



# **Administrative Staff Manual**

**2023 – 2024**



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# MESSAGE FROM THE PRESIDENT\_

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University of Technology Bahrain would not have surpassed several transitions over the past few months without you. It is an exciting time for all of us as we rebrand and affirm the University's path toward new heights of excellence. Achieving change may mean playing the long game and thinking globally but acting locally. I am confident that through our concerted efforts, and the dedication that all of you have shown over a very challenging academic year, we will prevail.



With UTB's goals of diversifying programme offerings, promoting culture of cross disciplinary collaboration, pursuing high-impact research and innovation, and achieving academic excellence, your roles as UTB faculty and staff are paramount and vast.

As you engage in your everyday tasks, this manual acquaints you with your rights, policies, benefits, services, and resources for the efficient, effective, and ethical professional conduct of your responsibilities. Your hard work, commitment, ingenuity, and creativity to support our students and help sustain their academic progress is truly appreciated.

Let us continue to inspire students to learn and to achieve their dreams.

You have my very best wishes.

Sincerely,

**DR. HASAN ALMULLA**  
President\_



**THE UNIVERSITY\_**

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The University of Technology Bahrain is decisive and transformative in its quest for more academic recognition and unprecedented commitment to excellence. With its viable blueprint and commitment to continue to serve as a key player in economic development and growth, UTB offers market-oriented programmes namely: Bachelor of Science in Business Informatics, Bachelor of Science in International Business, Bachelor of Science in Accounting and Finance, Bachelor of Science in Computer Science, Bachelor of Science in Informatics Engineering, and Bachelor of Science in Mechatronics Engineering, Master of Business Administration, NCUK International Foundation Year IFY, Bachelor of Science in Environmental Engineering, Bachelor of Science in Informatics Engineering, Bachelor of Science in Mechatronics Engineering, Bachelor of Science in Information Technology in 3 Majors – Applications Development, Networking, and Cybersecurity and Data Analytics and Artificial Intelligence.

UTB's ambition is to become the leading university in business, science, and technological innovation. It offers bachelor and postgraduate programmes that are on par with the best universities worldwide, taking pride in its programmes that have sustained the rigorous scrutiny of national and international accrediting bodies.

The business programmes, under the College of Administrative and Financial Sciences, include the Bachelor of Science in Business Informatics, Bachelor of Science in International Business, and Master of Business Administration. All these have received full accreditation status from the European Council for Business Education (ECBE), an international organization that ensures that its accredited members satisfy the requirements of the European Higher Education set out in the Bologna Process and other European standards. Considering that the global economy is dependent on business opportunities at large and several startups are booming to date, the college also offers a Bachelor of Science in Accounting and Finance.

The College of Computer Studies offers a Bachelor of Science in Computer Science programme which is accredited by ABET (Accreditation Board for Engineering and Technology) CAC (Computing Accreditation Commission).



The college also offers a Bachelor of Science in Information Technology from which students can progress to one of the three (3) majors: Applications Development; Networking and Cybersecurity; and Data Analytics and Artificial Intelligence.

The engineering programme offerings under the College of Engineering are Bachelor of Science in Informatics Engineering and Bachelor of Science in Mechatronics Engineering. To train students in turning their hobby of keeping up with the latest advances in the field of information technology into a promising career.

In addition, the bachelor and postgraduate programmes, International Foundation Year programme, in collaboration with Northern Consortium of United Kingdom (NCUK), provide nine months of intensive skills training to international students. After completing NCUK International Foundation Year programme at UTB, students can progress to a wide variety of degree programmes in world-class universities in UK, USA, Canada, Australia, New Zealand and other popular study destinations.

Visually, the UTB identity has been created with students in mind, focusing on a youthful application and modernistic representation through the use of dynamic typography and vibrant color, and shall be reflected in all aspects of the university's identity, marketing, and communications.

The university advocates an innovative and a student-centered approach to teaching and learning, coupled with a holistic vision of education that aims to develop students to their full potential and make them ready and employable for the world of work.

UTB provides a holistic education through internationally accredited business, engineering, and computing programmes. Our learning model provides students with a flexible, blended, and integrated learning approach. Students are given opportunities to implement concepts and principles in real-life situations. Such an approach ensures the development of work-ready graduates.





Obtaining a degree programme from UTB ensures the university's commitment to conform or even surpass the threshold of academic standards. Through the collaborative efforts of all stakeholders, UTB is ready to respond to new opportunities and developments with a commitment to expand its academic programme offerings.



# VISION, MISSION, VALUES AND GOALS\_



## **Vision**

The University of Technology Bahrain will contribute to the advancement and application of knowledge and will have a transformative impact on the lives of learners and the society, whilst continuing to inspire students and the future generations to come.

## **Mission**

To contribute to the growth and sustainability of the economy and the expansion of human knowledge in business, science, and technology by fostering continuous innovation and excellence in education and research, strategic partnerships, international recognition, and entrepreneurial development.

## **Values**

- Excellence and quality
- Professionalism
- Creativity and innovation
- Growth and Development
- Commitment and engagement
- Collaboration
- Integrity

## **Goals**

- Maintain an effective governance and management model that promotes sustainable growth and efficient use of university resources and infrastructure.
- Diversify programme offerings in business, science, and technology that are responsive to the current and emerging socio-economic needs of the national, regional, and international market.

- Create a teaching and learning experience that promotes the culture of cross disciplinary collaboration, innovation, expansion of knowledge, and the development of 21st century skills.
- Pursue high-impact research and innovation through business and industry collaborations, and international linkages.
- Achieve academic excellence and leadership by maintaining local and international recognition.
- Enhance the culture of community engagement through a well-structured framework that serves and impacts the community.

# EMPLOYEE CLASSIFICATION\_



The employees in the University are categorized as academic and non-academic. The academic group consists of faculty members, Associate Deans/Department Heads, and Deans who are directly involved with academic matters. The non-academic group consists of the administrative officers and administrative staff who render support for the smooth operation of the University.

The non-academic employees are classified as follows:

### **1. Top Management**

It consists of officers who have the power or prerogative to lay down and execute management policies and/or hire, transfer, suspend, layoff, recall, discharge, assign, or discipline employees or to recommend such managerial actions.

The top management level includes the following positions:

- President
- Vice President for Academic Affairs
- Vice President for Administration and Finance
- Director for External Affairs and Community Engagement
- Senior Director for QAAD
- Director for Planning and Development

### **2. Supervisory and Managerial**

It consists of employees whose primary duties include the management or supervision of a specific department/office/unit where he/she is assigned.

### **3. Rank and File**

It consists of a) faculty members and b) administrative staff:

- a) A faculty member is responsible for providing effective and efficient teaching, learning, and assessment functions to students and ensures attainment of learning outcomes. He/she directs educational activities to

students in the form of regular class lessons, supervision duties, laboratory hours, and other activities that are relevant to the subject matter and which are in accord with the University's vision and mission.

- b) An administrative staff is responsible for rendering administrative support to the department to which he/she is assigned.

