
We, Abdullah II bin Al Hussein, King of the Hashemite Kingdom of Jordan, under Article (120) of the Constitution and upon the decision of the Cabinet **2020/1/12** we order the following:

Bylaw No. (9) of 2020

Civil Service Bylaw

Issued under Article 120 of the Constitution

Article (1): This bylaw is called (the Civil Service Bylaw of 2020) and it shall be enforced from the date of its publication in the Official Gazette.

Chapter one

Definitions

Article (2): The following words and expressions, wherever mentioned in this bylaw, shall have the meanings assigned to them below, unless the context indicates otherwise:

Bureau: The Civil Service Bureau.

Department: Any ministry, department, body, council, authority, official public institution or public institution subject to the provisions of this bylaw, and the Prime Ministry is considered as a department for the purposes of this bylaw.

Civil Service: The group of departments and their employees and the principles and rules that regulate their affairs in accordance with the provisions of this bylaw.

Council: The Civil Service Council formed pursuant to the provisions of this Bylaw.

Minister: The Minister with regard to his Ministry and the departments related to him. For the purposes of this bylaw, the word "Minister" includes the following:

1. The Prime Minister in relation to the Prime Ministry's employees.
2. The specialized in relation to the of the Royal Court's employees.
3. The President of the Senate, on behalf of the Senate staff, the Speaker of the Parliament in relation to the Jordan's House of Representatives staff, the President of the Senate in relation to the House of Representatives' staff if the Parliament is dissolved.
4. The director of any department that exercises the powers of the minister under special legislation regarding the department's employees.

President of the Bureau: The President of the Civil Service Bureau.

Institute: Institute of Public Administration.

Secretary General: The Secretary General or the General Director of the Department.

Central Committee: The Central Committee for Human Resources formed under the provisions of this bylaw.

Committee: The Human Resources Committee in the department formed in accordance with the provisions of this bylaw.

Human Resources Officer: The person concerned with the management of the Human Resources Unit in the Department who is linked to the Secretary General.

Director: Director of any section or directorate in the department.

Position: A set of tasks and duties determined by a competent authority and entrusted to the employee to perform them in accordance with the provisions of this bylaw and any other legislation, instructions or administrative decisions and the powers and responsibilities related to those tasks.

Job title: The job title specified according to the qualifications of its occupants, the conditions of their occupation, their categories, scales, levels, and the tasks and duties of the occupants.

Employee: The person appointed by a decision of the specialist, in a position listed in the job formation schedule issued under the General Budget Law or the budget of one of the departments and the employee appointed under a contract and does not include the person who receives daily wages.

Human Resource Planning: A process of methodical and practical evaluation of human resources aimed at determining the current and future needs of human resources in terms of jobs' numbers and their names, the level of required skills and capabilities within a specific period of time and achieving optimal use of human resources and avoiding excessive recruitment and controlling spending, and estimating the surplus and shortage of employees to ensure the achievement of the department's goals and strategic plans.

Occupational competencies: The set of knowledge, skills, and behaviors that must be available in the employee, which enables him to practice his work or perform his job duties.

Occupational succession: a long-term and structured planning process, aimed at meeting the department's human resource needs which is capable of leading and fitting Jobs in order to ensure business continuity in an efficient and effective manner and to maintain competencies and to develop the second-grade employees' competencies to enable them to fit critical positions in the future.

Critical jobs: jobs of special importance that have a significant impact on the department's ability to carry out its basic tasks and operations in a way that reflects on national goals, which is characterized by scarcity of people with expertise and competencies necessary to be employed and the difficulty of attracting and retaining them.

Career trajectory: The set of jobs that the employee occupies during his career and represents the practical experiences gained during it and the associated job competencies. Each track consists of several jobs, administrative centers, and various experiences.

Occupational job trajectory: levels that constitute the path of occupational development and promotion for specific jobs to be practiced by qualified and licensed professionals to practice.

Rank bylaws: The set of terms that reflect the hierarchy of occupational promotion within the same job role in the departments that apply their own rank bylaws.

Administrative trajectory: The set of supervisory and leadership positions held by an employee.

Promotion: The employee occupies a vacant position higher than his current position that he occupies or for another job title according to the specialized career path or the ranks system or the administrative path, and this promotion does not include into the concept of obligatory or permissible promotion provided for in this bylaw.

Job evaluation and analysis: The activity by which the jobs are compared in terms of responsibilities, duties, qualifications and necessary conditions to perform the job in order to determine the importance

and value of each job in preparation for determining the adequate salary and wage.

Category: A set of jobs with specific grades, salaries, specifications and responsibilities under the provisions of this bylaw.

Grade: an advancing job grade within the same category, with salaries, years and particular specifications in accordance with the provisions of this bylaw.

Basic salary: The monthly salary that the employee deserves and receives in return for performing his duties in the position he occupies and does not include bonuses of any kind.

Gross basic salary: The basic salary plus the cost of living allowance.

Gross salary: The gross basic salary plus all the specified monthly allowances according to the provisions of this bylaw.

Scholarship: Sending the employee to study in a recognized educational institution to obtain a scientific qualification for a continuous period of more than eight months, whether inside or outside the Kingdom.

Course: sending the employee to train for the purpose of acquiring scientific knowledge, practical skill, or both, whether inside or outside the Kingdom.

Scientific mission: dispatching the employee, inside or outside the Kingdom, to attend a conference, seminar, symposium, scientific meeting, or to conduct an exploratory visit or tour, or similar to any of them.

Deputy employee: the dispatched employee to a scholarship, course or scientific mission in accordance with the provisions of this bylaw.

Training trajectory: The set of training programs that the employee receives in order to fulfill the requirements of the career trajectory.

Project: The specific activity for which financial allocations have been allocated in the capital general budget in the law of the general budget or the budgets of government departments, or the budget of a department associated with the approval of the cabinet.

Chapter II

General principles

Article (3): Notwithstanding what is stated in any other bylaw, the provisions of this bylaw shall apply to the employees of the departments that their jobs, grades and salaries listed in the job formations' issued table under the General Budget Law, the Government Departments' Budgets Law or the budget of any other departments.

Article (4): The civil service is based on the following principles and values:-

- a. Rule of law.
- b. Accountability and responsibility.
- c. Transparency.
- d. Justice, equality and equal opportunities.
- e. Good governance and integrity.
- f. Excellence in performance and continuous development.

- g. Proper planning.
- h. Empowerment and motivation.
- i. Effectiveness and efficiency.

Chapter III

Roles and Duties

Article (5): The Cabinet shall supervise the job's general affairs.

Article (6):

- a. A council called (the Civil Service Council) is formed under the chairmanship of the minister who is appointed by the Prime Minister from among the members of the Council or from others and the membership of:
 - 1. Minister of Education.
 - 2. Minister of Higher Education and Scientific Research.
 - 3. Minister of Finance.
 - 4. Minister of Labor.
 - 5. Minister of Health.
 - 6. The responsible minister for developing institutional performance in the public sector or the named minister by the Prime Minister.
 - 7. Chairman of the Legislation and Opinion Bureau.
 - 8. Chairman of the Civil Service Bureau.
 - 9. Two of the council managers of any entity or authority subject to the provisions of this bylaw, to be named by the Prime Minister upon the recommendation of the Speaker of the Council for two years, renewable only once.
 - 10. The chairman of the Council of the Professional Syndicates, or the chairman of any Professional Syndicate, is named by the Council of Professional Syndicates.
 - 11. Two of the experienced and specialized, appointed by the Prime Minister upon the recommendation of the Speaker of the Council for one year, renewable only once.
- b. The Council selects from among of its members a vice president, to represent the Council during its absence.
- c.
 - 1. The council meets at the invitation of its chairman, or his deputy in his absence, and its meeting is legal in the presence of no less than a majority of its members, provided that the chairman or his deputy is among them, and he makes decisions and recommendations by the majority of the votes of the present members, at least, and if the votes are equal, the side with which the chairman will vote is the preponderate.
 - 2. The chairman of the Council may invite both the Secretary General of the Bureau and the General Director of the Institute to the meetings of the Council without either of them having the right to vote.

- d. The chairman of the Council may invite any minister or other relevant official to attend the meeting of the Council to participate in the discussion of matters pertaining to his department without having the right to vote on decisions taken about it.
- e. The Chairman of the Council shall appoint, upon the recommendation of the Chairman of the Civil Service Bureau, from among the employees of the Bureau a secretary for the Council who will prepare for its meetings, record its minutes, organize them, preserve the records and transactions related to the Council and perform any other tasks assigned to it by the Chairman of the Council.
- f. The Cabinet shall determine the remunerations of the members referred to in items (10) and (11) of this Article and the Secretary of the Council.

The Council Duties

Article (7):

- a. The council assumes the following duties and powers:-
 1. Approving and their developing the general policies for human resources management in the public sector, and the necessary plans and programs to implement them.
 2. Approving the general framework for job competencies which is prepared by the Bureau.
 3. Approving the related instructions to human resource planning and management, including Job succession plans, selection, appointment, training and development, job description and classification, management and evaluation of job performance, and the annual increase entitlement.
 4. Approving instructions of the various occupational trajectory in the civil service and the competency-based career trajectory which is based on the recommendation of the speaker of the bureau.
 5. Approving the general framework of the human resources strategy in the civil service which is prepared by the Bureau.
 6. Approving the mechanism of managing the surplus and shortage of employees at the level of departments based on the recommendation of the speaker of the bureau.
 7. Recommend to the Cabinet to issue the related legislation to the civil service, any amendment thereof, and instructions related to salaries, allowances, incentives, bonuses, and overtime, including general instructions of the professional career trajectories.
 8. Any other matter referred to it by the Cabinet, the Prime Minister, or the speaker of the Council.
 9. Any duties or powers entrusted to it according to the provisions of this bylaw and the instructions issued pursuant thereto.
- b. The Council may form specialized committees to assist it in carrying out its duties, provided that the duties of any of the committees are determined in accordance with the decision to form them.

Article (8):

- a. An independent department called (Civil Service Bureau) shall be established to deal with civil service affairs, and it shall be managed by a speaker man who is linked with Prime Minister.
- b. The Speaker of the Bureau shall exercise the powers of the Minister in the Department of Affairs related to the Bureau.

The duties and powers of the Bureau

Article (9): The Bureau shall assume the following duties and powers:-

- a. Monitoring the application of the provisions of this bylaw and verifying that the departments are applying the legislative provisions related to the civil service in a proper way, and for that purpose it may do the following:
 1. Contacting departments to obtain data and statistics related to their employees in particular or civil service affairs in general.
 2. Access records, documents and files related to employees or civil service affairs in any department if need arises.
 3. Administrative control, including control of the departments, to verify the proper application of civil service legislation, to audit all functional procedures and to submit the necessary reports thereof to the Prime Minister.
- b. Preparing projects related to the instructions of selecting and appointing civil servants and submitting that projects to the Council for approval.
- c. Preparing instructions that include the career trajectory frame of reference in civil service and submit them to the Council for approval.
- d. Participating with the department to prepare the career trajectory which is based on job competencies according to the prepared instructions by the Bureau and shall be approved by the Council.
- e. Nominating people to fill vacancies in the civil service, participate in their selection process, and to supervise and lay the foundations of competitive examinations among applicants for job appointment.
- f. Participate in proposing legislation related to civil service affairs.
- g. Building a central database and information bylaws to manage human resources, activating and developing smart bylaws in civil service, and contributing in unifying job information bylaws and public employee in cooperation with the concerned authorities and departments.
- h. To hear submitted complaints and grievances to it by employees, candidates, and applicants to occupy positions and take appropriate measures in this regard in accordance with the provisions of this bylaw, with a commitment not to disclose any identity information of the complainants and grievances.
- i. Take the necessary measures to correct the administrative decisions that violate the provisions

of this bylaw.

- j. give opinion to the departments on related issues of the application of the provisions of this bylaw.
- k. Contributing in the management of human resources in civil service departments and setting up mechanisms to increase effectiveness and efficiency of these departments through the following:-
 - 1. Cooperating with the General Budget Department in preparing the job formation bylaw in ministries and government departments, including schedules of job formation of capital projects.
 - 2. Cooperating with government departments in preparing quantitative indicators of human resource needs at the sectorial level in accordance with the outputs of the workload studies and the Organizational Structure of jobs, and approval of job requirements before submitted by the department to the formed committee under the provisions of Article (14) of this bylaw.
 - 3. Setting studies on the available scientific Specializations to serve the department and contribute to providing indicators that serve the educational policy-making process.
 - 4. Cooperating with the department to determine the requirements of its efficiency maximizing process through scholarships and specialized courses.
 - 5. Preparing studies for human resource planning in the department.
 - 6. Contribute in the rehabilitation and marketing of Jordanian competencies in coordination with the concerned authorities in employing human resources in public and private sectors.
 - 7. Preparing guidebooks of the civil service affairs and public employee.
 - 8. Documenting civil service legislation and related references.
 - 9. Manage the surplus and shortage of civil employees in accordance with the approved strategies and policies by the Council.
- l. Any matter related to the civil service referred to it by the Cabinet, the Prime Minister, the Council, or its President.
- m. Contribute to lay the foundations of the human resources' optimal use in public sector and the necessary plans and programs to implement them.
- n. Contribute to prepare training and capacity building policies and strategies in the public sector.
- o. Preparing human resources planning instructions and submitting placement in this regard to the council for approval.
- p. Developing the technical job competency guidebook and continuously updating it in cooperation with the concerned departments.
- q. Providing technical support to human resources units in the field of human resources management and planning to enable them to carry out the assigned tasks.
- r. Establish the foundations and evaluation methodology and the quantitative and objective analysis of jobs in civil service in the first, second and third categories and the comprehensive

contracts, and submitting them to the Council for approval.

Article (10): The President of the Bureau shall submit an annual report on the work of the Bureau, its accomplishments and future plans to the Prime Minister and the Council, to be presented to the cabinet.

Article (11):

- a. The department is responsible for implementing and developing the general policy of human resources management in accordance with the provisions of this bylaw and the instructions issued pursuant thereto.
- b. The Department shall abide by the following:-
 1. Establish an organizational unit for human resources with an organizational level of not less than a division.
 2. Establish an organizational unit for developing institutional performance and providing all requirements for improving institutional performance, identifying vital institutional performance indicators and linking them to individual performance, and determine its terms of reference and organizational and administrative level by the Minister.
- c. The department works to enhance affiliation, loyalty, job empowerment, activate the tools and methods that enhance it, and establish an institutional culture based on work values with team spirit and shared responsibility, also to create a state of positive competition among employees, and enhancing employees' career progress who have positive and distinct performance and behavior.
- d. The department is committed to qualify and train employees in human resources management and planning, develop institutional performance and enable them to obtain specialized professional certificates in these fields according to the available capabilities.
- e. The department is committed to develop an annual training plan and it shall be consistent with the department's requirements and needs, its strategic and operational goals, and stages of employee's career development, taking into account the actual need for training, activating the principle of the educated department and managing and transferring knowledge among its employees, and linking the training plan with the required disciplinary and technical competencies for the job, and utilizing smart bylaws, distance learning and self-education in training employees.
- f. The department is committed to provide technical infrastructure that enables it to update and develop its data.
- g. Providing protected and confidential channels to communicate with the Minister to enable employee to report any administrative or financial violations in his department in a manner that guarantees his protection and not to disclose his identity, and under penalty of disciplinary responsibility in the event that the report is found to be vexatious.

Chapter IV

Human Resource Planning

Article (12): The department performs the following duties:

- a. Issue a Draft Bylaw for its administrative organization, organizational structure and its main and subsidiary duties, and issuing it according to the rules.
- b. Prepare a human resources plan emanating from the department's strategic plan.
- c. Identify, expand and develop new jobs required by business plans.
- d. Determine the needs in the table of job formations, categories and job grades.
- e. Define job titles in the included organizational units in the organizational structure to ensure the performance of the assigned tasks without conflict.
- f. Prepare job description cards on the basis of job competencies for each job and specify the required professional certificates for the job in coordination with the Bureau in accordance with the instructions of describing and classifying approved jobs, reviewing and updating them, and determining number of jobs based on changes that may occur in the regulatory requirements.
- g. Preparing career succession plans and their implementation plans in line with the department's strategy.
- h. Prepare an annual training plan in light of the employees' training needs, requirements for job occupation, results of job performance evaluation and the required competencies to taking up the job, and to provide the institute with a copy of it within the specified time period in the training instructions and the training trajectory.
- i. Commitment to link the individual performance evaluation with goals and performance indicators at the institutional level in accordance with the instructions of performance management and evaluation.
- j. Preparing a matrix of powers delegation for all the department levels.

Article (13):

- a. Jobs are classified into groups, each of which includes similar jobs in terms of their work nature, level of tasks and responsibilities, and the required qualifications.
- b.
 1. A committee shall be formed under the chairmanship of the President of the Bureau and the membership of each of the head of accreditation and quality assurance commission for higher education institutions, a president of an official applied university appointed by the President of the Council, the head of the Vocational and Technical Skills Development Commission, Secretary General of the Bureau, General Director of the Institute, General Director of the General Budget Department, General Director of the Vocational Training Corporation, Chairman of the National Center for Human Resources Development and Director of the Department of Institutional Performance Development and Policies Unit/ Prime Ministry.
 2. The committee referred to in item No.(1) of this paragraph shall study the instructions for describing and classifying jobs for all categories that the Bureau prepares and assign about to the Council for approval and following up on updating and amending the general framework based on competencies in the description and classification of jobs.
 3. The head of the committee shall name one of the specialized staff in the bureau as its rapporteur.

4. The committee may, in order to carry out its tasks, seek the assistance of those it deems experienced and competent to hearken his opinion.

Article (14): The President of the Bureau shall form a technical committee composed of four experts and specialists from the staff of the Bureau and the General Budget Department and a representative from the Department of Institutional Performance Development and Policies Unit in the Prime Ministry and a representative from the concerned department to be nominated from the competent authority to study the draft schedule of job formations in government departments and submitted requests by the overtime related department and any other tasks entrusted to it under the provisions of this bylaw. The Bureau shall assume the functions of the secretariat of the committee and provide administrative support to enable it to carry out its tasks.

Article (15):

- a. The Department shall enhance its human resource needs with objective justifications through preparing and developing measurable indicators and standards for its human resource needs.
- b. When preparing the formations table, the ratio of the basic jobs number in the department shall be taken into consideration with the number of supporting jobs, so that the last ratio does not exceed (30%) of the total jobs as possible.

Chapter V

Categories of jobs, their grades and methods of appointment

Article (16): Civil service jobs, tasks, categories and grades are defined as follows:

- a. The higher category This category assumes the following tasks and responsibilities:
 1. Supervising the preparation of the department's strategic plan and implementation plans in accordance with specific time frames and targeted performance indicators and taking all necessary procedures to achieve business outputs and planned results in a manner that ensures the achievement of the set goals and increases work efficiency, and rationalizes the use of public funds.
 2. Supervising the department's employees, directing their efforts to serve the achievement of the department's strategic goals, and working to motivate them to be creative and adhere to the applicable administrative and financial legislations and instructions, increase productivity, provide initiatives, encourage working in a team spirit, and enhance the principle of Participatory and Collective Leadership.
 3. Monitor and evaluate the institutional performance of the department in a manner that achieves administrative efficiency and effectiveness.
 4. Follow-up efforts of human resources management and development and supervise the simplification and computerization of work procedures, and develop the necessary programs and mechanisms to achieve the department's goals.
 5. Supervising the development of provided services by the department and ensuring its quality improvement.

This category includes the following two groups:

The first group:

- Supreme Judge.
- President of the Audit Bureau.
- President of the Civil Service Bureau.
- President of the Legislation and Opinion Bureau
- President of the Investment Commission.

The second group:

- The Secretary General.
- Governor in the Ministry of Interior.
- Adviser in the Prime Ministry or in the Legislation and Opinion Bureau that the Cabinet decides to appoint in this group based on the recommendation of the Prime Minister.
- Cabinet Secretary.
- General Director of the Senate Speaker's Office.
- General Director of the Speaker's Office of the House of Representatives.
- General Director of the Prime Minister's Office.
- Companies General Controller.
- Associations Registrar.

b. The first category:

It undertakes leadership and supervisory tasks and participates in setting strategic goals and general policies for the department, preparing executive plans for programs and projects, following up and overseeing their implementation, and proposing methods to develop work methodologies and procedures, the tasks of this category's jobs are also to carry out executive specialized work in the medical, engineering, economic, agricultural, administrative, legal, educational, journalistic, and the equivalent of any of them, and these tasks are defined according to the instructions for describing and classifying jobs, and no one shall be appointed in any of these professions except those who hold a minimum university degree, and this category includes eight grades from the seventh degree to the special degree.

c. The second category:

this category undertakes supervisory tasks and administrative, educational, accounting, technical, or similar executive work, and the equivalent of any of them, and these tasks are specified in accordance with the instructions for describing and classifying jobs, also only those who hold a comprehensive community college diploma certificate whose study duration is two years after a secondary school certificate as minimum are appointed in any of them, or who had a technical community college diploma certificate whose study duration is two years as minimum after the secondary certificate or its equivalent, this category includes nine grades from the ninth degree to the first degree.

d. The third category:

1. This category includes professional and occupational jobs and ancillary services. The tasks of these jobs are defined according to the instructions for describing and classifying jobs. Those

whose educational qualifications exceed the community college or institute certificate whose study period is one year after the secondary school certificate or its equivalent, and this Category includes the third, second and first grades.

2. Notwithstanding what is mentioned in item (1) of this paragraph, it is permissible in exceptional and justified cases required by the work interest to appoint holders of a comprehensive community college certificate in the third category jobs according to instructions and conditions issued by the Central Committee.

Employees' Sections according to the appointment position

Article (17): The employees are divided into:

- a. Permanent employees: They are appointed to permanent jobs with specific categories and grades in the schedule of job formations before 1/1/2014 including the employees who were confirmed by the cabinet decision before that date.
- b. Contractual employees: Those who are appointed according to contracts of a class, degree, or contracts that includes all allowances and bonuses of listed jobs in the job formations table, and those who are appointed in projects contracts, or the salaries of employees who are absent from work due to secondment or leave without salary and bonuses.

