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**በኢትዮጵያ ፌዴራላዊ ዲሞክራሲያዊ ሪፑብሊክ
የአማራ ብሔራዊ ክልላዊ መንግስት ምክር ቤት**

ዝክረ-ሕግ

ZIKRE-HIG

**OF THE COUNCIL OF THE AMHARA NATIONAL
REGIONAL STATE IN THE FEDERAL DEMOCRATIC
REPUBLIC OF ETHIOPIA**

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<p>ማውጫ ደንብ ቁጥር 23/1996 ዓ.ም በአማራ ብሔራዊ ክልላዊ መንግስት ሥነ-ምግባር እና ፀረ ሙስና ኮሚሽን ሠራተኞች መተዳደሪያ ክልል መስተዳድር ም/ቤት ደንብ</p>	<p>Contents Regulation No.23/2004 the Amhara National Regional State Ethics and Anti Corruption Commission Employees Administration, Council of the Regional Government Regulation.</p>
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<p>ደንብ ቁጥር 23/1996 ዓ.ም በአማራ ብሔራዊ ክልላዊ መንግስት ሥነ-ምግባር እና ፀረ ሙስና ኮሚሽን ሠራተኞችን ለመስተዳድር የወጣ ክልል መስተዳድር ም/ቤት ደንብ</p>	<p>REGULATION NO.23/2004 A COUNCIL OF REGIONAL GOVERNMENT REGULATION ISSUED TO PROVIDE FOR THE ADMINISTRATION OF ETHICS AND ANTI CORRUPTION COMMISSION EMPLOUEES IN THE AMHARA NATIONAL REGIONAL STATE.</p>
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<p>የብሔራዊ ክልሉ ሥነ ምግባርና ፀረ-ሙስና ኮሚሽን በአዋጅ የተሰጡትን ሥልጣንና ተግባራት በሥራ ላይ ለማዋል ይቻለው ዘንድ የራሱን ሠራተኞች የተለየ ሥርዓት ቀርቦ እንዲቀጥር፣ እንዲያስተዳድርና አስፈላጊ ሆኖ ሊያስገኘውም እንዲያሰናብት በሕግ የተፈቀደለት በመሆኑ፤</p>	<p>Whereas, the National Regional State Ethics and Anti Corruption Commission is granted by law to employ, administer and wherever necessary dismiss its own employees by designing special system so as to implement the powers and duties vested in it by a proclamation;</p>
<p>በዚህ ሥርዓት መሠረት የሚቀጠሩት የኮሚሽኑ ሠራተኞች መብትና ግዴታቸውን በውል ለይተው የተጣለባቸውን ኃላፊነት በሚገባ ለመወጣት የሚያስችላቸውን ምቹ ሁኔታ መፍጠር በማስፈለግ፤</p>	<p>Whereas, it is found necessary to create favorable condition to those employees of the commission who would be recruited on the basis of this system to properly identify their rights and obligations and thereby discharge their responsibilities ;</p>
<p>የኮሚሽኑ የሥራ ኃላፊዎች የተቋሙን የሰው ኃይል በማስተባበር፣ በማቀናጀትና በመምራት ተልዕኮውን ለማሳካትና ዓላማውን ከግብ ለማድረስ የሚችሉባቸውን ሁኔታዎች ማመቻቸት ተገቢ ሆኖ በመገኘቱ፤</p>	<p>Whereas, it is found appropriate to facilitate conditions that would enable the officials of the commission to coordinate, organize and lead the manpower of the institution with the view to accomplishing the mission and attaining the objective of the organization;</p>
<p>በኮሚሽኑ ሠራተኞች የሚቀርቡ አስተዳደራዊ ጉዳዮች በአግባቡ የሚስተናገዱበትና አፋጣኝ ውጤት የሚያገኙበት ዝርዝር የማስፈፀሚያ ደንብ አውጥቶ የአዋጁን ሙሉ ተፈጻሚነት ማቀላጠፍ ቅድሚያ የሚሰጠው ተግባር መሆኑ ስለታመነበት፤</p>	<p>Whereas, the acceleration of full implementation of the proclamation by issuing detailed execution regulation is believed to be an activity deserving priority so that any administrative matters that may be presented by employees of the commission would properly be treated and get prompt response thereof,</p>
<p>የአማራ ብሔራዊ ክልል መስተዳድር ምክር ቤት በተሻሻለው የክልሉ ሕገ- መንግስት አንቀጽ 58 ንዑስ አንቀጽ 7 እንዲሁም በክልሉ ሥነ ምግባርና ፀረ- ሙስና ኮሚሽን ማቋቋሚያ አዋጅ ቁጥር 93/1996 ዓ.ም አንቀጽ 13 ንዑስ አንቀጽ 2 እና አንቀጽ 25 ንዑስ አንቀጽ 1 ድንጋጌዎች ሥር በተሰጠው ሥልጣን መሠረት ይህንን ደንብ አውጥቷል፡፡</p>	<p>Now, therefore, the council of the Amhara National Regional Government, in accordance with powers vested in it under the provisions of art. Sub-art.7 of the revised Regional Constitution as well as art. 13 sub-arts. 2 and art. 25 sub art 1 of the Regional ethics and anti-corruption Commission establishment this regulation as follows:</p>

ክፍል አንድ	PART ONE
ጠቅላላ	GENERAL
1. አጭር ርዕስ	1. Short Title
ይህ ደንብ “የሥነ ምግባር እና ፀረ-ሙስና ኮሚሽን ሠራተኞች መተዳደሪያ ክልል መስተዳድር ምክር ቤት ደንብ ቁጥር 23/1996 ዓ.ም” ተብሎ ሊጠቀስ ይችላል።	This regulation may be cited as “The ethics and Anti Corruption Commission Employees Administration, Council of Regional Government Regulation No. 23/2004”
2. ትርጓሜ	2. Definitions
የቃሉ አገባብ ሌላ ትርጉም የሚያሰጠው ካልሆነ በስተቀር በዚህ ደንብ ውስጥ፡-	Unless the context otherwise requires, in this regulation:
1. “አዋጅ” ማለት የአማራ ብሔራዊ ክልላዊ መንግሥት ሥነ ምግባርና ፀረ-ሙስና ኮሚሽን ማቃቋሚያና ሥልጣንና ተግባራት መወሰኛ አዋጅ ቁጥር 93/1996 ዓ.ም ነው።	1.”Proclamation” means The Amhara National Regional State Ethics and Anti-corruption Commission establishment and determination of power and duties proclamation No. 93/2004
2. “የበላይ ሥራ አመራር” ማለት የሥነ ምግባርና ፀረ-ሙስና ኮሚሽን ምክትል ኮሚሽነሩና የመምሪያ ዳይሬክተሮች የሚገለጹበት የወል መጠሪያ ነው።	2. “Top manages” means the common designation in which the commissioner, deputy commissioner and Directors of the departments of the ethics and Anti-corruption commission are referred to.
3. “የሥራ መሪ” ማለት የኮሚሽን ሠራተኛ ሆኖ በኮሚሽን አደረጃጀት ውስጥ ከአገልግሎት እስከ ክፍል ኃላፊ ድረስ ያለው አመራር የሚገለጽበት መጠሪያ ነው።	3. “Division head” means a nomenclature of an employee commonly used to refer to the management of the commission ranging from service to section heads within the organization of its structure.
4. “ዳይሬክተር” ማለት በኮሚሽን ውስጥ የተደራጀ መምሪያ የበላይ ኃላፊ ነው።	4. “Director” means the senior official of the department organized within the commission.
5. “ሠራተኛ” ማለት በኮሚሽን ውስጥ በቋሚነት ወይም በጊዜያዊነት ተቀጥሮ የሚያገለግል ማናቸውም የተፈጥሮ ሰው ሲሆን በዚህ ደንብ የበላይ ሥራ አመራር ተብሎ የተገለጸውን የሰው ኃይል አይጨምርም።	5. “Employee” means a natural person who is recruited in the commission either on a permanent or temporary basis excluding the top managers cited in this Regulation.

<p>6. “የሥራ ሁኔታ” ማለት በኮሚሽኑና በሠራተኛው መካከል ያለ ጠቅላላ ግንኙነት ሲሆን ይኸውም የሥራ ሰዓትንና ልዩ ልዩ ፈቃዶችን ያጠቃልላል፤</p>	<p>6. “Working condition” means general relationship between the commission and the employee including working hours and various leaves thereof.</p>
<p>7. “የሥራ ውል” ማለት ኮሚሽኑ ከሥራ መሪው ወይም ከሠራተኛው ጋር የሚፈራረመው ውል ወይም ይህንን ለማስፈጸም የሚፃፍ የቅጥር ወይም የምደባ ደብዳቤ ነው።</p>	<p>7. “Contract of employment” means a contract that the commission enters in to with the head or the employee or a letter of recruitment or assignment to be written to execute such contract.</p>
<p>8. “ተጠባባቂ” ማለት በሌላ ቋሚ ሠራተኛ ተደርቦ ሊሰራበት በማይችል ክፍት የሥራ መደብ ላይ ከአንድ ዓመት ላልበለጠ ጊዜ በኃላፊነት ተመድቦ የሚሰራ ማናቸውም ሰው ነው፤</p>	<p>8. “Acting employee” means any person who is assigned to carry out responsibilities for not more than one year on a vacant position that cannot be duly covered by other permanent employees.</p>
<p>9. “ተወካይ” ማለት በቋሚነት የተመደበ የበላይ ሥራ አመራር፣ የሥራ መሪ ወይም ከዚህ በታች የሚገኝ ማናቸውም ሠራተኛ ለተወሰነ ጊዜ ከሥራው ላይ ሲለይ እስከሚመለስበት ጊዜ ድረስ ሥራውን እንዲመራለት ወይም እንዲያከናውንለት ራሱ ወይም ኮሚሽኑ በጽሁፍ የሚወክለው የኮሚሽኑ ባለደረጃ ነው፤</p>	<p>9. “Agent” means a staff member of the commission to whom a permanently assigned top manager, department head or any other subordinate employee himself or the commissioner grants the power of representation in writing, to undertake the formers duties during his temporary absence.</p>
<p>10. “ትርፍ ሰዓት” ማለት በህግ ከተሰጠው መደበኛ የሥራ ሰዓት ውጭ የኮሚሽኑ ሥራ የሚሰራበት ጊዜ ነው፤</p>	<p>10. “Over time” means the working time of the commission other than those regular working hours used by same.</p>
<p>3. የተፈፃሚነት ወሰን</p>	<p>3. Scope of Application</p>
<p>ይህ ደንብ ኮሚሽኑን፣ ምክትል ኮሚሽኑንና የመምሪያ ዳይሬክተሮችን ሳይጨምር በኮሚሽኑና በሠራተኞቹ መካከል በሚደረግና በቅጥር ላይ በተመሠረተ የሥራ ግንኙነት ረገድ ተፈፃሚ ይሆናል።</p>	<p>This regulation shall, with the exception of the commissioner, deputy commissioner and directors of department, apply on working relations between the commission and it’s the employees on the basis of recruitment.</p>
<p>4. የኮሚሽኑ የበላይ ሥራ አመራር ስለመሰየም</p>	<p>4. Designation of Top management of the Commission</p>

<p>1. ኮሚሽነሩና ምክትል ኮሚሽነሩ በአዋጁ አንቀጽ 8 ንዑስ አንቀጽ 1 ድንጋጌ መሠረት በክልሉ ርዕሰ መስተዳድር ተመርጠው ይሾማሉ።</p>	<p>1. The commissioner and deputy commissioner shall, pursuant to the provisions of art. 8 sub art. 1 of the Proclamation be selected and appointed by the head of Government.</p>
<p>2. የየመምሪያው ዳይሬክተሮች በኮሚሽነሩ አቅራቢነት በርዕሰ መስተዳድሩ ይሾማሉ።</p>	<p>2. Directors of each department shall be appointed by the head of Government up on their presentation by the commissioner.</p>
<p>5. ክፍት ቦታዎችን በሰው ኃይል ስለመሙላት</p>	<p>5. Filling Vacancies</p>
<p>1. ኮሚሽኑ ባሉት ክፍት የሥራ ቦታዎች ላይ ሠራተኞችን እንደሁኔታው በዝውውር፣ በደረጃ እድገት ወይም በቅጥር ይመድባሉ።</p>	<p>1. The commission shall assign employees in its vacant positions by transfer, promotion or recruitment, as may be appropriate.</p>
<p>2. የኮሚሽኑ ሠራተኞች ቅጥርና ምደባ ችሎታንና ብቃትን መሠረት ማድረግ አለበት።</p>	<p>2. The recruitment and assignment of the employees of the commission shall be conducted on the basis of merit and competence.</p>
<p>3. በዚህ አንቀጽ ንዑስ አንቀጽ 1 የተጠቀሰው ቢኖርም የሥራ መደቡ የሚጠይቀውን መስፈርት በተለይም የትምህርት ደረጃና የሥራ ልምድ የሚያሟላ ተወዳዳሪ ለዕድገት ወይም ለአዲስ ቅጥር በማስታወቂያ ተጠርቶ ካልተገኘ ኮሚሽነሩ የበላይ ሥራ አመራሩን አስተያየት በመጠቀም ተቀራራቢ የትምህርት ደረጃና የሥራ ልምድ ያለውን ተወዳዳሪ በማዛወር ወይም በማሳደግ መመደብ ይችላል።</p>	<p>3. Notwithstanding the provisions of sub-art.1 of his article hereof, where a competitor capable of fulfilling the criteria set out for the vacant position, with regard to qualification and work experience, is no longer available as called up on by a notice for promotion, or recruitment, the commissioner shall, using the recommendation of the top management, have the right to assign another competitor having equivalent qualification and work experience either by transfer or promotion.</p>
<p>ክፍል ሁለት</p>	<p>PART TWO</p>
<p>ስለሠራተኞች መረጣ፣ ቅጥር፣ ምደባ ዝውውርና የደረጃ ዕድገት</p>	<p>SELECTION, RECRUITMENET, ASSIGNMENT, TRANSFER AND PROMOTION OF EMPLOYEES</p>
<p>6. ስለ ዝውውር</p>	<p>6. Transfer</p>

<p>ኮሚሽኑ ባለው ክፍት የሥራ ቦታ ሠራተኛ መመደብ አስፈላጊ ሆኖ ሲያገኘው፡-</p>	<p>Where the commission finds it necessary to assign employees in its vacant positions:</p>
<p>1. በኮሚሽኑ ውስጥ በተመሳሳይ የሥራ ደረጃ ኮሚገኙ ሠራተኞች መካከል አወዳድሮ በጊዜያዊነት ወይም በቋሚነት በውስጥ ዝውውር ይመድባል፤</p>	<p>1. Assign by central transfer either temporarily or on permanent basis from among the employees of the commission by causing those having similar positions of work compete with one another.</p>
<p>2. ከአንድ መምሪያ ወደ ሌላ መምሪያ በተመሳሳይ ደረጃ የሚደረግ የማናቸውም ሠራተኛ የውስጥ ዝውውር በውድድርና በኮሚሽነሩ ውሳኔ ይፈፀማል፡፡ ሆኖም እንደአስፈላጊነቱ በኮሚሽኑ የበላይ ሥራ አመራር ውሳኔ የውስጥ ዝውውር ያለውድድር ሊፈፀም ይችላል፡፡</p>	<p>2. Internal transfer from one department to the other of any employee having similar work position shall be carried out on the basis of competition as well as the decision of the commissioner; provided, however that, such a transfer may be executed without competition up on the decision of the top management of the commission, as may be appropriate.</p>
<p>3. የማንኛውም የኮሚሽኑ ሠራተኛ የሥራ መደቡ የተሰረዘ እንደሆነ በመ/ቤቱ ውስጥ ተመሳሳይ ደረጃ ወደ አለው የሥራ መደብ ይዛወራል፡፡ ይህ ካልተቻለ በሠራተኛው ፈቃደኝነት ዝቅ ወደ አለ ደረጃ ተመድቦ ለዚህ ደረጃ የተፈቀደውን መነሻ ደመወዝና በቆይታ በእርከን ካገኘው ጭማሪ ጋር ተደምሮ ይከፈለዋል፡፡</p>	<p>3. Where the position of any employee of the commission is cancelled, he shall be transferred to another similar position of an equal grade within the organization; provided, however, that when the vacant position of the same grade is not available and if he is willing to be transferred to a position of lower grade, he shall be transferred thereto and be paid the salary allowed for the position together with the scale increment he had obtained previously.</p>
<p>4. ማንኛውም የኮሚሽኑ ሠራተኛ በውስጥ ዝውውር ምክንያት ቀድሞ በነበረው ደረጃ የሚያገኘው ደመወዝ አይቀነስበትም፤</p>	<p>4. The salary of an employee acquired by virtue of his previous position shall not be deducted due to internal transfer.</p>
<p>5. በዚህ ደንብ መሠረት አንድን ሠራተኛ በደረጃ እድገት መመደብ ካልተቻለ ከሌላ መ/ቤት ጋር በሚደረግ ስምምነት አዛውሮ እንዲመደብ ማድረግ ይቻላል፤</p>	<p>5. Where the vacant position is not available to assign an employee by promotion pursuant to this regulation, it is possible to transfer him to another government office up on an agreement between the respective offices.</p>
<p>6. አስፈላጊ ሆኖ በተገኘ ጊዜ ቀጣሪው የመንግስት መ/ቤትና ሠራተኛው ሲስማሙበት አንድ ቋሚ የመንግስት ሠራተኛ በኮሚሽኑ የተወሰነ ሥራ</p>	<p>6. A permanent civil servant may, as deemed necessary, where the pertinent government office and the civil servant so agree, be seconded to the commission with the view to promoting a</p>