# ADMINISTRATION AND STRUCTURE\_





## **University President**

As chief executive officer of the University, the University President provides the overall administrative and educational leadership for UTB. He oversees the implementation of the University approved policies, procedures, plans, and programs that will ensure the attainment of the University's vision and mission.

The University President is vested with the authority to appoint the members of the University Council (UC), and heads of the academic and administrative offices in accordance with established policies and procedures for such office.

The President is the presiding and approving officer of the University Council.

The University President presents the budget to the Board of Trustees (BoT) for approval during its regular meeting and shall submit an annual report to the Board on the performance and condition of the University.

## **Vice President for Academic Affairs (VPAA)**

The VPAA is the Chief Academic Officer and provides leadership and coordination in the design, development, implementation, and evaluation of all matters relating to curriculum, instruction, research, and academic services through the different colleges, offices, and centers. The VPAA establishes academic linkages or partnerships with other educational institutions, groups, or academic associations.

The VPAA is UTB's chief academic officer and is responsible for setting the University's academic programmes, strategies, and priorities ensuring the superior academic reputation and image of the University subject to the approval of the University President. Further, the VPAA prepares and submits the proposed academic budget for the approval of the University President.

The VPAA is also responsible for all academic personnel (Deans, Associate Deans, Programme Heads, Department Heads, etc.) and academic support units (Research Center, Center of Innovation and Entrepreneurship, Teaching and Learning Center, General Education Center, and Faculty Development Office)

### **Vice President for Administration and Finance (VPAF)**

The VPAF oversees the financial and business operations of the University. The VPAF manages the financial operations of the University which include financial planning, financial analyses, handling of university investments (CAPEX), and provision of appropriate controls and reports for funds management, accounting, and payroll (OPEX). The VPAF also oversees the administrative operations of the university including Facilities Management, Finance, ICT Centre, Human Resource, and Purchasing.

### **Community Engagement (CE) Office**

The CE office through its different offices manages the communications and public relations, alumni affairs, and community engagement activities of the University. He/she handles all government relations, and the University's public relations and communications activities and oversees the development and implementation of CE activities. He also acts as the university spokesperson on all issues concerning the university and all its constituents.

### **Quality Assurance and Accreditation Department (QAAD)**

The head of the QAAD is responsible for the development, implementation, monitoring, and enhancement of the University's quality assurance procedures to ensure quality and excellence in the entire operation of the university.

### **Planning and Development Department (PDD)**

The head of the PDD has the main responsibility to prepare/coordinate the preparation of all the plans of the university; conduct and analyze all surveys and prepare their results for the concerned departments to prepare the improvement plans.

### **Marketing and Communications (MarCom) Department**

The head of the MarCom department is responsible for ensuring effective and focused communication of all university information that are released through internal or external communication channels. He/she manages and develops insightful content and information that could enhance the University's identity, reputation, and reach.

### **Deanship of Student Affairs (DSA)**

The DSA forms one of the most important pillars of UTB having a crucial role and impact on the educational process, accreditation, and international ranking. The DSA shall provide counseling, academic advising, referrals, academic tutoring, student activities planning, and sports and recreational programs to the admission office, registration office, and student services office. It provides support and resources for orientation, transition, retention, graduation, and pre-employment activities to better prepare UTB students both personally and professionally.

### **Research Council (RC)**

The head of the RC is responsible for providing research leadership through building and providing sufficient support that increases the internal and external research opportunities for faculty members, staff, and students. The responsibility includes developing a research agenda, implementing research strategic goals and initiatives, and acting as the nexus between the university and community concerning research initiatives of mutual benefits that will be necessary to enhance the research culture among students and staff.

### **Centre for Teaching and Learning (CTL)**

The head of the CTL is responsible for providing teaching and learning leadership through facilitating the development of teaching expertise and learner-centered approaches in teaching, supporting rigorous and thoughtful ongoing assessment and feedback to improve learning outcomes. The responsibility includes collaborating with academic departments and academic support units to promote a university-wide culture that values effective teaching and meaningful learning and support excellence, inquiry and innovation.

### **Centre of Innovation and Entrepreneurship (CIE)**

The head of the CIE is responsible for providing leadership and strategic planning efforts for all aspects of the UTB-CIE program and activities that offers opportunities for students, alumni, and the business community to channel their innovative spirit of entrepreneurship into action by providing services, professional networking and physical co-working space and facilities.

### **Library**

The librarian is responsible for managing the acquisition and development of library resources including print and non-print collections; manages the operation of library in providing efficient and effective library services; and strictly implements the rules and regulations in borrowing books.

### **Faculty Development Office (FDO)**

The head of the FDO provides oversight and monitoring of all forms of faculty development activities of the university through the Faculty Development Committee (FDC) of each College. This includes determining the appropriate support, resources, seminars, and training opportunities to facilitate the faculty's professional growth. The FDO is responsible for providing continuous improvement through a diverse range of faculty development programs designed to support teaching, leadership, and research.

## **Colleges and Centre**

UTB has three (3) colleges and one (1) centre. Each college is headed by a dean and supported by programme/department heads to deliver curricular programmes through the academic department.

- **College of Administrative and Financial Sciences**
  - Bachelor of Science in Business Informatics (BSBI)
  - Bachelor of Science in International Business (BSIB)
  - Bachelor of Science in Accounting and Finance (BSAF)
  - Master of Business Administration (MBA)
  
- **College of Computer Studies**
  - Bachelor of Science in Computer Science (BSCS)
  - Bachelor of Science in Information Technology (BSIT)
  
- **College of Engineering**
  - Bachelor of Science in Informatics Engineering (BSIE)
  - Bachelor of Science in Mechatronics Engineering (BSME)
  - Bachelor of Science in Environmental Engineering (BSEnE)
  
- **Centre for General Education**
  - International Foundation Year (in collaboration with Northern Consortium of United Kingdom – NCUK)

## **Admissions**

The admissions office serves as the first point of contact for new and prospective students, both undergraduate and graduate, who intend to enroll at the University. It is responsible for disseminating information to prospective students about the University and the admission process. Moreover, the office receives and evaluates the admission credentials of each applicant, determines the admission eligibility for these students, and informs them of their admission status.

In the case of transferring students from other colleges and universities, it evaluates, in conjunction with the colleges, to determine their transferability to the University.

### **Registration**

The registrar serves as the university's official custodian of student academic records and takes a leadership role in the accurate and efficient management of information and data including transcripts of records, award certification and authentications, enrollment certification, programme catalog production and registration for courses.

The registration office also serves as a point of contact with appropriate offices in the Ministry of Education. As the official repository of student records, the Office of the Registrar is responsible for the collection, administration, maintenance, processing, and distribution of information. As the official custodian for all the student academic records, the registrar determines the access and distribution of those records based on school policy.

### **Student Life Office (SLO)**

The head of the SLO is responsible for planning, organizing, and delivery of co-curricular and extra-curricular programs for students that enrich the quality of student services; conducts student discipline; and supervises Student Council and Clubs.

