



**PALESTINIAN AUTHORITY
GENERAL PROSECUTION**

RULE OF LAW PROJECT – DPK

Personnel Manual

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1. Manual Introduction

This Personnel Policy and Procedures Manual has been issued by the Attorney General Office, which is the only authorized institution that supervises and manages the human resources of the General Prosecution Department. This manual comprises all issues relevant to the human resources management at the General Prosecution (GP), including the basic policies, procedures, principles and instructions regarding human resource management. They are applied to all GP employees.

This manual has been created primarily from Law number 4 for the year 1998 through the issuance of the Civil Service Law. The Attorney General should circulate this manual to all GP staff to insure its accurate and objective implementation.

Most of these forms required to ensure the implementation of both the Law and this manual have already been developed by the Civil Service Bureau (Bureau) and are already in use by those public institutions that are governed by the Civil Service Law. Therefore, no further forms will be developed within this manual.

1.1 Manual's Objectives

The main objectives of this manual are:

- Clarify all the policies and procedures related to human resource management at the GP.
- Set up clear and apparent principals for communicating, handling, monitoring, and following up on all personnel issues to improve competencies and motivate employees. The goal is to improve the GP's performance overall.
- Reveal the employees' rights, attitudes, and obligations at the GP.
- Employ all policies and procedures for systems development and achieve cohesion among those systems and procedures, such as the performance evaluation and motivation policies.
- Undertake all events and issues relevant to the employees during their employment period.
- Organize employees' files including all related documents and information during their work at the GP through the use of databases.
- Document all personnel procedures to clarify responsibilities and define the necessary steps and actions that will help to accomplish assigned objectives.
- Clarify the functional relations among GP departments, and with the personnel department, through the implementation of various policies and procedures.
- Determine and unify all related documents in different personnel procedures to save time and effort.
- Establish an accurate personnel database for all GP staff that will be utilized as a resource for decision-making processes in accordance with the GP's general policies, as well as other local laws and rules.
- Control working hours through the use of clear forms that specify clear ramifications.
- Manage employees' vacations and holidays.
- Set relevant standards, rules, and methodologies for managing disciplinary actions related to transgressions. These shall be in compliance with Civil Service Law number 4 for year 1998 and the Judiciary Law number 1 for the year 2002.

1.2 Definitions and General Rules

The following definitions and explanations are to clarify meanings within this manual, unless otherwise specified:

The GP	The General Prosecution Department of the Palestinian National Authority.
The Law	The Civil Service Law number 4 for year 1998.
Director General	The chief executive officer of the GP.
Supervisor	The administrative and operating authority for managing direct subordinates within the organizational structure.
Personnel Department	The department that is responsible for supervising policies and procedures related to personnel issues and documentation at the GP.
The Employee	Every person recruited by the authorized management in one of the GP's posts, where the person practices and operates under supervision in compliance with the assigned job description.
Performance Evaluation System	The process of evaluating attorney and non-attorney employees at the GP.
Monthly Salary	The gross monthly salary before deductions.

1.3 Eligibility of the manual

The policies, procedures, and operations in this manual apply to all GP employees in all locations, except for the following:

- a) Attorney employees where alternatively managed by the Judiciary Law Rules.
- b) If the Attorney General employs individuals for special projects, (i.e. funded by outside parties), these employees come under the rules of the project.
- c) Special Contract and short-time employees who operate according to conditions included in their working contracts up to the end of the working period, where those contractual conditions are drawn according to this manual and follow its procedural operations.
- d) Volunteers, trainees and consultants for temporary tasks.

1.4 Maintenance and Circulation of the Manual

This manual is not a confidential document and should be distributed to all GP employees. Moreover, managers should contribute to updating and improving this manual by providing the personnel department with recommendations for upgrading the manual and/or modifying some articles/sections based on any problems experienced during implementation. The personnel department should analyze and take these recommendations into consideration when communicating suggested improvements for this manual to the management team of the GP.

2. Recruitment Management

2.1 General Policy

In compliance with applied laws, rules, and systems, the GP provides an equal opportunity policy for all qualified persons regardless of sex, religion, color, disabilities, marital status, political affiliation/opinion, and membership or affiliation in particular organizations.

2.2 Objective

The objective of this section of the manual is to organize and manage the process of the GP's assessing and meeting the GP's personnel needs by employing the most qualified candidates according to a process that follows specific criteria. These criteria depend upon the qualifications, experience, and skills required for filling vacant posts. This will ensure the recruitment of qualified persons for the benefit of the judicial system.

2.3 Pre-Recruitment Phase

The employment process is not solely about selecting qualified candidates for vacancies. This procedure also deals with other operations, starting with effective assessment of personnel needs and developing an employment plan for the continuance of an effective office.

2.3.1 Needs Assessment

This process aims at presenting and clarifying the tools and methodologies used for identifying the personnel needs of the GP. The process begins at least one month prior to the preparation of the GP's annual budget to allow the management team time to ratify the new recruitment plan and include the related financial obligations (salaries, compensations, and benefits, etc.) in budget. This procedure includes the following steps:

1. Chief prosecutors evaluate the anticipated workload for the coming year and identify any new functional needs for their offices, including attorney and non-attorney positions, based on their evaluation. Their assessment should include justifications for new positions along with the expected date of employment and the relevant job descriptions within the organizational structure.
2. Department managers at the GP, in coordination with their subordinates, follow the same procedures as in section (a) above to identify the department's needs.
3. The needs assessment process considers current vacancies as well as any new posts proposed by managers of departments and others. The process also evaluates the vacancies that may occur in the coming year due to retirement and/or any possible resignations of current employees.
4. The proposed needs are referred to the personnel department at the Attorney General Office, which in turn prepares the consolidated recruitment plan for the GP and reports it to the Director General.
5. The management team of the GP discusses the employment plan for approval in accordance with the budget, and consequently submits it to the Attorney General for final approval.
6. The approved plans are sent to the civil service bureau to approve personnel designations.

2.3.2 Recruitment Plan

Subsequent to receiving approval for new employees, the approved document must be transferred to the budgeting department so the financial obligations can be included in the budget. The personnel department meanwhile, prepares the recruitment plan for all positions. The plan includes:

- a) Vacancies at the Attorney General Office and GP offices.
- b) Proposed starting date of employment.
- c) Proposed public postings for the employment notices according to type of post.
- d) Proposed time for public notices as well as other significant related dates, such as the selection process, dates of interviews, and dates of written tests (if applicable) for short-listed applicants.
- e) Selection criteria for eligible applicants including written tests, personal interviews, ratings of candidate's file, assessment of academic and professional qualifications, oral skills, and any other criteria determined by the type of job.
- f) A designated committee for the selection process, appointed in accordance with the type of posts that are being filled.
- g) Stipulated professional qualifications for every post, in line with the approved job description.
- h) Involvement of the civil service bureau in the recruitment process (if any).

