**Disclaimer: The official version of the law and any amendments thereto is published in Arabic in the Official Gazette. This version of the law, including amendments thereto, is provided for guidance and easy reference purposes. The Legislation & Legal Opinion Commission does not accept any liability for any discrepancy between this version and the official version as published in the Official Gazette and / or any inaccuracy or errors in the translation.**

**For any corrections, remarks, or suggestions, kindly contact us on translate@lloc.gov.bh**

**Published on the website on May 2024**

**Supreme Council of Health**

**Decision No. (2) of 2023 regarding the System, Conditions and Controls for the Promotion of Employees of Government Health Institutions**

Head of the Supreme Council of Health:

Having reviewed the Health Insurance Law promulgated by Law No. (23) of 2018;

Decree No. (5) of 2013 establishing the Supreme Council of Health, as amended;

Decree No. (44) of 2019 regarding the Formation of the Boards of Trustees for Governmental Hospitals and Primary Healthcare Centres;

Decision No. (30) of 2013 regarding the Determination of the Salary of the employees in the Executive Grade Seven Eligible for end-of-service promotion;

Decision No. (43) of 2019 determining the Hospitals and Primary Healthcare Centres to which the Health Insurance Law promulgated by Law No. (23) of 2018 applies;

And the Regulation organizing the Affairs of Employees of Government Health Institutions promulgated by Decision No. (52) of 2021, in particular, Article (16) thereof;

And upon the proposal of the Boards of Trustees for Government Hospitals and Primary Health Care Centres,

**Hereby Decides:**

**Article (1)**

**Definitions**

In applying the provisions of this Decision, the following words and expressions shall have the meanings assigned to them in the Regulation organizing the Affairs of Employees of Government Health Institutions promulgated by Decision No. (52) of 2021 unless the context requires otherwise.

**Article (2)**

**Objectives**

This Decision aims to regulate the conditions and controls for promoting employees from their current job grade to the next higher grade, accompanied by an increase in salary, based on merit and the rights of the promoted employee.

**Article (3)**

**Personnel Affairs Committee of State Health Institutions**

A committee called (TPersonnel Affairs Committee of State Health Institutions) shall be established, referred to in this Decision as (the committee).

**Article (4)**

**Formation of the Committee**

The committee shall consist of a president, whose grade shall not be lower than that of a director, and at least six members, including a representative from the Human Resources Department. Its formation shall be issued by a decision from the Chief Executive Officer.

**Article (5)**

**Functioning of the Committee**

The committee shall select a vice-president from among its members in its first meeting, who shall assume the president's responsibilities in case of his absence.

The committee shall convene at least four times a year upon the request of the Chief Executive Officer, the Director of Human Resources Department, or its president. The committee shall issue its decisions and recommendations by a majority vote of the members present, and in case of a tie, the side from which the president belongs shall prevail. The committee shall submit its recommendations to the Chief Executive Officer for approval, modification, or rejection as the case may be.

**Article (6)**

**Competencies of the Committee**

The committee shall be competent to consider requests related to employee affairs - excluding holders of senior positions - in particular the following:

1- Nominations submitted to the Administration regarding the appointment, promotion, or granting of incentives to employees.

2- Employee requests submitted to the Administration regarding their desire to transfer or second to another department or administration within the institution.

**Article (7)**

**Conflicts of Interest for Committee Members**

The President of the committee or its members shall abstain from attending a meeting where a request is being considered from an employee who is under the supervision of any of them or has a close kinship relationship up to the fourth degree, or if they have a direct interest. The President of the committee shall be authorized to choose a replacement for the recusing member if the quorum of the committee could not be reached without him.

**Article (8)**

**Responsibilities**

a- The Supreme Council of Health: Issuing decisions for promotions that have been approved by the Board of Trustees.

b- Board of Trustees: Considering promotion requests and approving or rejecting them based on meeting the necessary requirements.

c- Chief Executive Officer: Approving promotion requests after they have met the approved conditions and forwarding them to the Board of Trustees for approval, in preparation for issuing the promotion decision.

d- The Committee: Reviewing and evaluating promotions submitted by the Human Resources Department and expressing an opinion on them, and submitting them to the Chief Executive Officer.

e- Human Resources Department: Studying and compiling promotions from different departments within the institution, verifying them, studying them, and forwarding them to the committee.

**Article (9)**

**Procedures**

The Human Resources Department compiles the names of employees who meet the promotion criteria as follows:

1- For executive positions (from the second executive level and above), medical, nursing, medical support and technical positions (from the sixth speciality level and above): Lists of employees who meet the promotion criteria shall be prepared and submitted to the committee for evaluation and approval by the President or the Board of Trustees (depending on the position level). Then, the procedures are processed through the Human Resources Department system.

2- For general grades up to the tenth general grade, first-level executive positions only, and speciality positions up to the fifth speciality level: Lists of employees who meet the promotion criteria shall be prepared and submitted to the President for approval. Then, the procedures shall be processed through the Human Resources Department system.