<p>ለመፈፀም ከአንድ ዓመት ለማይበልጥ ጊዜ በጊዜያዊነት ተመድቦ እንዲሰራ ሊደረግ ይችላል፤</p>	<p>special duty for a period not exceeding one year.</p>
<p>7. በዚህ አንቀጽ ንዑስ አንቀጽ 6 መሠረት የተመደበ ሠራተኛ ፡-</p>	<p>7. Where a civil servant is seconded in accordance with sub art. 3 of this article:</p>
<p>ሀ. ደመወዙና ማንኛውንም ጥቅሙ በምደባው ምክንያት አይገደልበትም፤</p>	<p>a. His salary and other benefits shall not be affected because of the assignment;</p>
<p>ለ. የሥራ አፈፃፀም ሪፖርቱ በኮሚሽኑ ተሞላቶ ለቀጣሪው መ/ቤት ይተላለፍለታል፤</p>	<p>b. His performance shall be evaluated by the commission to which he is seconded and be sent to his employer;</p>
<p>ሐ. ጥፋቱ የፈፀመ እንደሆነ በወንጀል ተጠያቂነቱ እንደተጠበቀ ሆኖ የዲሲፕሊን እርምጃ የሚወስድበት በቀጣሪው መ/ቤት አማካኝነት ይሆናል፤</p>	<p>c. Without prejudice to the possibility of his liability while committing fault, he shall be subjected to disciplinary measures to be taken by his employer.</p>
<p>8. ማንኛውም ዝውውር በደብዳቤ የሚገለጽ ሆኖ የሚመለከተው ሠራተኛ አስቀድሞ እንዲያውቀው ይደረጋል፡፡</p>	<p>8. Any transfer shall be stated by a letter with prior notification of the concerned employee.</p>
<p>7. የደረጃ ዕድገት</p>	<p>7. Promotion</p>
<p>ኮሚሽኑ በተመሳሳይ ደረጃ ያለን ሠራተኛ በዚህ ደንብ አንቀጽ 6 ንዑስ አንቀጽ 1 መሠረት በውስጥ ዝውውር ካልመደበ፡-</p>	<p>Unless the commission assigns by internal transfer an employee who has an equal grade pursuant to the provisions of art. 6, sub art. 1 hereof:</p>
<p>1. ከኮሚሽኑ ሠራተኞች መካከል ብቃት ያለውን አወዳድሮ በመምረጥ በክፍት የሥራ መደቡ ላይ በዕድገት ይመድባል፤</p>	<p>1. Assign an efficient employee on the vacant position by selecting one through competition from among the employees of the commission.</p>
<p>2. ኮሚሽኑ የሚወክለው ሰው ሰብሳቢ በሚሆንበት የቅጥርና የደረጃ እድገት ኮሚቴ በሚቀርብ የውጫ ሃሳብ መሠረት በኮሚሽኑ ውጫ ይፈፀማል፤</p>	<p>2. The promotion shall be executed by the decision of the commissioner as per the proposal of the recruitment and promotion committee whose chairperson is designated by the commissioner.</p>
<p>3. የሠራተኛ የደረጃ ዕድገት የሚሰጠው በውድድር ይሆናል፤</p>	<p>3. The promotion of employees shall be granted on the basis of competition.</p>
<p>4. ኮሚሽኑ ቅጥር፣ የደረጃ ዕድገትና ዝውውር</p>	<p>4. The commission shall issue detailed directives for the</p>

የሚፈጸምበትን ዝርዝር መመሪያ ያወጣል፤	execution of promotion recruitment, and transfer.
5. የደረጃ ዕድገት ያገኘ ሠራተኛ የሥራ መደቡን፣ የደመወዙን መጠን፣ ዝርዝር ተግባርና ኃላፊነቱን የሚገልጽ ደብዳቤ አግባብ ባለው ኃላፊ ፊርማ ይደርሳል፤	5. A promoted employees shall receive a letter which is signed by an authorized official and a stating his position of work, amount of salary as well as detail duties and responsibilities assigned by the appropriate official.
6. በደረጃ አድገት የተመደበ ሠራተኛ የሙከራ ጊዜ አይኖረውም፡፡	6. An employee assigned by promotion shall not have probation period.
8. ስለምልመላና የጥቅ አፈፃፀም	8. Selection and Recruitment
1. ኮሚሽኑ ባለው ክፍት የሥራ ቦታ በዚህ ደንብ አንቀጽ 6 ንዑስ አንቀጽ 1 እና 3 ወይም አንቀጽ 7 ንዑስ አንቀጽ 1 መሠረት ማሟላት ካልቻለ ለሥራ መደቡ ተወዳዳሪዎችን በማስታወቂያ በመጥራትና በማወዳደር አዲስ ሠራተኛ ይቀጠራል፡፡	1. Where the commission unable to have its vacant position occupied as per the provisions of art.(6), sub art.(1) and (3) or art (7), sub-art. (1) of this regulation hereof, it shall announce and recruit new employees for the same position on the basis of completion.
2. ተወዳዳሪዎችን ለመጥራት የሚወጣው ማስታወቂያ የሚከተሉትን መያዝ ይኖርበታል፡-	2. The vacancy announcement shall include the following:
ሀ. የመልካም ሥነ ምግባር ማረጋገጫ ማስረጃ፤	a. Certificate of good ethical conduct;
ለ. የሥራ መሪውን ወይም የሠራተኛውን የሥራ መደብ መጠሪያ፤	b. Position of the division head or the employee;
ሐ. ከተወዳዳሪዎች ስለሚፈለገው የትምህርት ዓይነትና ደረጃ እንዲሁም የሥራ ልምድና ልዩ መያዝ፤	c. Stream and level of educational skills required from the competitors;
መ. የደመወዝ መጠን በስምምነት ወይም በኮሚሽኑ መሆኑን፤	d. Amount of salary, if negotiable or determinable as per the scale of the commission;
ሠ. የማመልከቻ መቀበያ ጊዜና ቦታ፤	e. Time and place to receive applications;
ረ. ሌሎች አስፈላጊ መረጃዎች (ካለ)፡፡	f. Any other information (if there exists).
3. ኮሚሽኑ ባወጣው ክፍት የሥራ ቦታ ማስታወቂያ መሠረት የሚቀርቡ አመልካቾች የትምህርትና የሥራ ልምድ ማስረጃቸውን	3. Applicants wishing to respond pursuant to the vacancy announcement of the commission shall apply up on presentation of their respective education and work experience certificates.

<p>በማቅረብ ያመለክታሉ፡፡</p>	
<p>4. ለሠራተኛ ክፍት የሥራ ቦታ በማስታወቂያ ተጠርተው የተመዘገቡ ተወዳዳሪዎችን የመምረጥና የማወዳደሩ ተግባር በቅጥርና የደረጃ ዕድገት ኮሚቴ ተከናውኖና ከአስተያየት ጋር ለኮሚሽነሩ ቀርቦ ውሳኔ ያገኛል፡፡</p>	<p>4. The duty of selection through completion of those competitors registered for the vacant position shall be carried out by the recruitment and promotion committee and obtain decision thereon by the commissioner having due regard to the proposal submitted to him by the former.</p>
<p>9. የቅጥር፣ የደረጃ ዕድገትና የዝውውር ኮሚቴ ስማለቋቋም</p>	<p>9. Establishment of Recruitment, Promotion and Transfer Committee</p>
<p>1. ኮሚሽኑ ባለው ሠራተኛ ክፍት የሥራ ቦታ ለደረጃ ዕድገት ወይም አዲስ ለመቀጠር የሚያመለክቱ ተወዳዳሪዎችን በማወዳደር መርጦ ከውሳኔ ሃሳብ ጋር የሚያቀርብ የሠራተኛ የቅጥር፣ የደረጃ ዕድገትና የዝውውር ኮሚቴ ይኖረዋል፡፡</p>	<p>1. The commission shall have recruitment; promotion and transfer committee that selects competitors who apply for promotion or to be recruited newly in the vacant positions by way of competition and submits decision proposals to it as well.</p>
<p>2. ኮሚቴው የሚከተሉትን በመያዝ ይደራጃል፡-</p>	<p>2. The committee shall be organized in such away as to include the following:</p>
<p>ሀ. በኮሚሽነሩ የሚሰየሙ ሰብሳቢና አንድ አባል</p>	<p>a. A chairperson and a member.....to be designated by the commissioner,</p>
<p>ለ. ቅጥር የተጠየቀበት የሥራ ክፍል ኃላፊ/ተወካይ አባል</p>	<p>b. The head/representative of the concerned section in which the vacant position is created member;</p>
<p>ሐ. እንደ ሴት መሆኗ እንደተጠበቀ ሆኖ ሁለት የሠራተኛ ተወካዮች አባላት</p>	<p>c. One being a woman, two staff representatives members;</p>
<p>መ. ድምፅ የመስጠት መብት የሌለው የፐርሶኔል ክፍል ሠራተኛ ፀሐፊ</p>	<p>d. An employee from the personnel division failing to have the right to vote Secretary.</p>
<p>3. የኮሚቴው አባላት የአገልግሎት ዘመን ሁለት ዓመት ይሆናል፡፡ ሆኖም፡-</p>	<p>3. The term of office of the committee shall be two years; provided, however, that:</p>
<p>ሀ. ኮሚሽነሩ አስፈላጊ ሆኖ ሲያገኘው ከሠራተኛ ተወካዮች ውጭ ያሉትን አባላት በማናቸውም ጊዜ ሊቀይር ወይም በድጋሜ ሊሰይም ይችላል፤</p>	<p>a. The commissioner shall, when he finds it necessary, change at any time or re-designate those members with the exception of employees' representatives.</p>
<p>ለ. ሠራተኛው ከፈለገ ከተወካዮቹ አንዱን ወይም</p>	<p>b. The staff, if need be, may be able to change one or both of its</p>

<p>ሁለቱን ከሁለት ዓመት በፊት ሊቀይራቸው ወይም ለተከታዩ የአገልግሎት ዘመን እንዲቀጥሉ ሊያደርግ ይችላል።</p>	<p>representatives before the completion of the two years term of office or cause them to continue for the following term.</p>
<p>10. ስለ ኮሚቴው ተግባርና ኃላፊነት</p>	<p>10. Duties and Responsibilities of the Committee</p>
<p>ኮሚቴው የሚከተሉት ተግባርና ኃላፊነቶች ይኖሩታል፡-</p>	<p>The committee shall have the following duties and responsibilities:</p>
<p>1. ለቅጥር፣ ለደረጃ ዕድገት ወይም ለዝውውር ፈላጊዎች ማስታወቂያው በወቅቱ መውጣቱን፣ በቂ የምዝገባ ጊዜ መስጠቱን፣ የተወዳዳሪዎች ምዝገባ በአግባቡ መካሄዱንና ሌሎች አስፈላጊ ፎርማሊቲዎች ማሟላታቸውን ያረጋግጣል፤</p>	<p>1. Ensure as to whether the vacancy is announced on time, sufficient time is rendered for registration, applicants' registration is properly carried out and other necessary formalities are observed with regard to those seeking for recruitment, promotion or transfer;</p>
<p>2. የቀረቡ ተወዳዳሪዎችን ኮሚሽኑ ካወጣቸው የቅጥር፣ የዕድገት ወይም የዝውውር መመዘኛ ነጥቦች አንፃር ይገመግማል፤ ለቦታው ብቁ የሆኑትን ይመርጣል፤ አስፈላጊ መስሎ ከታየው የቃል ወይም የተግባር ፈተና ይሰጣል፤</p>	<p>2. Evaluate the competitors as per the commission's recruitment, promotion or transfer criteria, select those who are found to be fit for the position and if it deems necessary, provide oral or practical exams;</p>
<p>3. በማወዳደሪያ ውጤቱ መሠረት የተወዳዳሪዎችን ደረጃ ያወጣል፤</p>	<p>3. Publicize the list of competitors in rank as per the results of their competition;</p>
<p>4. የተወዳዳሪዎችን የኋላ ታሪክ መረጃ በማሰባሰብ እንደመመዘኛ መስፈርትነት ሊጠቀምበት ይችላል፤</p>	<p>4. Collect the background information of competitors and be able to use same as an evaluation criterion;</p>
<p>5. ኮሚቴው ካወጣው የተወዳዳሪዎች የነጥብ ደረጃና ካካሄዳቸው ውይይቶች በመነሣት በእኩል ደረጃ የሚኙትን ተወዳዳሪዎች በድምፅ ብልጫ ይወስናል፤ በምርጫው የአባላት ድምፅ እኩል በሚሆንበት ጊዜ ሰብሳቢው የሚደግፈው ወገን ሃሳብ ወሳኝነት ይኖረዋል፤</p>	<p>5. Where competitions have an equal grade, the committee shall, based on the evaluation grade point it has issued and the discussion it has undertaken, decide by a majority vote. In case of a tie, the side for which the chairperson has voted shall constitute final decision.</p>
<p>6. ከተወዳዳሪዎች መካከል በአጠቃላይ ውጤት</p>	<p>6. Select, from among the competitors, the one who has profound</p>

<p>ብልጫ ያለውንና ለቦታው ይመጥናል ብሎ የሚያምንበትን መርጦ ከውሳኔ ሃሳብ ጋር ለኮሚሽኑ ያቀርባል፤</p>	<p>results and believed to be fit for the position as well as submit same to the commissioner together with a proposal thereof.</p>
<p>7. የኮሚሽኑ የውሳኔ ሃሳብ በኮሚሽኑ ተቀባይነት ሲያገኝ ተግባራዊ ይደረጋል፡፡</p>	<p>7. The proposal of the commit shall be effective up on approval by the commissioner.</p>
<p>11. የቅጥር ማስረጃ ስለማሟላት</p>	<p>11. Fulfillment of Certificates pertaining to Recruitment</p>
<p>1. ለቅጥር የተመረጠው ዕጩ ሠራተኛ በመጨረሻ ከነበረበት መ/ቤት የሰንብት ምስክር ወረቀት ማቅረብ ይኖርበታል፡፡</p>	<p>1. A perspective recruit shall avail a certificate of release from his previous office.</p>
<p>2. ዕጩ ተቀጣሪው ከታወቀ የሕክምና ተቋም የጤንነት ምርመራ ውጤት እና ከወንጀል ነፃ ስለመሆኑ የፖሊስ ማስረጃ እንዲያመጣ ይደረጋል፡፡</p>	<p>2. The prospective recruit shall also be made to produce a medical certificate from a recognized health institution as well as a statement of evidence to prove that he has no criminal records.</p>
<p>12. ቃለ መሀላ ስለመፈፀም</p>	<p>12. Oath</p>
<p>በኮሚሽኑ የሚመደብ ወይም የሚቀጠር ሠራተኛ ሥራ ከመጀመሩ በፊት የሚከተለውን ቃለ መሐላ ይፈፅማል፡፡</p>	<p>An employee to be appointed or recruited in the commission shall, before commencing his duty, take the following oath of fidelity.</p>
<p>“ እኔ ----- በኮሚሽኑ ሠራተኝነቴ ከሁሉም በላይ አድርጌ በእውቀትና በታማኝነት ሕዝቡን ለማገልገል፣ በማናቸውም ጊዜ የክልሉን ሕገ መንግስትና ሌሎች ሕጎችን ለማክበርና በሥራዬ ምክንያት ያወቅሁትን ምስጢር ለሌላ ለማንኛውም ወገን ላለመግለጽ፣ የኮሚሽኑን የሥነ ምግባር ደንቦች ለማክበርና ተግባራዊ ለማድረግ ቃል እገባለሁ፡፡”</p>	<p>“I ----- being an employee of the commission solemnly and sincerely swear that above all else faithfully serve the people and at all times respect the constitution and other laws of the Regional State and will not disclose to any party the secret revealed to me by reason of my duties”</p>
<p>13. ስለ ሥራ ውል አመሠራረት</p>	<p>13. Formation of Contract of Employment</p>