Chapter VI

Salaries and allowances

Salaries

Article (18):

- a. The basic salaries and allowances for the higher category jobs, and the representation allowance shall be determined as follows:
 1. First group:

Those who occupy any of the positions of this group shall receive the salary of the working minister, his allowances and other privileges.
 2. First group:

Those who occupy any of the jobs of this group receive a basic salary of (1250) JD and an annual increase of (25) JD for fifteen years as a maximum limit, provided that this increase is calculated from the date of his appointment in this group, and a technical bonus of (50%) of the basic salary, a Cost of living allowance of (200) JD and the affirmed Family allowance in accordance with the provisions of this bylaw, and if the department in which he works grants its employees an institution bonus in accordance with the provisions of Paragraph (A) of Article (25) of this bylaw, he will be granted, in addition to the above mentioned (30%) of the institution bonus granted to the first category employees in that department.
- b. None of the occupants of the higher category jobs shall be paid any allowance not stipulated in items (1) and (2) of paragraph (a) of this article, whatever its name, type or amount, except for the family allowance and government representation bonuses in councils of public official

institutions or public institutions, or companies that the government contributes to, or in its management, and companies that the Social Security Corporation contributes to, or the membership allowance or bonus in any committee, council, or body, provided that the meeting of any isn't in the official working hours, as well as any allowance or bonus in exchange of working outside the official working hours in other department, based on the approval of the competent authority in accordance with the provisions of this bylaw.

C.

1. It is stipulated that the sum of the annual bonuses and allowances mentioned in Paragraph (B) of this Article, which is paid to the incumbents of the jobs mentioned in Paragraph (A) of this Article, does not exceed (50%) of their total annual gross salaries, and amounts more than the specified percentage will be refunded to the treasury.
2. The provisions of item (1) of this paragraph do not apply to the sums that the employee receives instead of working outside the official working hours according to the provisions of paragraph (h) of Article (69) of this bylaw.

Article (19):

- a. The levels, grades, basic salaries and annual increase for the employees of the first and second categories are determined according to the salary scale shown below:

The basic salary scale for the first and second categories																			
Category	Level	Grade	Annual Increase	Years in Degrees															
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
First	First	Special	12	425	437	449	461	473	485	497	509	521	533	545	557	569	581	593	
		First	10	302	312	322	332	342	352	362	372	382	392						
		Second	8	260	268	276	284	292											
	Second	Third	6	228	234	240	246	252											
		Fourth	5	202	207	212	217	222											
		Fifth	4	181	185	189	193	197											
	Third	Sixth	3	165	168	171	174	177											
		Seventh	3	150	153	156	159	162											
	Second	First	First	6	269	275	281	287	293	299	305	311	317	323	329	335	341	347	353
Second			5	243	248	253	258	263											
Third			5	218	223	228	233	238											
Second		Fourth	4	197	201	205	209	213											
		Fifth	4	177	181	185	189	193											
		Sixth	3	161	164	167	170	173											
Third		Seventh	3	146	149	152	155	158											
		Eighth	2	135	137	139	141	143											
		Ninth	2	125	127	129	131	133											

- b. The levels, grades, basic salaries and annual increase for the third category employees are determined according to the salary scale shown as follows:

Level	Year		The basic salary scale for the third category		
	Grade		First	Second	Third
	Annual Increase		5	4	3
Third	1	145	129	120	
	2	150	133	123	
	3	155	137	126	
	4	160	141	129	
	5	165	145	132	
	6	170	149	135	
	7	175	153	138	
	8	180	157	141	
	9	185	161	144	
	10	190	165	147	
Second	11	195	169	150	
	12	200	173	153	
	13	205	177	156	
	14	210	181	159	
	15	215	185	162	
	16	220	189	165	
	17	225	193	168	
	18	230	197	171	
	19	235	201	174	
	20	240	205	177	
	21	245	209	180	
	22	250	213	183	
	23	255	217	186	
	24	260	221	189	
	25	265	225	192	
First	26	270	229	195	
	27	275	233	198	
	28	280	237	201	
	29	285	241	204	
	30	290	245	207	
	31	295	249	210	
	32	300	253	213	
	33	305	257	216	
	34	310	261	219	
	35	315	265	222	
	36	320	269	225	
	37	325	273	228	
	38	330	277	231	
	39	335	281	234	
	40	340	285	237	

- c. Notwithstanding what is stated in Paragraphs (a) and (b) of this Article, if the employee has reached the highest salary of the special degree of the first category or the highest salary of the first degree of the second category or the highest salary of any degree of the third category, the employee continues to receive the determined annual increase for that degree, as appropriate.

Article (20):

- a. The employee receives his basic salary from the allocations for the job he actually occupies and deserves the annual bonus if he fulfills its conditions on 12/31 of each year unless a decision is issued to withhold it and the decision to cancel the bonus shall be signed by the Secretary General or his authorized representative.
- b. The employee on a trial period in the first year shall be granted the annual increase in 12/31 of the year if he has been appointed for at least eight months, but if his actual service is less than eight months, he will be granted a sum of money equal to the number of months of service of the whole year and this amount is calculated for once, thereafter, it is granted for the whole year on 12/31 of each year.
- c. The granting of annual bonuses as incentives to the employee or for any other purpose leads to the year or years following the year that he occupied in the same degree or the following degree according to the number of those bonuses.

Article (21):

- a. The employee shall not be given his basic salary and allowances for the period during which he is absent from his work without official leave or without a legal excuse.
- b. The employee shall not be given his basic salary and allowances for the period during which he is absent from his work if he has exhausted his annual leave.

Article (22):

- a. The annual bonus for the employee who appointed by a contract that includes all allowances of the second group occupants of the higher category jobs is limited to (25) JD for fifteen years.
- b. Taking into account the provisions of paragraph (a) of this article, the annual bonus for the employee who appointed by a contract that includes all allowances is determined as follows:

Gross salary of the contract	The annual bonus in JD
Less than 250 JD	4
250-499 JD	6
500-749 JD	8
750-999 JD	10
1000 JD and above	12

Article (23): The employee of the first, second and third categories is entitled to a monthly high living allowance of (135) JD.

Family allowance

Article (24):

- a. The married employee is entitled a monthly family allowance of (20) JD, including the widower and divorced employee if he has children who are not more than (18) years old.
- b. The family allowance is paid to the employee if her husband is incapacitated or She was a breadwinner for her children or divorced and does not get Legal alimony for her children and their ages are not more than (18) years.

Additional allowances

Article (25):

- a. The additional allowances shown below are granted at proportions of the basic salary and are determined according to instructions issued by the Cabinet based on the recommendation of the Council and may be combined:
 1. Technical allowance.
 2. Supervisory allowance.
 3. Institution allowance.
 4. Work site allowance.
 5. Any other additional allowance determined by the instructions issued by the Cabinet or the Council.
- b.
 1. Allowances shall be distributed in accordance with the stipulated instructions in Paragraph (A) of this Article by a decision of the Minister based on the recommendation of the committee from the date of the employee commencing his work, whether by appointment, transferring, promotion or improving his condition.
 2. Until the instructions referred to in item (1) of this paragraph are issued, the allowances stipulated in Paragraph (A) of this Article shall be disbursed by a decision of the Cabinet upon the recommendation of the president of the bureau.
- c. Granting any of the stipulated allowances in Paragraph (A) of this Article shall cease if there is no more reasons for granting them.
- d. Taking into account the specific names in the specialized career trajectories and their levels, it is not permissible to change the job title of any employee for the purposes of granting additional allowance stipulated in clauses (1) and (2) of paragraph (a) of this article unless it is necessary to transfer him to exercise the job, and in the event that his educational qualifications and practical experience are suitable to the requirements of its occupation, and that the job title of his position corresponds to the conditions of its occupation and his actual practice thereof.
- e. Instructions for granting the additional allowances referred to in Paragraph (A) of this Article may not be modified except after at least three years since their approval and for justified reasons.

Article (26):

- a. The contractual employee is treated like the employee who has the same basic salary in permanent jobs for the purpose of granting him any of the stipulated allowances in this bylaw.
- b. If the employee is appointed with a contract that includes all the allowances, he does not deserve any stipulated allowance or bonus in this bylaw except for the family allowance.

Article (27):

- a. The employee who works overseas will receive the gross salary, the family allowance, and the housing difference allowance, if any, with the exception of the employee to whom the provisions of the applicable diplomatic corps apply, and he will only receive the gross basic

salary and the family allowance.

- b. The Cabinet may, upon the recommendation of the Prime Minister, grant the employees of the Ministry of Awqaf Islamic Affairs and Holy Places and the Supreme Judge Department who are working in Jerusalem and other parts of Palestine a special allowance in proportion to the basic salary.

Chapter VII

Overtime, incentives and rewards

Overtime

Article (28):

- a. The Minister, upon the recommendation of the Central Committee, may assign no more than (25%) of the department's employees with official work for forty-five hours per week or more, and the employee shall be granted an overtime allowance of (30%) of the basic salary in any of the following cases:
 1. If the department's job description requires the application of the shift system, so that work continues (24) hours.
 2. If the job description of the department's services or any organizational unit in it requires additional work.
 3. If the department or organizational unit has a seasonal work that must be accomplished during a specific period of time, and this is not possible during the usual official working hours, or it has urgent work that calls for additional regular work.
 4. If the department has a program or a project that requires additional work for the purposes of its follow-up and implementation.
- b.
 1. The Cabinet may, upon the recommendation of the Minister and after seeking the opinion of the Central Committee, exceed the percentage of the department's employees number assigned to overtime (25%) if the nature of the department's work requires that and the necessary financial allocations are available for it.
 2. The technical committee formed according to the provisions of Article (14) of this bylaw studies justifications of the department to request that the percentage of employees assigned to overtime be exceeded and to submit its study to the central committee.
- c. Overtime allowance is paid by a decision of the Secretary General based on the recommendation of the administrators of the concerned units in the financial affairs and human resources.
- d. The following considerations are taken into account when paying overtime allowance:
 1. That the sum of any payable allowance for this work shall not exceed the allocated amounts in the department's budget for overtime.
 2. It is not permissible to combine overtime and daily allowances with any bonus for the same work.
- e. The overtime allowance shall be suspended in the following cases:

1. When there are no justifications for the overtime.
 2. When the overtime employee is absent from work for any reason.
 3. Failure to complete the required work due to carelessness or negligence.
- f. The Secretary-General, based on the recommendation of the concerned director, may add a day to the employee's annual leave balance for every five overtime hours and a maximum of ten days per year instead of granting the allowance referred to in Paragraph (a) of this article based on the employee's desire or in the absence of Financial allocations.

Article (29):

- a. The employee may be granted any incentive or material or moral reward or both, the principles and conditions for granting either of them are determined according to instructions issued by the Cabinet based on the recommendation of the Council, provided that this rewards and incentives do not exceed (100%) of the Gross salary except for the specified limit for the approved bonuses and Incentives according to the legislations that are related to granting bonuses and incentives and the issued decisions of the Cabinet in this regard.
- b. The employee appointed on vacancies included in the annual formations schedule issued after the provisions of this bylaw have come into effect, shall receive the performance bonuses and incentives only in accordance with the principles and criteria prepared by the Bureau and issued by the Council, and it may be combined with the allowances specified for critical jobs.
- c. Taking into account the legislation and instructions for some departments, no bonuses, whatever their name or type, or any allowances or incentives for employees that are not stipulated in this bylaw or the instructions issued pursuant thereto, may not be paid.
- d. As of the effective date of the provisions of this bylaw, the employee who is transferred, delegated or assigned upon his request does not receive any bonuses for two years, except those who are delegated for the purposes of transportation in 2019 on the job formation schedule for 2020.

Article (30):

- a. If the employee of the first category or the employee who has been hired under a contract includes all bonuses obtains a new academic qualification higher than the qualification he holds and the subject of his specialization relates to the need of the department then he is granted by a decision of the Secretary-General based on the recommendation of the Human Resources Officer the following annual increments:
 1. Two annual increments, if the new academic qualification is obtained diploma certificate after the first university degree.
 2. Three annual increases if the new academic qualification obtained is a second university degree (master) or the High specialization in medicine certificate.
- b. Notwithstanding what is stated in Paragraph (A) of this Article, if obtaining the academic qualification results from the process of dispatching the employee in a mission, he shall be granted annual increases as follows:
 1. One annual increase if the new educational qualification is obtained is a diploma certificate after the first university certificate.
 2. Two annual increases if the new academic qualification is the second university degree

(master) or the High specialization in medicine certificate.

- c. If the employee has obtained the entitlement to any of the annual increases stipulated in paragraphs (a) and (b) of this article or any of the increases stipulated in paragraph (c) of Article (48) of this bylaw, he will be awarded the difference in the number of annual increases for the higher qualification or certificate.
- d. If the employee, while in service, obtains the third university degree (Ph.D.) or obtains a certificate of specialization or a sub-specialization certificate from the Jordanian Medical Council, he is granted annual increases as follows:
 1. Three annual increases if he obtains his third university degree (Ph.D.) at his expense, and two annual increases if he is dispatched.
 2. Five annual increases for the doctor if he obtains a certificate of specialization from the Jordanian Medical Council.
 3. Four annual increases for the dentist if he obtains a certificate of specialization from the Jordanian Medical Council in Dentistry.
 4. Two annual increases if the doctor obtains a sub-specialty certification from the Jordanian Medical Council.
 5. One annual increase if the dentist obtains a sub-specialty certificate from the Jordanian Medical Council.
- e. It is permissible by a decision of the council upon the recommendation of the Central Committee to:
 1. Granting no more than three annual increases to any scientific or academic certificate not stipulated in this article.
 2. Granting two annual increases to specialized professional certificates related to the nature of the job and issued by accredited international bodies according to a list and principles that are updated periodically and approved by the Council upon the recommendation of the president of the bureau and the Committee stipulated in item (1) of Paragraph (B) of Article (13) Of this bylaw.

Article (31):

- a. If the employee of the second category obtains a diploma certificate from a comprehensive community college and the subject of his specialization is directly related to the need of the department, he will be granted two annual increases.
- b. If an employee of the third category obtains a high school certificate while in service, he will be granted one annual increase.
- c. The increases stipulated in this Article shall be granted by a decision of the Secretary-General with the recommendation of the Human Resources director.

Article (32): From the date of this bylaw provisions enforcement, it is required to grant the increases stipulated in Articles (30) and (31) of this bylaw that the employee enrolled the study program after the department approval and the specialization is related to its need.

Excellence Increase

Article (33):

- a. Two annual increases shall be granted to the employee who has obtained an (excellent) performance estimation for the last year, and a performance estimation of no less than (very good) in the year preceding it, and one annual increase for the one with a rating of no less than (good) for three consecutive years as follows:
 1. In the department that gets the first place in the highest prize that awarded in that year from the King Abdullah II Award for Excellence in Government Performance and Transparency.
 2. In the department or organizational unit in it that receives the Digital Transformation award from the King Abdullah II Center for Excellence.
- b. The employee who receives the King Abdullah II Award for Excellence in Government Performance and Transparency is granted five annual increases.
- c. To be granted the increases stipulated in Paragraph (A) of this Article, the employee must have spent actual service in his department for not less than eight months that year in which the department obtained the award.
- d. The stipulated increase in Paragraphs (A) and (B) of this Article shall be granted by a decision of the Minister upon the recommendation of the Central Committee as of the last day of December of each year.
- e. The employee of the third category who has obtained (Excellent) for the last year and his grade of no less than (Good) in the three years preceding it, is granted one annual increase by a decision of the Secretary-General based on the recommendation of the committee provided that:
 1. That the proportion of employees who obtain this increase does not exceed (5%) of the total employees of the third category in the department, and that the number is not less than one employee in this category.
 2. That the employee has not taken any of the disciplinary penalties stipulated in items (2) to (6) paragraph (a) Article (142) of this bylaw.
 3. Not to give this increase again to the same employee except after five years since the previous one is due and with a maximum of three increases during his service time.
- f. The considerations shown below shall be taken into consideration if employees are equal in the entitlement of the stipulated annual increase in paragraph (e) of this article, provided that these considerations are taken according to their priority in the following sequence:
 1. The seniority of the employee in appointment in the civil service.
 2. The number of annual reports in which the employee obtained an (excellent) performance estimation for the last three years before the year in which he will be granted the increase.
 3. The average score in the final performance estimation in the employee's annual report for the last three years before the year in which the increase is granted.
 4. Higher educational attainment level of the employee.

The ideal employee

Article (34):

- a. 1. Five annual increments are granted annually to thirty employees each one is according to his category and to the employees of contracts that include all allowances who have reached five years of service and the most efficient ones may be assigned to obtain the Excellence Medal in accordance with the instructions issued by the Council for this purpose provided that five awards are allocated for innovation and creativity.
2. In addition to the five annual increases stipulated in item (1) of this paragraph, the Department may grant the ideal employee any other additional increases.
- b. The Ideal Employee Award is awarded once throughout the employee's service.

Article (35):

- a. The employee may be appointed as a member of the boards of directors of official and public institutions or the companies in which the government or the department contributes to or is managed by it, not to exceed two memberships.
- b. The provisions of Paragraph (a) of this Article are excluded from the specified membership according to the laws and bylaws of those institutions and companies. In all cases, the employee may not be a member of the Board of Directors of any institution or company if his membership exceeds by virtue of those laws and bylaws the number specified in Paragraph (a) of this matter.
- c. Taking into account the provisions of paragraph (b) of Article (18) of this bylaw, the employee deserves by his membership in the boards of directors of companies and committees, the determined bonuses and allowances according to the relevant instructions and decisions, provided that they do not exceed (100%) of the annual gross salary of the employee, and the contractual employee is treated like the employee who has the same basic salary and degree for the purpose of calculating these bonuses and allowances.

Chapter VIII

Human Resources Committees

Human Resources Central Committee

Article (36):

- a. A committee called (the Human Resources Central Committee) shall be formed in the Bureau headed by the President of the Bureau and the membership of:
 1. Secretary-General of the Bureau.
 2. Adviser in the Legislation and Opinion Bureau appointed by the President of the Legislation and Opinion Bureau who is appointed under Article (46) of this bylaw.
 3. General Director of the General Budget Department.
 4. General Director of the Institute of Public Administration.
 5. The director of the Department of Institutional Performance Development and Policies Unit in the Prime Ministry or one of the Prime Ministry's staff, appointed by the Prime

Minister.

6. The concerned Secretary General of the department.
 7. One of the assistants of the general manager of the Social Security Corporation, named by its director.
- b. If the Chairman of the Central Committee or any of its members is absent from his department or abstained from practicing his position there for any reason, he shall be replaced by a representative in the committee to perform the duties of his position in his department.
 - c. The Central Committee shall meet at the invitation of its Chairman whenever the need arises and its meeting shall be legal in the presence of no less than the majority of its members, provided that the Chairman and the Secretary-General of the concerned department are among them, and its decisions shall be taken at least by the majority of the present members' votes, and if the votes are equal, the side with which the chairman will vote is the preponderate.
 - d. Subject to what was stated in Paragraph (C) of this Article, if the Secretary-General of the concerned department or whoever he delegates is absent from the meeting, consideration of the matter related to his department is postponed to the next meeting in accordance with the provisions of Paragraph (E) of this Article, and in case of his absence again, the committee will consider the issue related to his department and takes the necessary measures in this regard.
 - e. Except for the stipulated authority in Paragraph (A) of Article (37) of this bylaw, the Secretary-General of the concerned department may authorize any of the senior directors of the department in writing to represent the department in the Central Committee.
 - f. Members of the Central Committee will receive a reward, the amount of which will be determined by a decision of the Cabinet based on the recommendation of the Council.

Duties and powers of the Central Committee

Article (37): The Central Committee assumes the following duties and powers:

- a. Study the table of job formation draft and refer it to the General Budget Department.
- b. Determine the future human resource requirements in accordance with the department's programs and projects and take the necessary measures to distribute the surplus thereof to the government departments according to their annual needs
- c. Approval of official working instructions, annual leaves and giving departures.
- d. Approving the standard job description cards of jobs.
- e. Approving the standard forms of appointing contractual employees in all departments or contracts covering all bonuses and contracts of appointment in place of the employee on leave or seconded.
- f. Submit a proposal to the Minister to amend the conditions of employees within the first and second categories and from one category to another.
- g. Any duties or powers entrusted to it according to the provisions of this bylaw and the issued instructions pursuant thereto.

Human Resources Committee

Article (38):

- a. A committee called (the Human Resources Committee) headed by the Secretary-General and the membership of:
 1. Director of the human resources organizational unit.
 2. Two senior department staff of the first category.
 3. One of the employees of the Bureau of the first category appointed by the President of the Bureau.
- b. The committee meets at the invitation of its chairman whenever the need arises and its meeting is legal in the presence of no less than four of its members, provided that the committee chairman and a member of the bureau are among them and its decisions are taken unanimously by its present members, and if there is a difference of opinion, it shall be submitted to the Central Committee for consideration and submitting its recommendation thereon to the Minister.
- c. The committee's chairman appoints an employee from the human resources unit in the department as a rapporteur of the committee's activities.
- d. The Minister may form sub-human resource committees in accordance to the requirements of sectorial and geographical work segmentation in departments, and its duties shall be determined by the decision to form them, provided that the work of these committees does not include promotions, and a representative employee from the Bureau appointed by the president will participate in its membership.
- e. The Minister may, upon the recommendation of the Secretary-General, assign a senior department employee to carry out the work of the Committee's Chairman in the event that the Secretary-General of the Committee is unable to head for any reason, in situations related to the appointment procedures.

Duties and powers of the Human Resources Committee

Article (39):

- a. The Human Resources Committee shall assume the following duties and powers:
 1. Review the department's human resources strategy, approve the executive plans issued by it, and submit them to the minister for approval.
 2. Studying the annual job needs of human resources, reviewing the workload analysis, identifying shortages and surpluses thereof, including studying deputation and assignment requests to and from the department, preparing the necessary reports thereon, and submitting them to the minister, in turn, to refer them to the Bureau.
 3. Approving the medium-term and annual human resource plans, following up on their implementation stages of career and training trajectories, career succession plans, etc., and making any comments thereon.
 4. Follow up on the preparation of actual job description cards based on job competencies

- for the department's jobs, and approve and update them whenever the need arises.
5. Cooperating with the Bureau in following up the conduct of competitive examinations by the Bureau and/or personal interviews of the nominees for the appointment, and it may seek the assistance of experts and specialists, including the formation of sub-committees for this purpose in coordination with the Bureau.
 6. Submit the recommendation to promote the department's employees as necessary from one degree to a higher degree in the first and second categories.
 7. Submit the recommendation to promote the department's employees permissively from one degree to another in the first and second categories.
 8. Submit the recommendation to amend the situations of the third category employees and within the same category.
 9. Determine the critical functions of the department and submit them to the Central Committee for approval, to be approved by the Council.
 10. Any other duties or powers entrusted to it according to the provisions of this bylaw.
- b. The committee shall submit its recommendations stipulated in items (6), (7) and (8) of Paragraph (A) of this Article to the Minister to take the appropriate decision thereon.

