do agency work in the event that trading is related to commercial activities, and the employee is related to the principal with lineage or kinship to the fourth degree shall be limited to the works not included in commercial activities, as the rule states that the employee is prohibited from trading, directly or indirectly, in accordance with Article (13/A) of the Civil Service Law.



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