<p>1. በማንኛውም ሁኔታ የሚመደብ ወይም የሚቀጠር ሠራተኛ ከኮሚሽኑ ጋር የሥራ ውል ይፈራረማል፤ ይህም ከኮሚሽኑ በሚጻፍለት የምደባ ወይም የቅጥር ደብዳቤ ይገለፅላል፡፡</p>	<p>1. Any employee to be assigned or recruited for any reason shall undertake an employment contract with the commission; this shall be communicated him through a letter of assignment or recruitment.</p>
<p>2. የሥራ ውሉም የሚከተሉትን ይይዛል፡-</p>	<p>2. The contract of employment shall consist of the following particulars:</p>
<p>ሀ. የሠራተኛው የሥራ መደብ መጠሪያ ስምና ተጠሪነት፤</p>	<p>a. Title of position and accountability,</p>
<p>ለ. የቅጥር ሁኔታ፤</p>	<p>b. Type of recruitment;</p>
<p>ሐ. የቅጥር ዘመን፤</p>	<p>c. Condition of recruitment;</p>
<p>መ. የደመወዝ ልክ፤</p>	<p>d. Amount of salary;</p>
<p>ሠ. ዝርዝር ተግባርና ኃላፊነት፤</p>	<p>e. Specific duties and responsibilities;</p>
<p>ረ. በዚህ ደንብ መሠረት የሚተዳደር መሆኑ፤</p>	<p>f. Whether he is administered pursuant to this regulation;</p>
<p>ሰ. ሌሎች አስፈላጊ ጉዳዮች (ካለው)</p>	<p>g. Other necessary affairs (if any)</p>
<p>14. የሙከራ ጊዜ</p>	<p>14. Probation Period</p>
<p>1. የሙከራ ጊዜ ዓላማ አዲስ የተቀጠረ ሠራተኛ ስለሥራ አፈፃፀሙ ክትትል እየተደረገ ብቁ መሆኑን ማረጋገጥ ነው፡፡</p>	<p>1. The objective of the probation period is to prove whether a new recruit is efficient for the position under close follow up of his performance.</p>
<p>2. አዲስ የሚቀጠር ሠራተኛ የሙከራ ጊዜ ከስድስት ወር አይበልጥም፡፡ ሆኖም ኮሚሽኑ በቂ ምክንያት ካለው የሠራተኛውን የሙከራ ጊዜ ለተጨማሪ ሦስት ወራት ሊያራዝም ይችላል፡፡ የሙከራ ጊዜው መራዘሙንም ሠራተኛው እንዲያውቀው ይደረጋል፡፡</p>	<p>2. The probation period of a new recruit shall not exceed six months; provided, however, that with sufficient reason, the commission shall extend the probation period of the employee for additional three months. The extension of such a probation period shall also be notified to the employee.</p>
<p>3. በሙከራ ላይ የሚገኝ ሠራተኛ በ3ኛውና በ6ኛው ወር ላይ የሥራ አፈፃፀሙ በቅርብ ኃላፊው ይገመገማል፡፡ የሙከራ ጊዜው የተራዘመ ከሆነም በስምንተኛው ወር ላይ ይገመገማል፡፡</p>	<p>3. The performance of an employee who is in a probation period shall be evaluated by his immediate superior at the 3rd and 6th months. Where the probation period is extended, it shall be evaluated at the 8th month.</p>
<p>4. ሞካሪ ሠራተኛው /በሙከራ ጊዜው ለሥራው ብቁ ሆኖ ካልተገኘ ኮሚሽኑ የአንድ ወር (የ30</p>	<p>4. Where the recruit is found inefficient during the probation period, the commission may discontinue the recruitment</p>

<p>ቀን) ማስጠንቀቂያ በመስጠት በማንኛውም ጊዜ የቅጥር ውሉን ሊያቋርጥና ሊያሰናብተው ይችላል።</p>	<p>contract and dismiss him at any time giving a 30 days prior notice.</p>
<p>5. በሙከራ ጊዜ ላይ ለየ ሠራተኛ የአንድ ወር (የ30 ቀን) ማስጠንቀቂያ በመስጠት በማንኛውም ጊዜ በራሱ ፈቃድ ሥራውን መልቀቅ ይችላል።</p>	<p>5. An employee who is in a probation –period may leave his Job at any time giving a month (30 days) prior notice.</p>
<p>6. ቀድሞ በኮሚሽኑ ውስጥ በቋሚነት ሲሰራ የነበረ ሠራተኛ እንደገና ቢቀጠር የሙከራ ጊዜ አይኖረውም።</p>	<p>6. Where an employee who had been working in the commission permanently is recruited again, he shall not have a probation period.</p>
<p>7. በሙከራ ላይ የሚኝ ሠራተኛ የዓመት ዕረፍት ፈቃድ አያገኝም፤ ሆኖም በዚህ ደንብ የተገለፁት የሥራ ሁኔታዎች እንደአስፈላጊነቱ ተፈጻሚነት ይኖራቸዋል።</p>	<p>7. An employee who is in a probation period shall not be entitled to annual leave; provided, however, that the working conditions stated in this Regulation shall, as may be necessary, be applicable thereto.</p>
<p>15. በቋሚነት ስለመቀጠር</p>	<p>15. Permanent Recruitment</p>
<p>በሙከራ ጊዜው ለሥራው ብቁ ሆኖ የተገኘ ሠራተኛ የሙከራ ጊዜው እንዳለቀ በውሉ ለታቀደው ሥራ በቋሚነት መቀጠሩን የሚገልጽ ደብዳቤ ኮሚሽነሩ ወይም ምክትል ኮሚሽነሩ በሚወክለው የሥራ ኃላፊ ተፈርሞ እንዲደርሰው ይደረጋል። ሆኖም የአቃቢያን ህግና መርማሪዎች የቅጥር፣ የደረጃ ዕድገትና ዝውውር ደብዳቤ በኮሚሽነሩ ተፈርሞ እንዲደርሳቸው ይደረጋል።</p>	<p>An employee who has proved efficient for the position he is recruited for during the probation period shall, at the end of this period, receive a letter that stating his permanent employment for that position, duly signed by a department head who is delegated by the commissioner or deputy commissioner thereof; provide, however, that the recruitment, promotion and transfer letter of prosecutors and investigators shall be signed by the commissioner himself and communicated to them forth with.</p>
<p>16. በተጠባባቂነት ስለመመደብ</p>	<p>16. Temporary Assignment</p>
<p>1. ኮሚሽኑ የአንድ ሠራተኛ ወይም የሥራ ኃላፊ የሥራ መደብ ክፍት ሲሆን ቋሚ ሠራተኛ እስኪመደብ ድረስ ተጠባባቂ ሠራተኛ መመደብ ይችላል።</p>	<p>a. The commission shall, whenever the position of an employee or department head is vacant, temporarily assign another employee until such time that a par mount one is obtained.</p>
<p>b. ተጠባባቂ ሠራተኛ የሚመደበው በአንድ ወይም በሁለት ደረጃ ዝቅ ካሉት የሥራ ኃላፊዎች</p>	<p>2. Temporary assignment is made from among department heads or employees lower with one or two grades by selecting one whose efficiency and work experience is far better than others</p>

<p>ወይም ሠራተኞች መካከል ብቃቱና የሥራ ልምዱ የላቀው ተመርጦ በኮሚሽነሩ ሲፈቀድ ነው።</p>	<p>and up on approval by the commissioner.</p>
<p>3. በተጠባባቂነት የሚመደብ ሠራተኛ ስለሚመደብበት የሥራ ቦታ፣ ኃላፊነትና ተግባር በኮሚሽነሩ ተፈርጦ በሚሰጠው ደብዳቤ ይገለጽለታል።</p>	<p>3. A temporarily assigned employee shall be notified by a letter signed by the commissioner with regard to the work place he is assigned to as well as those duties and responsibilities pertaining thereto.</p>
<p>4. ማንኛውም በተጠባባቂነት የተመደበ ሠራተኛ በዚህ አቋሙ ለሚያከናውነው ተግባር ተጠያቂ ይሆናል።</p>	<p>4. Any temporarily assigned employee shall be accountable for the task he carries out in this respect.</p>
<p>5. የተጠባባቂነት ጊዜ ከአንድ ዓመት መብለጥ የለበትም።</p>	<p>5. The period of temporary assignment shall not exceed one year</p>
<p>17. ስለ ውክልና</p>	<p>17. Representation</p>
<p>1. በበላይ ሥራ አመራር ተጠሪ የሆነ ማንኛውም ሠራተኛ ወይም የሥራ ኃላፊ ለተወሰነ ወይም ላልተወሰነ ጊዜ በሥራ ጉዳይ፣ በህመም፣ በዓመት ዕረፍት፣ በሥልጠና ወይም በሌላ በማናቸውም ምክንያት ከሥራ ገበታው ሲለይ በቅድሚያ የቅርብ ኃላፊውን አሳውቆ የሥራ መደቡን በውክልና የሚመራለትን ወይም የሚያከናውንለትን የኮሚሽነሩን ባልደረባ በፅሁፍ ይወክላል፤ ወይም አግባብ ባለው ክፍል ያስወክላል።</p>	<p>1. Where any employee or division head who is accountable to the top management departs from his job for a limited or unlimited period of time due to work, sickness, annual leave, training or any other reason, he shall grant representation in writing to a member of the commission to be in charge of his position or accomplishes his duties upon prior notification of same to his immediate superior or cause the act of representation rendered by an authorized body.</p>
<p>2. የበላይ ሥራ አመራር ተጠሪ የሆነ ሠራተኛ ወይም የሥራ ኃላፊ የሚወክለው በተመሳሳይ ደረጃ ወይም በእዝ ሰንሰለቱ ከወካዩ ቀጥሎ የሚገኝ ሠራተኛ ወይም የሥራ ኃላፊ ይሆናል። በሥልጣን ተወረድ ከወካዩ ቀጥሎ የሚገኝ ሠራተኛ ወይም የሥራ ኃላፊ ከሌለ በትምህርት ደረጃውና በሥራ አፈፃፀሙ የተሻለውንና ከሥራው ጋር አግባብነት</p>	<p>2. An employee or division head who is accountable to the top management shall grant representation to any other employee or division head having an equal grade with or hierarchically a grade lower than the former; provided, however, that in the absence of said employee or division head who is hierarchically a grade lower than the principal, it shall be possible to grant representation to another employee or division head who is found to be better in his educational</p>

ያለውን ሌላ ሠራተኛ ወይም የሥራ ኃላፊ መወከል ይችላል።	qualification and performance records having to do with the work concerned.
3. ውክልናውን አግባብ ያላቸው ክፍሎች እንዲያውቁት ይደረጋል።	c. The act of representation shall be made Known to those sections concerned.
4. በውክልና የተመደበን ሠራተኛ ወይም የሥራ ኃላፊ ሌላ ተወካይ እንዲተካው ወይም እንዲወከለው ማድረግ አይቻልም።	d. It shall not be allowed to replace or represent any employee or division head, himself assigned by an act of representation.
5. የተወከለው ሠራተኛ ወይም የሥራ ኃላፊ የተወከለበትን ሥራ ለማካሄድ የማይችል ሲሆን ወይም ከሥራው ቢቀር የተወካይ የቅርብ ኃላፊ ወይም ኮሚሽነሩ ሌላ ተወካይ ሊመድብ ይችላል።	e. Where the represented employee or division head is unable to carry out the duties he is assigned for or is absent there from, the immediate superior of the principal or the commissioner may assign another representative.
6. ተወካዩ በውክልና ጊዜው ውስጥ የውክልና ሥልጣኑን መሠረት አድርጎ ለሚያከናውነው ተግባር ተጠያቂ ነው።	f. A represented employee shall be accountable for the task he accomplishes by virtue of his representative power.
7. በማንኛውም ሁኔታ የውክልና ጊዜ ከስድስት ወር መብለጥ የለበትም።	g. Under no circumstances, shall a period of representation exceed six month.
ክፍል ሦስት	PART THREE
ግዴታዎችና የሥነ ምግባር መርሆዎች	OBLIGATION AND ETHICAL PRINCIPLES
18. የኮሚሽኑ ሠራተኛ ግዴታዎች	18. Obligation of an Employee of the Commission
የበላይ ሥራ አመራር አባላትን ጨምሮ ማንኛውም የኮሚሽኑ ሠራተኛ፡-	Any employee of the commission including members of the top management shall be obliged to:
1. ለሕዝቡና ለሕገ መንግሥቱ ታማኝ መሆን፤	1. be loyal to the public and the constitution;
2. መላ ጉልበቱንና ችሎታውን ለሕዝብና ለኮሚሽኑ አገልግሎት ማዋል፤	2. devote all his energy and abilities to serve the public and the commission;
3. በሥራ መዘርዘሩ ላይ የተሰጡትን ተግባሮችና ሌሎች በሕጋዊ መንገድ የሚሰጡትን ትዕዛዞች መፈፀም፤	3. Perform such duties as are stated in the form of job description and those lawful orders referred;
4. የኮሚሽኑን ሥራ የሚመለከቱትን ሕጎች፣ ደንቦችና መመሪያዎች በማክበር ሥራውን	4. Accomplish his task, manage thereof and carryout his responsibilities with due observance of laws, regulations and

የመሥራት ወይም የመምራትና ኃላፊነቱን የመወጣት ግዴታ አለበት፡፡	directives pertaining to the commission.
19. የሥነ ምግባር መርሆዎች	19. Ethical principles
1. ኮሚሽኑ ሠራተኞችን የሚመሩበትን የሥነ ምግባር መመሪያ የማውጣት ሥልጣን አለው፤	1. The commission shall have the power to issue the directive governing the ethics of its employees.
2. የበላይ የሥራ አመራር አባላትን ጨምሮ የኮሚሽኑ ሠራተኞች ኮሚሽኑ የሚያወጣቸውን የሥነ ምግባር ደንቦች የማክበርና ተግባራዊ የማድረግ ግዴታ አለባቸው፡፡	2. Employees of the commission including members of the management shall have the duty to respect and implement the ethical directive to be issued by the commission.
3. ከዚህ በታች የተመለከቱት የሥነ- ምግባር መርሆዎች በኮሚሽኑ ውስጥ ተፈጻሚነት ይኖራቸዋል፡፡	3. The following ethical principles shall be applicable within the commission:
ሀ. ምሉዕነት	a. Integrity;
ለ. ታማኝነት	b. Loyalty;
ሐ. ግልፅነት	c. Transparency
መ. ሚስጥር መጠበቅ	d. Confidentially
ሠ. ሐቀኝነት	e. Honesty;
ረ. ተጠያቂነት	f. Accountability;
ሰ. የሕዝብን ጥቅም ማስቀደም	g. Advancement of public interests;
ሸ. ሕጋዊ በሆነ ሥልጣን መገልገል	h. Exercising legitimate authority;
ቀ. አድልዎ አለመፈፀም	i. Impartiality;
በ. ሕግን ማክበር	j. Respecting laws;
ተ. ለሕዝብ ጥያቄ ተገቢውን ምላሽ መስጠት	k. Rendering appropriate response to the public;
ቸ. አርአያ መሆን፡፡	l. Exemplariness.
20. የኮሚሽኑ ግዴታዎች	20. Obligations of the Commission
ኮሚሽኑ የሚከተሉት ግዴታዎች ይኖሩታል፡-	The commission shall have the following obligations:
1. ከሠራተኛው ጋር በገባው የሥራ ውል ላይ የተመለከቱትን ግዴታዎች የማክበር፤	1. To respect the terms stated in the employment contract concluded with its employees;
2. ሠራተኛው ኃላፊነውን በብቃት እንዲወጣ	2. To provide the staff with all the necessary support required to