### **Alumni and Career Development Centre (ACDC)**

The head of the ACDC is responsible for identifying and liaising with external institutions to serve as partners in the implementation of the programs and services of the office.

### **International Education Unit (IEU)**

The head of the IEU is responsible for assisting international students in the following areas: securing student visas, looking for their accommodation, enrolment procedures, arrival at the airport, organizing activities for international students, assisting them with their university

concerns, ensuring the safety of the students, recommends international students for registration and communicates with the parents regarding the student.

### **Internal Audit (IA)**

The internal auditor conducts financial and operations audits, reviews and evaluates systems and procedures of the university.

### **Finance Department**

The head of the finance department is responsible for the coordination of the conduct of the external audit as well as all government or QA visits concerning accounting matters.

### **Human Resource Department**

The head of the HRD supervises and coordinates human resource activities such as manpower planning and recruitment, induction and orientation, training and development, personnel movements, salary and benefits administration, maintenance and records keeping, and implementation of HR programs and policies.

### **Information and Communication Technology (ICT) Centre**

The Head of the ICT centre oversees the implementation of the CIS and standard office software used in the University.

### **Procurement Department**

The head of the procurement department conducts a canvass of supplies, deals with the negotiations with suppliers and coordinates with the requisitioning department regarding their specific needs. They also monitor buyers' performance based on the suppliers' delivery, quality, pricing, and support service.

### **Clinic**

The nurse provides emergency nursing procedures for students and employees in case of illness or accident.

**Facilities Management Department (FMD)**

The head of the FMD is responsible for inspecting the physical conditions of the campus and its facilities; requisitioning the needed facilities and materials; planning and supervising construction/repair; and supervising and ensuring that support services are provided to staff and students.

**Security Unit**

The head of the security unit is responsible for maintaining a safe and secure environment by providing physical protection for university students, staff, and property.

**Cleaning Unit**

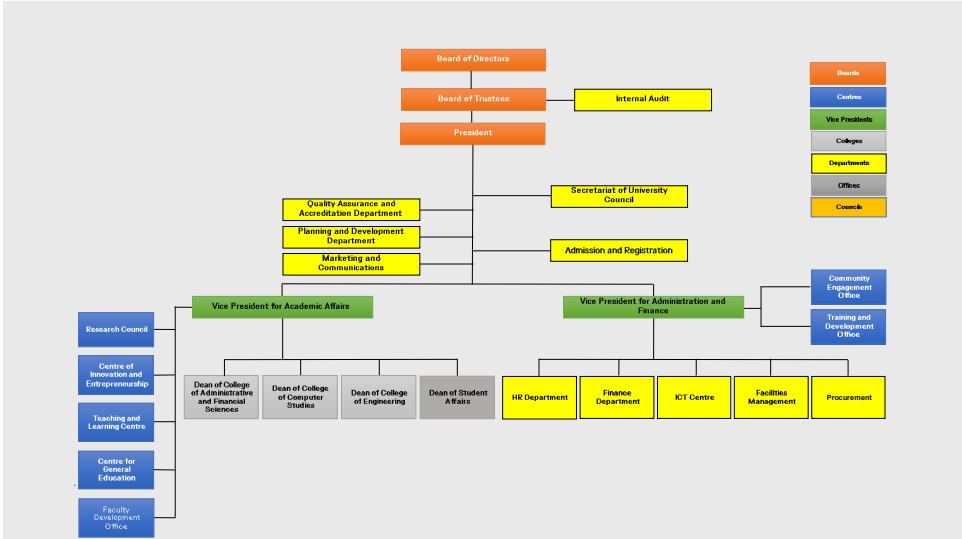
The head of the cleaning unit is responsible for monitoring the over-all sanitation and cleanliness of the campus and its facilities.

**Maintenance Unit**

The head of the maintenance unit is responsible for supervising the work of the maintenance staff in the repair of the building, equipment, and other facilities and other installations of machinery and equipment.







# HIRING REQUIREMENTS\_

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### **Manpower Requisition Form (MRF)**

Before any employee can be hired, an MRF shall be accomplished and processed from the originating department. MRF refers to an official form used by the Requisitioner, an employee authorized by the company, to request for new or replacement manpower.

It consists of general requirements, reason for request, manpower specifications and authorized signatories. When using an MRF, please be reminded that under the general requirements, the MRF must show the exact position, department, date needed and type of employment.

### **Pre-employment Requirements**

The following must be submitted prior to hiring any employee:

- Updated Resume with picture
- Duly accomplished and certified application form
- Authenticated Diploma and Transcript of Records
- Certificate of Employment from previous employers
- Certificates of Training, Seminars and Conferences
- Proof of records/publications
- Marriage Certificate (for married applicants)
- Child/Children Birth Certificate (if applicable)
- Professional Licenses (if any)
- Two (2) copies of 2x2 pictures with white background

### **Orientation Program**

New employees shall be given an on-the-spot orientation by the HRD upon reporting for duty and be scheduled for a university-wide comprehensive orientation.

### **Exclusive and Full-time Employment**

Employees are required to devote their whole time and attention to the university services and should not engage in any employment in any industry-related business or transactions.

# EMPLOYMENT STATUS\_

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All employees hired by the University shall receive their respective written appointment in their prescribed form duly signed by the appointing authority stating their job titles, duties and responsibilities, salaries, employment status, and other terms and conditions of employment. The nature or status of appointment in the University can be as follows:

- **Temporary/Casual**  
Employees hired only as temporary replacements for full time employees and whose period of employment is for the duration of the leave of absence they are substituting for
- **Contractual**  
Employees hired under the conditions of a contract either to work for the university and only for a limited period of time (i.e., two years contract, evaluated annually)
- **Probationary**  
Employees who for a period of time are being tested to enable the employer to ascertain their suitability for the job and qualifications to be regular employees.

# WORK SCHEDULE\_

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## Break time and Meal Periods

All non-academic employees are required to report for work from Sunday to Thursday from 8:00 AM to 5:00 PM. However, depending on the need of the department, reporting time may vary as in the case of the maintenance staff and other positions, whose work hours are scheduled by their immediate supervisor provided that approval from the President has been secured first and submitted to HRD for payroll attendance purposes.

All employees are expected to be at their designated post at the start of their official working hours.

AM Break	20 Minutes	<b>Muslim:</b> 9:40AM - 10:00AM <b>Non-Muslim:</b> 10:00AM - 10:20AM
Lunch Break	1 Hour	<b>Muslim:</b> 4:00PM - 5:00PM (in lieu of 1:00PM - 2:00PM) <b>Non-Muslim:</b> 12:00 NN - 1:00 PM
PM Break	20 Minutes	<b>Muslim:</b> 1:00PM - 1:20PM <b>Non-Muslim:</b> 3:00PM - 3:20PM

Employees must ensure that they are at their designated posts at the end of their official break periods. Over breaks will not be tolerated and corresponding deductions will be applied.