Chapter IX

Appointment

Article (40):

- a.
 1. The following competitive points are added to employment applications for years of experience gained after 1/1/2020 with a maximum of (20) points, provided that this experience is not less than two consecutive years for local experiences in the private sector or external experiences in the public sector or international organizations, whether it is related to the qualification or the academic major for which the appointment will be made or not so that the applicant is granted in this case (3) competitive points for each year of this experience and one competitive point for each year after the first five years.
 2. Experiences referred to in this paragraph shall be approved according to instructions issued by the Ministry of Labor for this purpose.
- b. Additional points are specified and added according to instructions issued by the Council about the employment applications that include specialized work-related experiences or an approved professional certificate approved by The Vocational and Technical Skills Development Commission, provided that the total competitive points for this purpose do not exceed five points.
- c.
 1. In the first quarter of each year, the Bureau shall issue a list of stagnant specializations, and applications for employment therein shall not be accepted on the following competitive list.

2. The list referred to in item (1) of this paragraph is published on the website of the Bureau and in two local daily newspapers from the most widespread newspapers and providing universities with this list.
- d. It is not permissible to accept employment applications for anyone who has reached (48) years of age when submitting the application, taking into account the provisions of Article (44) of this bylaw.
- e.
 1. As of the date of adopting the Competitive List of 2020, a gradual shift from the competitive role and classification concept to the concept of competitive competitions is carried out, based on justice, equal opportunity and transparency in filling vacancies in the civil service, and that is in accordance with the instructions for selecting and appointing employees in the civil service, and (10%) shall be allocated during the first six years from the number of available vacancies in the table of government job formations, this rate increases to become (20%) for the following two years.
 2. Points are determined for years of experience gained in accordance with the provisions of item (1) Paragraph (A) of this Article for employment in accordance with the concept of competitive competitions and in accordance with the instructions issued by the Council for this purpose.
- f. As of the date of issuance of the government job formation schedule of 2027, the competitive role and classification concept for filling vacancies in the civil service will be suspended.

Article (41):

- a. The appointment application for the civil service shall be submitted in accordance with the instructions for selecting and appointing employees on the prepared form by the Bureau for this purpose.
- b. The applicant for appointment shall include in the application all the data required under it, and it shall be supported with copies of the documents confirming that data, and no new documents relating to qualifications and work experience are taken into consideration and are not approved in making any amendment of any kind to his employment status except for the following, provided that they are submitted within a month of the notification date of his appointment:
 1. Flag service is not included in the appointment application.
 2. Subsequent experiences of the date of submitting the appointment application.
 3. The educational qualifications he obtained after submitting the appointment application within the first category and before the issuance of his appointment decision.

Article (42):

- a. Appointments in civil service jobs are made according to the approved needs in the job formation schedules in a manner that achieves the use of the best competencies according to the entitlement and maturity principles and achieving the principles of transparency, justice and equal opportunities.
- b. Departments define, through forms prepared by the Bureau for this purpose, all the required jobs according to their categories, degrees, job descriptions, appropriate specialization and any

skills or experience required for their occupation.

- c. Competitive exams and personal interviews are held to fill the vacant positions according to the instructions of selecting and appointing employees.
- d. Departments shall request the Bureau to fill their vacancies according to the appropriate specializations and qualifications to fill the vacant positions within one month from the date of issuance of the job formation schedule or the date determined by the Bureau.
- e. The department shall adhere to the job titles of the first, second and third categories according to the instructions of describing and classifying the applicable jobs and the titles of the formations table.
- f. The Bureau and the Department document all the selection and appointment procedures in special records in accordance with the approved work procedures emanating from the instructions of selecting and appointing employees, and to keep appointment requests and related statements for a period of one year.
- g. Nominations for personal interviews are made according to the results of the nominees in the competitive examination, and the lists of approved names for appointment through the combined score of the competitive examination and personal interview only, (80) marks are allocated for the competitive examination and (20) marks for the personal interview.
- h. The Bureau shall approve smart recruitment mechanisms according to the issued instructions by the Council upon the recommendation of the President of the Bureau and after completing the preparation and updating job description cards based on competencies.
- i.
 1. (500) jobs are allocated annually to appoint the highest-ranking of Jordanian universities graduates who hold a bachelor's degree, in addition to allocating (100) jobs annually to appoint the highest-ranking graduates from community colleges who hold a technical diploma certificate, and (30) jobs annually to appoint the holders of the technical diploma certificate referred to in item (1) paragraph (a) Article (48) of this bylaw from those who hold the highest rank in the approved fields within the professional or technical diploma and (20) jobs annually to appoint sons of Military Soldiers who were injured during the performance of their job duties in coordination between the Bureau and the Hashemite Authority for Military Injured.
 2. With the exception of jobs assigned to the sons of military injured, the specializations referred to in item (1) of this paragraph shall be determined, and the numbers mentioned therein shall be distributed among the governorates according to criteria approved by the Council for this purpose.

Article (43):

- a. Subject to the provisions of Article (48) of this bylaw, appointment shall be based on contracts of jobs with specific categories, grades, and job descriptions according to the instructions of describing and classifying the applicable jobs provided that vacancies are available in the job formations schedule in accordance with the instructions of selecting and appointing employees, also services of employees who are appointed to it are subject to the provisions of the Social

Security Law.

- b. Upon the recommendation of the Bureau, the Council shall issue instructions of selecting and appointing employees.

Terms of appointment

Article (44): Any person appointed to any position is required to be:

- a. Jordanian.
- b. Completed eighteen years of age according to the ID card issued by the Jordanian Civil Status and Passports Department, but if the day of his birth is unknown, he is considered to be born on the first day of January of the year in which he was born.
- c. That his age does not exceed (48) years or the age determined by the Cabinet, provided that he does not exceed (45) years old and that for those appointed according to the concept of competitive and arrangement order.
- d. Not having any physical and mental illnesses that prevent him from performing job duties in which he will be appointed, in accordance with a decision by the competent medical authority or the Higher Council for the Rights of Persons with Disabilities, as appropriate.
- e. Not convicted of a felony or a misdemeanor that violates honor, honesty, morals and public decency.
- f. Meets the requirements and conditions of the vacancy.
- g. He should not be a partner in a company that he manages or a merchant in accordance with the provisions of the Trade Law.

Article (45): people with disabilities shall be appointed in accordance with the instructions of selecting and appointing employees in government jobs from the first, second and third categories and comprehensive contracts, also the department is committed to providing the necessary facilitation arrangements to enable them to work in accordance with an issued report by the Equal Employment Opportunity Commission formed in the Higher Council for the Rights of Persons with Disabilities.

Article (46):

- a. The occupants of the higher category are appointed and their services terminated or exempted by a decision of the Cabinet based on the recommendation of the Prime Minister regarding the first group and upon the recommendation of the competent minister for the second group, provided that the decision of the Cabinet of appointment is associated with the Royal Decree.
- b. The Cabinet in special and justified cases and upon the recommendation of the Prime Minister or the Minister as appropriate, and after seeking the opinion of the President of the Council, determining the salaries of the occupants of the second group of the higher category jobs who are appointed by contracts covering all the bonuses with salaries exceeding the salaries determined for each of them according to the provisions of this bylaw.
- c. If the Cabinet decides, upon the recommendation of the Minister, to appoint in one of the second group jobs from the higher category, the Minister signs the contract in accordance with the Cabinet's decision without changing the terms of the contract.
- d. Subject to the provisions of Paragraph (a) of this Article, as of the date of the enforcement of the provisions of this bylaw, the period of appointment for each person appointed as General

Secretary, General Supervisor of Companies, or the Registrar of Associations is four years, renewable only once, upon the recommendation of the Minister and in the same department.

Article (47): Employees of the Royal Hashemite Court who receive their salaries from the same budget of the Royal Hashemite Court are appointed and promoted and granted the bonuses they deserve by decisions issued by the competent authority in the Hashemite Royal Court, in accordance with the provisions of this bylaw and other bylaws in force, with the exception of senior positions for which the provisions of the civil service bylaw apply to in the Hashemite Royal Court.

Article (48):

- a. Those with the educational qualifications shown below in the civil service shall be appointed with the categories, grades and salaries indicated thereon:

Academic qualification / specialization	Year	Degree	Category
1. Technical Community College certificate for which the study period for obtaining it a minimum of two years after the high school certificate or its equivalent successfully.	2	9	2
2. Comprehensive community college or institute certificate for two academic years after high school.	3	9	2
3. Comprehensive community college or institute certificate for three academic years after high school.	1	8	2
4. Comprehensive community college or institute certificate for two academic years after high school in professional and applied specializations.	1	8	2
5. Comprehensive community college or institute certificate for three academic years after high school in professional and applied specializations.	3	8	2
6. First university degree in all specializations (distance learning degree).	1	7	1
7. The first university degree in all specializations except human medicine, dentistry, veterinary medicine, pharmacy, or non-agricultural engineering (regular learning degree.)	3	7	1
8. The second university certificate in the mentioned specializations in item (7) of this paragraph.	1	6	1
9. The third university certificate in the mentioned specializations in item (7) of this paragraph.	5	6	1
10. The first university certificate in the fields of veterinary medicine, pharmacy and engineering, and the first university degree in supporting medical sciences, provided that the study duration for obtaining them is not less than five years.	1	6	1
11. The first university degree in Dental specialties and a Doctor of Pharmacy for a period of no less than six years.	2	6	1

12. The second university certificate in the above-mentioned specializations in item (10) of this paragraph.	3	6	1
13. The third university certificate in the above-mentioned specializations in item (10) of this paragraph.	2	5	1
14. The second university certificate in the above-mentioned specializations in item (11) of this paragraph.	4	6	1
15. The third university certificate in the above-mentioned specializations in item (11) of this paragraph.	3	5	1
16. First university degree in Human Medicine.	3	6	1
17. The second university certificate in Human Medicine and a High Specialty Certificate.	2	5	1
18. Third university degree in Human Medicine.	1	4	1

b. The holders of the certificate shown below are assigned to the categories, grades and salaries indicated thereon:

Certificate	Age	Degree	Category
1. Certificate of Specialization from the Jordanian Medical Council or its equivalent.	1	4	1
2. The sub-specialization certificate from the Jordanian Medical Council or its equivalent.	3	4	1
3. Certificate of Specialization from the Jordanian Medical Council in Dentistry or its equivalent.	2	5	1

- c. A diploma holder whose study period is not less than one year after the first university degrees stipulated in Paragraph (A) of this Article is granted in addition to what he deserves, one annual increase and two annual increases if the study period is not less than two years.
- d. For the purpose of determining years of study to obtain the certificates stipulated in paragraphs (a), (b), and (c) of this article, the minimum years of study determined in college, institute or university in which the student graduated are approved, while the number of actual years spent to obtain the certificate due to failure or any other reason is not approved.
- e. The educational qualifications and certificates stipulated in Paragraphs (a), (b) and (c) of this Article shall be taken into consideration for the purposes of this bylaw.
- f. The year, degree, and category are specified for the purposes of appointing any academic or academic certificate that is not stipulated in this article by a decision of the council upon the recommendation of the Central Committee.
- g. To determine the degree and salary, under the provisions of this system the academic qualification must be related to the job in order to calculate the higher educational qualification for the job.
- h. The holder of the first university degree in dentistry who was appointed after the date of 1/5/2019 and before the entry into force of the provisions of this bylaw shall be granted an

annual increase on 12/31/2019.

Article (49):

- a. When determining the degree to which any person will be placed into or in any job in the first and second categories, years of experience spent in government or municipal jobs or any other work are taken into account if they are consistent with the job description in which he will be appointed and have been acquired or completed after obtaining the academic qualification that he will be appointed to the job based on it, in this case, he will be granted one annual increase for each year of work experience in government or municipal jobs, and if his service is in any other work, no more than five annual increases are granted to the person.
- b. Notwithstanding what is stated in Paragraph (a) of this Article, one annual increase may be granted with a maximum of ten years for each year of experience related to the nature of the job that is registered in the Social Security and approved by the Ministry of Labor and up to ten years maximum in accordance with the issued instructions under provisions of Item (2) Paragraph (a) Article (40) of this bylaw for each of the following:
 1. Specialist doctor.
 2. Critical jobs.

Article (50):

- a. Appointment in the third category shall be made at the lowest deserved salary according to the basic salary scale stipulated in Paragraph (a) article (19) of this bylaw, provided that those who will be appointed will be proficient in reading and writing.
- b. Specific job groups of the third category, their levels, titles and occupation conditions are determined according to the instructions of describing and classifying government jobs issued under the provisions of this bylaw.

Article (51): The annual increments indicated below shall be counted on the appointment, provided that the certificate or experience commensurate with the nature of the job:

- a. Certificates of vocational and professional training and other services issued by an accredited training center:
 1. The certificate, which is not less than one year, and its holder shall be granted one annual increases.
 2. The certificate, which is not less than two years, and its holder shall be granted two annual increases.
- b. Academic certificates:
 1. High school certificate and its holder is granted one annual increase.
 2. A high school vocational certificate and its holder is granted two annual increases.
 3. One year diploma after the high school certificate, and its holder is granted three annual increases.
- c. Market certificates and licenses:
 1. A first- category bike driver is given two annual increases.

2. Who holds a fourth category driving license and granted one annual increase.
 3. Who holds a fifth category driving license is given three annual increases.
 4. Who holds a second and Sixth and construction vehicles category driving license is granted six annual increases.
 5. Those holding a professional practice certificate of (Train Driver assistant) is granted four annual increases.
 6. Those holding a professional practice certificate of (Train Driver) is granted four annual increases.
- d. Determined annual increases for train drivers by item (6) Paragraph (c) of this Article about railway work vocations that included within the first degree of the third category, provided that the occupants of these jobs shall meet the specified conditions in the instructions of describing and classifying jobs as of the determined date by the Cabinet.
 - e. When a community college certificate holder is appointed in the third category jobs according to the provisions of item (2) paragraph (d) article (16) of this bylaw, he is granted four annual increases.

Article (52): It is permissible to combine one of the annual increases stipulated in paragraph (a) of Article (51) of this bylaw and one of the annual increases stipulated in paragraph (b) of the same article.

Article (53): Increases for each year of experience are added to the annual stipulated increases in Articles (51) and (52) of this bylaw, with a maximum of (5) years to the group of administrative services in the third degree and (8) years to the group of professional and craft jobs in the first and second degree according to the following formula:

Total years of verified experience * test scores and/or interview

The total score of test and interview

Article (54): Taking into account what is stated in Article (52) of this bylaw, the Secretary-General shall grant the employees who obtain certificates and/or driver's licenses the difference in the annual increases between the certificate and/or the new driver's licenses and/or the certificate and the driving licenses they already obtained which is stipulated in article (51) of this bylaw.

Article (55): The appointment or the situation modification may not have a retroactive effect, and the appointment of the employee is considered from the date of starting his work and he shall receive his basic salary from that date.

Article (56): Employees of the first, second and third categories are appointed following the instructions of selecting and appointing employees in the civil service by a decision of the Minister and based on the recommendation of the Secretary-General about the degree and basic salary which is determined by the committee according to the provisions of this bylaw after verifying the validity of the appointment procedures.

Article (57): If there is no vacant position in the category and the degree to which the candidate deserves to be appointed under the provisions of this bylaw, he may be appointed at the expense of a

vacant position with a directly higher or lower degree than the one he deserves from the same category and receives his basic salary from the allocations of this degree, provided that his condition is modified by a decision of the Minister in the first vacant position to the degree he deserves, or by including it in the first issued bylaw of job formations, and his seniority in the degree is considered in either of the two states from the date of his appointment.

Article (58): The appointed employee to the third category jobs shall exercise the duties of the position in which he was assigned and their responsibilities under the job specified description in the instructions of describing and classifying the jobs of this category, and he may not be transferred from the job in which he was appointed except within this category.

Reappointment

Article (59):

- a. If a former employee is returned to the civil service, he may not be appointed to a higher degree than the one he was occupying when his service ended or with a basic salary higher than the basic salary he was receiving at that time unless he has obtained a new educational qualification or experience consistent with the position in which he will be appointed, in this case, the provisions of this bylaw are applied on him regarding that qualification and that experience.
- b. the reappointed employee under a comprehensive contract that includes all allowances is excluded from the provisions of Paragraph (a) of this Article.
- c. Anyone appointed according to the provisions of Paragraphs (a) and (b) of this Article shall be subject to the provisions of the Social Security Law.

Appointing employees on contracts at the expense of projects and the expense salaries of employees who are absent from work

Article (60):

- a. The employee is appointed by contract at the expense of the projects or at the expense of the salaries of the employees who are absent from work due to secondment or leave without salary and bonuses according to the instructions of selecting and appointing employees and the determined basic salary by the committee according to the provisions of this bylaw by a decision of the Minister upon the recommendation of the Secretary-General.
- b. The service of the employee appointed by contract at the expense of projects or at the expense of the salaries of the employees who were absent from work due to secondment or leave without pay and bonuses shall be terminated by the end of the project or the expiry of its allocations or upon the end of the employee secondment or leave after his return to resume his work in the department.
- c. If the contract of the appointed employee expires under the instructions of selecting and appointing employees in the manner indicated in Paragraph (b) of this Article, priority will be given to him to be appointed in vacant positions that suit his academic qualifications under these instructions.
- d. 1. Priority will be given to transfer the status of the appointment of the employee appointed under the provisions of paragraph (a) of this article to vacant positions in any department on December 31 of each year in the same category, grade and basic salary that he was receiving on this date by a decision of the competent authority based on the recommendation of the

committee.

2. The service of the employee who is included in the provisions of item (1) of this paragraph shall be deemed actual service for all the specified purposes under this bylaw.

- e. In all cases, what is stated in this article does not apply to appointed employees by contracts outside the instructions of selecting and appointing employees or an exception thereof, and their services must be terminated under the provisions of paragraph (b) of this article.

Article (61):

- a. In special and justified cases required by the department's work interest and to attract scientific competencies and distinguished practical experiences, it is permissible to appoint an employee under a comprehensive contract that includes all bonuses and with a salary more than the specified salaries according to the instructions of selecting and appointing employees, taking into account the following principles and procedures:
1. The concerned department that has vacancies with comprehensive contracts that include all allowances shall provide the Bureau with the names of these jobs, job descriptions, qualifications, experiences, competencies, and required skills for their occupation, numbers, and adequate salaries.
 2. The concerned department, in coordination with the Bureau, advertises these jobs in one of the most widespread local daily newspapers.
 3. A committee headed by the Secretary-General, the membership of the delegate of the Bureau, and two of the department's senior officials appointed by the minister, will be formed, and it may use specialists to conduct personal interviews in light of the results of the competitive examination held by the Bureau for applicants, and the committee shall submit its recommendations to the Central Committee to consider the value of the contract according to the suitability of the candidates' experiences with the requirements of occupying the position and allocations, and to recommend to the Minister for the appointment, provided that the Central Committee considers renewing the contract if the value of the increase in the contract exceeds the value of the annual specified increase in the provisions of this bylaw.
- b. The technical committee formed under article (14) of this bylaw shall determine the salary ceilings of comprehensive contract jobs that include all bonuses that the department requests to create after the provisions of this bylaw have come into effect, and then evaluate them in terms of their nature, scarcity, difficulty degree, need for it, and how it relates to the basic functions of the department and comparing its salary with the labor market according to the principles that the Bureau prepares in coordination with the concerned authorities and approved by the Council.
- c. The technical committee shall submit its recommendations to the central committee, which shall approve the salary amount of the referred jobs in paragraph (b) of this article.
- d. Notwithstanding what is stated in this article, the Prime Minister may approve the appointment of the employee under a comprehensive contract that includes all allowances at the recommendation of the concerned minister and the recommendation of a committee formed by the Prime Minister for this purpose, and if the appointment is approved, the contract is signed by the concerned minister, and the contract is renewed annually according to the business

interest.

Article (62):

- a. The Bureau shall prepare standard contract forms for appointing contractual employees with all departments, to be approved by the Council upon the recommendation of the Central Committee, and no contractual employee may be appointed except in accordance with these forms, and in exceptional and justified cases, it is permissible to adopt special contract forms for some departments or critical jobs.
- b. The appointed contractual employee shall apply to the mentioned provisions in his employment contract.

Pilot Period

Article (63):

- a. The appointed employee in the civil service is subject to a two-year pilot period starting from the date of starting work in his job and his contract may be renewed or terminated in light of the results of his performance evaluation after the end of the pilot period, and his service may be terminated at any stage of the evaluation period in the light of his performance evaluation results by a decision of the appointment concerned authority in both cases, and according to the prepared form by the Bureau for this purpose.
- b. For the purposes of paragraph (a) of this Article, the period of service of the contractual employee who is employed in a job vacancy shall be considered permanent.
- c. If any person in the civil service is reappointed, he shall be considered under the pilot period referred to in Paragraph (a) of this Article.
- d. Each department shall qualify the appointed employee who is in the pilot period and familiarize him with the department's reality, its work, goals and duties, its administrative organization and its legislations, and train him on work methods, including his participation in the new employee guidance programs.

Article (64): Concerning the legislation in force in the Kingdom, non-Jordanians may be appointed in any job under a contract if a Jordanian does not meet the qualifications and requirements of the job after the department has announced it in at least one local daily newspaper and after obtaining the Cabinet approval and based on the Central Committee recommendation.