After the completion of the recruitment planning process, the personnel department submits the plan to the Director General, who approves it and presents recommendations to the Attorney General and the civil service bureau for getting the required approvals to implement the plan.

2.4 Appointment Process

The recruitment procedures are applied to all GP posts, including those proposed in the annual recruitment plan, openings that come up during the year due to work requirements, and/or resignations of current employees. The Attorney General supervises the process of recruiting the employees at the GP.

2.4.1 Recruitment for proposed posts in the annual plan

This section considers those posts that are assessed and proposed in the annual employment plan, and have been considered in the GP budget (see sections 2.3.1 and 2.3.2 above). The recruitment process for these posts follows these procedures:

1. The Attorney General's Office coordinates with the civil service bureau for the public notices of the non-attorney vacancies in accordance with the Law as well the planned schedule.
2. The personnel department receives all the applications from interested candidates, coding those applications, and then submitting them to the relevant recruitment committee.
3. The Director General, in coordination with Attorney General, creates a committee to handle the recruitment process. Usually members of the committee vary from one job to another according to the position's requirements, whether it is an attorney or non-attorney position, and the required qualifications.
4. The committee starts the selection process by selecting the short-listed applicants based on the required job qualifications. The number of candidates in the short

list should not exceed 15 persons for each position. Candidates may be called to sit for a written test (if applicable to the post).

5. Each member of the committee provides his/her initial evaluation for the short-listed candidates, considering the minimum requirements for the job in accordance with the approved job description, and the results of any written test. Afterwards, and as an initial evaluation result, the candidates are divided into groups ranked according to the results of the preliminary evaluation round. The groups must not exceed 5 candidates in size.
6. The personnel department prepares an interview schedule in coordination with the committee for the first group candidates.
7. The committee should develop a standard grading scale for scoring candidates, and then rank the applicants from the higher score to the lower accordingly, after they have been interviewed. The personnel department informs the candidates of their scores and offers the job to the one rated first on the list.
8. In any case, where the first qualified selected candidate decides not to accept the position, the next qualified candidate is invited. If all of the first group members reject the offer, the position is filled from the second group after the committee repeats the same process of interviewing and scoring.

2.4.2 Recruitment for unplanned posts

During the year vacancies may be created due to urgent work needs, resignations of employees during the year, and/or due to early retirement and other cases. In other words, these are vacancies that were not proposed in the annual plan but need to be filled. The personnel department recommends, upon an official direction from the chief prosecutor and/or the affected department's manager, that a new employee be hired to fill the vacancy. The Director General sends the recommendation to the Attorney General for final approval. For implementation of the recruitment process, procedures stated in section 2.4.1 must be followed.

2.4.3 Recruitment of short-term posts and/or consultants

Recruitment is also required for short-term posts and/or consultant positions in specific fields and for short periods of time. Those positions should, when possible, be included in the GP's budget or be funded directly by donors. The recruitment for these positions follows the following procedures:

1. Recruitment for such posts may be completed without the need for public notices. It may be done through head hunting or through secondment from other related organizations, and/or through reviewing the interviews for earlier announced posts.
2. The Director General, in cooperation with the Attorney General, prepares the terms of reference for the job along with the time frame for completing the work.
3. Contracts signed with recruited persons should abide by either the approved instructions of the civil service bureau and/or by the imposed conditions by the counterpart.
4. The recruitment procedures mentioned above shall be applied for those positions.

2.4.4 Appointment through promotion

The Civil Service Law states that an employee may be promoted from the current level of position to another (step increase) if the employee has the required qualifications for the new position. Therefore, any GP employee can compete for any vacancy available at the Attorney General office or other offices of the GP with a higher degree than the current one, according to the annual performance evaluation. The Director General reviews the employee file to decide on the eligibility of the employee for the new post, taking into consideration the Civil Service Law principles. In this case, the recruitment process should follow the same procedures applied for external applicants, described in section 2.4.1. above. The following rules are followed when recruiting GP employees internally:

1. Vacant positions are posted internally by displaying the announcement on the GP public boards.
2. The announcement includes the required qualifications for the vacant position.
3. The personnel department receives the employees' applications. The last two performance evaluation reports for the employees are attached with the applications by the personnel department.
4. The Director General, in cooperation with the direct supervisor of the employee, reviews the applicant's file and decides on the eligibility of the employee for the position.

2.4.5 New employees' personal files

Any recruitment action carried out in the GP must be documented, in compliance with the relevant law, to protect employees' rights and also to determine their duties, tasks, and functions. The following procedures should be applied after the recruitment decision, for both long-term positions and temporary employment:

1. The personnel department informs the relevant institutions of the new appointment (e.g. the civil service bureau).
2. The personnel department provides new employees with the GP's organizational structure, his/her job description, and the list of the employee's duties and attitudes, as approved by the Civil Service Law articles number 66 and 67.
3. The personnel department creates a personal file for the new employee that includes all essential documents, records, and correspondence related to the employee during his employment at the GP.
4. The new hire is informed officially of his/her appointment in addition to any further information stated by the Civil Service Law and Judiciary Law instructions.

2.5 Probation period

According to the Civil Service Law number 4 for the year 1998, persons appointed at the GP shall complete a one-year probationary period. During this period the probationary employee is trained by his direct manager and by the relevant training plan considered by the GP. Accordingly, and by the end of the year, the employee's performance must be appraised with respect to the performance evaluation procedures included in this manual.

The performance evaluation ratings are: excellent, very good, good, fair, and weak.

If the probationary employee has a minimum rating of "good," the appointment will be final and complete. The employee receives a written letter informing him/her about the appointment decision from the Attorney General (as recommended by the direct supervisor

and the Director General). A copy of this letter goes to the employee personal file and another copy to the civil service bureau.

If a probationary employee gets a rating of “fair,” the employee is appointed; however, he/she receives a letter showing the deficiencies and is asked to improve his/her performance. He/she is evaluated the next year as an appointed employee, following the procedures of the performance evaluation in this manual.

If the employee evaluation rating after the one-year probationary period is “weak,” the employee is fired and informed of the decision two weeks before the end of the probationary period. This is communicated in an official written letter. The civil service bureau also receives a copy of this letter.

3. Salaries and increments

3.1 Policy

Salaries and step increases for non-attorney employees of the GP are subject to the Civil Service Law, in particular chapter 3. This section of the manual describes the process and procedures for salaries and increases.