## No Loitering Policy

Employees are strictly prohibited from loitering and should stay in their properly designated working areas and perform their assigned tasks except during break-time periods or in case of personal necessity/emergency.

## Ramadan Schedule

8:00 am to 2:00 pm (6 hours)



## **Holidays**

The university observes all legal holidays and any special holiday declared by the government. The officers must always ensure the safety and security of university properties during holidays.

## **Suspension of Work**

In the event that work is suspended due to force majeure or as declared by the university, there being no work, employees shall be paid for that particular day/s.

Work may only be suspended upon the declaration of the various ministries of the Kingdom of Bahrain or during situations such as bomb threats, war and other related occurrences. In no way shall work be suspended just to accommodate a meeting. Those employees hired on a "no work, no pay" basis shall not be paid.

# EMPLOYEE ATTENDANCE\_

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Coming to work on time is a must in UTB. At the start of work hours, every employee is expected to be at the workplace, prepared and ready to begin an assigned task for the day. Employees should already be at the office on or before the designated reporting time so as not to be considered late.

### **Face ID Device**

The face ID records of the daily attendance of employees shall be the basis for the computation of salaries and wages. Employees are thus required to time in and out daily as well as to and from official business.

Upon hiring, employees are provided with a face ID number to be used to register the employees in the face ID machines for their login and logout.

In cases where the biometrics machine is out of order, employees are required to request for camera view through the MenaME application.

Employees who report one (1) minute or more from the official start of working time shall be considered late.

Employees who leave work one (1) minute or more from the official end of working time shall be considered undertime.

Employees with no face ID attendance for a particular day shall be marked absent.

### **Official Business (OB)**

All OB transactions shall be filed online through the MenaME application at least two (2) days prior to the actual date of OB. Employees will not be allowed to leave the university premises without required OB approvals.

In case an urgent OB is needed, filing shall be done within the day of the actual OB. Employees who are out on OB shall limit their time and activities to what is indicated in the OB. Any activity outside the stated purpose shall constitute gross dishonesty under the university's code of conduct.

### **Travel Order (TO)**

All employees who are required to perform OB transactions to attend conferences, seminars or trainings outside of Bahrain shall be required to file an online TO through the MenaME application.

Likewise, deployment, end of contract and availment of annual free airfare through the University expense shall also be covered by Travel Order.

The employee shall submit to HRD a hard copy of the travel order duly signed by the employee who will go on travel and his/her Immediate Superior. The HRD will route and process the travel order together with other pertinent documents for signature and approval of the HRD, the, VPAA (for academic employees only), the VPAF and the President.

# PAY POLICIES\_

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## **Salaries**

Salaries shall be paid to employees every 28<sup>th</sup> of the month in accordance with the approved payroll cutoff schedule.

## **Payroll Cut-off Period**

The attendance cut-off period as specified by the HRD shall be the basis of the attendance coverage for the monthly payroll of the employees. HRD shall disseminate the attendance cut off schedule and post the same in their bulletin board for the employees' reference.

All payroll documents must be submitted to HRD on the specified period of submission per cut off.

## **Bank Account Details**

All employees are required to submit their bank account details to HRD. Salaries shall be drawn from the bank account provided by the employees in an accredited bank in Bahrain.

## **Payroll Complaint**

Employees who have payroll complaints must observe the following:

1. Accomplish a Payroll Complaint Form.
2. Indicate the date of deduction and the amount deducted.
3. Attach the pay slip and other pertinent documents.
4. Submit all documents to HRD. Should the payroll complaint be valid, the deductions shall be reversed and released on the next payday.

# WORKING ATTIRE\_

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All employees are required to wear the prescribed working attire. The following working attire shall be observed:

Male	<ul style="list-style-type: none"> <li>• Suit</li> <li>• Arabic traditional thobe (For Muslims)</li> <li>• Jeans, sports shirts with a collar or equivalent, rubber shoes and slippers are not allowed.</li> </ul>
Female	<ul style="list-style-type: none"> <li>• Suit/dress/skirts, slacks and formal blouse with blazer</li> <li>• Formal footwear with at least one-inch heels</li> <li>• Mini-skirts, sleeveless tops, jeans, rubber shoes and slippers are not allowed.</li> </ul>
Maintenance Staff Security Guards	<ul style="list-style-type: none"> <li>• Jeans and sport shirts with a collar or uniform shirt</li> <li>• Prescribed company uniforms</li> </ul>

Aside from the prescribed dress code, employees are required to observe good grooming and proper hygiene. Employees who are not wearing the proper working attire shall be refused entry and shall be marked absent (without pay) for the day.

Employee ID cards should always be worn when inside the university premises. All employees shall be issued individual ID cards and are required to always wear them when inside the university premises. The “No-ID-No-Entry” policy shall be strictly implemented. Security guards shall not allow employees to enter the university premises without wearing their employee ID card.

In case of loss of ID, an affidavit of loss, letter of request for replacement of ID Card and receipt for payment of BD5 paid through the cashier should be submitted to HRD for processing of the ID request.



# PERFORMANCE EVALUATION\_



The Performance Appraisal System for Non-Academic (PASNA) is the performance evaluation instrument for Non-academic employees.

It consists of two (2) parts:

- Part 1 (70%) measures performance based on critical performance areas or key results area.
- Part II (30%) measures the work behavior or attitude of the employee such as initiative, reliability, attendance, personality and human relations, integrity, etc.

Employees shall be appraised on a periodic basis on their current performance based on the job requirements of their position.

The PASNA result may be used for the renewal or non-renewal of contract, promotion and salary adjustment.

Computations of scores are as follows:

<b>Part 1</b>	$\frac{\text{Total Score for JPf and JPr} \times 0.7}{\text{Number of Rating Factors}}$
<b>Part 2</b>	$\frac{\text{Total Score} \times .03}{\text{Number of Factors}}$
<b>Overall Score</b>	Part 1 + Part 2

Note: JPf = Job Performance  
JPr = Job Productivity

The computed scores should be matched against the table below:

Score Range	Performance Rating	Equivalent
4	Greatly exceeds standards	Outstanding
3 < 4	Above standards	Very Satisfactory
2 < 3	Meets standards	Satisfactory
< 2	Below standards	Poor or Failed

# PROMOTION AND SALARY ADJUSTMENT\_



## **Promotion**

An employee who demonstrates outstanding ability, diligence and professional competence is given every opportunity to advance towards a more responsible and better paying job within the university.

The immediate superior shall evaluate and may recommend an employee for promotion. The concerned employee shall undergo 3 months nomination period.

The employee being nominated for promotion must have an outstanding performance, must not have been subjected to disciplinary action and no negative findings by the HRD and Audit to be confirmed of the new position.

Upon approval of the confirmation to the new position, a corresponding salary adjustment shall be implemented.

## **Salary Adjustment**

This means increase in basic pay by virtue of a new minimum wage as mandated by law; or a new plantilla adopted by the university, provided the employee meets the corresponding new criteria set by management.