Article (65):

- a. The Minister of Finance and the Minister, after seeking the opinion of a technical committee formed under the chairmanship of a delegate from the General Budget Department and membership of both the Bureau and the concerned department, agree to employ people temporarily at the expense of projects for less than a year according to the following:
 1. The department determines the number of employees, their specializations, their educational qualifications, the duration of their use, and any other suitable conditions.
 2. The department shall announce the jobs related to the projects and include the announcement of the project duration, the scientific qualifications, and the required practical experiences, with a proclamation that the department is not committed to permanently hire the used employees in the department during the project period or after its completion.
 3. The committee shall classify the applications of the applicants, evaluate them, nominate who

meets the conditions and recommend the minister to take the appropriate decision in their regard.

- b. Who has been selected shall submit a written declaration to be kept in his file stating that his services are considered automatically terminated in case the project ends or if the project's allocations are depleted, whichever is earlier.
- c. Taking into consideration what is mentioned in paragraphs (a) and (b) of this article, the department is obligated not to make any transfers between projects except in special and justified cases required by the project interest.

Article (66):

- a. The academic certificate or qualification for which the appointment is made must be issued by any institute, college, university, entity, or recognized scientific organization in the Kingdom and accordance with the established legal principles.
- b. The Bureau may verify the authenticity of any submitted document to it in the manner it deems appropriate, and it may request that the original copy of any certificate qualification, or document be submitted if any of them is suspected.
- c. The equivalence of certificates for the purpose of this bylaw shall be conducted according to the legislation in force.

Legal Oath

Article (67):

- a. When the employee is appointed, he performs the following oath:

"I swear to Almighty God to work honestly and faithfully, to preserve the kingdom's property and prestige, and to carry out my job's duties and tasks fairly and impartially without any discrimination."

 1. In front of the Prime Minister, for the employee of the first group of the higher category.
 2. In front of the minister, for the employee of the second group of the higher category.
 3. In front of the Secretary General, for the employee from the first, second and third categories.
- b. A copy of the oath shall be kept in the employee's file after performing it.

Chapter X

The rules of vocational conduct, public job duties, and ethics

Article (68): The public job is a responsibility and integrity to serve the citizen and society, governed and guided by its religious and national values of Arab and humanitarian civilization, and is keen to establish ethical standards, rules and principles governing public job ethics and high professional cultural values with civil service employees, it also improves their commitment to these standards, rules, and values

and creates trust and appreciation among citizen and the recipients of the public service in the departments' work and establishes a state of respect and appreciation for its role in providing services in the best possible way for the citizen and society alike. In order to achieve this, the employee must adhere to the following:

- a. The Provisions of the Vocational Code of Conduct and General Job Ethics that are approved by the Cabinet.
- b. Official working hours and to perform the entrusted job tasks and duties to him actively, honestly and precisely, with the possibility of assigning him to work for more than the hours prescribed for official working hours including holidays and official holidays if the interest of work so requires and the competent reference may pay a monetary reward for that according to the instructions for granting rewards and incentives in force in civil service.
- c. Treating public decently and courteously, based on neutrality, impartiality, objectivity, and justice, without distinction between them based on sex, race, religious beliefs or any form of discrimination.
- d. Executing the orders and instructions of his superiors according to the administrative hierarchy, dealing with his superiors and subordinates with respect and applying the principle of participation and building team spirit in the work.
- e. Preserve public money, the interests of the kingdom and its property, not neglecting any of its rights, and reporting any violation of public money and the public interest and any omission or negligence that harms them.
- f. The need to be familiar with laws, bylaws, instructions, tasks, plans, and programs related to the department's work and to get benefit from experience and training and qualification opportunities to increase productivity and efficiency of individual and general performance in the department.
- g. Be honest, courageous and transparent in expressing an opinion, disclosing aspects of the defect and reporting it, taking care to verify the information and not to assassinate the character.
- h. Dealing in a spirit of fellowship, cooperation, exchange of knowledge, respect for the relationship of work partnership between men and women, deepening loyalty with the department and to be proud of its achievements.

Article (69): The employee is prohibited, under penalty of disciplinary responsibility, from undertaking any of the following actions:

- a. Leaving or stopping work without a legitimate excuse accepted by the competent authority.
- b. To keep any official document or message, or a copy of it, or pictures of it, or to disclose it to any external party, or write or to give out outside the workplace without that being of his powers, except for the documents that reveal corruption, then he is referred to the Integrity and Anti-Corruption Commission or to the competent authority in the department According to the complainant.
- c. Exploiting his position to serve the goals or interests of partisanship or carrying out or participating in any demonstration, strike, stay-in strike, or incitement to it, or any act that affects the security and interests of the kingdom, or harms or disrupts the interests of citizens, society, and the kingdom.

- d. Using his job to serve any personal benefit or for the benefit of any party who has no right to it or accepting or requesting any material or tangible gratuities from any person who has a relationship or affiliation with the department or interest with it during his work.
- e. Carrying out any behaviors, practices, or actions that offend the public morals, ethics, and behavior, and offend or incite political or religious opinions and beliefs.
- f. practicing any physical or verbal behavior of a sexual nature or practicing threats related to it that affect the dignity of others and that may be disgraceful to them and would cause physical, psychological or sexual harm.
- g. Practicing corporal punishment, in any form, of any children in the departments, including educational, rehabilitative or training institutions, or care or protection homes, or causing harm to any of them.
- h. Working outside the official working hours without prior permission from the Prime Minister or whoever he delegates based on the minister's recommendation regarding the employees of the higher category and with the permission of the minister for employees from other categories, under penalty of accountability, including recovering any amount obtained by the employee for the benefit of the treasury, also, it is stipulated in the application of this paragraph that he perform such work outside the determined official working hours by the department and that this work does not create a hindrance to the department's official work, and that the additional work should not be with the authorities that have a relationship or interest in the department's work.
- i. Writing or stating to the media or social media in a manner that offends the kingdom or its employees or divulging business secrets.
- j. Photocopying or leaking any document, publishing any information or article, or republishing any of that by any means that offends the kingdom or its employees.

Article (70): The department must do the following:

- a. To clearly define the employee's duties, responsibilities, and what is expected of him to accomplish, and to deal with him in everything related to his job status based on eligibility and entitlement.
- b. To guarantee the employee freedom of opinion and expression regarding his work duties in the department under the legislation in force.
- c. To guarantee him the right to submit a grievance under the provisions of this bylaw and to ensure that there are guarantees for the employee when applying disciplinary procedures and penalties under the provisions of this bylaw.
- d. Providing requirements for enhancing his skills and developing his capabilities related to the nature of work through various development and training programs.

Chapter XI

Performance management and evaluation

Article (71):

- a. The performance management and evaluation process aim to:

1. Promote the culture of follow-up, evaluation, accountability, learning, and motivation.
 2. Obtaining a better level of performance contributes to achieving the institutional goals of the department by evaluating the employee's role in accomplishing his duties and achieving the goals set for him according to performance indicators agreed between the direct manager and the employee at the beginning of the evaluation year and according to the performance record, the Mystery Shopper, service recipient, motivating the employees and encouraging and supporting them to improve their performance and to develop their skills and their capabilities also to development and activate the competitiveness principle.
 3. Identify and develop training needs according to a scientific and objective methodology.
- b. The performance of all employees is subject to regular review and evaluation of performance, except for employees of the first group of the higher category.
 - c. The responsible authority of developing institutional performance in the Prime Ministry shall:
 1. Establishing scientific foundations and standards to link individual performance to institutional performance, which the Council will approve within a year of the effective date of this bylaw.
 2. Cooperating with the Bureau in preparing instructions, manuals and procedures related to performance evaluation and all forms related to performance evaluation management for employees of the first, second and third categories, provided that these instructions include the empowered authorities to organize these reports.
 - d. The preparation of the final annual performance report is concealed, but the employee must be informed of his annual performance report if his final assessment is weak after the date of its approval directly to object to it under the provisions of Article (75) and paragraph (c) of Article (166) of this bylaw, and all employees are allowed to see the results of their reports a month after the date of depositing the results of the annual reports in the bureau.
 - e. Based on the recommendation of the Council, the Cabinet decides the performance arrangement of the second group occupants in the higher category and the like, to include the evaluation mechanism and its indicators that are based on achieving the department's goals and its prepared strategic plans and models for this purpose.

Article (72):

- a. The Council, upon the recommendation of a committee formed by the president of the Bureau and the representatives of the Bureau and the concerned departments, issue instructions, manuals and procedures related to performance evaluation and all forms related to performance evaluation management for employees of the first, second and third categories.
- b. The performance record documents are one of the main references when discussing performance with the employee to approve the annual performance report.
- c. It is not permitted to make any amendment to the recorded data, notes, and facts in all the forms related to performance management, including the performance record and annual performance report forms, either by adding or omitting from it, and it is not permitted to make any erasure or scraping in it under the nullity of the amendment and accountability.
- d. 1. The recorded data, facts, and notes in the performance record are used to evaluate the employee's performance according to the annual performance report, and that evaluation is

done with any of the following performance estimations:

- Excellent
- Very good
- Good
- Acceptable
- Weak

2. The performance estimations provided for in item (1) of this paragraph shall be made based on a mark estimation of each of the data, facts, and observations related to the employee's performance, under the approved form of the annual performance report.

- e. 1. The department shall take into consideration when evaluating and approving the final evaluation of its employees' performance evaluation that the distribution curve is logical.
2. For the purposes of item (1) of this paragraph, employees are distributed according to their performance evaluation in the form of a curve in five groups where the largest percentage of them is concentrated in the middle and to represent good to very good performance and a lower rate on both sides and to represent the excellent performance on the right and the acceptable and weak performance on the left, all of this is determined according to the Issued instructions according to the provisions of paragraph (a) of this Article.
- f. The Bureau determines the procedures of assessing individual performance and evaluating the effectiveness and efficiency of applying individual performance management in departments annually while submitting recommendations to the Civil Service Council with the required amendments.
- g. The Bureau, in coordination with the Institute, organizes training programs to qualify and train those involved in assessing individual performance in the human resources units and providing them with the skills of training the trainers to train the direct managers in the departments on following-up and evaluating mechanisms.
- h. Notwithstanding what is stated in paragraph (a) of this Article, any department whose professional trajectory has been approved for its primary duties may be prepared by the Council, to prepare the related mechanism, procedures, forms, and evidence to evaluate its employees' performance and to submit them to the Council for approval.

Article (73): Taking into consideration paragraph (c) of Article (71) of this bylaw, the direct president at the beginning of the year, in cooperation with his subordinates, shall determine the required results to be achieved and the importance of each one and inform the employee of the general and special evaluation elements and the elements of excellence based on which his performance will be evaluated.

Article (74):

- a. The direct president must periodically conduct a review with his subordinates of the performance record results, including the part related to positive and negative points, in a manner that achieves monitoring of the strengths of the employee's performance and behavior to enhance them, and monitoring weaknesses and how to address them.
- b. The concerned manager shall follow up the employee's performance record form in the organizational unit to verify that the review has taken place under the approved instructions, and take appropriate measures if it becomes evident that in the data, notes, and facts listed in

the record what these procedures are required to take.

- c. 1. The disciplinary penalty stipulated in item (2) paragraph (a) of Article (142) of this bylaw, which is imposed on the employee during the evaluation year, is taken into consideration so that the employee's rating does not exceed (Good) if the performance evaluation was (Excellent) or (Very good) for the three years prior to the date of the penalty, and the employee's estimation may not exceed (Acceptable) if the estimation of his annual performance for the previous three years is not less than (Good).
2. The disciplinary penalties stipulated in items (3) to (6) of paragraph (a) Article (142) of this bylaw, which is imposed on the employee during the evaluation year, are taken into consideration so that the employee's performance estimation does not exceed (Acceptable).
- d. The direct president fills the annual performance report form based on the performance record form and submits it with the documents and evidences in the event that the employee's assessment is (Excellent) or (Weak) to the direct superior, who in turn refers the annual employee performance reports and notes thereon to the human resources organizational unit in the department.
- e. 1. The concerned organizational unit of human resources in the department prepares a list of the employees' names, their categories, grades, marks, and performance estimations, and makes sure that the results of the employee performance evaluation are taken into account in line with the natural distribution curve of the performance levels referred to in Article (72) of this bylaw.
2. If the results do not match the specified ratios, the report will be transferred to a committee formed by the Minister upon the recommendation of the Secretary-General from three of the department's senior employees who are not members of the grievance committee referred to in paragraph (a) of Article (165) of this bylaw and with the participation of a representative of the Bureau, it will study the results and ratios and submit recommendations to the Minister to take the appropriate decision in this regard.
- f. Subject to the provisions of paragraph (e) of this Article, the Secretary-General or his authorized representative shall approve the final assessment of the employee no later than mid-December of each year.

Article (75): A copy of the annual performance report is sent to the employee by the authorized person whoever delegated by him to approve the annual performance estimation if it was (Weak), and the employee has the right to object on the estimation within three working days after the day of receiving the estimation under the provisions of paragraph (c) article (166) of this bylaw and shall be on the objection form prepared by the Bureau for this purpose.

Article (76): The procedures outlined below shall be taken into account after the annual performance reports have acquired the final characteristic:

- a. If the employee's estimation in the annual performance report is weak for one year, then one annual increase is withheld by a decision of the Secretary-General, and the department should attach him to training courses to improve his performance level during the first three months of the year following the evaluation year in a manner that suits the job nature he occupies.
- b. If the employee's performance estimation in the annual performance report is weak for one year and committed a Grave offense during the year that results in his suspension from work under the provisions of paragraph (e) Article (142) of this bylaw, his service shall be terminated

by a decision of the Minister upon the recommendation of the Secretary-General.

- c. If the employee's estimation in the annual performance report is weak for two years in a row, he will be referred to early suspension or retirement if he meets the conditions of the referral, otherwise, his service will be terminated by decision of the minister based on the recommendation of the Secretary-General.
- d. The withholding of the annual increase mentioned in paragraph (a) of this Article shall be treated as a disciplinary penalty for all the purposes stipulated in this bylaw.

Article (77):

- a. 1. The department sends to the Bureau an approved statement signed by the Secretary-General of the department with the names, categories, grades, final performance estimations and marks of its employees in the annual performance report no later than the end of December of the year in which the evaluation is carried out and no amendment may be made to it after depositing it at the Bureau.
2. The final assessment and the score mentioned in the statement referred to in item (1) of this paragraph must be identical to the estimation and the mentioned score in the approved annual performance report by the Secretary-General or his delegate.
- b. If the department finds that there is a mistake in collecting the marks of the employee's annual performance report or that there are illegal procedures that may affect his annual performance report within sixty days from the date of depositing the statement shown in item (1) of paragraph (a) of this article, a committee consisted of the Bureau and the concerned department is formed to consider the department's request and submit its recommendations to the Central Committee to take the appropriate decision.
- c. The Bureau shall submit an annual report to the Cabinet containing the extent of the department's commitment to evaluating the performance of its employees under the provisions of this bylaw.

Chapter XII

Promotion, modification, and upgrading of supervisory and leadership positions

Article (78):

- a. Taking into consideration the provisions of Article (90) of this bylaw, the employee in a vacant position in the department shall be promoted from one grade to a higher, and to the basic salary that is higher than his basic salary directly in the higher grade within the same category.
- b. All promotion and modification decisions are taken as of the last day of December of every year.
- c. If the appointed contractual employee is promoted or his status has been modified according to the provisions of this bylaw, then his contract will be modified accordingly as of the date specified in paragraph (b) of this article.
- d. The necessary jobs and grades for the purposes of promotion and modification of positions are included in the table of job formations under the provisions of this bylaw.

Obligatory Promotion

Article (79):

- a. The employee is obligatorily promoted from the first and second categories from one grade to a

higher one, and to the basic salary that is higher than his basic salary directly in the higher grade within one category according to the following terms and conditions:

1. He must have spent no less than six months on actual service at the highest salary he had.
 2. He has participated in training programs according to the principles and criteria determined by the Council, with the exception of a full-time delegated on a mission.
- b. Notwithstanding what is stated in this article and as of the effective date of this bylaw's provisions:
1. Subject to items (2) and (3) of this paragraph, whoever holds the fourth year salary of the grade in the first and second categories and there was an intention he will be retired, suspended, or to terminate his services before the date of 12/31, he shall be promoted before that date.
 2. Whoever holds the sixth year salary of the first degree of the first category and higher, and was referred to retirement or suspension, is promoted before the date of 12/31 to the first year salary of the first degree from the first category and this shall be determined by the decision of referring him to retirement or suspension.
 3. Whoever holds the fourth year salary of the first degree of the first category and higher, and his services have been terminated shall be promoted before the date of 12/31 to the first year salary of the special degree of the first category and this shall be determined by the decision to end his services.

Article (80): In cases where the nature of the work requires jobs or employees in some departments, and for permissive or obligatory promotion, it is permissible to exclude from the term of training programs by a decision of the council based on the placement of the department after consulting the opinion of the Bureau.

Article (81): The promotion committee may approve training courses related to the department's work held or implemented by some departments or in which its employees participate, whether inside or outside the Kingdom for obligatory promotion.

Permissive Promotion

Article (82):

- a. For permissive promotion, jobs and grades are allocated in the schedule of job formations every year, provided that their ratio does not exceed (8%) of each of the first and second categories in the department, also, the first grade from the first category is considered a category for the promotion to the special grade and if the mentioned ratio in any category is not achieved to create vacancies for the permissive promotion accordingly, it is permissible to create one vacancy in this category for this purpose.
- b. Priority in the permissive promotion shall be given in accordance with the provisions of Paragraph (a) of this Article for employees who have obtained an (Excellent) rating in the three years preceding the year of promotion.
- c. For the permissive promotion, the employee must have participated in training programs within the same grade under the determined principles and criteria by the Council.
- d. The institute undertakes the preparation of the necessary training programs to promote

employees in coordination with the department and according to its needs.

Article (83):

- a. The employee may be promoted from the first degree of the first class to the special degree of the first category and from the second degree of the second category to the first class of the second category according to the following conditions:
 1. That he has spent a period of no less than five years of actual service in the first grade of the first category and three years in the second grade of the second category.
 2. That his estimation in the annual reports of the last two years is not less than a (very good), and that his estimation in the three annual reports before it directly not be less than (Good).
 3. That any of the disciplinary penalties stipulated in clauses (3) to (6) of paragraph (a) of Article (142) of this bylaw have not been made in the year of promotion.
- b. The employee may be promoted from the fifth to the first-grade of the first category, and from the seventh to the second grade of the second category according to the following conditions:
 1. Has already spent in the grade an actual period of no less than three years of actual service.
 2. That his estimation in the annual reports for the last two years is not less than (very good), and that his estimation in the three annual reports that precede it directly not be less than (Good).
 3. That any of the disciplinary penalties stipulated in clauses (3) to (6) of paragraph (a) of Article (142) of this bylaw have not been made in the year of promotion.
- c. The employees whose service period is less than five years are excluded from the requirement to obtain three annual reports with a (good) grade that precede two annual reports with a (very good) grade and higher, which is stipulated in item (2) of paragraphs (a) and (b) of this article, in this case, their annual reports are approved according to the conditions, provided that they obtained not less than (good).
- d. It is not allowed to promote permissively the delegated or assigned employee or seconded to any party not subject to the provisions of this bylaw, including the seconded employee to any party outside the Kingdom.
- e.
 1. The department shall attach the employee who has obtained an annual report of not less than (very good) in the last two years, and it is possible to promote him permissively in a training program under the principles and criteria referred to in paragraph (c) article (82) of this bylaw.
 2. If the employee cannot be enrolled in the training program stipulated in item (1) of this paragraph, he and at his own expense may join this program provided that this program and the party that provides it are approved by the Institute.

Article (84): The last annual reports earlier to the year in which the employee will be promoted are approved for the permissive promotion.

Article (85):

- a. The considerations below are taken into account in addition to other promotion conditions mentioned in this bylaw when selecting the most eligible employees for the permissive

promotion, provided that these considerations are taken according to their priority in the following sequence:

1. The employee's seniority of reaching the current grade.
 2. The employee's seniority of reaching the previous grade within his category.
 3. The employee's seniority of being appointed in the civil service.
 4. The employee's academic qualification whose category or job status has been determined based on it, under the provisions of this bylaw.
 5. The number of annual reports in which the employee obtained an excellent grade in the degree he occupies.
 6. The average score in the final grade in the employee's annual report in the years before the year of promotion to the same degree.
- b. To apply item (4) of paragraph (a) of this article, the doctor's academic qualification is approved according to the certificates shown below and according to its priority in the following sequence:
1. A subspecialty certificate from the Jordanian Medical Council or its equivalent after obtaining a certificate of competence from the Jordanian Medical Council.
 2. Certificate of competence from the Jordanian Medical Council or its equivalent.
 3. Ph.D. degree.
 4. Master's degree or higher specialty certificate in human medicine.
 5. Diploma after obtaining the Bachelor's degree.
 6. Bachelor's degree.
- c. If the employee is reappointed, his seniority shall be considered for the purposes of items (1), (2) and (3) of paragraph (a) of this article from the date of his reappointment.
- d. 1. It is stipulated that the employee must not have been permissively promoted to his current degree except for the first degree employees of the first category and to apply the provisions of item (1) paragraph (a) of this article.
2. Item (1) of this paragraph does not apply if there are vacancies available for permissive promotion.

Article (86): If the employee is referred to the judiciary or the disciplinary council, his promotion shall not be considered if he is entitled to an obligatory promotion, except after the issuance of the judicial or disciplinary decision against him and considered binding, provided that one of the grades is kept vacant for him to be promoted, or a judgment has been issued that he is innocent, or not responsible for the criminal or disciplinary charge, and the date of his promotion, in this case, shall be considered the same as the date of the equal employee's promotion in the right of promotion, even though he was promoted before the issuance of the judicial or disciplinary decision.

Conditions' modification

Article (87): Subject to the provisions of Article (32) of this bylaw:

- a. When the employee (of the first category) obtains a new higher educational qualification than the one he holds during his service and the subject of his specialization is directly related to the department's work, and he was not receiving the due increases for the new qualification that are stipulated in Article (30) of this bylaw, his status may be modified to the determined degree for that qualification.
- b. When the employee (of the second category) obtains a Comprehensive Community College Diploma during his service and the subject of his specialization is directly related to the department's work, and he was not receiving the due increases for the new qualification that are stipulated in paragraph (a) Article (30) of this bylaw, his status may be modified to the determined degree for that qualification.
- c. Notwithstanding what is stated in paragraph (b) of this Article, if the employee of the second category obtains a Comprehensive Community College diploma and was paid the salary of the previous year and not the salary of the year after obtaining the qualification, he shall be granted two annual increases.
- d. If the employee (of the second category) obtains a bachelor's degree during his service and the subject of his specialization is directly related to the department's work, it is permissible to modify his situation to the first category in the determined degree for that qualification and be granted one annual increase for every two years of service in the second category after his last appointment in this category, in all cases, the basic salary due to the employee must not be less than the basic salary that he was receiving.