<p>ተገቢውን ድጋፍ ሁሉ የመስጠት፤</p>	<p>enabling them efficiently discharge their responsibilities;</p>
<p>3. ሠራተኛው የሚገባውን ሰብዓዊ ክብርና መብት የማክበርና የመጠበቅ፤</p>	<p>3. To duly respect and protect the human dignity and rights which the employees deserve;</p>
<p>4. የሠራተኛውን ደህንነትና ጤንነት ለመጠበቅ የሚያስፈልጉ እርምጃዎችን የመውሰድ፤</p>	<p>4. To take measures necessary to protect the well-being and health of the employees;</p>
<p>5. ሠራተኛውን በዚህ ደንብ መሠረት የማስተዳደር፤</p>	<p>5. To administer employees as per this regulation;</p>
<p>6. ሠራተኛው ከሚሸኑ ለመልቀቅ ሲጠይቅ ወይም የሥራ ውሉ ሲቋረጥ የነበረውን የኃላፊነት ደረጃና ይሰራ የነበረውን ሥራ፣ የሥራ መደብ መጠሪያ፣ የአገልግሎት ዘመንና ሲክራለው የነበውን ደመወዝ፣ ልዩ ልዩ ተቀናናሽ ሂሳቦችን መክፈል አለመክፈሉንና የለቀቀበትን ምክንያት የሚገልጽ የምስክ ወረቀት የመስጠት እንዲሁም ተገቢ ጥቅማ ጥቅሙንም የመክፈል፤</p>	<p>6. Where an employee applies to resign from the commission or where his employment contract terminates to grant him a release paper stating the level of his responsibility and type of work, title of the position, duration of service and amount of salary along with the reason of resignation as well as pay him the benefits due, after having checked as to whether he had paid various deductions;</p>
<p>7. በሠራተኛው ላይ ማናቸውንም ሕገ ወጥ ድርጊት ያለመፈፀም፤</p>	<p>7. To refrain from committing any type of illegal act against the employees;</p>
<p>8. ሠራተኛው ከሥራ ባህሪው ጋር በተያያዘ ችግር ሲደርስበት ሕጋዊ ድጋፍ የመስጠትና የመተባበር፤</p>	<p>8. To provide legal support and cooperation to an employee in a condition where he faces problems in relation with his duties.</p>
<p>9. ሠራተኛው ለከሚሸኑ ከሚሰጠው አገልግሎት ወይም ከሥልጣኑና ከሥራው ጋር በተያያዘ ችግር እንዳይደርስበት ሕጋዊ ዋስትና የመስጠትና ጥበቃ እንዲያገኝ የማድረግ፤</p>	<p>9. To provide legal guarantee and avail due protection to the employees so that they may not encounter difficulties in relation to the service rendered to the commission or their respective powers and functions.</p>
<p>10. የሠራተኛውን የሕይወት ታሪክ የሚገልፅና ሌሎች ተገቢ ማስረጃዎችን ያካተተ የግል ማንደር የማደራጀትና በጥንቃቄ የመያዝ፤</p>	<p>10. To organize and carefully maintain personnel files of its employees bound to contain background information and other relevant documents thereto.</p>
<p>11. ለሥራው አስፈላጊ የሆኑ መሣሪያዎችን የማቅረብ፡፡</p>	<p>11. To provide facilities necessary for the accomplishment of the duties.</p>

ክፍል አራት	PART FOUR
የሥራ ሁኔታዎች	WORKING CONDITIONS
21. መደበኛና የትርፍ ሰዓት ሥራ	21. Normal and overtime Working Hours
1. የኮሚሽኑ መደበኛ የሥራ ሰዓት የመንግስት የሥራ ሰዓት ይሆናል።	1. The normal working hours of the commission shall be the working hours of the government offices.
2. የሥራው ሁኔታዎች ሲያስገድዱ ሠራተኛው ከመደበኛው የሥራ ሰዓት ውጪ እንዲሰራ ሊደረግ ይችላል፤ ዝርዝሩ መመሪያ ይወሰናል።	2. Where compelling circumstances so require, employees may be urged to work overtime; details shall be determined by a directive.
22. የሳምንት የዕረፍት ቀንና የህዝብ በዓላት	22. A week's Day off and public Holidays
1. በህግ እውቅና የተሰጠው የሳምንት የዕረፍት ቀን የሠራተኛው የዕረፍት ቀን ነው።	1. A legally recognized rest day in a week is taken to be the rest day of employees.
2. አግባቡ ባለው ሕግ መሠረት የሚከበሩ የሳምንትና የህዝብ በዓላት የኮሚሽኑም የዕረፍት ቀኖች ናቸው።	2. Weekly and public holidays celebrated pursuant to the relevant laws are the rest days applicable to the commission, as well.
23. የዓመት ዕረፍት ፈቃድ	23. Annual leave
1. የዓመት ዕረፍት ፈቃድ የሚሰጥበት መሠረታዊ ዓላማ ሠራተኛው ለተወሰነ ጊዜ በማረፍ አገልግሎቱን በታደሰ መንፈስ እንዲቀጥል ለማስቻ ነው።	1. The main purpose of granting annual leave is to enable an employee get rest for a defined period of time and resume work with a renewed spirit
2. በዚህ ደንብ አንቀጽ 26 ንዑስ አንቀጽ (2) የተገለፀው እንደተጠበቀ ሆኖ የዓመት ዕረፍት ፈቃድ በገንዘብ አይለውጥም።	2. Without prejudice to the provisions stipulated under art. (26), sub art. (2) Of this regulation, there shall be no payment in lieu of annual leave.
3. ኮሚሽኑ ተገቢ ሆኖ ሲያስገኘው ሠራተኛው የዓመት ዕረፍት ፈቃድ እንዲወጣ ያደርጋል።	3. The commission shall, where it finds it so appropriate, cause an employee to take his annual leave.
24. ለዓመት ዕረፍት ፈቃድ የሚሟሉ ሁኔታዎች	24. Conditions to Fulfilled for Annual Leave
1. የኮሚሽኑ የበላይ አመራር የሚመለከተውን	1. The top leadership of the commission may take leave up

<p>አካል ጠይቆ ዕረፍት መውጣት ይችላል፡፡</p>	<p>on lodging request for same from the pertinent body.</p>
<p>2. የሠራተኞች የዓመት ዕረፍት አሰጣጥ ነገሮችም በየበጀት ዓመቱ የመጀመሪያ ወር ላይ ተዘጋጅቶ ለኮሚሽኑ የበላይ አመራር እየቀረበ መፅደቅ ይኖርበታል፡፡</p>	<p>2. The program of granting annual leave to employees shall be prepared at the first month of each fiscal year as well as be submitted to and approved by the leadership of the commission.</p>
<p>3. ለበላይ ሥራ አመራር ተጠሪ የሆነ ማንኛውም የሥራ ኃላፊ ወይም ሠራተኛ የዓመት ዕረፍት ፈቃድ ሲሰጠው ለሥራው ብቁ የሆነ ተኪ ይወክላል፤ ተወካዩንም ለበላይ ኃላፊው በቅድሚያ ያሳውቃል፡፡</p>	<p>3. Any division head or employ who is accountable to the top management shall, where so granted annual leave, appoint an efficient person through representation to take over his duty and in advance notify of the same act to his superior official.</p>
<p>4. ለበላይ ሥራ አመራር ተጠሪ የሆነ የሥራ ኃላፊ ወይም ሠራተኛ በሥሩ ያለ ሠራተኛ የዓመት ዕረፍት በሚወጣበት ወቅት ሥራውን በተደራቢነት የሚሰራ ወይም የሚመራ ሠራተኛ ይመድባል ወይም ሥራው በተደራቢነት እንዲሰራ ሁኔታዎችን ያመቻቻል፡፡</p>	<p>4. A division head or an employee who is accountable to the top management shall, where his subordinate takes annual leave, assign an employee responsible to take over his duties in addition thereof or manage same accordingly or facilitate conditions so that such duties might be accomplished in conjunction with other tasks.</p>
<p>5. ለሠራተኛው የዓመት ዕረፍት ፈቃድ የሚሰጠው 11 (አሥራ አንድ) ወራት በኮሚሽኑ ውስጥ ካገለገለ በኋላ ነው፡፡</p>	<p>5. Annual leave shall be granted to an employee where he has rendered service to the commission for 11 months.</p>
<p>6. ሠራተኛው በመንግሥት መ/ቤት እና/ ወይም በመንግስት የልማት ድርጅቶች ቀደም ሲል የሰጠባቸው የአገልግሎት ዓመታት ለዓመት ዕረፍት ፈቃድ ስሌት ያገለግላሉ፡፡</p>	<p>6. Years of previous service rendered by the employee in any other government office and/or public enterprises shall be considered while calculation annual leave.</p>
<p>25. የዓመት ዕረፍት ፈቃድ ቀናት መጠን</p>	<p>25. Duration of Annual Leave</p>
<p>1. ለአንድ ዓመት በኮሚሽኑ ውስጥ ያገለገለ ሠራተኛ ላገለገለበት አንድ ዓመት 20(ሃያ) የሥራ ቀናት የዓመት ዕረፍት ያገኛል፡፡</p>	<p>1. An employee of the commission shall be entitled to annual leave of 20 working days for his first year of service.</p>
<p>2. በኮሚሽኑ፣ በማናቸውም የመንግስት መ/ቤትና</p>	<p>2. An employee having a service of more than one year in the commission, in any other government office and public</p>

<p>የልማት ድርጅት ከአንድ ዓመት በላይ ያገለገለ ሠራተኛ ላገለገለበት ለእያንዳንዱ ተጨማሪ አንድ ዓመት አንድ ቀን እየጨመረበት የዓመት ዕረፍት ፈቃድ ይሰጠዋል። ሆኖም ጠቅላላው የዓመት ዕረፍት ከ30 (ሰላሣ) የሥራ ቀናት መብለጥ የለበትም።</p>	<p>enterprises shall be entitled to an additional leave of one working day for every additional year of service; provided, however, that the maximum duration of the said annual leave may not exceed 30 working days.</p>
<p>26. የዓመት ዕረፍት ፈቃድ አወሳሰድ</p>	<p>26. Procedures of Taking Annual Leave</p>
<p>1. የዓመት ዕረፍት ፈቃድ በተቻለ መጠን የሠራተኛውንና የኮሚሽኑን ጥቅም በማቻቻል በበጀት ዓመቱ ውስጥ መወሰድ ይኖርበታል።</p>	<p>1. Annual leave shall, as much as possible, be taken within the same fiscal year by harmonizing the respective interests of the employee and the commission.</p>
<p>2. የሥራው ሁኔታ በማስገደዱ ምክንያት ኮሚሽኑ ለሠራተኛው የዓመት ዕረፍት ፈቃዱን በበጀት ዓመቱ ውስጥ ሊሰጠው ያልቻለ እንደሆነ በኮሚሽኑ ስውካናና ውሳኔ የዓመት ዕረፍት ፈቃዱ ከሁለት ዓመት ላልበለጠ ጊዜ ሊተላለፍለት ይችላል። ሆኖም በሦስተኛው የበጀት ዓመት ውስጥ ያልተጠቀመበትን የዓመት ዕረፍት ፈቃድ መውሰድ አለበት። ዕረፍቱ ካልተሰጠው ግን ግማሹ በገንዘብ ተለውጦ እንዲሰጠው መጠየቅ ይችላል።</p>	<p>2. Where the commission is unable to grant an employee his annual leave within the same fiscal year owing to compelling reasons of work, the commissioner may authorize the postponement of the said annual leave for not more than two consecutive years provided, however, that the accumulated leave shall be granted to the employee in the third fiscal year, or, he may claim payment in lieu of half the accumulated leave thereof.</p>
<p>3. በዚህ አንቀጽ ንዑስ አንቀጽ 2 መሠረት ሳይሆን በሌላ ምክንያት በሙሉ ወይም በከፊል ያልተወሰደ የዓመት ዕረፍት ፈቃድ ቀሪ ይሆናል።</p>	<p>3. Annual leave not taken either fully or partially due to reasons other than those specified under sub art.(2) of this article hereof, shall expire.</p>
<p>4. የኮሚሽኑ ሠራተኛ በዓመት ዕረፍት ላይ እያለ ቢታመምና የሕመም ፈቃድ በሐኪም ከተሰጠው በዚያው መጠን የዕረፍት ጊዜው ይራዘምለታል።</p>	<p>4. Where an employee of the commission becomes sick while he is on annual leave and be given a medical certificate, his annual leave shall be extended accordingly.</p>
<p>27. የሕመም ፈቃድ</p>	<p>27. Sick Leave</p>

<p>1. የኮሚሽኑ ሠራተኛ በሕመም ምክንያት ሥራ መሥራት ካልቻለ የሕመም ፈቃድ ይሰጠዋል።</p>	<p>1. An employee of the commission shall be entitled to sick leave where he is unable to work due to sickness.</p>
<p>2. ለኮሚሽኑ ሠራተኛ የሕመም ፈቃድ የሚሰጠው ከመንግስት የጤና ተቀማት ወይም ሥልጣን ባለው አካል ከተፈቀደለት የግል የጤና ድረጅት-የተሰጠ የፅሁፍ-ማስረጃ ሲያቀርብ ነው።</p>	<p>2. Sick leave shall be granted to an employee of the commission where he avails written certificate from government health institutions or private health organizations recognized by an authorized body.</p>
<p>3. የሙከራ ጊዜውን የጨረሰ የኮሚሽኑ ሠራተኛ በሥራ ላይ በሚደርስበት አደጋ ሳይሆን በሌላ ሕመም ምክንያት በሥራ ላይ መገኘት ካልቻለ የሕመም ፈቃድ እንደሚከተለው ይሰጠዋል</p>	<p>3. Where an employee, after having completed his privation period, is to show up for duty owing to sickness other than those resulting from employment injury, he shall be entitled to a sick leave as follows:</p>
<p>ሀ. ለመጀመሪያው 3 ወራት ከሙሉ ደመወዝ ጋር፤</p>	<p>a. For the first three months with full pay;</p>
<p>ለ. ለሚቀጥሉት 3 ወራት ከግማሽ ደመወዙ ጋር እና</p>	<p>b. For the next three months with half pay and</p>
<p>ሐ. ለመጨረሻዎቹ ሁለት ወራት ያለ ደመወዝ ይሆናል።</p>	<p>c. For the last two months without pay</p>
<p>4. በዚህ አንቀጽ ንዑስ አንቀጽ (3) በተገለፀው መሠረት የኮሚሽኑ ሠራተኛ ድኖ ሥራውን መቀጠል ካልቻለ ኮሚሽኑ የሠራተኛውን ሕጋዊ መብት ጠብቆ ያሰናብተዋል።</p>	<p>4. Where an employee of the commission recovers from his sickness and resume his duties, the commission shall, respecting his legal rights terminate his service pursuant to the provisions stipulated under sub art. (3) of this article hereof,</p>
<p>5. በሕመም ምክንያት ለሦስት (3) ተከታታይ የሥራ ቀናት ከሥራ የሚቀር ሠራተኛ ወደ ሥራው ሲመለስ የሕክምና ማስረጃ ማቅረብ ይኖርበታል።</p>	<p>5. An employee shall produce a medical certificate in case of his absence from work due to sickness for three consecutive working days.</p>
<p>6. የኮሚሽኑ ሠራተኛ የህመም ፈቃድ በተከታታይም ሆነ በተለያዩ ጊዜያት ቢወሰድም ድምሩ በአንድ ዓመት ውስጥ ከስምንት ወር፣ በአራት ዓመት ደግሞ</p>	<p>6. The duration of sick leave to be granted to an employee shall not exceed eight months in one year or twelve months in four years, whether taken consecutively or intermittently.</p>