3.1.1 Salary Guidelines

GP employees are compensated at the rate designated in the standardized salary schedule detailed in table 1 attached to the Civil Service Law, and according to article number 51 of the same law. Basically, the employee's gross salary consists of the basic salary plus all increases approved in article 51 of the law.

The personnel department reviews all related documents for the employee to decide on the appropriate increases, based on the grade of the employee as determined according to his/her position in the organizational structure and with accordance with the Civil Service Law.

3.1.2 Step Increases

According to article number 52 of the Civil Service Law, all non-probationary employees are eligible for an annual salary step increase on their step anniversary date. This increase should not exceed the approved number of increases to the same degree by law. This increase is granted according to the annual evaluation of the employee. Any increase may be held if the evaluation level is below "fair."

Annual pay increases remain pending for employees whose performance rating is "weak" until their evaluation is improved and they are rated overall above average. In case any employee receives a "weak" evaluation rating for two consecutive years, he/she will be subject to the rules of chapter 4 of the Civil Service Law.

For approving or precluding the annual pay increase, the personnel department prepares a report including the evaluation ratings of all employees, and after the approval of the Director General and the Attorney General, these increases are added to the employees' salaries schedule.

3.1.3 Pay Increase upon Promotion

Upon promotion, employees receive the step rate in congruence with the new position according to the applied salary schedule and chapter 5 of the Civil Service Law. Step increases are granted in regard to the annual performance evaluation ratings and individual merit, according to the following rules and conditions:

- a) The employee is granted an increase of (5.5 % increment of the salary) every 4 years, as long as his/her overall rating is above average each year.
- b) If the overall rating of the employee is "excellent" for two consecutive years, he/she receives the step increase after three years instead of four.
- c) If the employee does not attain a rating of above average, the step increase could be precluded for one year.

- d) If the employee receives a reprimand or citation, the step increase is postponed for an additional six months. If the employee receives a written warning, the step pay is postponed for one year.
- e) A certificate of appreciation is granted to an employee whose overall rating is “excellent” This certificate shall be posted on the GP office boards.
- f) An overall evaluation rating of below “good” results in a written reprimand or citation to the concerned employee issued by the Director General who then sends a copy to the civil service bureau.
- g) If the evaluation rating for an employee is below average or “weak,” a written warning is given, and the employee is asked to improve performance. The step increase is suspended until significant improvements are demonstrated by the employee in the next year’s evaluation.
- h) If no improvements are demonstrated in the next year’s evaluation and the employee maintains the same rating of “weak,” the Attorney General shall ask a committee headed by the Director General to recommend the appropriate sanctions according to disciplinary criteria in this manual and the civil service law.

3.2 Salaries and Increases Preparation

The civil service bureau is responsible for preparing the salaries for all public service employees, including all increases, taking into consideration the information communicated during the month by the concerned public institutions. The Ministry of Finance pays the salaries accordingly. This section of the manual provides the procedures for the monthly GP salary preparation for submission to the civil service bureau. The monthly salary schedule of GP employees includes basic salaries, increases, deductions, leaves, overtime, and promotions. The schedule preparation follows these procedures:

1. The personnel department prepares a standardized compensation schedule for all employees. This schedule has different columns each for different salary-related issue, such as position, grade, basic salary, increases, deductions, and other related figures that are included in the take home salary.
2. The department updates the schedule monthly according to the information and documents related to employee compensations.
3. The Director General and the Attorney General approve the standard schedule and forward it to the civil service bureau for implementation.
4. The schedule is retained electronically for the monthly update by the personnel department. A hard copy of this schedule is filed in the personnel department files.

4. Working hours and holidays

4.1 General Policy

Leave, holidays, working hours, and other related issues are determined with respect to Civil Service Law, and are applied for all GP's non-attorney employees.

4.2 Objective

This section of the manual provides the procedures for managing GP employees' attendance, holidays, and different kinds of accrued leaves. It also describes the procedures and related documents according to the applied Civil Service Law in Palestine.

4.3 Working hours

All GP offices open between the hours of 8:00 am and 14:30 pm on every day of the week except Fridays and official holidays; that means the total weekly working hours should not be less than 39 hours. However, the Cabinet's decisions for reducing working hours during particular periods like Ramadan month or on other occasions shall be considered. The working day may be extended beyond 14:30 pm during specific days for all employees and/or for some of them in response to work requirements, with a decision made by the Attorney General.

4.3.1 Employees Attendance

- a) All employees of the GP are expected to maintain regular attendance and be punctual.
- b) Continued failure to observe the work schedule is not accepted and will result in appropriate disciplinary action.
- c) The personnel department tracks employees' attendance by recording their arrivals and departures electronically or manually.
- d) All employees sign in using the attendance sheet or machine, accordingly.
- e) If an employee's working hours are less than the required 39 hours/week, the absence is deducted from the employee's leaves or salary.
- f) The personnel department records any disobedience, as well as deductions made in the employee's monthly schedule, and files these violations in the employee records.
- g) An employee's commitment to the official working hours is used as one of the performance indicators for the evaluation process. Hence, tardiness is taken into consideration in the annual performance evaluation by using the information preserved in the employee's records.
- h) An employee will be discharged if absent for a continuous 15 days, or a total of 30 non-continuous days during the year, in accord with the principles of the Civil Service Law.

4.3.2 Daily Leaves

- a) An employee may leave during the official working hours for personal reasons; however, those hours must not exceed the maximum of 7 hours per month.

- b) The personnel department provides the daily leave form, which the employees fills in depicting leaving and arrival times, and reasons for the leave. This form must be signed by the supervisor and submitted to the personnel department.
- c) The maximum leave per day is 3 hours. If the employee exceeds the limit, the entire day shall be deducted from the employee annual leave.
- d) If an employee exceeded the monthly 7-hour limit, the time is deducted from the employee's annual vacation leave, if sufficient, or from his/her salary.
- e) Violations and deductions of salary are recorded in the standard salary schedule of the GP and kept in the employee's personal file.

4.4 Leaves

The following leaves are granted for GP employees:

- a) Annual vacation leave
- b) Sick leave
- c) Emergency leave
- d) Maternity leave
- e) Hajj leave (Pilgrim Leave)
- f) Leave without pay
- g) Educational leave

4.4.1 Annual Vacation Leave

An annual vacation leave is granted to all GP employees including the weekends, according to the following conditions:

1. 15 days for first-year probationary employees after they have completed six months of continuous work.
2. 30 days for employees who have spent more than a year in the public service.
3. 35 days for employees more than 55 years of age, and who have had been working for more than 10 years in the public service.