Article (88):

- a. 1. As of entry into force of the provisions of this bylaw, the employee's condition is modified from the third category to the first category or the second category to the degree determined for the obtained educational qualification, and if the employee's gross salary falls below the gross salary he was receiving before modifying his condition, he will be granted a decreasing annual financial spread equal to the difference in the gross salary that he was receiving before modifying his condition.
2. The provisions of item (1) of this paragraph shall apply to whoever has been modified before the entry into force of the provisions of this bylaw, by a decision of the Council upon the recommendation of the Central Committee.
- b. If the employee of the third category obtains the Comprehensive Community College diploma during his service, his condition may be modified to the second category in the prescribed degree for that qualification.
- c. Based on the recommendation of the bureau, the Council shall determine the necessary foundations to implement the provisions of paragraphs (a) and (b) of this article.
- d. 1. Taking into account the provisions of Paragraph (a) of this Article, the Bureau, in coordination with the departments, shall calculate the numbers of employees who have educational qualifications and could not able to modify their conditions from one category to another or within the same category, and to submit the necessary recommendations to address their job status to the Council for approval under the provisions of this bylaw.
2. Notwithstanding what is stated in paragraph (1) of this paragraph, no case shall be considered

as described in Paragraph (1) above after the date of 12/31/2020.

- e. The employee shall be granted the increases stipulated in Articles (30), (32), (33) and (34) of this bylaw and if giving him these increases results in a higher degree than the degree he occupies, his condition will be modified to the degree he deserves in accordance with the provisions of this bylaw.

Promotion

Article (89):

- a. The employee is promoted from a position to a higher one within the administrative trajectory in the department by a decision of the Minister upon the recommendation of the Secretary-General and under the instructions of describing and classifying the applicable jobs and according to the following conditions:
 1. The availability of a vacant job according to the organizational structure of the department's jobs.
 2. Advertising within the department about the vacant job.
 3. The employee fulfills the training trajectory requirements of the vacant position, succession plans, and individual employee development plans.
- b. For the purposes of paragraph (a) of this Article, the Minister shall form a committee, one of its members a representative of the Bureau, to conduct examinations based on the required technical competencies for the job or personal interviews, or both, for the employees who meet the conditions of the promotion.
- c. The employee who has the highest marks in the exam or the interview if they are conducted separately or the highest sum of both the exam and the interview if they are conducted together, shall be promoted.
- d. Notwithstanding what is mentioned in item (3) paragraph (a) of this Article, the Minister may, upon the recommendation of the Secretary-General, promote the employee from one position to a higher one, provided that the employee completes the requirements of the training trajectory of the required job within (3) months from the date of the promotion.

Article (90):

- a. The employee is promoted according to the grades system or from the career trajectory to the specialized professional trajectory and within its various levels, as appropriate, by a decision of the Minister based on the recommendation of the Central Committee for Human Resources.
- b. In order to promote the employee in accordance with the provisions of paragraph (a) of this Article, the following is required:
 1. A minimum number of actual years to be filled in jobs covered by the grades system or with specialized professional trajectory, as appropriate.
 2. Minimum approved occupational grades for each grade within the specialized professional trajectory.
 3. To pass the approved specialized training programs by the specialized reference in the department and the Cabinet based on the employee's acquisition of the required

- competencies to occupy each grade within the grades system or every grade within the specialized professional trajectories, as appropriate.
4. Ensure the availability of specialized, disciplinary and administrative-technical competencies and evaluate them according to the approved capabilities assessment tools for each of them.
 5. An outstanding level of professional performance that is evaluated according to the methodology and approach of multi-party evaluation.
 6. Individual goals related to achieving the department's goals and strategic plans and are based on professional practice and improving the quality of service.
 7. Availability of the job vacancy on the department's table of job formations.
- c. determining the grades ceilings of levels in the specialized professional trajectories and career trajectories of the included jobs in the specialized professional trajectories, under the outlined instructions in this article.
 - d. Occupants of specialized professional trajectories shall be granted additional benefits for each level, the details of which shall be determined in accordance with the instructions of specialized professional trajectories referred to in paragraph (g) of this article.
 - e. The occupants of the ranks within the grade system are granted additional advantages for each grade, the details of which are determined according to the grade system.
 - f. The Cabinet shall, upon the recommendation of the Council, issue the general instructions of the grades system and the specialized professional trajectories in the civil service and the ceilings for each level, including the frame of reference that is governing the preparation and application of the grades system or the specialized professional trajectories in the civil service as necessary and all other matters related to them.
 - g. The Council issues instructions for the various specialized professional trajectories, provided that they include the formed levels of the specialized professional trajectory, their competencies, conditions, requirements of their work, mechanisms, tools of qualification and evaluation, and the granting of a practice license.

Chapter XIII

Transfer, assignment, entrustment, deputation, and secondment

Article (91):

- a. The interest of work and the optimal use of human resources and their development shall be taken into consideration when making any decision on transfer, assignment, entrustment, deputation, and secondment.
- b. The decision to transfer, assignment, secondment or entrustment does not affect the level of seniority therein or the basic salary.
- c. The seconded, assigned or entrusted employee shall be returned to the position that the department deems appropriate, provided that this does not affect his grade and basic salary that he deserves.
- d. 1. The provisions of the transfer outside the department, secondment, assignment, and

entrustment do not apply to the appointed employee under a comprehensive contract that includes all allowances, and the contractual employee who appointed at the expense of projects or on the salaries of employees who are absent from work due to secondment or leave without salary and bonuses.

2. Notwithstanding what is mentioned in item (1) of this paragraph, the Prime Minister, upon the recommendation of the two ministers, may agree to assign the employee under a comprehensive contract that includes all allowances for the purpose of transfer to another department, provided that he has been appointed for five years in his original department.

- e. With the approval of the two ministers and the recommendation of the President of the Bureau, it is permissible to transfer the employee appointed at the expense of the salaries of employees who are out of work due to secondment or leave without salary and allowances to another department, provided that he receives his salary and allowances from the vacant job allocations in the department to which he is transferred and that a decision is taken to change the status of the employee to a contractual job of a class and grade at the expense of that department in the event of a required vacancy for that.
- f. The employee is transferred, assigned or entrusted upon the request of the department by a decision of the council upon the recommendation of a formed committee by the president of the bureau for this purpose.

Transfer and Deputation within the department

Article (92):

- a. The transferred employee from one job to another in the same department is required to meet the main requirements of occupying the position to which he will be transferred and able to carry out his duties and responsibilities.
- b. The employee may be transferred from a job to another with a job title that is within the set of job titles corresponding to his category and his specified job grade according to the applicable instructions of describing and classifying jobs.
- c. The employee is transferred within the same department according to the following:
 1. By a decision of the Minister for the employees of the second group of the higher category.
 2. By a decision of the Minister based on the recommendation of the Secretary-General for the first category occupants, whether it is from one job to another or from one place to another inside or outside the Kingdom.
 3. By a decision of the Minister based on a recommendation by the employee's Secretary-General of the first, second and third categories to transfer from one place to another outside the Kingdom.
 4. By a decision of the Secretary-General based on the recommendation of the director of the organizational unit concerned with human resources for the incumbents of the second and third category jobs, whether it is from one job to another or from one place

to another inside the Kingdom.

Deputation

Article (93):

- a. If any of the higher category jobs or its equivalent is vacant in any department or its occupant is absent for any reason, it may be occupied by the deputation of another employee from the same department or another department when necessary to carry out the functions and work of that job in addition to his original job for a period Not more than one year.
- b. If the vacant position is among the jobs of the first group of the higher category, it is stipulated in the deputation employee of the other department that his group and his category should not be less than the group of the original employee and his category, but if the deputation employee is one of the department's employees, he must be from the second group of the higher category.
- c. If the vacant position is among the jobs of the first group of the higher category, it is stipulated in the Deputation employee of the other department that his group and his category should not be less than the group of the original employee and his category, but if the Deputation employee is one of the department's employees his group and category must not be less than the group of the original employee and his category, or the degree that immediately follows the group of the original employee in the category immediately following it.
- d. 1. If any of the first category jobs are vacant in any department or its occupant is absent for any reason, it may be occupied by the deputation of another department's employee to carry out the functions of that job in addition to his original job for a period not exceeding one year, and the deputation employee must not be less than his grade and category determined for the vacant position according to the job description and classification instructions.
2. In the absence of an employee of the first category to occupy the vacant position stipulated in Clause (1) of this paragraph, it may be occupied by any of the employees of the department from the first grade of the second category.
- e. The deputy employee is named by a decision of the two ministers upon the recommendation of the two secretary generals if the vacancy is in another department, and by a decision of the minister if the vacancy is in the same department.
- f. If the vacant position is among the jobs of the first group of the higher category, the deputation employee will be named by a decision of the Prime Minister.

Transfer and assignment from one department to another

Article (94): The employee is transferred with or without his rank allocations, or he is assigned from one department to another according to the following:

- a. by the decision of the Cabinet based on the recommendation of the two ministers for the occupants of the second group of the higher category.
- b. by the decision of the two ministers of the departments, based on the recommendation of the Secretary-General in each of them to the employees of other groups.
- c. The employee may not be transferred or assigned before the end of the pilot period.

- d. An employee may not be assigned for a period of more than two consecutive or separate years during the period of his work in the civil service, and he will receive his salaries and allowances that he deserves from the job allocations from which he is assigned.
- e. If the employee is requested to the reserved service, he shall be considered assigned for the entire period of his service, and he shall be paid the total salary he is entitled to.

Entrustment

Article (95):

- a. It is permissible to entrust the employee for a period not exceeding two years to work with any voluntary or governmental entity, department, company, a company in which the government contributes (25%) or a company entirely owned by the department or municipality.
- b. Entrustment is carried out according to the following powers:
 - 1. By a decision of the Cabinet based on the recommendation of the Prime Minister for the occupants of the first group of the higher category, and based on the minister's recommendation for the occupants of the second group of the same category.
 - 2. By a decision of the Minister based on the recommendation of the Central Committee of the other groups' employees.
- c. The entity from which the employee will receive his basic salary and allowances is determined in the entrustment decision.
- d. The entrustment decision does not affect the employee's seniority in the grade, and the duration of the entrustment is calculated for the annual increase and obligatory promotion.
- e. By a decision of the Prime Minister upon the recommendation of the Minister, it is permissible, in special and justified cases, to extend the specified entrustment period in paragraph (a) of this Article.
- f. Upon the recommendation of the Prime Minister, the Cabinet has the right to entrust any of the employees of the Ministry of Awqaf Islamic Affairs and Holy Places and the Supreme judge Department to work outside the Kingdom, in whole or in part, under the provisions of this bylaw.

Secondment inside and outside the kingdom

Article (96):

- a. An employee who has no less than five actual years of service may be seconded to any other government, any international or regional organization, to a department that is not subject to the civil service bylaw or a company that runs a public facility, upon the request of those bodies by a decision of the Prime Minister upon the occupants of Senior category jobs, and upon a decision by the Minister upon the recommendation of the Secretary-General for the occupants of other categories.
- b. The Prime Minister determines the duration of secondment of the occupants of the higher category jobs and the Minister for those in other job categories and has the right to renew that duration year by year or any part thereof, provided that it does not exceed three years outside or inside the Kingdom or both throughout the employee's service in the civil service.

- c. The seconded employee to a company resulting from the privatization process is excluded from the condition of the period mentioned in paragraph (b) of this Article.
- d. During the secondment period, the employee does not receive any part of his basic salary and allowances from the department from which he was seconded.
- e. The secondment period stipulated in Paragraph (b) of this Article shall be calculated for the entitlement to the annual increase and obligatory promotion.
- f. The secondment period is considered an acceptable service for retirement according to the provisions of the Civil Retirement Law.
- g. Notwithstanding what is stated in this article, the employee's secondment period to any company resulting from the privatization process is fully calculated in addition to any extension thereof, for the entitlement of the annual increase and obligatory promotion, according to issued instructions by the Cabinet for this purpose based on the recommendation of the Council.

Chapter XIV

Official working hours and leaves

Article (97):

- a. The official working hours are limited to seven hours per day and five days per week, in all cases, the official working hours must not be less than (35) hours per week, and the employee may be assigned to work for additional hours that exceed the official working hours.
- b. It is permissible by a decision of the Cabinet to exclude any department from the provisions of paragraph (a) of this article if the nature of its work requires otherwise, provided that the official working hours are not less than (35) hours per week.
- c.
 1. Each department shall appropriately organize the working hours to the nature of the services it provides to citizens and service recipients, and it may apply the concept of flexible working hours, including part-time work for some of its jobs.
 2. The provisions of permissive promotion, upgrading for supervisory or leadership jobs, competing for excellence awards, nomination for scholarships, and courses stipulated in this bylaw are not applied to the part-time employee.
 3. All affairs related to flexible work, including the mechanism of calculating leaves, gross salary, and housing allowance for part-time employees are organized according to instructions issued by the Cabinet upon the recommendation of the Council.
- d. The department that the nature of its employees' work requires to work on a shift system, may issue the internal necessary instructions to organize it, provided that the employee's work is not less than the specified official working hours in paragraph (a) of this article.

Article (98): The employee is entitled to obtain the stipulated licenses in this bylaw under the provisions and procedures outlined in it, in all cases, the interest of work must be taken into consideration when accepting to grant leave except for maternity leave, paternity leave, occasional leave or Hajj leave.

Types of leaves

Article (99): The employee is entitled to the following leaves:

- a. Annual leave.
- b. Maternity and paternity leave.
- c. Occasional leave.
- d. Hajj Leave.
- e. leave without salary and bonuses.
- f. Sick leave.

Annual leave

Article (100):

- a. The employee shall be entitled to annual leave with a paid gross salary of thirty days per year.
- b. A preliminary schedule shall be drawn up according to which employees use their annual leave in a manner that ensures the proper functioning of the administrative unit during the year and its continuation according to the plans and programs established for it.
- c. The employee may be granted his annual leave in full or in part according to the work conditions and requirements, and the days of official holidays and holidays shall not be counted from the leave if it occurred during it.
- d. It is not permissible to sum the annual leave of any employee for more than two consecutive years in all cases.

Article (101): The employee deserves the annual leave stipulated in this bylaw from the first day of January of the year, but if he is appointed to the job during the year, he is entitled to a prorated leave for that year for the period between the date of his appointment and the first day of January of the year next.

Article (102): The annual leave is granted under the following powers:

- a. By a decision of the Prime Minister for the employees of the first group of the higher category.
- b. By the decision of the Minister for the employees of the second group of the higher category.
- c. By a decision of the Secretary-General or his delegate for the employee of the first category.
- d. By a decision of the director upon the direct manager's recommendation for the employees of the second and third categories.

Article (103):

- a. The employee does not deserve the annual leave in the following cases:
 1. For the period during which he is seconded or on leave without salary or bonuses, dispatched or assigned to an entity that is not subject to this bylaw.
 2. If he / she has benefited or will benefit from the summer school leave.
- b. If any of the Ministry of Education employees who are subject to the provisions of item (2) paragraph (a) of this article is assigned to work during the summer school leave, he will be given an allowance in exchange of that, or it will be exchanged with an annual leave balance for a

period not over a month and not affecting the progress of education.

Article (104): The granted annual leave to the employee may be shortened, postponed or canceled by a decision from the competent authority if the business interest so requires and the employee shall be notified of the decision unless the employee is spending his leave outside the Kingdom.

Article (105): If the employee's service ends without Impeachment or losing the job, he shall be granted an allowance equivalent to the sum of the basic salary and allowances for the period of the annual leave he was entitled to upon the end of his service as if he was at work, provided that the total does not exceed sixty days, but if he is returned to work in the civil service before the expiry of the period for which this allowance is due, basic salary shall be deducted off by the amount commensurate with the remainder of that period, then he becomes adequate for an annual leave equivalent to its days.

Maternity leave, paternity leave and breastfeeding hour

Article (106):

- a. A pregnant employee is entitled to a maternity leave of ninety consecutive days before and after delivery with full salary with the allowances that she deserves, based on a medical report from a doctor or a midwife. The maternity leave does not affect the employee's entitlement to the annual leave.
- b. The employee deserves paternity leave with full salary and allowances for three working days in the event of the birth based on a medical report from a doctor or legal midwife.
- c. After the end of the maternity leave stipulated in paragraph (a) of this Article, and for a period of nine months, the employee deserves one hour of breastfeeding per day to breastfeed her newborn baby and that does not affect her annual leave, salary, and allowances.

Occasional leave

Article (107): The employee may be granted occasional leave with full salary with bonuses by the decision of the Secretary-General, according to the following cases:

- a. In the event of the death of a first-degree relative for a period of three days, and for a period of two days in the event of the death of a second-degree relative and by one day in the event of the death of a third-degree relative, the Department may verify the validity of the reasons presented by the employee in the manner it deems appropriate, provided that it does not exceed the total of these stipulated leaves in this paragraph is seven days during one year.
- b. For the teacher who does not have annual leave and for urgent reasons for a period not exceeding seven days during the academic year.
- c. Notwithstanding what is stated in paragraph (a) of this Article, the employee is granted a ten-day leave in the event of the death of his wife and the female employee is granted a leave of absence for a month.

Hajj (pilgrimage) Leave

Article (108):

- a. The employee may be granted a leave to perform the Hajj of 21 consecutive days for one time throughout his work in the civil service.
- b. The Hajj leave is not counted from the employee's annual leave, during which he earns his basic

salary and full bonuses in its period.

- c. The Hajj leave is granted by a decision of the Secretary-General upon the recommendation of the employee's direct manager.

Leave without salary and allowances

Article (109):

- a. Except for the employee who has appointed by a contract that includes all allowances and those who are appointed in projects contracts, or the salaries of employees who are absent from work due to secondment or leave without salary and allowances, it is permissible to granted the employee a leave without salary and allowances upon his request in any of the cases shown below, provided that he provides the supporting documents to request obtaining this leave:
 1. To accompany the husband or the wife if one of them is working, studying, seconded, or delegated outside the Kingdom.
 2. To study in order to obtain a scientific qualification or to improve his scientific or professional level if any of them is related to the work of his department, provided that his period of work in the civil service is not less than two continuous years, provided that during his leave he provides the documents that prove his study and its regularity.
 3. To the employee who submits a valid contract to work inside the Kingdom in the private sector or outside it, provided that his period of work in the civil service is not less than two continuous years.
 4. For exceptional and justified cases of any emergency or to take care of a family member or one of his parents due to their health conditions for three years during the service period.
 5. For the employee after the end of the maternity leave for a period not exceeding two years to take care of her infant, and it shall be deducted from the period during which she was at work after the date of the end of the maternity leave.
 6. For the employee to spend the legal mourning period after her husband's death for a period not exceeding four months and ten days.
- b. Notwithstanding what is stated in paragraph (a) of this Article, a leave without salary and allowances may be granted to the employee who has appointed by a contract that includes all allowances and those who are appointed in projects contracts, or the salaries of employees who are absent from work due to secondment or leave without salary and allowances based on his request for a period no more than three months a year to take care of a parent, husband, wife or one of the children if he is ill or in exceptional and justified cases, and for a period not exceeding a year to work outside the Kingdom or to study with to obtain a scientific qualification or to improve his scientific or professional level.
- c. The employee must inform his department at least a month before the date of the leave of his desire end to return or request renewal of leave for another period.
- d.
 1. The period of the leave without salary and service allowances is not considered acceptable for retirement or entitlement to annual increase or promotion.
 2. Notwithstanding what is stated in item (1) of this paragraph, the leave without salary and allowances does not prevent the employee from accruing the annual increase or obligatory

promotion in the event he spent an actual service of not less than ten months in the year in which he obtained the leave without salary and wasn't at work at 12/31 of the same year.

- e. The contractual employee completes a contract that granted leave without salary and bonuses for the remainder of his contract after the end of the leave, and the contract of the contractual employee who is appointed under a category and grade contract is automatically again in case he gets the leave without salary and bonuses.

Article (110): Leave without salary and allowances is granted according to the following powers:

- a. By decision of the Prime Minister for the first group of the higher category.
- b. By a decision of the Prime Minister based on the Minister's recommendation for the second group of the higher category.
- c. By a decision of the Minister based on the recommendation of the Secretary-General for the employee of the first category.
- d. By a decision of the Secretary-General for the employees of the second and third categories.

Article (111):

- a. The department, in which the employee who granted leave without salary and allowances, is obligated to return him to the grade he was at the start of the leave and with the basic salary that he was receiving at that time, in all cases, if the appointment is made at the department's expense, the employee will be returned to his previous grade at the end of his leave period or the end of the annual contract of the appointed employee to it, whichever is earlier.
- b. By a decision of the competent authority, the leave without pay and allowances may be stopped at the request of the employee in exceptional and justified cases, and in a manner that does not conflict with the interest of work and the availability of vacancy.

Sick leave

Article (112):

- a. 1. The employee shall be entitled to sick leave for a period not exceeding seven consecutive or separate days during the year based on a report from the authorized Ministry of Health doctor, Royal Medical Services Hospitals, university hospitals or a private hospital in the event that the employee is hospitalized.
2. The employee's annual leave balance shall be deducted from what exceeded the leave period referred to in item (1) of this paragraph, and if the annual leave balance is exhausted, it shall be deducted from his basic salary and allowances.
- b. If the sick leave exceeds seven consecutive days, then it is given based on a report from the competent medical committee, and in this case, the sick leave is not deducted from the employee's annual leave.
- c. If the employee does not recover from the disease within one month from the date of his illness, his sick leave shall be extended for the period deemed necessary by the competent medical committee, based on the report that the committee organizes for this purpose.
- d. The medical committees must specify in their reports the period that they deem to be sufficient to recover the employee from his illness, but if the medical committee decides to re-examine the employee after that period has expired, he is not allowed to return to his work unless the

relevant medical committee decides his ability to do so after the re-examination.