<p>ከአሥራ ሁለት ወር አይበልጥም፡፡</p>	
<p>28. የወሊድ ፈቃድ</p>	<p>28. Maternity Leave</p>
<p>1. ነፍሰጡር የሆነች የኮሚሽኑ ሠራተኛ ከአርግዝናዋ ጋር የተያያዘ ምርመራ ለማድረግ ከደመወዝ ጋር ፈቃድ ይሰጣታል፤ ወደ ሥራዋ ስትመለስ ግን የሕክምና ማስረጃ ማቅረብ ይኖርባታል፡፡</p>	<p>1. A pregnant employee of the commission shall be entitled to a paid leave for medical examinations in relation to her pregnancy; provided, however, that she shall produce medical certificate up on return to her duty.</p>
<p>2. ነፍሰጡር የሆነች የኮሚሽኑ ሠራተኛ ከመውለዷ በፊት ሐኪም እንድታርፍ ካዘዘ ከክፍያ ጋር ዕረፍት ይሰጣታል፡፡</p>	<p>2. A pregnant employee of the commission shall be entitled to a paid leave before delivery if recommended by a medical doctor.</p>
<p>3. የኮሚሽኑ ሠራተኛ እወልዳለሁ ብላ ከገመተችበት ቀን በፊት የሰላሣ (30) ተከታታይ ቀናት እንዲሁም ስትወለድ ከወለደችበት ቀን ጀምሮ ስልሣ (60) ተከታታይ ቀናት የወሊድ ፈቃድ ከደመወዝ ክፍያ ጋር ይሰጣታል፡፡</p>	<p>3. A pregnant employee of the commission shall be entitled to a period of 30 consecutive days of maternity leave before delivery and 60 consecutive days of maternity leave after delivery with pay.</p>
<p>4. ሠራተኛዋ የወለደችው የቅድመ ወሊድ ፈቃድ ሲያልቅ ያልወለደች እንደሆነ እስከምትወለድበት ቀን ድረስ ባሉት የሥራ ቀናት የምትቆይበት ዕረፍት በበጀት ዓመቱ ካላት የዓመት ዕረፍት ፈቃድ ወይም በበጀት ዓመቱ የዓመት ዕረፍት ፈቃድ የላ እንደሆነ የሚቀጥለው የበጀት ዓመት የዕረፍት ፈቃድ ይተካል፡፡</p>	<p>4. Where the pregnant employee does not deliver on the presumed date, the days subsequently taken before her delivery shall be deducted from her annual leave if she doesn't, however, have annual leave within the said fiscal year, it shall be deducted from the next fiscal year.</p>
<p>5. ነፍሰጡር የሆነች የኮሚሽኑ ሠራተኛ የ30 ቀን ፈቃድ ሳያልቅ ከወለደች የምትወስደው የ60 ቀን የወሊድ ፈቃድ ይጀምራል፡፡</p>	<p>5. Where the pregnant employee delivers before the 30 days period has elapsed, the post-natal leave shall commence forthwith.</p>
<p>29. የጋብቻ ፈቃድ</p>	<p>29. Marital Leave</p>
<p>የኮሚሽኑ ሠራተኛ ሕጋዊ ጋብቻ ሲፈጸም ደመወዝ የሚከፈልበት ሦስት(3) የሥራ ቀናት</p>	<p>An employee of the commission shall be entitled to a leave for three working days in case he has concluded marriage.</p>

<p>ፈቃድ ይሰጠዋል፡፡</p>	
<p>30. የሐዘን ፈቃድ</p>	<p>30. Mourning leave</p>
<p>1. የኮሚሽኑ ሠራተኛ የትዳር ጓደኛ፣ ተወላጅ፣ ወላጅ ወይም እስከ ሁለተኛ ደረጃ የሚቆጠር የሥጋ ወይም የጋብቻ መድ የሞተበት እንደሆነ ደመወዝ የሚከፈልበት ሦስት(3) የሥራ ቀናት የሐዘን ፈቃድ ከክፍያ ጋር ይሰጠዋል፡፡ ሆኖም ከላይ የተጠቀሱት የኮሚሽኑ ሠራተኛ ቤተሰቦች ከባህ ዳር ውጭ ከሆኑ እንደሁኔታው ታይቶ እስከ አምስት የሥራ ቀን የሚደርስ የሐዘን ፈቃድ ሊሰጠው ይችላል፡፡</p>	<p>1. Any employee of the commission shall be entitled to a leave for three consecutive days with pay in the event of the death of his spouse descendant, ascendant or any other relative up to the second degree by consanguinity or affinity provided, however, that, if such members of his family happen to out of the city of Bahir dar, he may, having due regard to circumstance, be give mourning leave up to give working days.</p>
<p>2. የኮሚሽኑ ሠራተኛ የቅርብ ዘመድ ወይም ወዳጅ የሞተበት እንደሆነ ለአንድ ቀን ፈቃድ ይሰጠዋል፡፡ ይሁን እንጂ በዚህ አኳኋን የማሰጠው የሐዘን ፈቃድ በአንድ በጀት ዓመት ውስጥ ከ6(ስድስት) ቀን መብለጥ የለበትም፡፡</p>	<p>2. An employee of the commission shall be entitled to leave with pay for one day in the event of the death of his close relative or friend other than those specified in sub-art. (1) of this Article; provided, however, that such leave shall not exceed six days within one fiscal year.</p>
<p>31. ልዩ ልዩ ፈቃዶች</p>	<p>31. Various Leave</p>
<p>1. አንድ የኮሚሽኑ ሠራተኛ ከመደበኛው የሥራ ሰዓት ውጪ ለሚከታተለው ትምህርት በመደበኛ የሥራ ሰዓት ፈተናው የሚሰጥ መሆኑ ከተረጋገጠ ለዚህ ጊዜ ደመወዝ የሚከፈልበት ፈቃድ ይሰጠዋል፡፡</p>	<p>1. An employee of the commission who is attending education out of regular working hours shall be entitled to a leave with pay on condition that his examination for same is ascertained to be rendered on normal working hours.</p>
<p>2. የኮሚሽኑ ሠራተኛ በፍ/ቤት ወይም ሥልጣን ባለው ሌላ አካል ዘንድ እንዲቀርብ መጥሪያ ሲደርሰው ደመወዝ የሚከፈልበት ፈቃድ ይሰጠዋል፡፡</p>	<p>2. An employee of the commission shall be entitled to a leave with pay where he is summoned to appear before a court or any other competent authority thereof.</p>
<p>3. የዓመት ዕረፍት ፈቃድ የሌለው የኮሚሽኑ ሠራተኛ ለሚያጋጥመው ድንገተኛ ችግር የችግሩን አግባብነትና አንገብጋቢነት</p>	<p>3. An employee of the commission who has executively used up his annual leave may be granted a leave with pay up on approval of the commissioner in an event of difficulties suddenly faced, considering the relevance and severity of the</p>

<p>እንዲሁም የኮሚሽኑን ሥራ የማይጎዳ መሆኑን በማመዛዘን በኮሚሽኑ ስያሜ ደመወዝ የማይከፈልበት ፈቃድ ሊሰጠው ይችላል።</p>	<p>problem as well as its likely adverse effect on the interest of the commission.</p>
<p>32. በሥራ ላይ በሚደርስ ጉዳት ምክንያት የሚሰጥ ፈቃድ</p>	<p>32. Leave Granted Due to Employment Injury</p>
<p>1. ማንኛውም የኮሚሽኑ ሠራተኛ ከሥራው ጋር በተያያዘ ሆን ተብሎ በሌላ ወገን ጉዳት ቢደርስበትና በጉዳቱ ምክንያት ለዘለቄታው መሥራት የማይችል መሆኑ በህክምና ምርመራ እስኪረጋገጥ ድረስ የሕመም ፈቃድ ከሙሉ ደመወዝ ጋር ይሰጠዋል።</p>	<p>1. Any employee of the commission shall, where he is deliberately injured by another body in relation with his duties, be entitled to injury leave with full pay until it is medically certified that he is permanently disabled;</p>
<p>2. ማንኛውም የኮሚሽኑ ሠራተኛ በሥራ ላይ ጉዳት ቢደርስበትና በጉዳቱ ምክንያት ለዘለቄታው መሥራት የማይችል መሆኑ በህክምና እስኪረጋገጥ ድረስ የህመም ፈቃድ ከሙሉ ደመወዝ ጋር ይሰጠዋል። ሆኖ የሚሰጠው የህመም ፈቃድ በማናቸውም ሁኔታ ከአንድ ዓመት ሊበልጥ አይችልም</p>	<p>2. Any Employee of the commission who has sustained an employment injury shall be entitled to injury leave with full pay until it is medically certified that he is permanently disabled; provided, however, that the leave so granted under any circumstances shall not exceed one year.</p>
<p>3. በዚህ አንቀጽ ንዑስ አንቀጽ (1) መሠረት ጉዳት የደረሰበት የኮሚሽኑ ሠራተኛ በሁለት ዓመት ጊዜ ውስጥ ከጉዳቱ ድኖ ወደ ሥራው ካልተመለሰ በዚህ ደንብ አንቀጽ 52 የተደነገጉት ጥቅሞች ይጠበቁበታል።</p>	<p>3. An employee of the commission injured pursuant to sub art. (1) of this Article thereof and who is unable to recover and resume work within two years shall be entitled to the benefits provided for under Article (52) of this regulation.</p>
<p>4. በዚህ አንቀጽ ንዑስ አንቀጽ (2) የተጠቀሰው የኮሚሽኑ ሠራተኛ በአንድ ዓመት ጊዜ ውስጥ ከጉዳቱ ድኖ ወደ ሥራ ካልተመለሰ በዚህ ደንብ አንቀጽ 53 የተደነገጉት ጥቅሞች ይጠበቁበታል።</p>	<p>4. An employee of the commission indicated under sub Art(2) of this Article hereof shall be entitled to the benefits provided for under Article (53) of this regulation where he is unable to recover and resume work within one year.</p>

<p>5. በዚህ አንቀጽ ንዑስ አንቀጽ (1) ወይም (2) የተጠቀሰው የኮሚሽኑ ሠራተኛ ሕክምናውን በአግባቡ ባለመከታተል ወይም በሐኪም የተሰጠውን ትዕዛዝ ባለማክበሩ ምክንያት ሕክምናውን ያንተተ እንደሆነ በዚህ አንቀጽ ንዑስ አንቀጽ (1) ወይም (2) የሚሰጠው የሕክምና ፈቃድ ይቋረጥበታል።</p>	<p>5. Where an employee of the commission cited under Sub Art(1) or (2) of this Article delays his own recovery by not properly following the treatment or by his non observance of medical doctors' instructions, his entitlement to the medical benefits and leave under sub-Art(1) or (2) OF THIS Article shall cease.</p>
<p>ክፍል አምስት</p>	<p>PART FIVE</p>
<p>ስለትምህርትና ሥልጠና</p>	<p>EDUCATION AND TRAINING</p>
<p>33. ስለኮሚሽኑ ሠራተኞች ትምህርት ሥልጠና</p>	<p>33. Education and Training of the Employees of the Commission</p>
<p>የኮሚሽኑ ሠራተኛ እንዲሰለጥን የሚደረግበት ዓላማ ሠራተኛው፡-</p>	<p>The purpose of providing training to an employee of the Commission is to:</p>
<p>1. የአመራር ችሎታውንና የሙያ ብቃቱን አሻሽሎ በተመደበበት ቦታ የተሻለ ውጤት ለማስገኘት እንዲችል ለማድረግ፤</p>	<p>1. Enable him a quire better results in apposition where he is assigned to by improving his managerial capacity and professional efficiency.</p>
<p>2. ሳይንስና ቴክኖሎጂ ከሚፈጥራቸው አዳዲስ መሣሪያዎችና የአሠራር ስልቶች ጋር በመተዋወቅ በእነዚህ መሣሪያዎች ይጠቀም ዘንድ የሙያ ብቃት እንዲኖረው ማስቻል፤</p>	<p>2. Get acquitted width the newly innovated science and technology facilities and working mechanisms and thereby enhance his efficiency with the view to utilizing same</p>
<p>3. በየጊዜው የሚለዋወጠውንና የሚያደርገውን የሥራ አመራርና አሠራር ጥበብ እንዲካን ለማድረግና ለተሻለ ሥራና የሥራ ኃላፊነት በቅድሚያ ለማለማመድና ለማዘጋጀት ነው።</p>	<p>3. Become introduced with the ever- changing management and working arts as well as be trained and prepared in advance for better duties and responsibilities.</p>
<p>34. ስለሥልጠናና የትምህርት አፈፃፀም</p>	<p>34. Implementation of Training and Education</p>
<p>1. ስለነፃ ትምህርትና ሥልጠና ከመንግስት የተሰጠው ወይም የሚሰጠው መመሪያ እንደተጠበቀ ሆኖ የሚከተለው ሥልጠና ያለውድድር ለሚመለከተው የኮሚሽኑ ሠራተኛ ይሰጣል፡-</p>	<p>1. Without prejudice to a directive issued or to be issued by the government with regarded to free education and training, the following training shall be given to the concerned employee of the commission without competition:</p>

<p>ሀ. አዳዲስ የኢንፎርሜሽን ቴክኖሎጂዎችንና መሣሪያዎችን ከኮሚሽኑ የበላይ ሥራ አመራርና ሠራተኞች ጋር ለማስተዋወቅ፤</p>	<p>a. To introduce new information technologies and devise to the top management and employees of the commission;</p>
<p>ለ. ቀደም ሲል ለኮሚሽኑ ሠራተኛ የተሰጠው ሥልጠና ተከታታይነት ያለው የሆነ እንደሆነ ይህንኑ ለማጠናቀቅ፤</p>	<p>b. To complete the training previously given to the employees of the commission provided that it has a continuous nature.</p>
<p>ሐ. በሥራ አፈፃፀም ምዘና ውጤት መሠረት የኮሚሽኑን ሠራተኛ ለማሰልጠን ሲያስፈልግ፤</p>	<p>c. Where it is found necessary to train an employee of the commission on the basis of performance evaluation results;</p>
<p>መ. የኮሚሽኑን ሠራተኛ ለተጨማሪ ኃላፊነት ማዘጋጀት ሲያስፈልግ፤</p>	<p>d. Where it is necessary to prepare an employee of the commission for additional responsibility;</p>
<p>ሠ. የአንድን የሥራ ክፍል ሠራተኞች ለማሰልጠን ዕቅድ የተያዘ ሲሆንና፤</p>	<p>e. Where it is already planned to train employees of a department; and</p>
<p>ረ. የሥልጠናው ጊዜ ከሦስት ወር የማይበልጥ ሲሆን፡፡</p>	<p>f. Where such training does not exceed three months.</p>
<p>2. በዚህ አንቀጽ ንዑስ አንቀጽ 1 ሥር ከተመለከቱት ሁኔታዎች ውጭ የሚሰጥ ማናቸውም ሥልጠና/ ትምህርት ሙያው የሚመለከተው የኮሚሽኑ የሥራ ክፍል ሠራተኞችን በማወዳደርና አሸናፊውን ሠራተኞችን በማወዳደርና አሸናፊውን በመምረጥ የሚሰጥ ይሆናል፡፡</p>	<p>2. Any training education to be rendered outside the conditions stated under sub art. (1) of this article hereof shall be provided on the basis of competition and selection of the competent there by the concerned department.</p>
<p>35. የሥልጠና ዝግጅትና የእጩዎች አቀራረብ</p>	<p>35. Preparation of Training and presentation of Prospective</p>
<p>1. ከተለያዩ ምንጮች የሚገኙ የትምህርትና የሥልጠና እድሎችን ኮሚሽኑ በሚያወጣው የሥልጠና ኘርግራም መሠረት ተባባሪ ድርጅቶችን በመገናኘት የአገር ውስጥም ሆነ የውጭ አገር ሥልጠናው ተግባራዊ እንዲሆን</p>	<p>1. The commission shall, as per its training program, implement the foreign and home training by communicating with sponsor organizations for the education and training opportunities to be obtained from various sources.</p>