The principles of the Civil Service Law are applied for the consideration of the employees' annual vacation leave. The personnel department is responsible for supervising, recording, and filing the documents related to employee vacations, besides pursuing the following procedures:

1. The employee completes a specific application form, which is approved by the civil service bureau and provided by GP personnel department.
2. The employee completes the form at least 3 days before the date of leave. The application form must be approved by the department manager/chief clerk. The personnel department ensures the balance of the employee's annual vacation.
3. The vacations of employees up to head of divisions are approved by the department manager and then by the Director General.
4. The Attorney General approves the vacations for the Director General and departmental managers.
5. After the vacation is approved, the form is again submitted to the personnel department for recording and balancing vacation time. Leave applications of GP

office employees are kept in the chief clerks' files and are reported to the personnel department at the Attorney General office.

6. The personnel department prepares a semi-annual report showing the balance of vacation leave for all employees. This allows employees to manage their vacations on time, particularly those transferred from the previous year.
7. The vacation leave balance report is submitted to the civil service bureau for recording.

Employees can transfer their annual vacation into the following year, and they can leave at any time of the year, using their accrued balance. However, the vacation leave for the current year should not exceed the number of allowed days on the date of the vacation. This is calculated by considering 2.5 days for each preceding month. Moreover, employees can use all of their current year's vacation leave (the whole 30 days) at the same time, but this leave *must be completed* by September of that same year.

4.4.2 Sick Leaves

In case of sickness, the employee can utilize a sick leave of three days, subject to a medical report of an official doctor from the Ministry of Health (MOH). This leave is extendable for another three days according to a recommendation of a specialized doctor of the MOH. The personnel department follows and records the sick leave according to the following procedures:

1. The employee notifies his/her supervisor about sickness within 24 hours of absence. The supervisor, in turn, informs the personnel department to record the leave and follow up on documentation after the employee returns to work.
2. Within three days of returning to work the employee is required to furnish a medical report from a subordinate physician of the MOH.
3. For an additional three days of sick leave, the employee is required to provide a report from a specialized medical committee subordinate to the MOH.
4. If the employee fails to provide the required report, the leave is considered as part of the annual vacation leave if the balance allows it. Otherwise, it is deducted from the salary.
5. The personnel department updates the employee's schedule in cases of salary deduction before submitting the schedule to the civil service bureau.
6. Disciplinary action takes place if an employee misrepresents his/her illness in a fraudulent way.

With reference to article number 85 in the Civil Service Law, the employee may obtain a sick leave approved by the specialized medical committee at the MOH every 3 years. The personnel department must track this kind of sick leave according to the principles of the law and in accordance with the procedures approved and followed by the civil service bureau.

4.4.3 Emergency Leave

The Civil Service Law allows an emergency leave of 10 days in cases where other types of leave do not apply. Additionally, the employee can use up to three days of leave in the case of death of his/her relatives up to the second degree, following these procedures:

1. The employee informs the supervisor of an absence due to the death of a relative.

2. The supervisor informs the personnel department of the emergency leave.
3. If the total emergency leave exceeds 10 days, then the extra days off must be deducted from the monthly salary. A note to that effect is included in the employee's report that is delivered monthly to the civil service bureau. The following rules are considered:
 - a) The emergency leave cannot exceed two days each time except for the death of a relative, where the leave can be up to three days each time.
 - b) The emergency leave is not transferred into the following year.
 - c) The same forms and procedures are used for the emergency leave as are used for the annual vacation leave.

4.4.4 Maternity Leave

The pregnant female employee has a balance of 10 weeks leave (both before delivery and after). Additionally, she has the right to leave one hour earlier before the end of the working day, for the duration of one year from the date of delivery. The procedures are:

1. The pregnant employee applies for maternity leave before her expected delivery date. She has the choice of deciding the starting date of her maternity leave.
2. The personnel department records the employee's maternity leave in her personal file.
3. The employee decides if she wishes to take a one-year unpaid leave to look after her baby.

4.4.5 Other Leave

Other leave, such as the Hajj leave, unpaid leave, and educational leave, are governed by the Civil Service Law, which sets the principles that deal with those types of leaves, while the administrative procedures are carried out by the personnel department. The procedures for the other types of leaves mentioned previously are considered in this regard. The following conditions apply:

- a) Upon application and approval, the leave for the purpose of Hajj is granted once during the employee's working career, and for only 30 days.
- b) Educational leave is granted for an employee who has spent at least 2 years in the civil service, with the maximum of 4 years, renewed yearly.
- c) Leaves without pay are granted in response to an employee's submitted justifications and/or causes designated by the Civil Service Law.

Attention is paid to the articles in the first section of chapter number 4 in the Civil Service Law, which deals with these three types of leaves.

4.5 Holidays

Holidays are announced with an official approval of the Cabinet, such as religious holidays, national holidays, and other common holidays. Although these holidays are stable, they are changeable in calendar dates from year to year. When there is an overlap of a holiday and an employee's leaves it can be solved as follows:

- a) Official holidays are not to be charged to accrued annual vacation leave. This is not applied for the weekends. The weekend is also not calculated as a day of the vacation when it occurs at the two extremes of the vacations.

- b) Any holidays should be considered as part of the vacation if they come during the 10-week maternity leave.
- c) Holidays are considered part of the Hajj vacation if they came during the 30 days of Hajj leave, no matter when the holiday occurs during the Hajj vacation.
- d) Emergency leave for death is three days regardless of any holidays during these days.
- e) Any holidays should be considered as used as a sick leave day if they come during sick leave.

The personnel department publicizes the holidays approved by the ministerial council either by circulating a memo or by posting board notices at the GP offices.

4.6 Overtime

4.6.1 Overtime policy

With reference to the Civil Service Law, all GP employees, except those classified as special and first categories as well as the attorney employees, can be compensated for overtime work with one hour paid for every one extra working hour. The total compensation for the overtime should not exceed one-fourth of the employee's salary.

4.6.2 Criteria and Procedures of Overtime Work

- a) Overtime must be approved by the Attorney General after the Director General's recommendation.
- b) Overtime compensation is included in the GP annual budget.
- c) All overtime work must be rationalized, and proof must be offered that the work could not be done during the regular working hours.
- d) The following procedures should be applied for approval and calculating the GP's overtime:
 1. The department's manager/chief clerk requests specific extra hours for a particular employee by applying to the Director General, along with providing a justification for the overtime.
 2. Following the Director General's confirmation, the Attorney General approves the request.
 3. The approved request is transferred to the personnel department to follow up on the completion of the overtime.
 4. The personnel department prepares an overtime schedule for all employees and submits it to the bureau.