- e. The period of sick leave begins from the date determined by the competent medical committee as mentioned in paragraph (c) of this article, and the employee who is still in the sick leave shall receive his basic salary and the allowances with the allowances he is entitled to for the first four months of his leave, whether it is consecutive or separate, and three-quarters of his basic salary and the allowances he deserves for the period spent on sick leave after that for another four months, whether they are consecutive or separate in one year from the date of the start of his sick leave.
- f. If the employee does not recover after the end of the period referred to in paragraph (e) of this article, he will be re-examined by the competent medical committee, after examination, if the committee finds that his illness is curable, but he is still unable to carry out his job duties, then his sick leave is extended for a period not exceeding another four months during which he receives his basic salary and allowances.
- g. If the medical committee finds, upon re-examination of the employee after the end of the period specified in paragraph (e) of this article, that his illness is not curable, then his services shall be terminated by a decision of the competent reference.
- h. If it becomes evident that the employee has not recovered after granting him all the sick leave periods stipulated in paragraphs (e) and (f) of this article, his services shall be terminated by the competent reference.
- i. The employee's service may not be terminated due to the lack of health fitness even if the competent medical committee determines that he has become unable to perform his job duties and there is no benefit to extending his leave, only after granting him a sick leave of no less than four months with a basic salary with a minimum allowance starting from the date determined by the competent medical committee.

Article (113): If an employee becomes sick while outside the Kingdom on an official mission or legal leave, he is entitled to sick leave not exceeding one week based on a medical report, and in this case the employee must inform his department about his illness by any means, including electronic means, as soon as possible and send the medical report to it.

Article (114): If the employee's illness continues for more than a week while he is outside the Kingdom and he has obtained a medical report in the manner stipulated in article (113) of this system, he must obtain another medical report on the continuation of his illness with the testimony of two doctors or a hospital manager and approve it by the Jordanian consul, if any, and to inform his department about his sick condition by any means, including electronic means, and to send the reports as soon as possible to show to the competent medical committee for consideration and acceptance or refusal, provided that he presents himself to it directly after his return to the Kingdom for examination, subject to the provisions of Article (112) of this Bylaw.

Article (115):

- a. If the employee who is subject to the Civil Retirement Law suffers from a disease or accident arising from his work nature while carrying out his job duties and without negligence, according to a report of the competent medical committee, he shall be granted within the periods specified in Article (112) and by a decision of the Minister, his gross salary totally.

- b. If the employee who is subject to the Social Security Law suffers an accident that enters under the concept of work injury according to the provisions of the Social Security Law, then the provisions of that law shall apply to him.

Article (116): The employee shall be deprived of his basic salary and allowances by a decision of the Minister for the period during which he is absent from work due to illness or injury, if the disease arose or the injury occurred because of an fault or a default he committed, and the employee is considered mistaken or negligent for the purposes of this bylaw if he misbehaved with others or performed any work that is not appropriate, such as drinking alcoholic beverages, drug use, gambling and other acts that violate honor and public morals.

General provisions of leaves

Article (117):

- a. Leaves requests of all kinds and their responses shall be in writing or electronically, exception for the sick leave and occasional leave, also the employee submits the application in normal cases at least one day before the date specified for the start of the leave and he/she shows its duration, its starting date, the place in which it will be spent and his/ her address during this period.
- b. The employee may not leave his work before receiving a written or electronic notice of the leave approval, except in the approved emergency cases by the competent authority.
- c. 1. The Ministry of Health provides the Bureau with a quarterly statement that includes the names of employees who have sick leave that exceeds one week and does not exceed one month, the name of the department in which the employee works, the reason of the leave, and the competent medical committee that granted him this leave.
2. The Bureau shall submit an annual report to the Prime Minister on the sick leaves indicated in Item (1) of this paragraph.

Article (118):

- a. If the employee does not return to work in his department immediately after the end of his leave without a legitimate excuse reinforced by proves, then he shall be deprived, by a decision of the Minister, from his basic salary and allowances for the period during on which he was absent, in addition to the disciplinary measures that must be taken against him, but if the period of absence without excuse exceeds ten consecutive working days, the employee is considered to have lost his job as of the day immediately following the end of his leave in accordance with the provisions of this bylaw.
- b. The hours, during which the employee is permitted to be absent from work with the permission of his director to do private business or personal affairs during the official working hours, are deducted from his annual leave at the rate of one day for every seven leave hours, and if the employee has exhausted his annual leave, the Leave Hours are deducted from his basic salary and allowances at a rate of one day for every seven hours in which he is absent, whether consecutive or separate.
- c. If the employee is late for the official hours or leaves his work center before the end of that time for a total of one hour per week except for the approved departures by the competent authority, one day will be deducted from his annual leave and if the employee has exhausted his annual leave then that hour will be deducted from his gross salary at a rate of one day in

addition to the disciplinary procedures against him.

Article (119): The Bureau prepares instructions for granting departures and standard forms for leave and departures, and these forms shall be approved by all departments.

Chapter XV

Training and Dispatching

Article (120):

- a. Training and dispatching process aims to boost the efficiency of the occupational system and provide it with skills and qualifications in order to achieve efficient performance and to deal with modern developments in the methods and means of work in various fields and consider them as part of comprehensive development programs.
- b. when developing training and dispatching programs, the following basic principles shall be taken into consideration:
 1. Adopting the pre-planning of training and dispatching directions and programs, in a way that suits the available capabilities and includes all departments in a balanced manner, according to the priorities of need and interest of work.
 2. The suitability of these programs to the requirements and directions of raising and improving performance efficiency.
 3. Transparency, justice, equality and equal opportunity in the process of announcing training and dispatching programs and selecting employees to join these programs.
 4. The training should include all job categories, taking into account the employee's training trajectory which is based on the career trajectory, the nature of the employee's work, and succession plans.
 5. Enhance leadership capabilities and skills within specialized and authorized programs of the Institute.
- c. The Department may implement training programs by electronic means and in accordance with the issued instructions by the Council.
- d. In justified cases, the employee may be enrolled in specialized training courses that are not available in the institute, to other training centers approved by The Vocational and Technical Skills Development Commission.
- e. The institute defines the training trajectory based on competencies and according to the approved career trajectory by the Bureau.

Article (121): The training unit in the department assumes the following tasks and responsibilities:

- a. Analysis of training needs and identifying them according to job duties, institutional goals and annual employee performance evaluation results.
- b. Setting annual plans of training and qualifying employees in a manner that commensurate with the training needs, following up the implementation of these plans, and providing the Bureau

with them no later than December of each year.

- c. Measuring the effectiveness and efficiency of training programs.
- d. Following up the dispatched employees, their studies and trainings, and conducting an evaluation process for the results of obtaining the academic qualifications and practical experiences, and providing the bureau with them periodically.
- e. The commitment of the dispatched employee in providing the department with a detailed report on the course or the program he dispatched to, indicating the presented topics and the areas of benefiting from them in practice, also transferring this knowledge that he acquired to the concerned employees.
- f. Achieving the concept of the educated department through transferring knowledge, exchanging information and benefiting from previous experiences, viewing developments, adopting programmed methods and activities and using information technology as a supportive means for that, and focusing on adopting the concept of working in a team spirit and empowering employees and enhancing their powers, with the aim of promoting their capabilities and developing them.

Central Committee for Scholarships and Courses

Article (122):

- a. A committee called (the Central Committee for Scholarships and Courses) shall be formed, headed by the General-Secretary of the Bureau, and the membership of each of the Institute's General Director as Deputy Chairman of the Committee and the managers of the units concerned with training in:
 1. Ministry of Planning and International Cooperation.
 2. Ministry of Higher Education and Scientific Research.
 3. Ministry of Finance.
 4. A representative from the Department of Institutional Performance Development and Policies Unit in the Prime Ministry, appointed by the Minister.
 5. A representative of the concerned department, appointed by the Minister.
- b.
 1. The Director of the Administrative Unit for Scholarships and Courses Affairs holds the position of Secretary of the Central Committee for Scholarships and Courses at the Bureau to prepare the agenda and minutes of meetings and organize records and correspondences of the dispatched employees and any other tasks assigned to him by the Committee.
 2. The specialized units in the departments and the Directorate of Scholarships and Courses in the Bureau shall organize the files, restrictions and correspondences of the dispatched employees, follow up on the procedures of scholarships and the required deputy in accordance with the provisions of this bylaw, follow up on their affairs and submit periodic reports to the Central Committee for Scholarships and Courses.
- c. The committee shall meet at the request of its chairman or his deputy in his absence, and its meeting is legal in the presence of majority of members, and its decisions are taken by at least the majority of votes of its present members, and in the event that the votes are equal, the side with which the chairman will vote is the preponderate.

- d. The committee shall meet with the President of the Bureau and the general secretaries of its affiliated departments every six months or whenever necessary to establish policies related to dispatch and approval of work programs.

Article (123):

- a. The Central Committee for Scholarships and Courses shall assume the following duties and powers:
 1. Preparing instructions of dispatching employees to scholarships and courses that include criteria of the preference between candidates and submitting them to the Council for approval.
 2. Study the dispatching plans and programs in scholarships and courses and guide in defining their specializations and circulating them to the departments according to the priorities of the public interest and the available capabilities and taking decisions regarding dispatching of employees.
 3. Take decisions regarding sending an employee to a study scholarship to obtain a new academic qualification and sending him to an external course of one month or more.
 4. Study the needs of external scholarships and courses according to the established priorities by the departments and refer them to the relevant authorities.
 5. Follow-up on the identification of the target groups by the departments in the process of promoting scientific and practical competence.
 6. Taking decisions regarding dispatched employees under the provisions of this bylaw, including shortening, extending, postponing, amending, canceling or ending the scholarship or course, or transferring the obligation or claim, and no other entity may take these decisions or procedures or to apply any of them.
 7. requires a continuous evaluation of the results and effects of the dispatch process to promote staff efficiency and develop work.
- b. If the employee abstains from the scholarship without a justified excuse that persuades the Central Committee for scholarships and Courses, then he will be deprived to run for any scholarship for a period not exceeding three years.
- c. The employee is dispatched to an external course of less than one month or an internal course by a decision of the Minister upon the recommendation of the Secretary-General.

Article (124): The department undertakes the task of setting training plans and programs for the employee and following up their implementation in accordance with the training trajectory in cooperation with the Institute.

Article (125):

- a. Any offered scholarship or external course from any local, Arab, international or other institution to the department shall be submitted to the Bureau with details related to that scholarship, including the subject of the scholarship or the course determined by it, its duration

and the country in which the institution to be studied or trained at, and the conditions of participation in the scholarship or course, to be studied and circulated by the concerned unit of scholarships and courses to the concerned departments and to take the appropriate procedures in this regard.

- b. Specialized professional missions or courses that are sent directly to the department in accordance with agreements, grants or special protocols are all excluded from the provisions of paragraph (a) of this article, provided that they are distributed to the department employees and to inform the Bureau of the candidates' names to complete the procedures of implementing the principles and standards of the scholarships and present them to the Central Committee for Scholarships and Courses to issue the appropriate decision in this regard.
- c. The Central Committee of Scholarships and Courses may transfer some scholarship grants of postgraduate studies from any party to the public official institutions.

Article (126):

- a. The following conditions must be available in the employee who is being nominated to obtain the scholarship:
 1. Jordanian.
 2. Hold the academic qualification for which his job category was determined or was dealt with under the provisions of this bylaw and what is required by the scholarship and meets the specific mission requirements of the party to which he will be dispatched.
 3. The subject of his specialization in the scholarship is directly related to his work in his department.
 4. At least (Good) in his annual performance evaluation in each of the last two years.
 5. His grade in the academic qualification is not less than good or equivalent.
 6. He has spent no less than three years in the civil service.
 7. He has spent at least three years from the date of his last mission.
 8. He is not more than (45) years old.
 9. He should not have a disciplinary penalty that exceeds the penalty of deduction from the basic salary during the scholarship year and the previous year.
- b. The employee who appointed under a comprehensive contract that includes all allowances and the employee who appointed under a contract at the expense of projects or at the expense of the salaries of employees who are absent from work due to secondment or leave without pay and allowances, may not be nominated to any scholarship.
- c. In justified and specific cases, it is permissible to exclude the nominee from the scholarship stipulated conditions in items (5) to (8) of paragraph (a) of this article, by a decision of the Central Committee of Scholarships and Courses upon the recommendation of the Minister.

Article (127):

- a. The following conditions must be available in the employee who is being nominated to obtain

any course of the Central Committee for Scholarships and Courses:

1. Jordanian.
 2. Hold the academic qualification for which his job category was determined in accordance with the provisions of this bylaw and required by the course
 3. The subject of the Course is directly related to his work in his department.
 4. At least two years have passed since his return from a previous course.
 5. At least (good) in his annual performance evaluation in the year preceding the dispatch.
 6. A period of no less than two years has passed in the civil service before his nomination for a course outside the Kingdom, and this condition is exempted if the subject of the course is not available in the Kingdom.
- b. The Central Committee of Scholarships and Courses, and in special and justified cases, may exempt the nominated employee for the course from the conditions stipulated in clauses (4), (5) and (6) of Paragraph (a) of this Article.

Article (128):

- a. The duration of the scholarship to obtain scientific degrees is determined in its various levels as follows:
 1. Two years for the second university degree.
 2. Four years for the third university degree.
- b. In all cases, the minimum determined years to obtain the academic qualification is approved by the scientific institution that grants it.
- c. If the dispatched employee to a scholarship did not obtain the academic qualification that he was dispatched for during the periods specified in paragraphs (a) and (b) of this article, the Central Committee of Scholarships and Courses may in special cases and for reasons beyond the employee's control, will grant him no more than three months to obtain the comprehensive diploma, six months to obtain the second university certificate, one year to obtain the third university certificate, and no salary and allowances are paid for it, and it is not considered an acceptable service for retirement or the annual increase or the entitlement of promotion, and the grace period is added to the commitment period for the purposes of this bylaw.
- d. Notwithstanding what is stated in paragraph (a) of this Article and any other bylaw:
 1. It is permissible to nominate the employees of the Ministry of Awqaf Islamic Affairs and Holy Places who hold a high school diploma in scholarships to Jordanian universities to obtain a first university degree or a comprehensive community college diploma in one of the Islamic Sharia sciences if no suitable candidates are available.
 2. The Council shall issue the necessary instructions to implement the provisions of item (1) of this paragraph.
 3. The provisions of item (1) of this paragraph shall apply until the date of 12/31/2021.

Article (129):

- a. The employee is dispatched at the expense of any government agency to the Jordanian public universities, and in the absence of the required specialization, the employee may be dispatched to other Jordanian universities.
- b. In all cases, it is permissible to dispatch the employee to any scientific or academic authority to obtain scientific qualifications or courses with important qualitative specializations for the work of the department that are not available in Jordanian universities or institutions and with the aim of acquiring knowledge in modern and advanced science and technology, including dispatching the employee outside the Kingdom.

Article (130):

- a. The dispatched employee and his guarantor shall sign the dispatching contract prepared by the Bureau and approved by the Central Committee for Scholarships and Courses if the delegation period exceeds three months, In all cases, the delegate is not exempt from the obligations incurred on him under the provisions of this bylaw if the course is less than three months.
- b. The terms and conditions stipulated in this bylaw are considered part of the dispatch contract, whether such a contract was organized with the dispatched employee or did not organize or omit any provision or condition in it for any reason.
- c. The President of the Bureau may authorize any of the Bureau's employees to sign the contract stipulated in paragraph (a) of this Article with the dispatched employee and his sponsor before the notary.

Article (131):

- a. If the employee is dispatched in a scholarship or a course outside the Kingdom, then his commitment to service shall be for a period equivalent to three times the period the scholarship or course took, including any period extended to it.
- b. If the employee is dispatched on a scholarship to a Jordanian university or institute to obtain a degree, certificate, or training scientific qualification after the official working hours, then his commitment to service after the end of his scholarship is equal to the duration of it.
- c. If the employee is dispatched in a course, whether it is consecutive or separate inside or outside the Kingdom at a cost equal to or more than (1000) JD, the employee is obligated to serve for six months from the date of the course termination, otherwise, he is required for the funds spent on him in accordance with the provisions of this bylaw.
- d. If the employee was dispatched in a course and did not pass the established success requirements for it, the employee shall pay the spent funds on him.

Article (132):

- a. The full-time employee in a scholarship or course inside or outside the Kingdom is paid his full gross salary monthly during the scholarship, except for the supervisory and site allowance.
- b. In addition to the entitlement of a full-time dispatched employee in a scholarship outside the

Kingdom and under the provisions of paragraph (a) of this article, and based on the recommendation of the Central Committee for Scholarships and Courses and upon the Minister's recommendation, the Council can disburse money according to the classification of the country to which he is dispatched, and that amount is determined according to the regulation of transportation and travel.

- c. The provisions of the applicable transportation and travel regulation shall be applied to the dispatched employee in cases where no provision is made in this system.

Article (133):

- a. The dispatched employee to a mission must provide the Chairman of the Central Committee for Scholarships and Courses and the department from which he was dispatched with the following certified documents by the institution to which he was dispatched as soon as possible after obtaining them:
 1. Reports proving his regular attendance in the study and academic progress provided that the period between the reports and does not exceed six months.
 2. The final results obtained in each semester or academic year.
- b. The dispatched employee in a scholarship shall be deprived of the prescribed allocations and expenses to him by a decision of the Central Committee for Scholarships and Courses for any year in which the documents provided for in paragraph (a) of this Article were not submitted in the previous year or in any other year.
- c. The dispatched employee to a training course must send a report about the course to his department, supported by the document he obtained from the training institution and in the event of not submitting it, the employee shall be deprived of dispatching him to any course within three years.

Article (134): To achieve the intended purposes of the spent funds on the dispatched employee and to know the amount and expenditures, the aforesaid provisions in this bylaw and the legislation of the state funds are applied, including the following:

- a. The determined funds and expenses by the Central Committee for Scholarships and Courses and the authorities concerned with dispatching shall be an official proof of the amount and the reasons thereof and binding on the dispatched employee and his guarantor, and neither of them may appeal in any way or prove what is in contrary to it.
- b. If any amounts were spent on the dispatched employee while he was in the scholarship or course from a party other than the Kingdom's government or any of its departments, it is considered as if it was paid from the public treasury under this bylaw and its provisions shall apply to it, regardless of the reasons and the spending source.

Article (135):

- a. The Central Committee for Scholarships and Courses shall bring back the scholarship or course or to allow the dispatched employee to continue if it is proved to it that his failure to study, train, or fail in the exams or any of them was for health reasons based on a certified medical

report by the institution to which he was dispatched and from the Jordanian consul, if any, in the country in which that institution is located.

- b. For the application of the provisions of paragraph (a) of this article, and under pain of not to consider any medical report or claiming illness or any other reason, the following is required:
 1. Submit the certified medical report to the Chairman of the Scholarships and Courses Committee within a period not exceeding three months from the date of the decision to end the mission or course.
 2. The dispatched employee should not have taken these exams, or any of them, as appropriate.

Article (136): To achieve the intended goals of the period during which the dispatched employee is obliged to serve after returning from the scholarship or the course, any of the following periods is not counted from that service:

- a. The period to which the scholarship or course is extended as part of the dispatch period, and in this case the provisions of this bylaw, including the commitment period to the service and the payment of expenses shall be applied thereon, if it accrues according to the regulatory and contractual provisions of the dispatch.
- b. The period the employee spends after returning from the scholarship or course while on assignment or secondment to a non-governmental agency or a leave without salary and allowances.
- c. The period during which the employee is absent after returning from the scholarship or course without leave or prior legal assent.

Article (137): The dispatched employee must place himself at the disposal of the department from which he was dispatched upon his return to the Kingdom from the scholarship or the course, whether he has fulfilled its requirements or decided to terminate it before that for one of the reasons stipulated in this bylaw, and he is considered to be in breach of the statutory and contractual terms and conditions of dispatch if he does not apply to his department to exercise his position functions in it and to fulfill the service he is committed to within a period not exceeding one month for the dispatched employee in a scholarship outside the Kingdom and within ten days for the dispatched employee in a training course from the date of the end of his scholarship or course for any reason.

Article (138): After the approval of the department from which the employee was dispatched in a scholarship or course, the Central Committee for Scholarships and Courses may transfer his commitment to service to another department, in all these cases, the statutory and contractual terms, and conditions under which the employee has been dispatched remain in effect, he and his guarantor are committed to them.

Article (139):

- a. The resignation of the obliged employee to the service may be accepted upon his request before completing the service to which he was obliged because of his dispatch in a scholarship or

course according to this bylaw and the conditions stated in his dispatch contract if he has spent a period of not less than half of the obligation period, provided that the value of the financial claim is settled for the remainder of the obligation period before accepting his resignation.

- b. The employee and his guarantor are obligated to pay the funds spent on him while in the scholarship or course or to pay the resulting amounts from the remainder of his obligation to serve in any of the following cases:
 1. If the employee's service ends or is terminated in cases other than those stipulated in article (140) of this Bylaw.
 2. If he refers himself to retirement, as he has ended the period of service that allows him to do so, or because of the conditions that give him that right, or he was referred to retirement or suspension at his request.
- c. If he violates any of the provisions of this Bylaw or breaches any of the conditions of the contract in which he was dispatched, and the Central Committee for scholarships and Courses saw that violation or that breach as justifying to make it mandatory that the employee and his guarantor to pay those expenses.

Article (140): The dispatched employee and his guarantor are exempted from paying the amounts spent on him and from the obligation to service while he was in the scholarship, course or training program, in any of the following cases:

- a. Death while in the scholarship or course, or after the end of the scholarship or the course period and after joining his job under the provisions of this bylaw.
- b. Abandonment of the scholarship or course due to a disability, crippling or chronic disease that prevents him from continuing in the scholarship or course or joining or continuing his job or if his service ends due to illness provided that these cases are supported by a report from the competent medical committee.
- c. If the employee's service ended due to completing the legal age.
- d. If his service ends with discharged from service under the provisions of this Bylaw.