<p>ያደርጋል፡፡</p>	
<p>2. ኮሚሽኑ የሚያወጣው የሥልጠና ንግግራም በተቻለ መጠን ሁሉንም የሥራ ክፍሎች ያካተተ እንዲሆን ጥረት ይደረጋል፡፡</p>	<p>2. There shall be exerted an effort, as much as possible, by the commission to embrace all sections in any training program issued thereof.</p>
<p>3. ለሥልጠና የሚወዳደር የኮሚሽኑ ሠራተኛ ለውድድር እንዲቀርብ በውስጥ ማስታወቂያ መጠራት ይኖርበታል፡፡</p>	<p>3. An employee of the commission who wishes to compete for training shall be so invited by internal notice.</p>
<p>36. በዕጩነት ለመቅረብ መሟላት የሚገባቸው ሁኔታዎች</p>	<p>36. Conditions to be fulfilled by prospective Trainees</p>
<p>ለሥልጠና በዕጩነት የሚቀርብ የኮሚሽኑ ሠራተኛ፡-</p>	<p>An employee of the commission standing as prospective trainee shall:</p>
<p>1. ሥልጠናውን በሚሰጠው ተቋም የተጠየቁትን መስፈርቶች የሚያሟላ እና</p>	<p>1. Fulfill the criteria prescribed by the trainer institution; and</p>
<p>2. በኮሚሽኑ ቢያንስ ለአንድ ዓመት ያገለገለ መሆን አለበት፡፡</p>	<p>2. Have served at least one year in the commission.</p>
<p>37. የሥልጠናና ትምህርት ኮሚቴ ስለማቋቋም</p>	<p>37. Establishment of Training and Education Committee</p>
<p>1. በውድድር ለሚሰጥ ማናቸውም ሥልጠና የተወዳዳሪዎች ምርጫ ሥነ ሥርዓት የሚከናወነው ኮሚሽኑ በሚያቋቁመው የሥልጠናና ትምህርት ኮሚቴ አማካኝነት ይሆናል፡፡</p>	<p>1. For any training that is rendered on the basis of completion, the procedure of selecting competitors shall be carried out by the training and education committee to be organized by the commission.</p>
<p>2. ኮሚቴው ከኮሚሽኑ ሠራተኞችና የሥራ ኃላፊዎች የተወጣጡ ሆነው የሚከተሉት አባላት ይኖሩታል፡-</p>	<p>2. Having been drawn from both the employees and division heads of the commission, the committee shall have the following members:</p>
<p>ሀ. በኮሚሽኑ የሚሰየም የሥራ ኃላፊ ሰብሳቢ</p>	<p>a. Division head to be designated by the commissioner Chair person;</p>
<p>ለ. የአስተዳደርና ጠቅላላ አገልግሎት ኃላፊ / ተወካይአባል</p>	<p>b. Administration and General service head/ representatives of employees Members;</p>
<p>ሐ. አንዷ ሴት መሆኗ እንደተጠበቀ ሆኖ ሁለት የሠራተኛ ተወካዮች አባላት</p>	<p>c. With one such member being a woman, two representatives of employees members;</p>

<p>መ. የሥልጠና ኤክስፐርት ፀሐፊ</p>	<p>d. Training expert secretary</p>
<p>3. ኮሚቴው አባላት የአገልግሎት ዘመን ሁለት ዓመት ሲሆን አስፈላጊ ሆኖ ሲገኝ ኮሚሽነሩ የሰየማቸውን ሰብሳቢና አባላት፣ ሠራተኛው ደግሞ ተወካዮቹን በማናቸውም ጊዜ ሊቀይሩ ወይም በድጋሚ ሊሰይሙ ይችላሉ።</p>	<p>3. the term of office of the committee members shall be two years; provided, however, that, where it is found necessary, the commissioner may at any time alter or re-designate the chair person and members he has already designated and the employees as well do the same with regard to their representatives.</p>
<p>38. የኮሚቴው ተግባርና ኃላፊነት</p>	<p>38. Duties and Responsibilities of the committee</p>
<p>ኮሚቴው፡-</p>	<p>The committee shall:</p>
<p>1. ሥልጠናውና ትምህርቱ የሚሰጥባቸው ሁኔታዎች መሟላታቸውን ያረጋግጣል፤</p>	<p>1. Ensure that the conditions to provide the training and education are fulfilled;</p>
<p>2. ለሥልጠናውና ለትምህርቱ የሚያስፈልገው ወጪ መኖሩን ያጣራል፤</p>	<p>2. See to it that the funds necessary to run the training and education are available.</p>
<p>3. የተወዳዳሪዎችን የግል ማህደርና መረጃዎች ይመረምራል፤</p>	<p>3. Examine the personal files and other documents of competitors.</p>
<p>4. የሚሰጠው ሥልጠናም ሆነ ትምህርት ተወዳዳሪው ላለበት ሥራ የሚኖረውን ጠቀሜታ ይገመግማል፤</p>	<p>4. Evaluate the significance of the training or education in relation to the duties entrusted up on the competitor;</p>
<p>5. በአገር ውስጥ የሚሰጥን ወይም በውጭ አገር በግል የሚገኝን የከፍተኛ ትምህርት ዕድል በመንግስት መመሪያ መሠረት እየገመገመ ለኮሚሽነሩ የውሳኔ ሃሳብ ያቀርባል።</p>	<p>5. Evaluate, as per the directive of the government, the opportunities of higher education rendered at home and privately obtained from abroad and thereby submit recommendations to the commissioner.</p>
<p>39. ስለ ውሳኔ አሰጣጥ</p>	<p>39. Decision making</p>
<p>ኮሚሽነሩ ኮሚቴው የሚያቀርብለትን የውሳኔ ሃሳብ ከገመገመ በኋላ አስተያየቱን በመቀበል፣ በማሻሻል ወይም እንደ አስፈላጊነቱ ቅደም ተከተሉን በመቀየር ወይም በአጠቃላይ የውሳኔ ሃሳቡን በመለወጥ ውሳኔ ሊሰጥ ይችላል።</p>	<p>The commissioner may, after having evaluated the proposal submitted to him by the committee, render decision by accepting, varying or, as deemed necessary, reversing thereof or totally altering the proposal of the latter.</p>

<p>40. ለውጭ አገር ሥልጠና ወይም ትምህርት ስለሚከፈል ደመወዝና ስለሚደረግ ድጋፍ</p>	<p>40. salary payment and other supports incase of foreign training and education</p>
<p>1. በሥልጠና ወይም በትምህርት ጊዜ ለሰልጣኝ የሚከፈለው ደመወዝ በመንግስት መመሪያ መሠረት ይፈጸማል፡፡</p>	<p>1. The payment of salary to be made for a trainee while in training or education shall be implemented as per the directive of the government.</p>
<p>2. ሰልጣኙ ለሥልጠና የተላከበትን የሙያ መስክ ያለኮሚሽን ፈቃድ ከለወጠ፡-</p>	<p>2. Where the trainee changes the professional stream for which he has been sent without the permission of the commission;</p>
<p>ሀ) ለሥልጠና ጊዜው የደመወዝ ክፍያ አይደረግለትም፤</p>	<p>a) He may not be provided with a salary payment during the training period;</p>
<p>ለ) ኮሚሽኑ በሥልጠናው ምክንያት ያወጣውን ወጪም እንዲመልስ ይደረጋል፡፡</p>	<p>b) He shall be made to refund the expenditure which the commission has set aside due to his training.</p>
<p>3. በኮሚሽን ፈቃድ በውጭ ሀገር ሥልጠና እንዲከታተል የተመረጠ ሠራተኛ ለጤና ምርመራ፣ ለክትባት፣ ለኮቴ፣ ለፓስፖርት፣ ለቪዛና ለመሳሰሉት የሚያስፈልገው ወጪ በኮሚሽን ይተፈናል፡፡</p>	<p>3. The commission shall cover the fees necessary for medical examination, vaccination, embarkation, passport, and visa and like of an employee selected to pursue education abroad with the permission of the commission.</p>
<p>4. በኮሚሽን ፈቃድ በውጭ አገር ሥልጠና በመከታተል ላይ የሚገኝ የኮሚሽን ሠራተኛ እንደሁኔታው በመንግሥት መመሪያና በዚህ ደንብ መሠረት ለሌሎቹ የኮሚሽን ሠራተኞች የሚሰጠው ጥቅም አይነፈገውም፡፡</p>	<p>4. An employee of the commission who happens to pursue his education abroad with the permission to commission may not, depending on the circumstances may not, depending on the circumstances and as per the government directives as well as this regulation be deprived of the benefits rendered to the rest of the staff.</p>
<p>41. ለሀገር ውስጥ ሥልጠናና ትምህርት የሚደረግ ድጋፍ</p>	<p>41. Support for Domestic Training and Education</p>
<p>1. በአገር ውስጥ የአዎቅ ጊዜ ሥልጠና የሚከታተል የኮሚሽን ሠራተኛ ሥልጠናውን በሚከታተልበት ጊዜ ደመወዙ ይከፈለዋል፡፡</p>	<p>1. An employee of the commission who is attending training for a short period of time within the country shall be entitled to a payment of his salary while following his training.</p>
<p>2. የአዎቅ ጊዜ ሥልጠናው የኮሚሽን ሠራተኛ</p>	<p>2. Where the short training hereof is provided in the town in</p>

<p>በሚኖርበት ከተማ የሚሰጥ ከሆነ የቦታው ርቀት እየታየ እንደሁኔታው የትራንስፖርት ወጪ ይከፈለዋል። ሆኖም ሥልጠናው የሚሰጠው ሠልጣኙ ከሚኖርበት ከተማ ውጭ ከሆነና የምግብና የመኝታ ወጪ በሌላ ወገን የማይሸፈን ከሆነ ለሰልጣኙ የውሎ አበልና የትራንስፖርት ወጪ ይከፈለዋል።</p>	<p>which the trainee resides, he shall considering the distance of the place, be entitled to a payment of transport allowance; provided, however, that where such training is provided outside the town of his abode and if the expenses of food and lodging are not covered by any other party, the trainee shall also be entitled to a payment of per dime and transport allowance likewise.</p>
<p>3. የኮሚሽኑ ሠራተኛ በአገር ውስጥ የትምህርት ተቋማት በመደበኛነት እንዲማር በመንግሥት መመሪያ መሠረት ኮሚሽኑ ከፈቀደ ለሠልጣኙ የሚከፈለው ደመወዝ ይፈፀማል።</p>	<p>3. Where the commission allows its employee to attend regular education in the educational institutions within the country, the salary payment of the trainee shall be effected as per the directives of the government;</p>
<p>4. በዚህ አንቀጽ ንዑስ አንቀጽ (2) የተገለፀው ቢኖርም ሥልጠናው የሚሰጠው ሠልጣኙ በሚኖርበት ከተማ ሲሆንና ለሰልጣኙ አመች በማይሆንበት ጊዜ የክልሉ መንግስት በሚያወጣው መመሪያ መሠረት የሚፈፀም ይሆናል።</p>	<p>4. Notwithstanding the provisions stated under sub art. (2) of this article hereof, where the training is provided in the town the trainee resides in and the condition is found to be unfavorable to him, the matter shall be dealt with pursuant to a directive to be issued by the Regional Government.</p>
<p>42. የሰልጣኝና የአሰልጣኝ ግዴታዎች</p>	<p>42. Obligations of Trainees and Trainers</p>
<p>ሌሎች ዝርዝር የሰልጣኝና የአሰልጣኝ ግዴታዎች አግባብ ባላቸው የመንግስት መመሪያዎች መሠረት ይፈፀማሉ።</p>	<p>Other specific obligations of trainees and trainers shall be executed pursuant to the relevant governments.</p>
<p>ክፍል ስድስት</p>	<p>PART SIX</p>
<p>ደመወዝና ልዩ ልዩ ክፍያዎች</p>	<p>SALARY AND VARIOUS PAYMENTS</p>
<p>43. ደመወዝ</p>	<p>43. Salary</p>
<p>1. የኮሚሽኑ ሠራተኛ ደመወዝ በኮሚሽኑ የደመወዝ እስኪል መሠረት የተወሰነው ይሆናል።</p>	<p>1. The salary of an employee of the commission shall be as so determined pursuant to the salary scale of the commission.</p>

<p>2. ኮሚሽኑ በየወሩ የመጨረሻው ሳምንት ባሉት ቀናት ውስጥ ለኮሚሽኑ ሠራተኛ የተፈቀደለትን ደመወዝ መክፈል አለበት፡፡</p>	<p>2. The Commission shall pay the salary allowed for its employees within the days of the last week of every month.</p>
<p>3. አዲስ የተቀጠረ ሠራተኛ በኮሚሽኑ የደመወዝ እስኬል ላይ የተመለከተው መነሻ ደመወዝ ይከፈለዋል፡፡ ሆኖም የሥራ ልምድና ችሎታን እንዲሁም የገበያውን ሁኔታ ግምት ውስጥ በማስገባት ለቦታው ከተያዘው መነሻ ደመወዝ አንድ ወይም ሁለት እርከን ተጨምሮ ሊከፈለው ይችላል፡፡</p>	<p>3. A newly- recruited employee shall be entitled to a payment of the starting salary indicated in the salary scale of the commission; provided, however, that considering his work experience and ability as well as manpower demands prevailing in the market, he may be paid additional one or two steps over the starting salary of the position.</p>
<p>4. ሠራተኛ በእድገት ሲመደብ የቀድሞ ደመወዙ ከአዲሱ የሥራ መደብ ደረጃ መነሻ ደመወዝ ዝቅ ብሎ የተገኘ እንደሆነ የአዲሱ የሥራ መደብ መነሻ ደመወዙ ይሆናል፡፡ ሆኖም ዕድገት ያገኘው ሠራተኛ የቀድሞ ደመወዝ ዕድገት ካገኘበት የሥራ መደብ መነሻ ደመወዝ ጋር እኩል ሆኖ ከተገኘ ደመወዙ በአንድ እርከን ከፍ እንዲል ሊደረግ ይችላል፡፡</p>	<p>4. Where the previous salary of a promoted employee is less than the starting salary determined for the new position, his new salary shall be that of the newly occupied position; provided, however, that where the previous salary of a promoted employee is equal to the starting salary of the new position, his new salary may be made a step higher than the previous one.</p>
<p>5. በሕግ ወይም በፍ/ቤት ትዕዛዝ ወይም በዚህ ደንብ ወይም በኮሚሽኑ የሠራተኞች የሥነ-ምግባር መመሪያ መሠረት ካልተወሰነ ወይም የኮሚሽኑ ሠራተኛ ካልተስማማ በስተቀር ደመወዙ አይያዝም፣ አይቆረጥም፣ ለሌላ ሰው ወይም አካል አይተላለፍም፡፡</p>	<p>5. The salary of an employee of the commission may not be withheld, deducted, transferred to another persons or body except in accordance with the law, a court order or decisions to be made as per this regulation or ethical guidelines governing employees or the consent of the employee himself.</p>
<p>6. በዚህ አንቀጽ ንዑስ አንቀጽ 5 መሠረት ከኮሚሽኑ ሠራተኛ ደመወዝ በየወሩ የሚቆረጥ ከሆነ ከደመወዙ 1/3ኛ መብለጥ የለበትም፡፡</p>	<p>6. Monthly deductions, it any, from the salary of an employee of the commission to be made pursuant to sub art.(5) of this Article hereof may not exceed one third of his salary</p>
<p>44. ስለደመወዝ ጭማሪ</p>	<p>44. Salary Increments</p>
<p>1. የኮሚሽኑ ሠራተኛ የደመወዝ እርከን ጭማሪ የሚሰጠው የክልሉ መስተዳድር ም/ቤት ሲወሰን ብቻ ይሆናል፡፡ የሚፈቀድበት ጊዜም በየዓመቱ ሰኔ ወር መጨረሻ ይሆናል፡፡</p>	<p>1. Salary increments of employees of the commissions in pursuance of steps shall only be granted by the decision of the council of the Regional Government and the approved time of increment shall be end of ‘sane’ every year.</p>