Salary adjustment shall not require a nomination period and shall take effect on the date specified by management.

# TRAINING AND DEVELOPMENT\_



The university recognizes the importance of training and development as a tool for optimizing employee productivity and morale. The university, through the HRD, shall prepare a comprehensive annual training and development plan based on the result of the Training Needs Assessment which is conducted on an annual basis.

The HRD conducts an all year round set of in-house regular courses and programs on values formation, skills aspects, and current developments in the performance of administrative functions and services to address gaps in knowledge, skills and attitudes. Special courses and programs offered by external agencies can likewise be availed upon request by those who have specific training requirements.

Upon nomination to a training course sponsored by the university, the employee participant is required to sign an agreement that he/she shall:

1. continue to serve the company for a minimum period commencing on the first working day after the seminar;

Computation of the exact work service contract is derived as follows:

Work Service Formula (WSF)	=	$\frac{\text{training cost (direct + live-in expenses)} + \text{substitution cost (for faculty only)}}{+ 6 \text{ months}}$ Xpotential worth/training impact factor*
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The amount to be refunded shall be twice the amount of the seminar fee for failure to meet the exact return service requirement.

2. submit a written report on the coverage of the seminar within 10 days after the seminar; and
3. return the original copy of training materials to the university library within 10 days after the seminar.

\*Potential Worth/Training Impact

<b>Impact</b>	<b>Points</b>	<b>Parameter (Work)</b>	<b>Parameter (Education)</b>
<b>Excellent</b>	2.00	Improves decision making, managerial/ supervisory skills	Related to background/work; builds new knowledge
<b>Very Good</b>	1.75	Improves analytical skills, coordinative, human relations	Related to background/work; updates knowledge
<b>Good</b>	1.50	Improves language, communication and organizing skills	Related to background review
<b>Satisfactory</b>	1.25	Improves mechanical skills, general office administration skills	Not related to background/general education

# RELATIONSHIP WITH SUPERIOR AND CO- EMPLOYEES\_





Employees are expected to give due respect to their superiors by recognizing their authority and to get along with their co-employees by following basic rules on courtesy and proper office decorum.

To maintain harmonious working relationships, employees must refrain from quarrelling. Any misunderstanding or differences should be settled in a peaceful and civilized manner, and if necessary, with the intervention of supervisor or department head.

**USE OF UNIVERSITY  
PROPERTY AND  
OBSERVANCE OF  
SAFETY MEASURES\_**



## **Use of Company Property**

Use of university property for personal and other reasons than for which it was intended is prohibited. Willful destruction of university property will not be tolerated by the management.

In the event of loss or willful destruction, the employee concerned must reimburse the same at full replacement value. No property shall be removed from the university premises without securing a gate pass duly signed by the designated manager.

For transfer of property within the same building or to another building for the same purpose or users as originally intended, the FMD head and VPAF are the designated approving officers.

For air-conditioning units and computer equipment and peripherals, only the President can approve the gate pass for transfer.

No personally owned property by employees is allowed to be brought into the university premises unless it is registered at the gate.

Employees who are not assigned nor authorized to operate machines are prohibited to operate machines or tamper with such machines.

Employees are required to put out lights, air-conditioners and other electrical equipment and machines before leaving their work area during departure time.

## **Use of Company Telephone**

Telephone etiquette and courtesy must always be observed. Phones should be picked up promptly, on the first ring if possible and not to exceed the third ring.

An employee should answer the phone with the appropriate greeting and by identifying his/her name and department or section.

Personal calls during office hours are prohibited unless the matter is urgent in nature.

### **Use of Corporate Email**

The university considers email as an important means of communication and recognizes the importance of proper email content and speedy replies in conveying a professional image and delivering good customer services. Users should take the same care in drafting an email as they would for any other communication.

The university grants email accounts to all employees to support its aim of increasing productivity using technology. Employees are expected to ensure the proper use of the university email system. All messages distributed via the email system are the university's property.

Employees must have no expectation of privacy in anything that they create, store, send or receive via the university's email system. Emails can be monitored without prior notification if the university deems this necessary.

If there is evidence that employees are not adhering to the guidelines set in this policy, the university reserves the right to take disciplinary action, including termination and/or legal action.

It is strictly prohibited to:

1. send or forward emails containing libelous, defamatory, offensive, or obscene remarks;
2. forward a message or a copy of a message or attachment belonging to another user without acquiring permission from the originator first;
3. send unsolicited email messages or chain mail;
4. forge or attempt to forge email messages, or disguise or attempt to disguise identity when sending mail; and
5. use email for personal purposes.

## **Observance of Safety Measures**

All employees must observe safety precautions not only for the protection of the university property but also for their own personal protection. Accidents, injuries, or illness inside the university premises, no matter how slight, should be reported immediately to the HRD or the department concerned. Employees are expected to be on guard against fires. As such, any sign of fire, no matter how small, must be reported immediately to the VPAF.

## **Observance of Security Measures**

The university employs security guards for round-the-clock duty within its premises. In this regard, the security guards are being given authority to strictly implement the following preventive security measures:

1. Compulsory wearing of employee ID cards within Company premises
2. Screening of guests and visitors, whether official or personal and not allowing them to enter the work areas including separated employees (resigned, terminated) and those placed under preventive suspension unless with clearance from HRD
3. Strict screening and recording of property brought in and out of the office

For security of records and documents, all employees shall leave their work area at the end of each working day clean of any paper or document. All documents/records must be properly kept in locked cabinets. Keys to lockers must be in custody of authorized personnel only of each respective department and taking documents from the cabinets must be authorized and monitored by each respective department. Announcements should be posted on bulletin boards.

## **No Smoking Policy**

Smoking within the university premises is strictly prohibited as all offices are declared as a “NO SMOKING ZONE”. Violators shall be subjected to disciplinary action based on the university’s Code of Offenses.

# EMPLOYEE BENEFITS\_



## **Social Insurance Organization (SIO) Benefit**

The amounts of contributions are set by the SIO as a percentage of the gross monthly salary as follows:

For Bahrainis:       7% – employee’s share  
                          12% – company’s share

For Expatriates:    1% – employee’s share  
                          3% – company’s share

## **Leaves**

- **Vacation Leave (VL)**

Employees who complete one year of continuous service at UTB are entitled to thirty (30) days vacation leave with full pay.

Employees are required to schedule the dates of their vacation leave through the Vacation leave Plan per academic year to be submitted by the Department Head at least two (2) months after the start of the AY and must be approved by the President and submitted to the HRD office for payroll purposes.

The vacation leave must be filed online using the HRMS at least two (2) days prior to the date of leave.

Late filing of vacation leave will not be accepted by the system and will be deducted from the salary of the employee.

- **Sick Leave (SL)**

Employees who completed three (3) months of full-time service in the University are entitled to:

- Fifteen (15) days sick leave on full pay
- Twenty (20) days sick leave on half pay
- Twenty (20) days sick leave without pay

The entitlement of the employee to sick leave on full or partial pay may be accumulated for a period not exceeding 182 days. If the period of absence of an employee due to sickness exceeds the sick leave entitlement, the excess may be deducted from the annual leave.