**Article (10)**

**Types of Promotion**

**First: Regular Promotion:**

The promotion of an employee through regular promotion shall be permissible according to the following conditions and rules:

1- The promotion shall be based on merit, built upon performance, experience, and academic qualifications.

2- The employee shall have served the required number of years in their current position according to the job categories and functional criteria attached to this Decision.

3- If the promotion involves a change in job title to a higher-grade position, the promotion may be passed after at least one year has passed since the previous promotion date.

4- The employee shall meet the required academic qualifications and professional licenses.

5- The promoted position shall not exceed the approved job grade according to the authorized organizational structure.

6- The employee's performance level, based on the evaluation of the last two years, shall be no less than a rating that fully meets expectations.

7- Budgetary approval shall be available for the promotion.

8- Approval from the committee shall be required.

**Second: Special Promotion:**

An employee may be promoted one grade higher than the prescribed grade for their current position on the executive jobs' salary scale through a special promotion. This shall be done with the aim of retaining rare and distinguished competencies within the government institution or when assigning the employee nominated for promotion to supervise and manage significant programs or projects. This shall be subject to the following conditions and rules:

1- The employee shall have served the required duration in his current position, as specified in the schedules attached to this Decision.

2- The employee's current grade shall not be higher than the prescribed grade for their position, and his current grade shall be the one designated for the position.

3- Reclassifying the employee's current position to a higher grade or promoting him to another vacant position that suits his qualifications and experience at a higher grade shall not be feasible.

4- The employee's performance level, based on the evaluation of the last two years, shall be at a rating that exceeds expectations.

5- Budgetary approval shall be available for the promotion.

6- Approval from the committee.

**Third: End of Scale Promotion:**

An employee who reaches the end of the approved job grade shall be promoted to a grade higher than the grade prescribed for his current position, according to the following criteria:

1- The employee shall have served the required duration in his current position, as specified in the schedules attached to this Decision.

2- The employee's grade shall not be higher than the grade determined for his current job.

3- The employee's performance level, based on the evaluation of the last two years, shall be no less than a rating that fully meets expectations.

4- Budgetary approval shall be available for the promotion.

5- The promotion shall not be to a grade on a different salary scale than the employee's current salary scale.

6- Approval from the committee.

**Fourth: End of Service Promotion:**

Except for the reasons specified in paragraphs (5), (6), (7), (10), and (12) of Article (38) of the Regulation organizing the Affairs of Employees of Government Health Institutions promulgated by Decision No. (52) of 2021, the promotion of an employee upon the termination of his service shall be permissible, subject to the following conditions and rules:

1- The promotion shall be retroactive, with an effective date no more than one year prior to the end of the service, provided that one year has elapsed since his last promotion, and financial approval shall also be required.

2- The provisions of the Prime Minister's Decision No. (30) of 2013 regarding the Determination of the Salary of the employees in the Executive Grade Seven Eligible for end-of-service promotion, including executive directors and employees in the Executive Grade Seven, shall apply to end of service promotions.

**Article (11)**

**Salary Determination**

The salary of the employee in the position to which he is promoted shall be determined according to the approved salary scales issued by the Supreme Council of Health, based on one of the following methods:

1- The starting salary of the promoted grade.

2- The sum of two ranks from the ranks of the promoted grade shall be added to his basic salary before promotion. If the amount falls between two ranks of the promoted grade, the higher rank's salary shall be granted, provided it does not exceed the maximum limit of ranks for the approved grade of the position.

3- If the promotion date coincides with the date of the annual performance-based increase, the employee shall receive the promotion first, and then receive the performance-based increase afterwards.

**Article (12)**

**General Provisions**

a- The promotion decision shall be issued by the Supreme Council of Health or its delegated representative, after the approval of the Board of Trustees, and the promotion shall take effect from the date specified in the decision.

b- When an employee is promoted from the general or specialized salary scale according to the shift system to another salary scale based on the regular system, he shall be transferred to the regular salary scale at the same grade and rank they held before the promotion. Then, he shall be promoted according to the promotion rules specified in this Decision.

c- If an employee is promoted after continuously working under the shift system for two consecutive years to another salary scale based on the regular system, the promotion shall be calculated based on their salary under the shift system, even if the position does not require working under the shift system.

d- Except for end of service promotion, promotions shall be granted within the current year. The Board of Trustees may, upon the request of the President of the institution, approve retroactive promotion – before the current year – if the necessary justifications are available, provided that the expenses come from the budget of the current year.

e- Promotions within one year shall be according to the approved percentages for each institution by the Supreme Council of Health. The percentages for end of service promotions and end of scale promotions shall not be included in the calculation of the approved promotion ratios.

f- The period of leave without pay shall not be counted as part of the required period for promotion.

**Article (13)**

**Entry Into Force**

The Chief Executive Officer shall implement the provisions of this decision, and it shall come into force from the day following the date of its publication in the Official Gazette.

**President of the Supreme Council of Health**

**Lieutenant General Dr. Mohammed Bin Abdullah Al Khalifa**

**Issued on:** 12 Jumada Al-Akhir 1444 A.H.

Corresponding to: 5 January 2023