5. Performance evaluation

5.1 General Policy

The GP applies the performance evaluation criteria confirmed and applied by the civil service bureau; however, GP operational needs allow it to modify the performance evaluation forms. Additionally, the GP applies an open performance evaluation policy, allowing the employees to seek and obtain their evaluations. This protects the right of employees to grieve or to contest the evaluation if they feel their evaluation is not justified or incorrect.

5.2 Performance Evaluation Criteria

- a) The performance evaluation process primarily takes into consideration the employee's job description as a basic evaluation criterion, plus the various criteria that consider the employee's behavior, tasks, abilities, personality, efficiency and capabilities to achieve work objectives and operational approaches.
- b) The performance evaluation process should never consider the personal relationship between the subordinate and supervisor. The process's outcomes should never be affected, either positively or negatively, by these relationships. However, if the opposite is proved, then the evaluator shall be referred for disciplinary action according to the approved disciplinary procedures.
- c) The GP considers particular performance indicators for the evaluation process. These must be developed regularly with regard to work requirements as well as the assessment of the previous years' outcomes. Every indicator is given a weight with a total of 100% according to the following rating system:

85- 100%	Excellent
75- 84%	Very Good
65- 74%	Good
50- 64%	Fair
Below 50%	Weak/ Poor
- d) Performance indicators differ from one position to another according to the requirements of the position. This also depends on the differentiation between attorney and non-attorney positions.
- e) The Attorney General is responsible for creating an operational committee chaired by him or her, and he or she chooses the members he or she deems appropriate from the GP employees. This committee will embark on monitoring the evaluation results along with preparing the final report.
- f) Every employee is evaluated by the direct supervisor; however the form should be reviewed for its professional quality by the higher supervisor after reviewing the evaluation form for approval.
- g) The employees can contest their evaluation if they feel it's not fair or justified. The Attorney General is required to adhere to a clear and transparent evaluation methodology. The grievance process takes place before the submission of the evaluation report to the civil service bureau (see 5.3.3).
- h) Once the employees' evaluation report is submitted to the civil service bureau, it is considered final. Its contents shall not be modified, erased, or wiped out.

5.3 Performance Evaluation Process

Employee performance evaluations are carried out once every calendar year (from January to December of every year). The process involves several indicators reflecting the performance of employees, as mentioned earlier. The operational committee analyzes and appraises the evaluation to decide on any promotions or disciplinary actions.

5.3.1 Performance Indicators

The performance evaluation process is realized by considering the “performance evaluation form” that is approved and applied by the civil service bureau, while the personnel department at the GP is responsible, in cooperation with the management team and civil service bureau, to continuously improve and develop this form for better evaluation results. The following are the indicators that should be included in the performance evaluation form:

- a) Valuation of performance: determine the employee’s ability to perform tasks in accordance with his/her job description as well as the promptness of performance.
- b) Punctuality in attending work: the average of employee’s punctuality in attending work including leave hours during working days, in relation to the total deductions from the employee’s leave and/or salaries due to absence.
- c) Complaints and discipline: the number of complaints against the employee during the year, disciplinary actions, and the frequency of these complaints and disciplines.
- d) Cooperation and functional relations: the employee’s teamwork spirit and commitment to continuous cooperation with colleagues and team members.
- e) Skills and personal characteristics: the employee’s ability to improve his/her relevant professional skills, besides personal characteristics that have an effect on the performance at work.

5.3.2 Evaluation Procedures

The overall follow up of the performance evaluation process is one of the personnel department's responsibilities. It is responsible for maintaining the required environment for the successful completion of the evaluation process in the specified time. The following procedures are considered for facilitating the process:

1. The personnel department asks the management team members to provide their comments on improvements and amendments to the performance evaluation form.
2. Upon receiving the committee members’ recommendations, the department prepares a report recommending the improvements to the Director General. The Director General is responsible for organizing a meeting of the committee to finalize the form prior the implementation of the evaluation process.
3. Once adjustments are approved, the personnel department circulates the approved form to all those concerned and to evaluators. Evaluators commit to a deadline for presenting their evaluation to all subordinates.
4. All completed forms are delivered to the Director General, who is responsible for submitting the evaluation to the Forms Committee of the Attorney General.

5. The Forms Committee releases its recommendations on the evaluations, delegates a member in the committee to prepare a report with the evaluation results, and reports it to the Attorney General for review.
6. The Director General circulates the evaluation outcomes to all GP departments. The employees' supervisors announce those outcomes and present the committee's remarks to all affected employees.

5.3.3 Employees' Grievances on Evaluation

Within 20 days after receiving the evaluation results, if the employees feel that the evaluation is not fair or justified, they have the right to contest it by submitting a grievance or request for review of the evaluation. The grievance must include the employee's points and opinion on the evaluation.

In order to analyze the grievances, the Attorney General follows these procedures:

1. The Attorney General forms a grievance committee, comprised of different members than the original evaluation committee.
2. This committee discusses all the grievances and reports to the Attorney General within 60 days of formation. The employee is also informed of the results of his/her grievance review. The decision of this committee is final.
3. The evaluation committee amends the original appealed evaluation report taking into account the grievances committee decision. It then seeks the Attorney General's approval on the report prior to submission to the civil service bureau.

5.4 Evaluation Outcomes Implementation

5.4.1 Step Pay

The personnel department prepares a comparison sheet for the evaluation outcomes of the current and previous years. Accordingly, the department recommends the actions that should be taken by the Director General in compliance with the civil service law.

Step Pay is defined as granting an employee a new pay grade without changing the position and the job title. The process starts with the Attorney General's decision according to the prepared reports for awarding the step pay. All step pay decisions for employees shall be reported to the civil service bureau for final approval. The personnel department updates the employees' schedule with the new steps of the employees. The employees can protest these decisions if they feel that they do not represent their actual performance evaluation, by following the grievances policies and procedures mentioned in this manual.

5.4.2 Reprimands and Warnings

Referring to the previously defined evaluation degrees, if the employee receives a below average evaluation rating, such as "fair," the employee will receive a written reprimand indicating the deficiencies of the employee and the improvements required in performance within the next year. For example, this may be achieved through a training program for the employee and/or direct training carried out by the immediate supervisor.

If the employee receives a rating of "weak," he will be given a written warning indicating the deficiencies and the step increase can be stopped upon its anniversary date until his/her performance improves. Again, the employee's supervisor is in

charge of assisting the employee by proposing relevant training and playing a guiding role. Where the employee's performance remains rated as "weak" at the end of the next year, a special committee will decide on the case, in cooperation with the civil service bureau, according to article number 41 of the Civil Service Law. Article number 42 of the Civil Service Law indicates the procedure for dealing with an employee after receiving a "weak" rating for the third year.