The sick leave must be filed online on the first day of reporting for duty using the HRMS and must be accompanied by a medical certificate if the leave is for a period of more than three (3) days. The medical certificate should also be uploaded in the HRMS.

Late filing of sick leave will not be accepted by the system and will be deducted from the salary of the employee.

- **Maternity leave**

A female employee shall be entitled to maternity leave on full pay for sixty (60) days which shall not be deducted from her annual leave provided she produces a medical certificate attested by the Ministry of Health stating the expected date of her confinement. Such maternity leave shall include the period before and after confinement. Further, she may have additional leave without pay for fifteen (15) days.

- **Other Types of Leaves**

Employees shall be entitled to a 3-day leave on full pay in the following circumstances:

- In the event of marriage only once.
- Death of spouse or one of his relatives to the fourth degree of relationship
- Death of spouse's relatives to the second degree of relationship

An employee is entitled to leave for one day on full pay upon the birth of their own child.

Appropriate leave must be filed through the HRMS, and the employee must attach the required document(s) to establish the facts relating thereto.



**Degree of relationship according to  
Article 63 of the Labor Law No. 36 of 2012**

Employees shall be entitled to 3 days leave in the event of the death of their relative to the fourth degree.

<b>First degree</b>	<b>Second degree</b>	<b>Third degree</b>	<b>Fourth degree</b>
Mother and Father	Grandfather and mother	Parents of grandfather and mother	Great grandfather and mother
Son and Daughter	Brother and Sister	Maternal and paternal uncle	Uncle and aunt of employee's parents
	Grandchild	Son and daughter of sister and brother	Maternal and Paternal uncle of employee's parents
		Son and daughter of grandchild	Grandchild of sister and brother
			Son and daughter of maternal and paternal uncle

An employee shall be entitled a death leave of 3 days on the death of his/her spouse's relatives to the second degree of relationship.

<b>First degree</b>	<b>Second degree</b>
Mother and father	Grand father and mother
Son and daughter	Brother and sister
	Grand child

### **Medical Insurance**

Employees are entitled to health benefits provided by accredited government health centres and hospitals.

### **Education Benefit (EDUCA)**

Full-time employees of UTB including their spouse and children under 21 years of age may avail themselves of the privilege to study at UTB. This is on the condition that the employee or his/her dependent satisfies the admissions requirement of the university. The amount of discounts extended to the employees or his dependent(s) as follows:

<b>With at least 1 year of Full-time service with UTB</b>	<b>% of EDUCA Availment</b>	<b>Length of RSA</b>	<b>Terms</b>
1 Year	50%	For dependents: w/ 12 months of RSA for every dependent  For employee: 2 years RSA upon completion of degree	Remaining 50% will be paid in cash

\*Discount on total fees (including tuition fees, laboratory fees and miscellaneous fees)

Registration and other fees will be paid by the UTB employee during enrollment.

### **Return Service Agreement (RSA)**

Upon approval of the EDUCA application, an employee must sign a Return Service Agreement (RSA) with the university. This means that the employee must continue his/her employment with the university for a period specified in the RSA.

The employee and the dependent must satisfy the academic requirements of the courses/programmes they are enrolled in to continue to enjoy the benefit.

**Housing Allowance**

The university will provide housing allowance for all full-time expat employees except expat housewives (under the sponsorship of their husband) or housewives of Bahrainis. The amount varies with the rank of the employee.

**Transportation Allowance**

Transportation allowance is provided to full-time employees. The amount varies with the rank of the employee.

**Annual Air Passage for Expatriates**

After completing one year of continuous service, full time expatriate employees are entitled to annual leave and airline tickets to the country of origin/permanent residence. Tickets are economy class and based on the most economical route. Arrangements for the airline tickets can be made at the HRD Office. These tickets are not convertible to cash.

**Leaving Indemnity**

Full-time expatriate employees who have completed at least one (1) year of continuous service shall enjoy leaving indemnity in accordance with the provision of Chapter14: Termination of a Contract of Employment and Article 116 of Law No. 36 of 2012 of the Labour Law for the Private Sector.

# RENEWAL AND TERMINATION OF CONTRACT\_



### **Basis for Renewal of Contract**

1. PASNA rating of 2 < 3 = Satisfactory - up
2. Did not exceed allowable tardiness and absences for no valid reason
3. No outstanding and un-liquidated cash advances from the accounting office
4. No outstanding and unresolved Notice to Explain or unserved sanction or pending behavioral case filed in the HRD office
5. Physically fit based on medical certificate

### **Basis for Non-renewal of contract:**

1. PASNA rating of <2= Poor/Failed
2. Exceeded allowable un-excused absences or tardiness
3. With unliquidated cash advances and unresolved and pending disciplinary or behavioral case in the HRD office

### **Letter of Intent to Renew or End a Contract**

An employee who wishes to renew his/her employment contract must submit a letter of intent to renew his/her contract at least one month before the end of the existing contract.

Similarly, an employee who does not wish to renew his/her contract must submit a letter of intent not to renew it at least 30 days before the end of the contract.

### **Termination prior to end of contract**

The university may terminate the contract of an employee:

1. if the employee is found guilty of dishonesty, gross personal or professional misconduct, or willful neglect of duty;
2. if he/she is convicted of a criminal offense;
3. if after adequate warning notice issued, he/she still fails to attend diligently to his duties as determined by his/her immediate superior; and
4. if he/she is absent without authorization for more than one (1) week immediately following a leave; or for any continued material breach of the terms of his/her contract.

## **Resignation**

An employee's service may be terminated through voluntary resignation which should be submitted to the appropriate department head and the President at least one (1) month from the date of effectivity of the resignation subject to all pertinent provisions under the contract.

Expatriates who are leaving the university voluntarily through retirement or resignation are eligible for payment of indemnity according to Bahrain Labour Law.

# RESTRICTIONS, CONDUCT AND DISCIPLINE\_

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Any employee who commits an offense against the University, its property or its personnel, is subject to disciplinary action. Disciplinary action which may include written reprimand, suspension and dismissal for a just or authorized cause provided by law or University regulation is dealt with in accordance with the provisions of existing labor laws and its implementing rules.

### **Guidelines**

1. Every employee shall support the management by strictly adhering to the university's policies and regulations.
2. Immediate superiors shall ensure that their staff are aware and will follow the codified penalties for policy violation.
3. Policy violations are categorized as light, medium/intermediate, serious, and very serious depending on the gravity of the offense as provided herein.
4. The Employee Disciplinary Tribunal may recommend reducing or increasing the penalty depending on the mitigating or aggravating circumstances of the offense as it affects:
  - a. the smooth operation of the university;
  - b. the harmonious interpersonal relationships of management, its employees, and students; and
  - c. the contract of employment entered into by the university and the employee concerned.