Chapter XVI

Disciplinary procedures and penalties

Article (141): Disciplinary procedures and penalties aim to ensure the proper functioning of the department, enhance positive workflow, promote efficiency in performance, ensure employee compliance with the rules of job conduct and public job ethics, and deter the employee to prevent him from committing any future violation, and to achieve this goal the following must be taken into account:

- a. Provide the following guarantees to the employee before imposing any penalty on him:
 1. Inform the employee in writing of what is imputed to him, so that it includes the committed violation and the charges against him.
 2. The chairmen and members of the investigation committees or the disciplinary council formed by either of them, according to the provisions of this bylaw, should step down in cases where there is a relationship of kinship or personal considerations that affect the

course of the investigation or imposing penalties, and it is not permissible for anyone who participated in the investigation, accusation or testimony stage to participate to consider imposing a penalty or Judging it.

3. It is not permissible to impose more than one of the penalties stipulated in paragraph (a) article (142) of this bylaw for a single committed disciplinary violation by the employee.
 4. The conformity between the penalty taken and the nature of the committed violation and the not to be exaggerated or lenient in disciplinary measures taken against the employee.
 5. Explaining the reason for the disciplinary decisions taken by the competent authority to take disciplinary measures and penalties.
 6. Inform the employee in writing of the penalty taken against him within ten days of its occurrence.
- b. Studying the causes and types of committed violations, focusing on employee awareness, and setting up appropriate mechanisms to ensure that they do not recur in the future.

Article (142):

- a. If the employee commits a violation of the laws, regulations, instructions, and decisions in force in the civil service or its application, or performs an action or behavior that violates the responsibilities and powers entrusted to him, or obstructs or harms the job ethics and the duties and behavior of the employee or failure or negligence to perform his duties or attack the state funds and interests, then he will be subjected to one of the following disciplinary penalties:
 1. Alert.
 2. Warning.
 3. Deduction from the basic monthly salary, which does not exceed seven days per month.
 4. Withholding the annual increase for one year.
 5. Withholding the annual increase for three years.
 6. Withholding the annual increase for five years.
 7. dismissal.
 8. Impeachment.
- b. If the employee commits a disciplinary violation that requires to impose the basic monthly salary deduction penalty, and this penalty was previously imposed on him for seven days, consecutive or separate, and in the same month, the penalty shall be applied in the next month.
- c. If the employee commits a disciplinary violation that requires disciplinary penalty against him, and the penalty to be imposed against him was previously imposed on him for two consecutive times for the same violation, then the penalty that follows it directly according to the sequence mentioned in paragraph (a) of this article.
- d. 1. The penalty of withholding the mentioned annual increase in items (4), (5) and (6) of paragraph (a) of this article shall be executed from the date of the employee's entitlement to his

annual increase after the penalty is imposed against him.

2. Subject to what is stated in Item (1) of this paragraph, the penalty of withholding the increase shall be taken for all the purposes stated in this bylaw as of the date of the withholding decision issuance.

e. 1. Notwithstanding what is stated in this article, the Minister may, upon the recommendation of an investigation committee formed by a president and two senior employees who are not in same department of the referred employee, suspend the employee from work for a period not exceeding three months and spend (50%) of his gross salary in any of the following cases:

- a) The employee who commits a serious violation.
- b) The employee who commits any of the violations stipulated in paragraphs (b), (i) and (j) of article (69) of this Bylaw.

2. If it becomes evident to the formed committee according to the provisions of item (1) of this paragraph the act that the employee accused by is not considered a serious disciplinary violation, the employee shall be paid what has been deducted from his gross salary during the period of his suspension from work, and the committee has the right to nominate any of the stipulated penalties in items (1) to (7) paragraph (a) of this article.

3. If the employee is found to have committed a serious disciplinary violation, the suspension from work referred to in item (1) of this paragraph shall be treated as disciplinary penalties stipulated in items (3) to (6) of paragraph (a) of this article for all purposes stipulated in this bylaw.

Article (143):

a. The stipulated disciplinary penalties in paragraph (a) of Article (142) of this bylaw are imposed on the disciplinary violation committed by the employee of the first, second and third categories according to the following powers:

1. By a decision of the immediate director, if the disciplinary penalty for the violation does not exceed the warning.
2. By a decision of the manager if the disciplinary penalty for the violation does not exceed the deduction from the basic salary.
3. By a decision of the Secretary-General if the disciplinary penalty for the violation does not exceed the withholding of the annual increase for three years.
4. By a decision of the Minister if the disciplinary penalty for the violation does not exceed withholding from the annual increase for five years.

b. Notwithstanding what is stated in article (142) of this Bylaw and paragraph (a) of this article:

1. If the employee commits any of the violations stipulated in paragraph (g) of article (69) of this Bylaw, he shall be subject to a decision by the Minister of one of the following disciplinary penalties:

First. Warning.

Second. Seven days deduction from the basic monthly salary.

Third. Withholding the annual increase for three years.

Fourth. Dismissal.

Fifth. Impeachment.

2. It is taken into consideration, before imposing the penalties of dismissal or impeachment, stipulated in item (1) of this paragraph, that the minister establishes an investigation committee to submit a report of the results and recommendations.
3. If any of the violations stipulated in paragraph (g) of article (69) of this bylaw are repeated for the second time, the violating employee will be charged with one of the penalties mentioned in the points (Second), (Third) and (Fourth) of item (1) of this paragraph, and in case of repetition for the third time, one of the two penalties mentioned in the points (third) and (fourth) of that item shall be imposed on him.
4. Notwithstanding what is stated in this bylaw or any other bylaw, it is not permissible to reappoint any dismissed employee under the provisions of this paragraph in any department where children are present, taking into account the provisions and other procedures stipulated in article (171) of this bylaw.

Article (144): According to the provisions of paragraph (a) of article (143) of this Bylaw, the employee is liable to one of the penalties mentioned in items (1) to (6) of paragraph (a) of article (142) of this Bylaw if he is absent from his work Without legal leave or without legitimate excuse, taking into consideration the provisions of article (21) of this Bylaw.

Article (145): If it becomes evident to any of the authorities stipulated in paragraph (a) article (143) of this Bylaw that the appropriate disciplinary penalty or that must be imposed for the committed violation by the employee exceeds the penalty that it has the authority to impose, it is obligated to submit it with a statement of its opinion thereon to the higher authority according to the administrative hierarchy that has the power to impose the most strict penalty or to refer the employee to the disciplinary council if it deems it necessary in accordance with the provisions of this Bylaw.

Article (146):

- a.
 1. It is not permissible for any of the authorities stipulated in paragraph (a) article (143) of this Bylaw to impose any of the penalties stipulated in items (1) and (2) paragraph (a) Article (142) of this Bylaw for the committed violation only after being questioned by any of the specified entities in paragraph (a) of Article (143) of this Bylaw, as for the items from (3) to (8) paragraph (a) of Article (142) of this Bylaw, none of the entities may impose a penalty except after the formation of an investigation committee with three members by a decision of the Minister, including the president, to investigate the violation that committed by the employee before deciding on it.
 2. The employee may not be referred to the disciplinary council except after the formation of an investigation committee under the provisions of item (1) of this paragraph to investigate the committed violation by this employee.
- b. The following shall be observed when conducting the investigation:
 1. Informing the referred employee to the investigation of all the documents related to the violation or complaint that are being investigated with him, allowing him to submit his

defenses and objections in writing or orally, discussing the required witnesses in it and calling any person to testify, and he is also allowed to include any other documents or reports related to the investigation file, it is required that they do not hear the statements of any witness except after making the legal oath.

2. The investigation procedures should be documented and proven in minutes and signed by the employee and members of the Investigation Committee and witnesses, as appropriate.
 3. Taking into account objectivity, impartiality and integrity to reach the truth.
- c. When forming the investigation committee referred to in paragraph (a) of this Article, its chairman and members shall be considered with a degree or salary higher than the degree or salary of the employee who is referred to the investigation or equal to them, and it may be sufficient that the chairman of the committee be with a degree or salary higher than a degree or the salary of the employee who is referred to the investigation.
 - d. The investigation committee shall submit a detailed report of its findings and recommendations to the entity that mandated it to investigate, and this entity will make the decision it deems appropriate.
 - e. if an employee is called to hear his testimony and he refrains from presenting or giving his information without excuse, he will be held accountable according to the provisions of this bylaw.

Article (147):

- a. A disciplinary council is formed to take disciplinary measures against the employees of the first, second and third categories headed by the Secretary-General of the Ministry of Justice and the membership of:
 1. The Secretary General of the Bureau.
 2. An adviser in the Legislation and Opinion Bureau appointed by the President of the Legislation and Opinion Bureau.
- b. The Disciplinary Council meets at the invitation of its president, and its meeting is legal in the presence of all members, and its decisions are taken by a majority of the votes of its members at least, provided that the disagreeing member explains the reasons in writing and appends it to the decision of the majority.
- c. The president of the Disciplinary Council may designate one of the employees of the Ministry of Justice as the Secretary of the Council who is responsible for preparing his agenda, meeting minutes, reporting, documenting decisions, and any other tasks assigned to him by the President of the Disciplinary Council.
- d. The Minister shall designate a member of his department as a representative thereof in the cases related thereto.
- e. 1. The president and members of the disciplinary council shall apply to the provisions of Challenging the Judge stipulated in the Procedure Rules, in this case, any of them shall be replaced by those designated by the Prime Minister from the second group employees of the higher category upon the request of the Minister of Justice.

2. The response request shall be submitted to the Minister of Justice.
- f. The disciplinary council is competent to consider the disciplinary violation committed by the employee according to the delegated authority to it under the provisions of paragraph (a) of this Article, and it may impose any of the disciplinary penalties stipulated in article (142) of this bylaw, according to its assessment of the appropriate penalty for the committed violation by the employee.
- g. The president and members of the Disciplinary Council shall receive a reward, the amount of which shall be determined by a decision of the Cabinet upon the recommendation of the Council.

Article (148):

- a. The disciplinary case against the employee is referred to the Disciplinary Council by a decision of the Minister and attached to the following:
 1. A list containing the facts and details of the violation or the behavioral violations assigned to the employee.
 2. The minutes of the conducted investigation on that violation or the violations.
 3. Written or material data in the lawsuit.
 4. Any other documents that the Minister deems necessary to present to the Disciplinary council.
- b. The papers stipulated in paragraph (a) of this article shall be presented in five copies, provided that the secretary of the Disciplinary Council undertakes, within a period not exceeding two weeks from the date of receipt, to provide each member with a copy of these papers and to invite the employee in the manner he deems appropriate to receive his copy and inform him of the session date.

Article (149):

- a. If it turns out that the violation attributed to the employee involved a criminal crime, then disciplinary measures shall be suspended, and the employee and the minutes of the conducted investigation, the papers and other related documents to the violation shall be referred to the competent public prosecutor or the competent court, in this case, it is not permissible to take any disciplinary procedure against that employee or to continue any taken action until the final judicial judgment is issued in the complaint or the criminal case.
- b. The employee is referred to the public prosecutor or the competent court by a decision of the minister or the relevant disciplinary council if the employee is referred to him.
- c.
 1. The decision to convict the employee or acquit him of the complaint or lawsuit filed against him or the judgment that he is not responsible for what was referred to him or to prevent his trial does not preclude taking the necessary disciplinary procedures against him under the provisions of this bylaw for the violation he committed and imposing the appropriate disciplinary penalty against him by the competent authority or the Disciplinary Council.
 2. If the employee is Included by a general amnesty, either during the trial or after the issuance of a final judicial judgment, then it is referred to the Disciplinary Council to take the appropriate

decision under the provisions of this bylaw.

- d. If the final issued judicial judgment against the employee in the complaint or criminal action does not lead to the final exclusion from work and the minister decides to refer him to the disciplinary council, the decision to suspend him from work will continue to be enforced and referred according to the provisions of this bylaw.

Article (150):

- a. The employee shall be suspended from work by a decision of the Minister in any of the following cases:
 1. If he is referred from his department to the disciplinary council, the public prosecutor, or the court for committing a disciplinary violation, felony or misdemeanor that violates honor or job duties.
 2. If he is referred to the competent judicial authority under the provisions of the applicable financial system.
 3. If it was asked from his department to stop him from work according to the provisions of any other legislation.
 4. If a complaint is filed against him under the provisions of item (2) of paragraph (b) of Article (160) of this Bylaw.
- b. The Minister may suspend the employee from working if a complaint is filed against him by the Public Prosecution or the Court.
- c. The employee receives during the period of his suspension from work (50%) of his gross salary for the first six months from the date of his suspension, and if the period of suspension exceeds that, then he receives (25%) of his gross salary and allowances, and the employee's resignation or to suspend him may not be accepted before the issuance of the final decision in the disciplinary or judicial case brought against it.

Article (151):

- a. The Disciplinary council shall start to consider any disciplinary action referred to it in presence within a period not exceeding thirty days after the specified period in paragraph (b) of Article (148) of this bylaw in the presence of the referred employee, and its procedures of hearing the case shall be in confidentiality, and the referred employee may appoint a lawyer to represent and defend him in the case, provided that he attends the disciplinary trial sessions with his lawyer.
- b. If the referred employee before the disciplinary council, after notifying him in principle, did not attend any session of the trial, then his trial is conducted in absentia, and he is allowed to attend the trial after that if he provides an excuse for his absence to be accepted by the council, but if he does not attend any of the trial sessions, the council examines the case in scrutiny and issues its final decision, and make his final decision in it.
- c. The President of the Disciplinary Council may request the competent authorities to prevent the employee who is referred to the Disciplinary Council from leaving the Kingdom until the conclusion of the lawsuit against him and the issuance of the final decision therein.

- d. The final disciplinary council decisions are not subject to administrative appeal.

Article (152):

- a. The Disciplinary council, when considering any disciplinary action referred to it, must allow each of the parties to submit its written and personal statements, whether they were presented during the investigation of the violation or were not presented before at all, and to call witnesses he requests to hear their statements and give the other party the right to discuss and prove it with evidence, and to present his point of view about the case or any of its procedures and provided that they do not hear any testimony in it except after making the legal oath.
- b. The Disciplinary Board, during the consideration of any disciplinary lawsuit, requests any person to hear his testimony about it or request the competent authorities to bring him or to ask any department, including the department from which the employee is referred, to provide him with any documents or papers they have if they are directly related to the violation that is being considered, or to clarify its point of view in the witnesses' statements, and conduct any investigation in its entirety that it deems appropriate regarding it, or entrust one of its members or whoever he deems appropriate to do so.
- c. The department from which the employee is referred has the right to submit any written or personal evidence to the council during the consideration of the case.

Article (153):

- a. The Disciplinary Council shall issue its final decision in any disciplinary case referred to it within a period not exceeding sixty days from the date of the first session for this purpose, including the reasons on which it was based, as it derives from the presented data in the lawsuit and is based on the legal and regulatory provisions in force, and to indicate in its final decision the urgent circumstances that compelled it to delay the settlement of any case if it had issued its decision in it after the expiration of that period.
- b. The final decision of the disciplinary council is read and understood validly to the employee, but if the decision was issued in absentia, he will be notified by the available means.
- c. The final decision issued by the Disciplinary Council in any disciplinary case shall be notified to the competent minister and the president of the bureau.

Article (154):

- a. Any of the intended goals in this bylaw shall not be taken into account with any imposed disciplinary penalty on the employee and carried out against him, and the following periods have elapsed:
 - 1. Six months if the penalty is an Alarm.
 - 2. A year if the penalty is a Warning.
 - 3. Two years if the penalty is deduction from the basic salary.
 - 4. Three years if the penalty is withholding the annual increase for one year.

5. Six years if the penalty is withholding the annual increase for three years or more.
- b. Disciplinary penalties taken against the employee shall be deemed null and void within the periods indicated in paragraph (a) of this Article if no other penalty is taken against him for any disciplinary violation.
- c. Notwithstanding what is stated in paragraph (a) of this Article, the employee may not be nominated for the Ideal Employee Award if he is subject to any of the disciplinary penalties stipulated in items (2) to (6) of paragraph (a) of Article (142) of this bylaw during the last three years.

Article (155):

- a. Taking into account the provisions of Article (154) of this Bylaw, the seconded, entrusted, assigned or dispatched employee to a mission shall be held accountable for failures and administrative violations committed before his secondment, entrustment, assignment or dispatching to a mission under the provisions of this bylaw during that period or after its expiration, as appropriate.
- b. Notwithstanding what is stated in paragraph (a) of this Article, the employee may not be prosecuted in a disciplinary method for a disciplinary violation after three years have passed since it was committed unless he was referred to the Public Prosecution or the competent court during that period.

Article (156):

- a. If the final decision of the Disciplinary Council or the final judicial judgment is issued to acquit the employee who is referred to any of these two parties for the disciplinary violation or the crime attributed to him as appropriate, or the issued judgment said that he was not responsible for what was attributed to him or his trial was interrupted or he died before the issuance of the decision or Judgment, he shall be entitled to his total basic salary with allowances for the period during which he was suspended from work.
- b. If the employee's trial before either of the two parties stipulated in paragraph (a) of this Article results in his conviction and to impose a disciplinary penalty on him under the provisions of this bylaw other than the penalty of final exclusion from work, he shall be entitled to his basic salary and allowances for the period during which he was suspended from work if it does not exceed six months, but if it does, he shall be entitled to half of his basic salary with half of his allowances for the period exceeding the six months.

Article (157): The employee against whom the final exclusion decision was issued does not entitle any part of his basic salary and allowances as of the date of his referral to the court, the public prosecutor or the disciplinary council, provided that he is not required to return the amounts he received from his basic salary and allowances during the period of suspension from work according to the provisions of paragraph (c) article (150) of this Bylaw.

Article (158): Copies of related papers and decisions to the imposed penalties against the employee are kept in the employee's file.

Article (159): If the employee of the highest category commits any disciplinary violation, he shall be

suspended from work by a decision of the Cabinet, and shall be paid his the ratio of his basic salary and allowances determined by the Cabinet.

Article (160):

- a. The Cabinet may establish a committee headed by the Minister of Justice and the membership of two ministers chosen by the Cabinet to consider the committed violation by employees of the first group of the higher category.
- b. A committee headed by the Minister of Justice and the membership of the president of the Legislation and Opinion Bureau and the President of the Bureau shall be formed to undertake the following:
 1. To consider the committed violation by the employees of the second group of the higher category and the people stipulated in article (186) of this bylaw that is referred to it by the Prime Minister based on the minister's report.
 2. Examine the complaint against any employee, which was one that could not be considered on the basis of certain charges, and the Minister decided not to refer the employee to the disciplinary council.
- c. The two mentioned committees in paragraphs (a) and (b) of this article shall submit their recommendations to the Cabinet to take the appropriate decision to do so and impose any of the stipulated disciplinary penalties in this bylaw.
- d. The Cabinet may nominate any minister in place of the head of the two committees stipulated in paragraphs (a) and (b) of this article, and nominate any of the employees of the first group of the higher category in place of the head of the Legislation and Opinion Bureau or the head of the Civil Service Bureau as appropriate.

Article (161): The disciplinary procedures taken against the employee shall be suspended upon his death, and it is not permissible to continue them or issue any decision regarding them in any way.

Chapter XVII

Grievance

Article (162): The application of the grievance concept in the civil service shall achieve the following goals:

- a. Promote the principle of transparency, fairness, accountability and equal opportunity concerning employee rights.
- b. Opening communication channels between the employees and the various levels of management in cases that require it.
- c. Reducing violations and irregularities related to the employee's rights or duties, obligations and work controls and code of conduct.
- d. Take and develop procedures to prevent the occurrence of irregularities and violations and contribute to corruption fighting.

Article (163):

- a. The employee shall verify the validity of his grievance or information and to review the regulations and instructions issued in this regard before submitting the grievance.
- b. The employee has the right to file a grievance in any of the following cases:
 1. The existence of any issue or violation of laws, regulations, and instructions if they are related to the department's nature of work or related to the complaining employee and his affairs and the decisions taken against him.
 2. The occurrence of any behavior or violation that breaches the Public Service ethics and the code of conduct, or the violation of the principles of justice and integrity.
 3. Being subject to any pressure, coercion, or an unlawful request from any employee, whether he was a president, colleague, or subordinate, to act unlawfully, or to do or refrain from taking any specific action that would violate the employee's duties regarding integrity and confidentiality.

Article (164): If it turns out that the grievance isn't based on valid information and it is vexatious or aims to personal abuse of others then the complainant will be subject to accountability and the disciplinary procedures stipulated in this bylaw will be applied against him.

Article (165):

- a. The minister forms a special committee in the department to look into grievances and determines in this decision to form its tasks and powers.
- b. The grievance is inspected or investigated through transparent and documented procedures, based on objective clues and evidence.
- c. The committee shall submit its recommendations to the minister if the Secretary-General is part of the grievance to take the appropriate decision regarding the grievance, and the committee shall submit its recommendations to the Secretary-General, in other cases, to refer the case to the Minister to take the appropriate decision.
- d. The department must inform the complainant in writing of the result of the grievance within the specified period in article (166) of this Bylaw.

Article (166):

- a. Taking into consideration what is mentioned in article (163) of this bylaw, the grievance request shall be submitted in writing to the department within a period not exceeding ten working days from the date of the case or the decision being submitted to the grievance, and it shall be decided upon within a period not exceeding thirty days from the date of receiving it, and the grievance request may be submitted to the Minister, but it may be submitted to the Court if the grievance is not answered within thirty days from the date of its submission.
- b. The Bureau shall inspect or investigate the grievance referred to it, if necessary, and submit its recommendations to the minister to take the appropriate decision thereon.
- c. Subject to the provisions of paragraph (a) of this article, the Grievances Committee shall consider the submitted objections under the provisions of article (75) of this Bylaw, and decide upon them within ten working days from the day following their receipt.

Chapter XVIII

End of service

Article (167): The employee's service ends in any of the following cases:

- a. Accept resignation.
- b. Expiration or termination of the contract period.
- c. Losing the job.
- d. Lack of health fitness.
- e. Dismissal of service.
- f. Impeachment.
- g. Reaching the legal age to end the service, provided that the provisions of this bylaw and the civil retirement law are observed.
- h. Losing Jordanian nationality.
- i. Discharged from service.
- j. Termination or exemption from service.
- k. Referral to retirement or suspension.
- l. Death.