<p>2. የደመወዝ እርከን ጭማሪ የሚሰጠው በኮሚሽኑ የደመወዝ እስኬል ሠንጠረዥ ላይ እስከተመለከተው የደመወዝ ጣሪያ ድረስ ብቻ ይሆናል።</p>	<p>2. Any increment of salary steps shall be granted only up to the salary ceiling indicated in the column of the salary scale used by the commission.</p>
<p>3. የዚህ አንቀጽ ንዑስ አንቀጽ 1 ድንጋጌ አጥጋቢ የሥራ አፈፃፀም ውጤት ላላገኘ የኮሚሽኑ ሠራተኛ ተፈፃሚ አይሆንም።</p>	<p>3. The provision of sub-Art. (1) Of this Article may not be applicable to an employee of the commission whose performance is not found to have been satisfactory.</p>
<p>45. ስለ ማትጊያ ወይም ማበረታቻ ክፍያ</p>	
<p>የላቀ የሥራ ውጤት ላሳየ የኮሚሽኑ ሠራተኛ በመንግስት መመሪያ መሠረት የማበረታቻ ክፍያ ይሰጣል።</p>	<p>Payment of motivation shall, pursuant to government directives, be given to an employee of the commission who has depicted outstanding performance results.</p>
<p>46. የመስክ ሥራ ውሎ አበል</p>	
<p>1. የኮሚሽኑ የበላይ ሥራ አመራር አባላት በሃላፊነታቸው ምክንያት በአገር ውስጥ የሚያደርጉት የመስክ ሥራ እንቅስቃሴ ወጪ ለዚህ ዓላማ ተጠንቶ በሚያወጣ መመሪያ መሠረት የሚሸፈን ይሆናል።</p>	<p>1. Expenditures incurred by the members of the top management of the commission while making field trips for field work within the country by virtue of their responsibilities shall be covered pursuant to a directive to be studied and issued for the purpose.</p>
<p>2. ማንኛውም ሠራተኛ ለኮሚሽኑ ሥራ በአገር ውስጥም ሆነ በውጭ አገር ከመደበኛ የሥራ ቦታው ውጭ ወደ ሆነ ሌላ ቦታ ሲንቀሳቀስ የቆይታ ጊዜ ወጪው አግባብ ባለው የክልሉ መንግስት መመሪያ መሠረት የሚሸፈን ይሆናል።</p>	<p>2. Where any employee makes a field trip outside his regular work place at home or abroad for the sake of duties pertaining to the commission, his expense for the duration shall be covered pursuant to the relevant directives of the Regional government.</p>
<p>47. ስለ ተጠባባቂነት አባል</p>	
<p>1. በአንድ ደረጃ ከፍ ብሎ በተጠባባቂነት የሚመደብ ሠራተኛ ከተመደበበት ጊዜ ጀምሮ የተጠባባቂነት አበል ይከፈለዋል።</p>	<p>1. An employee assigned in an acting capacity on a position which is one grade higher than his shall be entitled to an acting allowance starting from the period of his assignment.</p>
<p>2. የተጠባባቂነት አበል ተጠባባቂው ከመወከሉ በፊት ያገኘ የነበረው ደመወዝ እና በተጠባባቂነት ለተመደበበት ቦታ በሚከፈለው</p>	<p>2. Having calculated the difference between his previous and starting salary of the new position to which he is assigned in an acting capacity, 50% of that difference shall be paid in the</p>

<p>መነሻ ደመወዝ መካከል ያለው ልዩነት ሃምሳ በመሆኑ /50%/ እየታሰበ በውሩ መጨረሻ ከተጠባቂው ደመወዝ ጋር ይከፈለዋል፡፡</p>	<p>form of acting allowance to the employee so assigned at the end of each month together with the salary of his previous position.</p>
<p>3. ተጠባቂው የሥራ መሪ በተጠባቂነት ከመመደቡ በፊት ያገኘ የነበረው ደመወዝ በተጠባቂነት ለተመደበበት ቦታ ከሚከፈለው መነሻ ደመወዝ ጋር እኩል ወይም የበለጠ ከሆነ በዚህ ደንብ መሠረት የተጠባቂነት አበል አይከፈለውም፡፡</p>	<p>3. Where the salary of a division head assigned in an acting capacity gained prior to his assignment is the same to or greater than the starting salary of the position he is called up on currently occupy, he may not be entitled to the payment of acting allowance pursuant to this regulation.</p>
<p>48. ስለ ውክልና አበል</p>	<p>48. Representation Allowance</p>
<p>1. በአንድ ደረጃ ከፍ ብሎ በበላይ ሥራ አመራር ወይም በሥራ ኃላፊ የሥራ መደብ ላይ ከሦስት ወር በታች በውክልና ለሚመደብ የኮሚሽኑ ሠራተኛ የውክልና አበል አይከፈለውም፡፡</p>	<p>1. An employ of the commission who is assigned to a position top management or division head one grade higher than his in a representative capacity for less than three months may not be entailed – to a representation allowance...</p>
<p>2. የዚህ አንቀጽ ንዑስ አንቀጽ 1 ቢኖርም የውክልና ጊዜው ለሦስት ወርና ከዚያ በላይ መሆኑ አስቀድሞ ለታወቀ ውክልና ተወካዩ ከተመደበበት ጊዜ ጀምሮ የውክልና አበል ይከፈለዋል፡፡</p>	<p>2. Notwithstanding sub-art (1) of this article hereof when the representation period is Known in advance to be three months long and above, the person so authorize to representation allowance starting from the time of his assignment.</p>
<p>3. የውክልና አበል ተወካዩ ከመወከሉ በፊት ያገኘ የነበረው ደመወዝ እና በውክልና ለተመደበበት ቦታ በሚከፈለው መነሻ ደመወዝ መካከል ያለው ልዩነት ሃምሳ በመቶ (50%) እየታሰበ በውሩ መጨረሻ ከተወካዩ ደመወዝ ጋር ይከፈለዋል፡፡</p>	<p>3. Having calculated the difference between his previous salary and starting salary of the new position to which he is assigned in a representative capacity, 50% of that difference shall be paid in the form of representing employee at the end of each month together with the salary for his previous position.</p>
<p>4. ተወካዩ የሥራ ኃላፊ በውክልና ከመመደቡ በፊት ያገኘ የነበረው ደመወዝ በውክልና ለተመደበበት ቦታ ከሚከፈለው መነሻ ደመወዝ ጋር እኩል ወይም የበለጠ ከሆነ የውክልና አበል አይከፈለውም፡፡</p>	<p>4. Where the salary of a representing division head gained prior to his assignment by way of representation is same to or greater than the starting salary prescribed for the position he is called upon to currently represent, he may not be entitled to a representation allowance.</p>

<p>49. ልዩ ልዩ ጥቅማጥቅሞች</p>	<p>49. Various benefits</p>
<p>የኮሚሽኑን የሥራ ባህሪ ባገናዘበ መልኩ ለኮሚሽኑ የበላይ ሥራ አመራሮችና ሠራተኞች የሚያስፈልገው ጥቅማጥቅም ወደ ፊት በዝርዝር ተጠንቶ በማመለከተው አካል ውሳኔ መሠረት ይፈጸማል። በጥናቱ መሠረት ውሳኔ እስኪሰጥ ድረስ በክልሉ ሲቪል ሰርቪስ ሚሽንና መሰል ተቋማት የተዘረጋው የአሠራር ሥርዓት እንደአግባብነቱ ተፈጻሚ ይሆናል።</p>	<p>The benefits to be appropriated for members of the top management and employees of the commission on shall be studied after words in detail taking in to account the working nature of the commission and be executed pursuant to the decision of the body concerned, provided, however, that until such decision is rendered as per the study, the working procedures of the regional civil service commission and similar institutions shall remain in force having due regard to their applicability.</p>
<p>50. የልዩ ሥራ አበል</p>	<p>50. Allowance for Special Duties</p>
<p>የሥራውን ባህሪና አስገዳጅነት በማየትና በማገናዘብ ኮሚሽኑ አግባብ ላለው የኮሚሽኑ የሥራ ኃላፊ ወይም ሠራተኛ የልዩ ሥራ አበል እንዲከፈል ሊፈቀድ ይችላል።</p>	<p>Taking in to consideration and being cognizant of the character and obligatory nature of the work, the commission may allow a special duty allowance to be paid for the concerned division head or employee of the commission thereto</p>
<p>51. የሥራ መሣሪያና የደንብ ልብስ</p>	<p>51. Supplies and Uniform</p>
<p>ማንኛውም የኮሚሽኑ ሠራተኛ ሥራውን በሚያከናውንበት ጊዜ እንደ ሥራው ጠባይ ለሠራተኛው ደህንነት ወይም ለንፅህናው አጠባበቅ እንዲያገለግለው ልብስ፣ ጫማ ወይም አጠባበቅ እንዲያገለግለው ልብስ፣ ጫማ ወይም መሣሪያ ኮሚሽኑ ያቀርብላታል። ዝርዝሩ በመመሪያ ይገለጻል።</p>	<p>Depending on the nature of his duties any employee of the commission shall be provided with uniform, shoes or firearms by the commission for his service to protect his safety or take care of his hygiene while undertaking the activities. Details shall be outlined by a directive;</p>
<p>ክፍል ሰባት</p>	<p>PART SEVEN</p>
<p>የሕክምና አገልግሎት</p>	<p>MEDICAL SERVICES</p>
<p>52. የሕክምና አገልግሎት ነፃ ስለመሆኑ</p>	<p>52. Free Medical Services</p>
<p>ማንኛውም በቋሚነት የተቀጠረ የኮሚሽኑ ሠራተኛ በመንግሥት የሕክምና ተቋሞች የሚሰጠውን ማናቸውንም የሕክምና አገልግሎት በነፃ የማግኘት መብት አለው። ዝርዝሩ መንግሥት በሚያወጣው መመሪያ ይወሰናል።</p>	<p>Any permanently recruited employee of the commission shall have the right to obtain medical service being provided by government medical institutions free of charge. Details shall be determined by directive to be issued by the government.</p>

53. ስለጉዳት ጠረታና ካሣ ክፍያ	53. Gratuity due to Injury and Payment of Compensation
<p>1. ከሥራ በመጣ ጉዳት ምክንያት ዘላቂ ሙሉ ወይም ከፊል የመሥራት ችሎታውን ያጣ ቋሚ የኮሚሽኑ ሠራተኛ አግባብ ባለው የጠረታ ሕግ የተሰጠው መብት እንደተጠበቀ ሆኖ በተጨማሪ የስድስት ወር ደመወዙ በጉዳት ካሣ መልክ ይከፈላል፡፡</p>	<p>1. An employee of the commission who has permanently lost his whole/partial working capacity due to employment injury shall, without prejudice to the provisions of the relevant pension law, be entitled to payment compensation equivalent to his six months' salary.</p>
<p>2. ከሥራ በመጣ ጉዳት ምክንያት ዘላቂ/ሙሉ የመሥራት ችሎታውን ያጣ ጊዜያዊ ወይም የኮንትራት ሠራተኛ የሚከፈለው የጉዳት ካሣ መጠን የአንድ ዓመት ደመወዙ በአምስት ተባዝቶ የሚያገኘው የክፍያ መጠን ይሆናል፡፡</p>	<p>2. A temporary or contractual employee to the commission who has permanently lost his whole working capacity due to employment injury shall be entitled to a payment of compensation equivalent to the amount of his annual salary multiplied five times.</p>
<p>3. በጊዜያዊ ወይም ኮንትራት ሠራተኛ ላይ የደረሰው ጉዳት ዘላቂ/ከፊል የመሥራት ችሎታ ማጣትን ካስከተለ የሚከፈለው የጉዳት ካሣ መጠን በዚህ አንቀጽ ንዑስ አንቀጽ (2) በተመለከተው የክፍያ መጠን ላይ የተመሠረተ ሆኖ ከመሥራት ችሎታ ማጣቱ ደረጃ ጋር ተመጣጣኝ ይሆናል፡፡</p>	<p>3. Where the injury which occurred on the temporary or contractual employee has resulted in a permanent/partial disability, the amount of compensation that should be paid to him shall be calculated on the basis of the sum referred to under sub-art.(2) of this article and be proportional to the degree of his disability thereof.</p>
<p>4. ከባድ የአካል ወይም የመልክ መበላሸትን ያደረሰ ጉዳት የመሥራት ችሎታ ማጣትን ባያስከትልም ለዚህ አንቀጽ ድንጋጌዎች አፈፃፀም እንደዘላቂ ከፊል የመሥራት ችሎታ ማጣት ይቆጠራል፡፡</p>	<p>4. Injuries causing serious bodily deformity or look though not resulting in disability shall be construed as permanent/partial disability for the implementation of the provisions of this article.</p>
<p>5. የኮሚሽኑ ሠራተኛ በደረሰበት ጉዳት ምክንያት የሞተ እንደሆነ፡-</p>	<p>5. Where an employment injury results in the death of an employee of the commission, his survivors shall be entitled to:</p>
<p>ሀ. ሟቹ ቋሚ የኮሚሽኑ ሠራተኛ ከሆነ አግባብ ባለው የጠረታ ሕግ መሠረት የጠረታ አበል፤</p>	<p>a. Pension allowance payable under the relevant pension law if the deceased happened to be the permanent employee of commission.</p>
<p>ለ. ሟቹ ጊዜያዊ ወይም የኮንትራት ሠራተኛ</p>	<p>b. Compensation referred to under sub art. (2) of this</p>

<p>ከሆነ በዚህ አንቀጽ ንዑስ አንቀጽ (2) የተመለከተው የጉዳት ካሳ፣ ለወራሾቹ ወይም ለቤተሰቦቹ ይከፈላል፡፡</p>	<p>article if he happened to be a temporary or contractual employee of the commission.</p>
<p>6. በዚህ ደንብ መሠረት ለሠራተኛውም ወይም ለወራሾቹ የሚፈጸም ማናቸውም የጉዳት ጡረታ ወይም የካሳ ክፍያ ከገቢ ግብር ነፃ ይሆናል፡፡ እንዲሁም በዕዳነት ሊከበር ወይም በማቻቻያነት ሊቀነስ ወይም ባለሙሉቱ ሊያስተላልፈው አይችልም፡፡</p>	<p>6. Any payment to be made to the employee or his survivors pursuant to this regulation shall be exempted from income tax and may not be attached, deducted by way of set off or assigned by the beneficiary.</p>
<p>ክፍል ስምንት</p>	<p>PART EIGHT</p>
<p>የሥራ አፈፃፀም ምዘናና የግል ማህደር</p>	<p>PERFORMANCE EVALUATION AND PERSONAL FILES</p>
<p>54. የሥራ አፈፃፀም ምዘና</p>	<p>54. Performance Evaluation</p>
<p>1. የሥራ አፈፃፀም ምዘና(ግምገማ) ዓላማ ሠራተኛው ሥራውን በሚጠበቀው ወይም በሚፈለግበት መጠን፣ የጥራት ደረጃና ጊዜ ማከናወኑን ወይም አለማከናወኑን አውቆ ኮሚሽኑ የማስተካከያ እርምጃ እንዲወስድ፣ ሠራተኛው ወይም የሥራ ኃላፊው ደግሞ ይህንኑ ተረድቶ የሥራ አፈፃፀሙን እንዲያሻሻልና ተነሳሽነቱን እንዲያጎለብት ማድረግ ነው፡፡</p>	<p>1. The purpose of performance assessment or evaluation on the part of the commissions is to find out as to whether employees have effectively discharged their duties in accordance with the expected amount, quality standard and space of time desired and thereby take corrective measures, and on the part of the employees or division heads, improve their performance and enhance self motivation incognizance of such necessities thereof.</p>
<p>2. በማናቸውም ደረጃ የሥራ አፈፃፀሙ የሚመዘን ሠራተኛ በየጊዜው የሚሰጠውን የምዘና ነጥብ በማየትና ባልተስማማበት ጉዳይ ላይ አስተያየት በመስጠት መፈረም ይኖርበታል፡፡</p>	<p>2. Any employee whose performance is assessed at any stage shall, by observing the performance evaluation results given to him at any time and expressing his opinion on points of dissatisfaction, sing on them accordingly;</p>
<p>3. በሙከራ ላይ የሚገኝ ሠራተኛ የሙከራ ጊዜው ሲራዘም ከተመዘነበት ወቅት ቀጥሎ ባለው የመንፈቅ ወይም የበጀት ዓመቱ መመዘኛ ወቅት እንዲመዘን ይደረጋል፡፡</p>	<p>3. Where the privation period of an employee is duly extended, he shall be subjected to an assessment to be conducted during the evaluation period for the following six months or the current fiscal year.</p>