The circumstances that may qualify the infliction of penalties include: the extent or amount of loss or damage or injury to persons; the gravity or seriousness of the offense; and the manner and circumstances of its commission.

5. No employee shall be meted with disciplinary action without just cause and without being afforded due process.



Following are the guidelines for the observance of due process:

- a. Notice of investigation must clearly indicate all pertinent details. Everybody is required to comply with the standard forms for investigations.
  - b. Proof of receipt of the notices should be secured and attached to the decision on the case.
  - c. Compliance with the two-notice rule regardless of the basis of termination should be strictly observed.
  - d. Whether the cause of termination is due to law or contract, compliance with the procedural requisites of due process is still required.
  - e. Furnish a copy of all termination cases to the legal department as an exercise of prudence and for them to render proper advice to the President.
6. All violations have corresponding penalties as stated in the codified penalties of the university.
  7. Ignorance of the code excuses no one.
  8. Penalties are served through a 6-month moving calendar-cleansing period. Offenses committed within the moving 6-month period will be reckoned from the date of the latest offense, which will serve as the starting point/reference for counting the number of offenses during the 6-month period.
  9. In contrast, a calendar year period is reckoned on the year an offense is committed and not based on the date the last offense was committed.
  10. Offense not specifically described herein shall be dealt with on a case-to-case basis.
  11. This code or any provision hereof may be modified, revised and amended as future conditions may warrant improving its implementation.
  12. The aforementioned penalties shall be without prejudice to prosecution of civil and or criminal actions in court or administrative agencies.

The disciplinary regulations applicable on facilities subject to the provisions of the labor law No. 36 of 2013

Type of Violation	Penalty and Rate of Deduction from the Daily Wage				Remarks
	1 <sup>st</sup> time	2 <sup>nd</sup> time	3 <sup>rd</sup> time	4 <sup>th</sup> time	
<i>Violations related to working hours</i>					
Late arrival to work up to 15 minutes without permission or acceptable reason if other employees were not late consequently	Verbal warning	Written warning	5%	10%	
Late arrival to work up to 15 minutes without permission or acceptable reason if other employees were late consequently	Verbal warning	Written warning	25%	50%	
Late arrival to work more than 15 minutes and up to 30 minutes without permission or acceptable reasons if other employees were not late consequently	Written warning	15%	25%	50%	
Late arrival to work more than 15 minutes and up to 30 minutes without permission or acceptable reasons if other employees were late consequently	Written warning	50%	75%	Full day	

Type of Violation	Penalty and Rate of Deduction from the Daily Wage				Remarks
	1 <sup>st</sup> time	2 <sup>nd</sup> time	3 <sup>rd</sup> time	4 <sup>th</sup> time	
Late arrival to work more than 15 minutes and up to 60 minutes without permission or acceptable reasons if other employees were late consequently	25%	50%	75%	1 day	
Late arrival to work more than 15 minutes and up to 30 minutes without permission or acceptable reasons if other employees were not late consequently	30%	50%	75%	2 days	
Late arrival to work more than one hour without permission or acceptable reasons if other employees were not late consequently	Written warning	Full day	Two days	3 days	In addition to late hours deduction
Leaving work before time without acceptable reason for period not exceeding 15 minutes	Written warning	10%	Quarter day	1 day	
Leaving work or leaving before time without permission or acceptable reason for period exceeding 15 minutes	Written warning	10%	25%	1 day	In addition to deduction of late period

Type of Violation	Penalty and Rate of Deduction from the Daily Wage				Remarks
	1 <sup>st</sup> time	2 <sup>nd</sup> time	3 <sup>rd</sup> time	4 <sup>th</sup> time	
Staying at work or returning to it without justifiable reason	Written warning	10%	25%	1 day	
<i>Violations related to work organization</i>					
Leaving work from a place not specified for exit	Verbal warning	Written warning	15%	25%	
Receiving non-staff visitors without permission from the management	Verbal warning	Written warning	15%	25%	
Eating at a time and place not prepared for that purpose	Verbal warning	Written warning	15%	25%	
Sleeping during work	Verbal warning	Written warning	25%	50%	
Using the phone for personal purposes without permission	Verbal warning	Written warning	25%	50%	
Loitering or workers not in their locations during working hours	10%	25%	50%	1 day	
Tampering with attendance record	25%	50%	1 day	2 days	
Disobeying normal order related to work	25%	50%	1 day	2 days	
Not implementing instructions related to work provided that these instructions are	25%	50%	1 day	2 days	

Type of Violation	Penalty and Rate of Deduction from the Daily Wage				Remarks
	1 <sup>st</sup> time	2 <sup>nd</sup> time	3 <sup>rd</sup> time	4 <sup>th</sup> time	
displayed in a prominent place					
Sleeping in situations which require continuous awaking	Half day	1 day	2 days	3 days	
Inciting disobedience of works and special instructions	2 days	3 days	5 days	Termination of Service	
Negligence or complacency in work which may cause damages on employees' health or safety	2 days	3 days	5 days	Termination of service	
Smoking in non-smoking areas or drinking alcohol drinks in the work place	2 days	3 days	5 days	Termination of service	Termination is allowed if gross damage caused as a result
<i>Violations related to employee's behavior</i>					
Collecting donations without permission	Verbal warning	10%	25%	50%	
Writing ads on walls or fixing ads	Warning	Written warning	25%	50%	
Excessive consumption of raw materials without acceptable reason	Written warning	50%	1 day	2 days	
False accusations on	25%	50%	1 day	2 days	

Type of Violation	Penalty and Rate of Deduction from the Daily Wage				Remarks
	1 <sup>st</sup> time	2 <sup>nd</sup> time	3 <sup>rd</sup> time	4 <sup>th</sup> time	
superiors or colleagues which causes stop of work					
Refusing checking during leaving work	25%	50%	1 day	2 days	
Violating health instructions related to workplace	50%	1 day	2 days	5 days	
Using tools, machines or raw materials for private purpose	1 day	2 days	3 days	5 days	
Quarreling with colleagues and causing disturbance in the workplace	1 day	2 days	3 days	5 days	
Pretending to be sick	1 day	2 days	3 days	5 days	
Refusing to make medical checkup when requested to do so from the work unit doctor	1 day	2 days	3 days	5 days	
Not handing over cash collected for the facility in the specified times without reasonable justification	2 days	3 days	5 days	Termination of services	

Type of Violation	Penalty and Rate of Deduction from the Daily Wage				Remarks
	1 <sup>st</sup> time	2 <sup>nd</sup> time	3 <sup>rd</sup> time	4 <sup>th</sup> time	
Violating local instructions related to work	2 days	3 days	5 Days	Termination of services	
Not wearing official uniform	Verbal warning	Written warning	10%	25%	
Failure to complete training and development program	Written warning	10%	25%	50%	
Refusing to attend extra working hours	Verbal warning	Written warning	25%	50%	
Making bargains, selling or purchasing or promoting goods in the workplace	Written warning	10%	25%	50%	
Leaving important information at the desk	Verbal warning	Written warning	25%	50%	
Leaving important information on printer, photocopy machine or fax	Verbal warning	Written warning	25%	50%	
Destroying backup copies of information without permission	Written warning	10%	25%	50%	
Not reporting theft of computers, its accessories or any other machines	Written warning	10%	25%	50%	
Not signing out of the network and not closing the computer	Verbal warning	Written warning	25%	50%	