6. Relocation and End of Service

6.1 Relocations

The Civil Service Law has managed the issue of relocations of employees from one governmental department to another, both in Palestine and/or abroad. In general, there are three main approaches for carrying out relocations: transfer, loaning, and secondment. Where any relocation of job may be done after the agreement of relevant parties and the employees, a written application is required (see details below, in sections 6.1.1, 6.1.2 & 6.1.3). This section of the manual describes the procedures for transfer, loaning and secondment.

6.1.1 Transfer

An employee may be transferred to another public institution upon his/her request and the approval of the two institutions. When transferring an employee the following principles shall be taken into consideration:

- a) The transferred employee will keep his/her scale/degree at the new position. It may be reduced in case of written approval of the employee. However, this should not affect the right of the person in promotion or seniority of grade consideration.
- b) The employee may be transferred into a higher grade/position if this will achieve better general performance of the organization.
- c) The transfer is subject to the approval of both organizations. The decision of transfer of non-attorney employees is made by the civil service bureau.
- d) The transferred employee's compensation is included in the new organization's budget.

Managing the transfer process is subject to clear procedures, starting from the application of the employee for the transfer until the closing of the employee's file and its transfer to the new organization. The procedures are:

1. The employee obtains the transfer application from the personnel department, and submits it to the Director General
2. The approval of the other governmental department should be attached to the application if it is available; otherwise the Director General is responsible for contacting the other organization to get its approval.
3. The Director General submits his/her recommendations to the Attorney General for final decision.
4. The application is submitted to the personnel department for following up with the civil service bureau and completing the transfer process.
5. After the decision of the civil service bureau, the personnel department transfers the employee's personal file to the bureau to provide the other institution with the file.
6. The personnel department removes the name of the transferred employee from the employees' schedule of the GP.
7. The GP starts the process of filling the vacancy according to the appointment procedures related earlier in this manual.

6.1.2 Secondment

The Attorney General may second an employee in cooperation with the civil service bureau. The secondment is only for one year, renewable once for another year, at the same grade or higher, according to the following principles:

- a) A member of the GP staff can be seconded to work at a public institution or a member of another public institution can be seconded to work at the GP. Additionally, the secondment may be done between court departments and the Attorney General office, as well as between the PG and the SJC or Ministry of Justice.
- b) The secondment will not affect the promotion and step increase of the seconded employee.
- c) The personnel department keeps the seconded employee on the employees' schedule and calculates his/her compensation as usual.
- d) The GP can replace the seconded employee by filling his/her position temporarily, either from the GP's staff or by short-term contract. Seconding an employee from another organization or court is also allowed.
- e) The new organization regularly provides the GP with a copy of the employee's annual performance evaluation.
- f) Attorney employees may be seconded to work in non-judicial positions conditional to their approval.
- g) The Attorney General may terminate the secondment of an employee for the best interest of the work after coordination with the other organization where the employee is seconded.

The following procedures are followed when seconding an employee from the GP to another organization:

1. The public organization officially addresses the Attorney General to request a secondment from the GP's staff.
2. The Attorney General assesses the request and then passes it on to the concerned department who should respond back to the Attorney General with their recommendations and the expected consequences of such the secondment on GP operations.
3. After these recommendations are received, the Attorney General communicates with the concerned public organization for approval or denial of the secondment.
4. The application is then transferred to the civil service bureau for following up and completion of the secondment according to the approved procedures.

6.1.3 Loaning

Loaning an employee to another institution is possible if the employee agrees. A GP employee can be loaned to another Government institution, a regional, or an international organization, according to official request from these parties either in Palestine or abroad. It is also possible to loan an employee to a local authority, or organization or public company in Palestine. The procedures to be followed are:

1. The loan period should not exceed one year in Palestine, renewable yearly for a total of four years.
2. Loaning an employee to any other institution outside Palestine should not exceed four years. Moreover, another loan of the same employee may be made after five years of return to work for the GP.

3. The loan decision is taken by the Attorney General in cooperation with the civil service bureau. The decision includes the name of borrower, loaning period, date of loaning, and other applicable conditions.
4. The new organization pays the employee compensation. This period is considered as an acceptable period for retirement, promotion and step pay as long as the employee pays into the fund the appropriate amount of money that the employee would have been paid if he/she were working in the Attorney General's office.
5. The GP is committed to return the loaned employee to his/her original position and/or any other position that is in best of the interest of the department.
6. The loan decision must be finally approved by the Attorney General in accord with the best interest of the judicial system.
7. The employee can require ending of his/her loan before the end of the original stated period.

The loan procedures applied at the GP are the same ones applied for secondment and in coordination with the civil service bureau.

6.2 End of Service

With reference to the Civil Service Law, the end of an employee's services results from the following:

- a) Reaching the legal age for retirement
- b) Unsuitable for health conditions
- c) Resignation
- d) Termination and/or suspension
- e) Having a final judgment by a Palestinian court for different types of crimes
- f) Death of the employee

6.2.1 Reaching the legal age for retirement

The employee can retire when the employee reaches the age of 60. The personnel department must notify civil service bureau six months prior to the date of retirement. In this case, the retirement system of the PA should be applied. Consequently, the file of the employee should be closed at the GP and deleted from the employees' schedule.

6.2.2 Unsuitable for health conditions

If an employee faces a critical health condition, his/her service could be terminated taking into consideration the following principles:

- a) The employee's critical health conditions must be proved by a specialized medical committee.
- b) The employee can use his/her various leaves according to the law.
- c) The employee can request a termination of service in writing for critical health conditions before using the balance of leaves.
- d) In case of termination due to critical health conditions, the retirement system principles of the PA should be applied.

The personnel department should coordinate with the civil service bureau to prove the critical health condition of the employee, and to calculate the sick and other leaves of the employee according to article number 85 of the Civil Service law. Following the decision of the Attorney General and the civil service bureau to terminate the employee's services, the employee's name should be removed from the employees' schedule of the GP.

