Employee Appeals and Grievance Processes

INDICATOR 8.2.8 | Legal and institutional supporting evidence | 2025 reporting framework

Executive Summary

The University of Bahrain provides formal grievance mechanisms through which employees within the applicable scope may challenge employment-related administrative decisions, including decisions concerning salaries, benefits and other employment rights. Distinct routes apply to academic and administrative employees.

Key Evidence and Results

- **Academic route:** Faculty Grievance Regulation UOB-FGC-RE-001, revised under University Council Decision 255/2025 with effect from 26 May 2025, provides a University-specific process for academic employees.
- **Administrative route:** Article 30 of the Civil Service Law, Article 45 of the Civil Service Executive Regulations and Civil Service Bureau President's Decision No. 4 of 2023 establish the statutory grievance framework, while University of Bahrain Decision No. 24 of 2025 provides the institutional basis for the University's Administrative Employee Grievance Committee.
- **Procedural safeguards:** the Civil Service route provides for written submission, committee review, conflict-of-interest safeguards, hearing the employee, specialist input where needed, recommendations to the competent authority and notification of the resulting decision.
- **University administrative mechanism:** University of Bahrain Decision No. 24 of 2025 provides direct institutional evidence of the Administrative Employee Grievance Committee during the 2025 reporting period.

Overall

Together, the academic and administrative routes demonstrate established processes for reviewing qualifying employment decisions affecting rights and/or pay, subject to applicable procedures and time limits.

1. Scope and Distinction Between Routes

Academic employees are governed by the University's Faculty Grievance Regulation for qualifying academic and employment-related decisions. Administrative employees within the applicable Civil Service scope use the statutory grievance framework. Senior Civil Service posts have a separate route under Article 45(2). The processes are complementary but are not presented as identical.

2. Academic Employee Grievance Route

The Faculty Grievance Regulation (UOB-FGC-RE-001) provides a formal channel for academic employees to contest qualifying administrative decisions affecting employment rights, including salary and benefits, promotion, transfer, secondment, leave, disciplinary action and termination of service. The revised regulation was approved under University Council Decision 255/2025 with effect from 26 May 2025. The Academic Grievance Committee considers grievances and submits recommendations through the approval mechanism established in the regulation. Further judicial challenge is preserved in accordance with the regulation.

3. Administrative Employee Grievance Route

For administrative employees within scope, Civil Service Law Article 30 establishes grievance committees, while Article 45 of the Executive Regulations and Civil Service Bureau President's Decision No. 4 of 2023 set out the procedural framework. University of Bahrain Decision No. 24 of 2025 provides the institutional basis for the Administrative Employee Grievance Committee. The route covers written grievances against qualifying employment-related administrative decisions and provides safeguards for impartial consideration, hearing the employee and making recommendations to the competent authority.

4. Procedures and Time Limits

Element	Civil Service route (where applicable)

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Submission deadline	Within 15 days of learning of the relevant decision.
Initial decision period	15 working days.
Permitted extension	Up to 10 additional working days where required.
Notification	Within 5 working days of the resulting decision.
Further challenge	Competent Civil Service authority or courts for final decisions, subject to applicable requirements.
Senior posts	Separate route under Article 45(2).

5. Procedural Safeguards

Civil Service Bureau President's Decision No. 4 of 2023 reinforces safeguards including withdrawal where specified conflicts of interest exist, hearing the employee's statements, hearing other relevant persons or obtaining specialist input where necessary, and submitting recommendations to the competent authority for approval, amendment or cancellation. These safeguards support impartial review and procedural accountability.

6. Evidence Register

Evidence source	What it establishes
Faculty Grievance Regulation UOB-FGC-RE-001; University Council Decision 255/2025	University-specific academic grievance route effective 26 May 2025.
Civil Service Law No. 48 of 2010, Article 30	Statutory basis for grievance committees and employment-rights review.
Civil Service Executive Regulations, Decision No. 51 of 2012, Article 45	Committee framework, procedural route and further challenge.
Civil Service Bureau President's Decision No. 4 of 2023	Detailed grievance instructions, covered decisions and procedural safeguards.
University of Bahrain Decision No. 24 of 2025	Institutional basis for the Administrative Employee Grievance Committee during the 2025 reporting period.

Conclusion

The University of Bahrain has documented academic and administrative grievance routes supported by University regulations and the national Civil Service framework. Employees may seek review of qualifying decisions affecting rights and pay and retain the right to challenge final decisions before the competent judicial authorities in accordance with the applicable legal framework.