Resignation

Article (168):

- a. The resignation submitted by the employee shall be in writing and unconditional also submitted to the competent authority to decide to appoint the equivalent in the grade and the basic salary, and if the acceptance decision is not issued within thirty days from the date of its submission, it will be considered rejected.
- b. The employee must continue to perform his job duties until he receives the decision to accept his resignation or reject it, otherwise, he will be considered as losing his job according to the provisions of this bylaw.
- c. According to the provisions of paragraph (a) of Article (139) of this Bylaw, it is not permissible to accept the employee's resignation if he is obligated to work in the civil service for any reason.
- d. The employee may request to withdraw his resignation before the approval decision is issued, and the competent authority, in this case, may accept or reject the request to withdraw the resignation.
- e. If the department had the intention to accept the employee's resignation and it was found that the employee who submitted the resignation request had completed the accepted service for retirement or suspension, the resignation shall be returned to indicate his desire to amend his request to get retirement or suspension as the case may be, and if he insists on the resignation request, his resignation will be considered under the provisions of this bylaw.
- f. Subject to the provisions of this bylaw, a resigned employee who is subject to the provisions of the Civil Retirement Law shall be entitled a basic monthly salary for each of the first ten years of

service, and the basic salary of a month and a half for each year of service over the first ten years.

Expiration or termination of the contract period

Article (169): The contractual employee's service ends according to the following:

- a. If the contract period has expired and it has not been renewed.
- b. Upon the achievement of the project on which he is assigned or his allocations are exhausted, or when the employee's secondment or leave ends after returning to resume his work in the department.
- c. If his service is finished or terminated under the terms of the contract or any of the service termination cases stipulated in this bylaw.
- d. If the department intends to not renew the contract of the employee who is appointed to a job according to a category and grade contract, due to his job behavior and his poor performance evaluation, the department must inform the employee of its unwillingness to renew his contract before (30) days from the date of the contract's end.

Losing the job

Article (170):

- a. The employee is considered to be losing his job in any of the following cases:
 1. If a decision is made to transfer, assign or entrust him, or a decision is issued to transfer him to another position and the transfer, assignment or the entrustment decision has not been implemented and the work has not actually commenced in the job, department or authority that he has transferred, assigned or entrusted to for a period of ten consecutive working days from the date specified in the decision.
 2. If he was absent from his job without legal leave or without a legitimate excuse or stops, or refrains from performing his duties effectively for ten consecutive or separate working days during the year.
- b. The decision shall be taken to consider the employee lost his job by the minister upon the recommendation of the committee, and the decision shall be considered effective from the first day that the employee was absent, stopped, or abstained from work if the period was consecutive and from the completion date of this period if it was separated, as appropriate.
- c. The employee who has been deemed to have lost his job under the provisions of this article may object on the decision within ten days from the date of his notification by publication in one local daily newspaper, and to submit the objection, including the reasons on which he relied, to the reference who issued the decision, and if he is convinced with the reasons stated therein, he shall cancel his decision and return the employee to his position.
- d. The employee who has been deemed to have lost his job under the provisions of this article may apply for appointment by competition for a position in the civil service in accordance with the provisions of this bylaw, provided that at least two years have passed since he lost his job and has obtained a decision from the president of the bureau to approve applying to work in the civil service.

Dismissal of service

Article (171): An employee shall be dismissed by a decision of the competent authority if three different penalties are imposed on him of the disciplinary penalties stipulated in items (3) to (6) paragraph (a) of article (142) of this bylaw, and he may not be allowed to apply for appointment by competition for a position in the civil service under the provisions of this bylaw, except after at least three years have passed since the decision to dismiss him and has obtained a decision from the president of the bureau to approve applying to work in the civil service.

Impeachment

Article (172):

- a. The employee shall be Impeached in any of the following cases:
 1. If he is convicted by a competent court of any felony or misdemeanor involving moral turpitude, such as bribery, embezzlement, theft, forgery, abuse of trust, career investment, false testimony, or any other crime against public morals.
 2. If he is sentenced in custody for a period of more than six months for committing any crime or misdemeanor other than that stipulated in item (1) of this paragraph.
 3. If a decision is issued by the Disciplinary Council to Impeach him.
- b. In any of the cases stipulated in items (1) and (2) of paragraph (a) of this article, the employee shall be deemed impeached from the date the judgment acquires the final degree.
- c. In all stipulated cases in paragraph (a) of this article, the employee must be notified of any available means of the procedures taken against him by the competent authority within a week from the date of the department's knowledge that the judgment has acquired the final degree or the date of the final decision.
- d. It is not permissible to reappoint the employee who has impeached from work in any of the departments, however, with the approval of the President of the Bureau, it is permissible to allow the employee who has impeached according to the provisions of item (2) of paragraph (a) of this article, or whoever is covered by the general amnesty or re-considered to apply to work in the civil service.

Termination of service for the employee who is subject to social security

Article (173):

- a. 1. The employee who is subject to the Social Security Law shall be terminated by a decision of the Cabinet for the employee of the highest category, and by a decision of the Minister based on the recommendation of the Secretary-General of the employee from other categories if he completes the employee's sixty years of age and fifty-five for the female employee, however, it is permissible to extend the employee's service year by year for a period not exceeding five years by a decision of the Cabinet based on the minister's recommendation for the public interest, but if the extension is to complete the period of the employee's obtaining of the retirement salary, then this will be by a decision of the Cabinet for the employees of the higher category and by a decision of the Minister based on the recommendation of the Secretary-General to the rest of the employees.
2. Any person who exercises the powers of the working minister or receives his salary according to the provisions of this bylaw or any other legislation shall be excluded from the provisions of

the age stipulated in item (1) of this paragraph and the Civil Retirement Law or any other legislation.

- b. The designated reference authority may terminate the service of the employee who is subject to the Social Security Law based on his request or without his request if he completes the conditions for obtaining early retirement under its provisions and upon the recommendation of the committee.
- c. After the end of the extension period referred to in paragraph (a) of this Article, the Council, upon the recommendation of the Minister of Health, may extend the service of specialist doctors working in technical matters in hospitals and health centers of the Ministry of Health and Prince Hamza Hospital annually for a period not exceeding five years.
- d. After the end of the extension period referred to in paragraph (a) of this Article, the Council may, upon the recommendation of the Minister of Awqaf, Islamic Affairs, and Holy Places or the Supreme Judge, extend the services of employees working in either of the two departments in Jerusalem under the period prescribed for the termination of the employee services under the legislation in force in Jerusalem.

Losing Jordanian nationality

Article (174): The service of an employee who has lost his Jordanian nationality for any reason is deemed terminated as of the date of the loss of his nationality.

Discharge from service

Article (175):

- a. If the business interest requires restructuring the department, merging it with others, removing it, removing an administrative unit in it or one of its departments, or reducing the number of employees in any of them, a committee shall be formed by a decision of the Prime Minister headed by the competent minister or the minister who is appointed by him and the membership of the General-Secretary of the Bureau and General Director of the General Budget Department to study the conditions of redundant employees and take the appropriate decision in this regard, provided that the following considerations are taken into account, as appropriate:
 1. Transfer the employee to another position in the same department or to another department.
 2. Refer the employee to retirement or suspension if he completes the acceptable period for that.
 3. If the employee cannot be transferred to any other entity, he will be discharged by a decision of the Cabinet upon the recommendation of the formed committee under the provisions of this paragraph.
 4. In all cases, the employees who are subject to the Civil Retirement Law who have not completed the acceptable period of retirement or to be suspended are transferred to positions in the same department or to another department, provided that those who are transferred are rehabilitated to a position that requires such qualification.
- b. in accordance with the provisions of item (3) paragraph (a) of this Article, the discharged employee shall have the right of priority for appointment in the civil service in the position that commensurate with his qualifications and experience within six months from the date of his

dismissal, and he will lose this right if he refuses the job that he was offered to reappoint in which.

- c. The employee who has been discharged shall be paid an allowance equivalent to three quarters of his gross basic salary and allowances every month for six months from the date of his discharge.
- d. If the discharged employee is not reappointed after the period stipulated in paragraph (c) of this Article has passed, he will be paid the equivalent of his gross basic salary and his allowance for three months in addition to his other financial dues.

Referral to suspension

Article (176):

- a. 1. The Cabinet, upon the minister's recommendation, may refer the employee to suspension without his request, and the minister, upon the recommendation of the Secretary-General, may refer the employee to suspension at his request if the remaining period of his civil retirement salary entitlement does not exceed five years, and this period results in the completion of the prescribed period for retirement at the date of the decision to refer him to suspension.
2. The seconded employee to any company resulting from the privatization process may be referred to suspension in accordance with the issued instructions by the Cabinet for this purpose.
- b. The employee who is referred to suspension is deemed as retired and there is no need to issue a decision about that when completing the period of suspension.
- c. The suspension period is not calculated for the purposes of annual increase and promotion.
- d. If the employee is referred to suspension without his request, during the period of the suspension, he will be paid half of his basic salary with half of the living allowance and the full family allowance, but for the other allowances, he does not deserve any, and the pension returns of the basic salary of the employee are deducted before referring him to suspension.
- e. If the employee is referred to suspension upon his request, he does not receive any salaries or allowances during the period of the suspension, and he must pay the pension returns during the period of the suspension.
- f. 1. Notwithstanding what is stated in paragraph (a) of this article, the Cabinet may, upon the recommendation of the Minister, refer the employee who is appointed under a comprehensive contract that includes all allowances to suspension if the contract includes a condition that part of his basic salary is for retirement and the remaining period for his entitlement to civil retirement pension does not exceed five years and results to the completion of the prescribed period for retirement at the date of the decision to refer him to suspension.
2. The employee who is referred to suspension is considered under the provisions of item (1) of this paragraph is deemed to be retired, and no decision is required upon the completion of the suspension period.
3. The period of referring the employee to suspension who is appointed under a comprehensive contract that includes all allowances is not calculated according to the provisions of item (1) of this paragraph for annual increase and promotion.

4. If the employee who is appointed under a comprehensive contract that includes all allowances is referred to suspension under the provisions of Item (1) of this paragraph, then he will be paid during the period of the suspension by half of his basic salary of retirement, and the pension returns will be deducted from his gross basic salary of retirement before referring him to suspension.

- g. 1. It is not permissible to fill the vacancy of the employee who is referred to suspension.
2. Notwithstanding what is stated in item (1) of this paragraph, the Cabinet may fill the position of the employee who appointed under a comprehensive contract that includes all the allowances and referred to suspension in accordance with the provisions of item (1) paragraph (f) of this article if this employee is at the rank of Secretary-General or General Director or the like.
3. The provisions of Item (2) of this paragraph shall apply to the employees of the second group of the higher category.

The rights of the employee whose service has ended

Article (177): The employee shall be deprived of his financial rights if his service ends or terminated in any of the following cases:

- a. Impeachment.
- b. Losing the job.
- c. Losing Jordanian nationality.

Article (178):

- a. The employee is paid his financial rights under the provisions of this law and the relevant laws and regulations if his service ends or terminated in any of the following cases:
 1. Lack of health fitness.
 2. Dismissal of service.
 3. Reaching the legal age to end or terminate the service.
 4. Discharged from service.
 5. Referral to retirement or suspension.
- b. If the employee dies while in the civil service, his legal heirs will be given a compensation equal to the sum of the following amounts, including the housing difference allowance if he receives it:
 1. His gross salary for the month in which he died.
 2. His gross salary for another six months.
 3. His gross salary for the annual leave period that was due to him upon his death and did not use it, provided that the total does not exceed (60) days.
- c. What is stated in paragraph (b) of this Article does not affect any other rights that the deceased employee's legal heirs or dependents of his family members deserve, including their pension

rights or their rights in any social security fund.

Chapter XIX

General provisions

Article (179):

- a. Formation of Patent shall be organized for each employee on the prescribed form consistently with the established job formation table and shall be issued after the completion of all procedures stipulated in this bylaw in any of the following cases:
 1. When hiring an employee.
 2. When promoting him or modifying his position or basic salary.
 3. When changing the title of his job or its article in the job formation system.
 4. When being transferred from his job to another job if the transfer will lead to occupying a job that differs in its article from the other job's article to which he was transferred in the job formation table.
- b. In each Formation of Patent, the number of the chapter and the article under which the position is listed must be included in the job formations table, in addition to the decision number according to which the patent was issued and its date.
- c. The Secretary-General issues a formation patent for the employee's formations and copies are sent to each of the Bureau, the Audit Bureau, and the General Budget Department.
- d. In all cases, the job titles in the formations table must match the organizational structure in the department according to which the size of the cadres, their divisions, and their job titles are determined.

Article (180): Copies of the decisions regarding appointing and promoting employees, increasing their salaries, adjusting their conditions, transferring, assigning, seconding, entrusting of deputation in any job, granting them leave without pay, allowances, discipline, and termination or end of service for any reason, are sent to each of the Bureau, Audit Bureau and the General Budget Department.

Article (181):

- a. The Minister or the person who is exercising his powers shall be the main reference for the decisions related to the employees in the department and the other departments related to him so that the following shall be achieved:
 1. Optimizing the available human, financial and technical resources.
 2. The highest degree of efficiency and effectiveness in individual and institutional performance, and the use of modern management methods and approaches.
 3. Providing services at the highest level for the service recipients and activating the principle of accountability and transparency.
- b. Notwithstanding what is stated in articles (89), (92 / c), (94) and (110) of this Bylaw, the Minister may take the decision he deems appropriate.

Article (182):

- a. The Prime Minister may delegate any of the powers conferred to him under the provisions of this Bylaw to any relevant minister.
- b. The Minister may delegate any of the powers conferred to him under the provisions of this Bylaw to the Secretary-General or any of the department's senior officials in the center, governorates or districts.
- c. The Secretary-General may delegate any of the powers conferred to him under the provisions of this Bylaw to any of the department's senior officials in the center, governorates or districts.
- d.
 1. The president of any council or authority shall exercise the powers of the Minister that are established under the provisions of this Bylaw provided that the Prime Minister designates any Minister or whom he deems appropriate to exercise these powers in cases other than those mentioned.
 2. The Executive Manager of the Department shall exercise the powers of the Secretary-General established under the provisions of this Bylaw.
 3. The Minister shall designate a senior employee of the Department to exercise the powers of the Secretary-General prescribed under the provisions of this Bylaw in cases other than those mentioned in item (2) of this paragraph.
- e. In the Status of the entrusting powers based on placement, the administrative hierarchy shall be taken into consideration.
- f. All delegated powers are specific and written.

Article (183): Except the decisions issued by the Cabinet or the Prime Minister, if a decision is taken under this bylaw and it is found that this decision is in contrary to its provisions or is inconsistent with the system of job formation in ministries and government departments, the president of the Bureau should ask the competent authority to stop the procedures for implementing and correcting this decision, and that is within a period not exceeding two weeks from the date of the request of suspension.

Article (184):

- a. Taking into account not to assign the pregnant employee to carry out physical activities that are harmful to her health or pregnancy.
- b. The department may set a day per year to provide a community service anywhere in the Kingdom.
- c. The Department, within its role and social responsibility, may train newly graduated students in specialized activities and works upon their request and according to the capacity and capabilities of the department without its commitment to appoint them, and that is according to instructions issued by the Bureau for this purpose to be approved by the Council.

Article (185): Notwithstanding what is stated in any other bylaw, the provisions of articles (29), (33) and (34) of this bylaw do not apply to the employees whose affairs are organized according to their regulations.

Article (186): In accordance with the laws in force:

- a. The total salary of the full-time president of the bureau of any entity or authority should not exceed three thousand JD, and the total salary of the full-time member of the bureau of any entity or authority or the executive director of any public official institution subject to the provisions of this bylaw shall be two thousand and five hundred JD.
- b. None of the occupants of the jobs referred to in paragraph (a) of this article shall be paid any allowance not stipulated in items (1) and (2) of paragraph (a) of this article, whatever its name, type or amount, except for the family allowance and government representation bonuses in councils of public official institutions or public institutions, or companies that the government contributes to, or in its management, and companies that the Social Security Corporation contributes to, or the membership allowance or bonus in any committee, council, or body, provided that the meeting of any isn't in the official working hours, as well as any allowance or bonus in exchange of working outside the official working hours in other department, based on the approval of the competent authority in accordance with the provisions of this bylaw.
- c.
 1. It is stipulated that the sum of the annual bonuses and allowances mentioned in Paragraph (B) of this Article, which is paid to the incumbents of the jobs mentioned in Paragraph (A) of this Article, does not exceed (50%) of their total annual gross salaries, and amounts more than the specified percentage will be refunded to the treasury.
 2. The provisions of item (1) of this paragraph do not apply to the sums that the employee receives instead of working outside the official working hours according to the provisions of paragraph (h) of Article (69) of this bylaw.
- d. The provisions concerning to the employees of the second group of the higher category about working hours, leaves and penalties shall be applied to the incumbents of the jobs mentioned in paragraph (a) of this article.

Article (187):

- a. The conditions of the departments' employees to whom their employees' legislation was applied shall be reconciled under the provisions of this Bylaw and under instructions issued by the Council for this purpose, provided that the employee is granted a housing allowance if the gross salary that he receives under the special legislation exceeds his gross salary which is determined according to the provisions of this Bylaw.
- b. For the purposes of paragraph (a) of this Article, the housing allowance is intended to mean the difference between the specified gross salary under the provisions of this bylaw and the gross salary that the employee was receiving under private legislation, including the thirteenth, fourteenth, or fifteenth salary that was given as a salary or reward or incentive.
- c. If the employee's conditions are reconciled in accordance with the issued instructions for this

purpose, the determined housing allowance for him is considered final and not subject to be changed, taking into account the instructions of granting additional allowances that are issued in accordance with the provisions of this bylaw.

- d. The employee's housing difference allowance continues to be paid for the purposes of applying the provisions of this bylaw except in cases where the employee does not receive his basic salary and allowances or any percentage of them for any of the reasons stipulated in this bylaw, and the housing difference allowance is not deserved in the same proportion that was deducted from his basic salary and allowances.
- e. Notwithstanding what is stated in paragraph (d) of this Article, payment of the housing difference allowance will be stopped if the employee is transferred to another department at his request.
- f. Notwithstanding what is stated in this bylaw, the basic jobs that have special nature in each of the Integrity and Anti-Corruption Commission and the Audit Bureau are determined by a decision of the Cabinet.

Article (188):

- a. The end of service gratuity is paid to employees who were entitled to it under special legislation of their departments before the provisions of the amended bylaw of the civil service bylaw No. (52) of 2011 came into effect.
- b. The provident funds in force in the departments will continue to apply before the provisions of the amended bylaw for the civil service bylaw No. (52) of 2011 come into force that is issued in this regard.
- c. The health insurance agreements of the departments' employees which are subject to the provisions of the civil service bylaw may be renewed on 1/1/2012 by a decision of the Cabinet based on a joint recommendation from the Minister of Finance and the Minister of Health.
- d. The participation of employees in the established housing funds in the departments that were subject to the provisions of the civil service bylaw on 1/1/2012 is considered continued for the employees who subscribed to the housing funds before this date, provided that all the other related affairs to these funds are organized according to the instructions issued in this regard.
- e. Taking into consideration what is mentioned in paragraph (b) of this Article for the Cabinet and based on the recommendation of the Council, to issue special instructions regulating the establishment of solidarity or provident funds for civil servants.
- f. All matters related to critical jobs and their allowances are regulated by special provisions in the instructions of selecting and appointing civil servants and the instructions of additional allowances.

Article (189):

- a. Notwithstanding what is stated in Article (3) of this bylaw, the statutory judges, Sharia judges, the Central Bank of Jordan, official universities, the Economic and Social Association for Retired Servicemen and Veterans, and the diplomatic corps are excluded from applying the provisions of this bylaw.

- b. The Cabinet, based on the recommendation of the Council, may add or exclude any department from the application of the provisions of this bylaw.
- c.
 1. Notwithstanding what is stated in paragraph (a) of this Article and any other bylaw, the administrative and technical personnel are appointed in the official universities and official university hospitals through the applications for the appointment that are submitted to the Civil Service Bureau.
 2. A first category employee of the Bureau who is appointed by the President of the Bureau for the appointment procedures shall be added to the committee that is concerned of the appointment in the specified authorities in item (1) of this paragraph, and its meeting will be legal with the presence of the Chairman of the Committee and the representative of the Bureau and its decisions will be taken by the majority of its members.
- d. To implement the provisions of this bylaw, The Higher Council for Science and Technology and its scientific centers shall be treated exactly like the public universities and official university hospitals.

Article (190):

- a. The employees who are covered by the provisions of the Civil Retirement Law before 1/1/2012 and who are subject to any of the regulations outlined below are subject to the provisions of that law, provided that the pension funds are deducted according to the basic salaries that are subject to retirement determined in those regulations:
 1. Agricultural Credit Corporation Staff Regulations No. (83) of 1998.
 2. Jordan News Agency Staff Regulations No. (17) of 2010 regarding journalists 'employees.
 3. The service system for Mutassarifates, district administrators, and employees working in the Ministry of Interior from the fourth to the special grade, of the first category No. (70) of 2008.
- b. Any actual service of the employee in the department before 1/1/2012 is considered an actual service for him for all the specified purposes according to the provisions of this bylaw.
- c. The pension funds of the departments' employees who were subject to the provisions of this bylaw on 1/1/2012 and who are subject to the provisions of the Civil Retirement Law other than the departments stipulated in paragraph (a) of this Article are deducted according to the basic salaries that were subject to retirement before the provisions of this bylaw came into effect, provided that their basic salaries are higher than their deserved basic salaries under its provisions.

Article (191): Any case not provided for in this bylaw or any case not dealt with when conditions of employees are reconciled under its provisions shall be submitted to the Cabinet upon the request of the president of the council to issue the decision he deems appropriate regarding it.

Article (192):

- a. Taking into account the provisions of this bylaw, the staff regulations and instructions that were

applied in any department that was subject to the provisions of the civil service bylaw after 12/31/2011 are not applied.

- b. The allowance of improving the standard of living and the family allowance added to the employees who are subject to the provisions of this bylaw shall not be disbursed as of 1/1/2012 and prescribed under the system of the allowance of improving the standard of living and the family allowance that are added as No. (27) in 2009 and the instructions issued pursuant to it.

Article (193): The Civil Service System No. (82) in 2013 shall be canceled, provided that the instructions and decisions issued pursuant thereto shall continue to be applied until they are canceled, modified or replaced by others in accordance with the provisions of this bylaw.