6.2.3 Resignation

With regard to the principles of the Civil Service Law, the employee can resign from his/her job. Consequently, dealing with the employee is clarified by the retirement system of the PA. The following procedures are required for completing the resignation process:

1. The employee presents a written application for resignation to the Attorney General through the supervisor. The application shows the date of resignation and the notice period.
2. The Attorney General within 30 days makes a decision on the application.
3. Upon the Attorney General approval, the employee's letter of resignation is passed on to the personnel department in order to finalize the balance of leaves. The executive principles of the civil service bureau must be applied.
4. If the Attorney General does not respond within the period, the resignation is accepted after the 30 days of the application.
5. The personnel department keeps a copy of the resignation letter in the employee's file and submits another to the civil service bureau to close his/her file permanently.
6. The employee's name is removed from the employees' schedule of the GP.
7. The GP issues a formal statement by which it declares that the concerned employee has decided to resign by his/her own choice, and the certificate has been issued upon the request of the employee.
8. Once the employee's position is vacant, then the personnel department coordinates with the affected department to begin the recruitment procedures according to the appointment system for the GP described in this manual.
9. The Director General may appoint a GP staff member to fill the vacancy until the completion of the recruitment process.

Article number 99 of the Civil Service Law is considered, where the resignation shall not be accepted, if the employee is pending an investigation, until the decision is made.

6.2.4 Termination

The employee loses his/her job according to article 100 of the Civil Service Law, if he or she is absent 15 consecutive days, or 30 nonconsecutive days without an official permission. The following principles are considered in this case:

- a) The employee is suspended if he used up all the balance of leaves and/or if he or she violated the leaves procedures described in this manual.
- b) The administration is required to consider the employee's explanations for the absence. The employee can also grieve the loss of his/her job accordingly, and ask for the establishment of an investigation committee to discuss the case.
- c) The retirement principles of the PA are applied for those terminated employees.

- d) The administrative procedures that are applied starting the employee's absence until the termination decision, are as follows:
1. By the first week of the employee's absence without an official permission, the personnel department is responsible for informing the Director General.
 2. The personnel department calls the absent employee for absence clarifications.
 3. After 15 days of absence, the personnel department reports the loss of the job to the Director General.
 4. In case of noncontinuous absence, the Director General warns the employee in writing of termination of employment.
 5. The employee is required to provide explanations and excuses for absence.
 6. The Attorney General assigns a committee to examine the employee's excuses for recommendation for a final decision.
 7. If the employee attended work before reaching the time limit for termination, the absence days shall be deducted from the vacation leaves of the employee, or from his/her salary if there are not enough vacation leaves.
 8. If the employee didn't attend work for the allowed period, then the committee recommends a decision of termination of employment, or it accepts the justifications. If the service of the employee is not terminated, the absence days shall be deducted from vacations or salary.
 9. The personnel department informs the employee of the decision and submits a copy to the civil service bureau.
 10. In case of termination, the personnel department keeps a copy of the decision in the employee's personal file and removes the name from the employees' schedule.

6.2.5 Retirement Enforcement

The GP may enforce a retirement of an employee if there is a violation of the principles of the Civil Service Law. In these cases the decision of forced retirement is considered a disciplinary action for the violations.

6.2.6 Criminal Court's Judgment

The employee loses the job immediately if convicted of a definite accusation, involvement in a specific crime, an explicit non-faithfulness, and/or any transgression by a Palestinian court. The administrative procedures and the rules of the Civil Service Law, as well as the rules of retirement system in Palestine are applied.

6.2.7 Death of the Employee

In the case of the death of an employee, his/her civil service is formally ended through the publishing of the official death document, by which the Palestinian Civil Service Law and rules of retirement must be applied.

7. Disciplinary and Grievances

7.1 Disciplinary Procedures

Disciplinary procedures are applied in the cases of disobedience, transgressions, and violation of the duties of an employee and attitudes on the job mentioned in the Civil Service Law as well as the rules of ethics of the attorney employees in Palestine (See Attached Rules of Ethics). The Judiciary Law number 1 for year 2002, and the Civil Service Law states the appropriate disciplinary action for attorney and non-attorney employees. These principles are applied when it comes to disciplinary implementation.

7.1.1 Sorts of Disciplinary Actions

The disciplinary actions stated in the Civil Service Law are only applied to non-attorney employees. For attorneys, the Judiciary Law determines the disciplinary actions and procedures that should be executed through a committee consisting of a specific number of judges. For non-attorney employees, the disciplinary actions vary as follows:

- a) Reprimands and citations.
- b) Warning.
- c) Salary deduction for a maximum of 15 days.
- d) Deletion or delays of the step pay for no more than six months.
- e) Freezing the employee promotion.
- f) Suspension of work for a maximum of six months with half salary pay.
- g) Reduce the employee degree.
- h) Termination of service warning.
- i) Enforce retirement.
- j) Termination of service.

7.1.2 General Policy

The following principles must be followed while executing disciplinary procedures at the GP:

- a) Decisions of disciplinary action must be taken by the Attorney General according to the recommendation of the Director General and/or the supervisor or a specialized committee in regards to the value of discipline.
- b) Excepting reprimand and citations, no official is allowed to execute disciplinary action without an investigation committee.
- c) It is illegal to impose more than one disciplinary action for the same violation.
- d) The discipline of second category employees is limited to reprimand or warning, enforcement of retirement, and/or termination of service.
- e) Special and first category employees should be investigated with reference to the cabinet decision by a specially assigned committee, where the cabinet decides the appropriate disciplinary action accordingly.

- f) No official is allowed to investigate a violation after six months of discovery of such violation.
- g) The detailed principles of the civil service law regarding disciplinary procedures must be applied.

7.1.3 Sorts of Violations

The following are the sorts of transgressions and/or acts of disobedience for which discipline can take place:

- a) Disobedience of general policies and regulations stated in this manual, in addition to violations of the provisions of the Civil Service Law.
- b) Disobedience in job duties, responsibilities, and tasks according to the job description.
- c) Final judgment of a Palestinian court against the employee.
- d) Unpunctual in attending work and regular working hours.
- e) Absence from work without justification and without required permission.
- f) Misuse of GP assets such as equipment, machines, etc.
- g) Damaging GP properties.
- h) Illegal utilization of the employee's position for personal benefits and individual interest.
- i) Divulging or disclosing GP confidential issues and documents.
- j) Mismanagement and negligence of work instructions regarding documentation and filing or keeping these documents for personal use.
- k) Publicly drinking alcohol and/or gambling.
- l) Use and/or trade of drugs.
- m) Practicing any sexual harassment in the work place.
- n) Receiving gifts and/or bribes in return for offering services.
- o) Forging, faking and/or modifying constituents of documents in an illegal practice.
- p) Bringing and/or using weapons in the work place other than authorized and licensed staff.
- q) Spending and wasting public money in illegal manners.
- r) Infringing the administrative structure (hierarchy) as well as disobedience of orders of persons in command.
- s) Disrespecting the public, both citizens and lawyers, besides delaying their transactions.