Type of Violation	Penalty and Rate of Deduction from the Daily Wage				Remarks
	1 <sup>st</sup> time	2 <sup>nd</sup> time	3 <sup>rd</sup> time	4 <sup>th</sup> time	
during absence unless otherwise required					
Misusing emails	Verbal warning	Written warning	25%	50%	
Encroachment of officials and smear them by any means.	Written warning	10%	25%	50%	
Destroying a letter handed over to the mail section or opening it or helped others to do so including wire and wireless letters.	Written warning	10%	25%	50%	
Forgetting to keep a backup copy in another safe place	Verbal warning	Written warning	25%	50%	
Not closing personal computers at the end of the working hours	Verbal warning	Written warning	25%	50%	



# GRIEVANCE AND APPEALS\_



The university ensures prompt and efficient procedure for handling and resolving grievances in a manner that is fair, without prejudice or fear of retaliation and where all concerned shall be treated with respect, courtesy and dignity.

**Procedures: Through Administrative Channels**

An employee wanting to file a grievance should first discuss the grievance with his/her immediate supervisor within 30 days of the occurrence of the incident. The employee should state the issues in dispute and the corrective action to be taken.

The supervisor should attempt to resolve the grievance directly through an extensive discussion with the employee as well as through mediation between the two parties. The discussion should occur as soon as possible, but not later than seven (7) days after the request has been received.

If a mutually satisfactory agreement cannot be reached within seven (7) days of receipt of the request, the employee may submit the grievance in writing to the Department Head or to the next highest officer. The employee is given seven (7) days to present the case personally at each level.

The next level officer will investigate the matter and attempt to resolve the dispute without bias or prejudice to any of the parties. A summary of recommendation will be sent to the concerned employee within seven days of receipt of the written grievance.

If the grievance is not resolved, the employee as the aggrieved party may then make an appeal in writing within seven (7) days to the President who in turn shall give the necessary action. The final decision is given to the aggrieved employee.

## **Procedures: Through Formal Grievance Hearing**

If the grievance cannot be resolved through the administrative channels, a grievance report must be filed within 30 days receipt of an HRD report following the mediation efforts or within 30 days of receipt of a dean's or director's report.

Upon receipt of the grievance complaint, HR will review if the grievance filed is "grievable" and if so, will forward the grievance to the external hearing panel designated by the university to oversee the hearing process.

The external hearing panel will forward a copy of the grievance to the respondent with a request for a written response. A list of five (5) hearing officers will form the panel and shall be jointly selected by the parties. Both the grievant and respondent are entitled to be represented by their own counsel at their own expense.

The external hearing panel should provide a written report which contains the following:

- Positions of the parties
- Testimony of the witnesses
- Identification and analysis of documentation

The panel should submit their findings, conclusions and recommendations to the President within 30 days after the hearing ends. The President shall forward his written final decision within 30 days from receipt of the panel's report. Any delays in the issuance of the decision and the reason for the delay should be communicated to both parties concerned.

## **Appeals**

If the formal procedure fails to resolve the grievance, either employee may begin the steps of this appeal procedure no later than fourteen (14) calendar days after receipt of the Formal Grievance Procedure decision to the President for a review of the decision. A request for appeal may be filed with the Office of the President. Appeals will be acted and resolved no later than 14 days upon receipt.

# OFFICERS\_

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## ACADEMIC OFFICERS

COLLEGE OF ADMINISTRATIVE & FINANCIAL SCIENCES (CAFS)	
Dr. Vinodh Natarajan	Acting Dean
Dr. Sayed Haytham Yaseen Alawi	Programme Head - MBA
Dr. Mahmood A. Husain Ali Akbar	Programme Head - BSBI
Dr. Hassan Kamel Alaaraj	Programme Head - BSIB
Dr. Farheen Akram	Programme Head - BSAF
COLLEGE OF COMPUTER STUDIES (CCS)	
Dr. Anupama Prasanth	Dean
Dr. Abdulkhadar Jilani	Programme Head - BSCS
Dr. Gohar Ali	Acting Programme Head - BSIT
COLLEGE OF ENGINEERING (COE)	
Dr. Beda Aleta	Dean
Dr. Rajkumar Palaniappan	Programme Head - BSME
Dr. Nivine Guler	Acting Programme Head - BSIE
Dr. Mohsin Abbas	Acting Programme Head - BSEnE
Dr. Diksha Gupta	Department Head - Math and Science
Mr. Brendo Sy	Technician Supervisor
CENTRE FOR GENERAL EDUCATION (CGE)	
Dr. Rodalin Asenas	Director
Mr. Hussain Abduljalil Ebrahim	Department Head - Languages and Literature

## UNIVERSITY OFFICERS

Dr. Hasan Almulla	University President
Dr. Haitham Alqahtani	Vice President for Academic Affairs
Dr. Adnan Altamimi	Vice President for Administration and Finance
Dr. Omar Ahmed Alhawi	Dean of Student Affairs
Dr. Vinodh Natarajan	Acting Dean, CAFS
Dr. Anupama Prasanth	Dean, CCS
Dr. Beda Aleta	Dean, COE
Dr. Rodalin Asenas	Director, CGE
Dr. Aileen Caday	Senior Director, Quality Assurance and Accreditation Department
Dr. Husham Ahmed	Director, Research Council
Dr. Lina Calucag	Planning and Development Officer
Dr. Stephen Guansi	Faculty Development Officer
Dr. Caren Bansolay	Corporate Communications Officer
Mr. Amer Bittar	Acting Director, Marketing and Communications
Mr. Jozy Mammen	Head, Finance
Ms. Khadeeja Isa Yusuf	Guidance Counselor
Engr. Rutherford Antipolo	Senior Manager, ICT Centre
Ms. Remedios Quinto	Librarian
Mr. Husam Hubail	Alumni and Career Development Centre Officer
Ms. Romarita Pabillore	Director, HR Department
Engr. Evann Lloyd Asencio	Senior Manager, Facilities Management
Ms. Rosemarie Rosales	Manager, Procurement

**Important:**

Please accomplish Acknowledgement Sheet below and submit it to the office of Human Resource Department.

=====

I acknowledge that I have received and read the UTB Administrative Manual and understood the policies and procedures of the university.

I shall respect and dutifully abide by the university rules and accept responsibility for knowing and familiarizing myself with the information contained in this manual. I shall seek clarification from the appropriate HRD officer if it is deemed necessary.

Conforme:

Name of Employee: \_\_\_\_\_

Employee No. : \_\_\_\_\_

Signature: \_\_\_\_\_



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