7.2 Procedures

The procedures that should be applied for executing disciplinary actions are divided into two categories. The first category is those procedures that should be applied for issuing notices and warnings where an assigned investigating committee is not needed. The second category is those procedures that are applied to decisions of a specially assigned committee for investigating as well as considering the employee's statements. The following are the procedures that should be followed for investigating disobedience and deciding on disciplinary action:

1. Any violation of the above mentioned issues must be reported within 24 hours of its discovery. Hiding the action is a violation that requires disciplinary action.
2. The employee's supervisor and the department manager present the case of disobedience to the Director General in order to discuss the issue among them and decide on the appropriate disciplinary action with the Attorney General.
3. The Director General investigates the employee's file by asking the personnel department to provide the employee's files in order to review the history of the employee.
4. After investigating the current disobedience incident as well as the employee's history, the Director General releases the final decision, either approving the proposed disciplinary action or recommending another.
5. If the disciplinary action is a reprimand or warning, it should be issued by the Director General, accompanied by the Attorney General's approval of the reprimand or warning.
6. If the disciplinary action is more than a reprimand or warning, the Director General reports the investigation results to the Attorney General for final approval and execution of the appropriate disciplinary action.
7. The Attorney General releases his final decision after considering the related details and reports, and the employee's behavior. Accordingly, the Attorney General may decide to reduce disciplinary procedure to a reprimand or warning.
8. If the discipline is not a reprimand or warning, the Attorney General should establish a committee to investigate the violation. The investigating committee presents a report on this issue within a week of the assignment.
9. The Attorney General makes the final decision.
10. A copy of the final decision must be forwarded to the employee's supervisor to inform both the employee and the personnel department. The department keeps the document in the employee's personal file and sends a copy to the civil service bureau. The decision is not executed until the employee exhausts his/her grievance appeal.
11. If the employee belongs to the special or first category of employees, the decision should be taken by the Ministerial Council, who is obligated to apply the rules of Civil Service Law in dealing with such cases.

7.3 Removing the Disciplinary Action

7.3.1 General Policy

The disciplinary action is removed from the employee's file, according to principles of the Civil Service Law, and the procedures explained below:

- a) The disciplinary action should be removed from the file after six months, if the discipline is a reprimand or warning, or the deduction of salary for less than 5 days.
- b) If the discipline is a deduction of more than 15 days of salary, or freezing or delaying the increases, the disciplinary action is removed after one year.
- c) For other sorts of discipline, 2 years must pass before the action is removed from the file.
- d) Disciplinary actions (for other than first category employees) are removed by an official decision released by the committee, in accordance with the Civil Services Law.

7.3.2 Disciplinary Removing Procedures

The personnel department is required to follow up on the removal of the disciplinary actions, in consideration of the rules and regulations of the Civil Service Law while applying the following procedures:

1. The personnel department creates a sheet that includes all disciplinary actions for employees.
2. The department reviews this sheet by the end of each month to ensure any expired disciplinary actions are removed. Disciplinary actions are reported to the Director General for removal.
3. The Director General reports his recommendations to the Attorney General to follow up on removing disciplinary actions.
4. The investigation committee assesses the reported cases in order to decide relevant recommendations.
5. The Director General forwards the decisions to the personnel department for implementation and follow-up.
6. A copy of GP decisions should be forwarded to the civil service bureau.

7.4 Grievances

GP employees always have the advantage of protesting disciplinary actions. They can act through formal written applications directed to the Attorney General, in which they explain their reasons and excuses for protesting the discipline decision. The employee must follow the following series of procedures for grievance:

1. Any grievance should be filed no more than 20 days after the date of receiving the GP decision on disciplinary action. Otherwise, the employee loses this advantage and the decision is final.
2. All grievances should be directed to the Attorney General through supervisors. If a supervisor delays the submission of the grievance, a disciplinary action will be filed against this supervisor.
3. The Attorney General assigns a committee headed by him or her to discuss all the grievances related to disciplinary actions within a month of assignment.
4. Accordingly, and by receiving the outcomes of the committee's judgment, the Attorney General releases his/her decision as a response to the employee's expressed grievance within 60 days of the date of grievance.
5. The decision is forwarded to the personnel department for follow up, informing all interested parties, and filing.
6. The employee has the advantage of judicial appeal.
7. If the employee's decision is appealed in court, the disciplinary action is frozen until the final judgment of the court.

8. Assets and Training Policies

8.1 GP Assets policy

8.1.1 Definition

GP assets means any property owned by the GP that is provided to its staff to perform the assigned tasks. Such assets include, but are not limited to computers, flash memories, mobile phones, furniture, equipment, consumables etc.

8.1.2 Assets Utilization

GP assets may only be used for work related activities. Assets are considered a possession of the staff and have to be dealt with as designated. It is the responsibility of the staff to adhere to all applicable laws while in possession of the asset. Personal use is allowed provided the prior approval of the concerned director/manager has been obtained, and there will be no interference with work tasks of the employee.

8.1.3 Inspection

Any loss or disappearance of an asset is to be reported by the affected staff member to his/her director within 24 hours of discovery. GP management has the right to inspect any asset in possession of any staff member to ensure proper utilization and safeguarding as designated, at any time. The staff member should turn in any asset in his/her possession when asked by the concerned director/manager. The GP has the right to request for inspection copies of personal assets gained through the utilization of GP equipment.

8.1.4 Procedures

Violation of this policy is violation of the Civil Service Law and will lead to disciplinary action according to the discipline procedures followed by the GP. The GP has the right to ask the employee for repayment of the value of the any assets found to be lost or broken, abused, or misused through negligence.

8.2 Essential Training Policy

8.2.1 Definition

Essential training means urgently needed knowledge and/or skills required for performing a designated task or tasks for the benefit of the GP and the staff member, which enhance his/her performance to achieve his/her position objectives and required tasks. Any employee can be selected to participate in an essential training program according to his/her annual performance evaluation or according to the Director General's or direct supervisor's recommendations.

8.2.2 Eligibility

Essential training opportunities are provided by the GP to any staff providing there is an approval by the Director General or supervisor. They recommend training that is required for the designated employee to perform his/her tasks more efficiently and effectively. Essential training may also be provided wholly or partly by a third party upon the request of the GP either in Palestine or abroad. No employee is allowed to

refuse to participate in this training unless appropriate and/or valid and acceptable excuses are provided by the employee.

8.2.3 Evaluation

The direct supervisor evaluates the employee after receiving the training to determine the effect of the training on the employee's performance. This training and evaluation should be mentioned in the employee annual evaluation, and also whether it affected positively or negatively the employees' overall performance.