<p>4. የሙከራ ጊዜውን የፈፀመና ለኮሚሽኑ ተጠሪ የሆነ የበላይ ሥራ አመራር አባል በዓመት ሁለት ጊዜ በቅርብ ኃላፊው አማካኝነት የሥራ አፈፃፀም ምዘና ቅጽ ይሞላላታል።</p>	<p>4. The performance evaluation form of a member of the top management who has completed his privation period and is accountable to the commissioner shall be filled by his immediate superior two times a year.</p>
<p>5. በዚህ አንቀጽ ንዑስ አንቀጽ 3 መሠረት የሚሞላ የሥራ አፈፃፀም ግምገማ በግልጽና ሥራው የሚመለከታቸው የበላይ ሥራ አመራር አባላት፣ ሌሎች የሥራ ኃላፊዎችና ሠራተኞች በተገኙበት በጋራ ይከናወናል።</p>	<p>5. The performance evaluation to be filled pursuant to sub-art (3) of this article hereof, shall be undertaken in transparent manner and in presence of the concerned top management members, other division heads and employees.</p>
<p>6. ማንኛውም ሠራተኛ ወይም የሥራ ኃላፊ የሥራ አፈፃፀም ምዘና አጠቃላይ ግምገማውን መሠረት በማድረግ በቅርብ ኃላፊው ተሞልቶና ተገምጋሚው አውቆትና አስተያየት በመስጠት ፈርሞበት በሚቀጥለው የበላይ ኃላፊ ይፀድቃል።</p>	<p>6. After the performance evaluation of an employee or a division head has been filled by the immediate superior of same in line with the general terms of the evaluation and duly signed by the person evaluated with the expression of his opinion, it shall be approved by the higher official.</p>
<p>7. አጥጋቢ የሥራ አፈፃፀም ውጤት ያላገኙ የኮሚሽኑ ሠራተኛ አስፈላጊው ምክር ተሰጥቶት በቸልተኝነቱ ምክንያት ካላሻሻለ በዚህ ደንብ መሠረት ተጠያቂ ይሆናል። በችሎታ ማነስ ከሆነ ግን እንዲያሻሽል ዕድል ይሰጠዋል። ይህም ሆኖ መሻሻል ካልታየበት በችሎታ ማነስ ሣቢያ ከሥራ የሰናበታል።</p>	<p>7. An employee of the commission who fails to get a satisfactory evaluation result after having received the necessary advice due to his negligence shall be held responsible as per this regulation. Nevertheless, on condition that such an indent occurs to him because of inefficiency, he shall be given a chance to improve himself, provided, however, that he does no longer show improvement even after all these attempts, he shall be dismissed from job due to lack of efficiency.</p>
<p>8. የኮሚሽኑ ሠራተኛ የየወቅቱ የሥራ አፈፃፀም ምዘና ሪፖርት ተሟልቶ በግል ማኅደሩ ይቀመጣል።</p>	<p>8. Periodic performance evaluation reports concerning an employee of the commission shall compile and kept in his personal file.</p>
<p>55. የግል ማኅደርን አሟልቶ ስለመያዝ</p>	<p>55. Keeping Personal Files Complete</p>
<p>1. ኮሚሽኑ ለእያንዳንዱ የኮሚሽኑ ሠራተኛ ወይም የሥራ ኃላፊ የግል ማኅደር ያዘጋጃል፤ ያደረጃል።</p>	<p>1. The commission shall prepare and organize personal files to its employees or division heads.</p>
<p>2. በግል ማኅደር ውስጥ የኮሚሽኑን ሠራተኛ</p>	<p>2. All necessary information with regard to the employee or the</p>

<p>ወይም የሥራ ኃላፊ የሚመለከቱ የትምህርት፣ የሥራ ልምድ፣ የአገልግሎት ዘመን፣ የጡረታ ቅፅ የሥራ አፈፃፀም ምዘና እና የመሳሰሉት ተፈላጊ መረጃዎች ሁሉ ተሟልተው መቀመጥ አለባቸው፡፡</p>	<p>division head of the commission such as education, work experience, duration of service, pension forms, performance evaluation results and other items of similar nature shall be kept complete in the personal files to be organized.</p>
<p>3. የሚሸኑ ሠራተኛ የማይውቀውን ማናቸውንም የፅሁፍ ማስረጃ በግል ማህደሩ ውስጥ ማስቀመጥ የተከለከለ ነው፡፡</p>	<p>3. It is prohibited to keep any piece of written document in the personal file of an employee of the commission without his prior knowledge.</p>
<p>4. ከሚመለከተው የሥራ ኃላፊ ወይም በሕግ ሥልጣን ከተሰጠው አካል ፈቃድ ካልተገኘ በስተቀር የኮሚሽኑን ሠራተኛ የግል ማህደር ማየትም ሆነ ማሳየት የተከለከለ ነው፡፡</p>	<p>4. Unless it is permitted by the concerned official of the institution or a legally competent body, it shall be forbidden to look in to or show the personal file of an employee.</p>
<p>5. የኮሚሽኑ ሠራተኛ የግል ማህደር በጥንቃቄ መጠበቅና መያዝ አለበት፡፡ ሆኖም ሠራተኛው ራሱ የግል ማህደሩን የማየት መብት ይኖረዋል፡፡</p>	<p>5. The personal file of an employee of the commission shall be kept in a careful manner and handled; provided, however, that the employee himself shall have the right to look in to his own personal file.</p>
<p>ክፍል ዘጠኝ</p>	<p>PART NINE</p>
<p>የሥራ ውልን ስለማቋረጥ ወይም ስለማራዘም</p>	<p>TERMINATION OR EXTENSION OF EMPLOYMENT CONTRACT</p>
<p>56. የሥራ ውል የሚቋረጥባቸው ምክንያቶች</p>	<p>56. Reason for the Termination of Employment Contract</p>
<p>የኮሚሽኑ ሠራተኛ የሥራ ውል ከሚከተሉት በአንዱ ወይም በሁሉም ምክንያቶች ይቋረጣል፡-</p>	<p>The contract of employment regarding the employees of the commission shall be terminated due to one or all of the following reason:</p>
<p>1. ኮሚሽኑና ሠራተኛው የሥራ ውሉን ለማቋረጥ ሲስማሙ፤</p>	<p>1. Where the commission and the employee agree to cease the employment contract;</p>
<p>2. ሠራተኛው ሥራውን በፈቃዱ ለመተው ሲጠይቅ፤</p>	<p>2. Where the employee so requests for resignation;</p>
<p>3. ሠራተኛው ከሥራ ጋር ግንኙነት በሌለው</p>	<p>3. Where the employee severs duties for more than eight consecutive months due to sickness, not related to his work;</p>

<p>ሕመም ምክንያት ሥራውን በተከታታይነት ወር ለበለጠ ጊዜ ሲያቋርጥ፤</p>	
<p>4. ሙሉ ወይም ዘላቂ የአካል ጉዳት የደረሰበት በመሆኑ ምክንያት ሠራተኛው ለመሥራት አለመቻሉ በሕክምና ቦርድ ሲረጋገጥ፤</p>	<p>4. Where it is medically certified by a medical board that the employee no longer able to work due to permanent or partial disability;</p>
<p>5. ሠራተኛው በጠረታ ሲገለል፤</p>	<p>5. Where the employee is retired;</p>
<p>6. ሠራተኛው በሞት ሲለይ፤</p>	<p>6. Where the employee has died;</p>
<p>7. የሠራተኛው ችሎታ ለተመደበበት ሥራ ብቁ ሳያደርገው ሲቀር፤</p>	<p>7. Where his ability renders an employee inefficient for the post he has been assigned to;</p>
<p>8. የሥራ ክፍሉ ወይም መደቡ ሲታጠፍና ሠራተኛውን አዛውሮ ማሠራት የማይቻል ሆኖ ሲገኝ፤</p>	<p>8. Where the work division or position is cancelled and it is, as consequence, impossible to engage the employee by transfer;</p>
<p>9. በዚህ ደንብና በኮሚሽኑ ሠራተኞች የሥነ ምግባርና መመሪያ መሠረት ሠራተኛውን ከሥራ የሚያሰናብት ጥፋት ሲፈፀም፤</p>	<p>9. Where an offence is committed pursuant to this regulation and ethical guidelines, concerning the employees of the commission, entailing dismissal thereof;</p>
<p>10. በቂ ባልሆነ ምክንያት በተከታታይ ሐ10 የሥራ ቀናት ወይም በአንድ ዓመት ውስጥ በድምሩ ለ30/ሠላሳ/ የሥራ ቀናት ሠራተኛው ከሥራ ሲለይ፤</p>	<p>10. Where the employee is absent from duty for ten consecutive working days or cumulated thirty working days in a year without good cause;</p>
<p>11. በወንጀል ምክንያት ተከሶና ተፈርዶበት ከሦስት ወር በላይ ሠራተኛው በእሥር ቤት የቆየ እንደሆነ፡፡</p>	<p>11. Where the employee has been prosecuted in an imprisonment for more than three months for having committed crime;</p>
<p>12. ኮሚሽኑን አደጋ ላይ የሚጥሉ ሌሎች ጥፋቶችን ፈጽሞ ሲገኝ፤</p>	<p>12. Where he is found committing other offences that could possibly put the commission at jeopardy.</p>
<p>57. የሥራ ውልን ስለማቋረጥ</p>	<p>57. termination of Contract of Employment</p>
<p>1. ከዚህ በላይ በአንቀጽ 56 ሥር የተደነገገው እንደተጠበቀ ሆኖ ከዚህ በታች ከሰፈሩት የሥራ ውል ማቋረጫ ምክንያቶች አንዱ ያጋጠመው እንደሆነ ኮሚሽኑ ጨሠራተኛው የአንድ ወር የቅድሚያ ማስጠንቀቂያ</p>	<p>1. Without prejudice to the preceding provisions stipulated under article 56 hereof, where any one of the following reasons for the termination of employment contracts occurs, the commission may terminate the service of an employee formally giving him a one month prior notice:</p>

<p>በመስጠት ሊያሰናብተው ይችላል፡-</p>	
<p>ሀ. ሠራተኛው ከሥራው ጋር ግንኙነት በሌለው ሕመም ምክንያት በተከታታይ ከስድስት ወራት ለበለጠ ጊዜ ሥራን ሲያቋርጥ፤</p>	<p>a. Where the employee is absent from duty for more than six consecutive months due to sickness which is not related to his work;</p>
<p>ለ. ሠራተኛው ለተመደበበት ሥራ የሚያስፈልገው ችሎታ ቀንሶ ሲገኝ፤</p>	<p>b. Where the employee's ability necessary to carry out the work of his assignment is found to have been so reduced;</p>
<p>ሐ. ሠራተኛው በጤንነት መታወክ ወይም በአካል ጉዳት ምክንያት የተመደበበትን ሥራ ለማከናወን ችሎታው ቀንሶ ሲገኝ፤</p>	<p>c. Where the employee's ability to carry out the duties pertaining to his assignment is found to have been reduced due to health problems or physical disabilities;</p>
<p>መ. የስራ ክፍሉ ወይም መደቡ ሲታጠፍና ሠራተኛውን አዛውሮ ማሰራት የማይቻል ሆኖ ሲገኝ፡፡</p>	<p>d. Where its work division or position is cancelled and is no longer possible to engage the employee by transfer.</p>
<p>2. የሙከራ ጊዜውን የጨረሰ ወይም በሙከራ ጊዜ ላይ ያለ ማንኛውም ሠራተኛ ለኮሚሽኑ በቅድሚያ የአንድ ወር ማስጠንቀቂያ በመስጠት የሥራ ውሉን ማቋረጥ ይችላል፡፡</p>	<p>2. Any employee who has completed or is on the probation period shall terminate his employment contract giving a one month prior notice to the commission.</p>
<p>3. የዚህ አንቀጽ ንዑስ አንቀጽ 2 ድንጋጌ ቢኖርም ሠራተኛው ለሥራው እጅግ አስፈላጊና በቀላሉ ለመተካት የማይቻል ሆኖ ሲገኝ ኮሚሽኑ የሥራ መልቀቂያውን ጥያቄ ከሦስት ወር ለማይበልጥ ጊዜ ሊያራዝመው ይችላል፡፡</p>	<p>3. Notwithstanding the provision of sub art (2) of this article hereof, where the service of the employee is indispensable and he cannot easily be replaced, the commissioner may prolong the response to the request for release for a period not exceeding three months.</p>
<p>4. በማንኛውም ወገን የሥራ ውሉን ለማቋረጥ የሚሰጠው ማስጠንቀቂያ በጽሑፍ ሆኖ ውሉ የሚቋረጥበትን ምክንያት መግለጽ ይኖርበታል፡፡</p>	<p>4. The warning to be given by anyone to terminate employment contract shall be in writing and thereby state the reasons for termination thereof.</p>
<p>5. በማንኛውም ሁኔታ ሁኔታ ሥራ ለመልቀቅ የሚሰጥ ማስጠንቀቂያ የሚቆይበት ጊዜ መደበኛ ሥራ እየተሠራ እንጂ የዓመት ፅረፍት ፈቃድ ወይም በሌላ ፈቃድ ውስጥ እያለ ከተሰጠ በማስጠንቀቂያነት የሚታሰብ አይሆንም፡፡</p>	<p>5. The period of warning to be given in any way to obtain release may not be calculated to constitute warning proper if it has been so issued while on annual or other lexis, instead of during regular working periods.</p>

<p>58. ስለሠራተኛ ቅነሳ</p>	<p>58. Lay off</p>
<p>1. ማንኛውም የኮሚሽኑ ሠራተኛ፡-</p>	<p>1. Any employee of the commission shall where it is not possible to assign him pursuant to article (6) sub. Article (3) of :</p>
<p>ሀ. የሥራ መደቡ ሲሠረዝ፣ ወይም</p>	<p>a. his position is eliminated,</p>
<p>ለ. ትርፍ የሰው ኃይል ሲኖር በዚህ ደንብ አንቀጽ 6 ንዑስ አንቀጽ 3 መሠረት መመደብ ካልተቻለ ከሥራ ይሠናበታል፡፡</p>	<p>b. there exists an extra manpower</p>
<p>2. ትርፍ የሰው ኃይል ሲኖር ቅነሳ የሚደረገው የኮሚሽኑ ሠራተኛ በተመሳሳይ የሥራ መደብ ላይ ካሉ ሌሎች የኮሚሽኑ ሠራተኞች ጋር ተወዳድሮ የሥራ ውጤቱና ያለው ችሎታ ዝቅተኛ መሆኑ ሲረጋገጥ ነው፡፡</p>	<p>2. An action for lay off due to extra manpower shall only be undertaken where the performance result and ability of the employee concerned is found to be the least, as compared with other fellow employees of the commission having similar positions.</p>
<p>59. በጡረታ ስለመገለል</p>	<p>59. Retirement</p>
<p>1. ማንኛውም የኮሚሽኑ ሠራተኛ የጡረታ ዕድሜው የደረሰ እንደሆነ በህግ መሠረት ጡረታ እንዲወጣ ይደረጋል፡፡</p>	<p>1. Any employee of the commission shall be made to retire when he has attained the retirement age as determined by law.</p>
<p>2. ኮሚሽኑ የሠራተኛውን ጡረታ መዋጮ በሕግ መሠረት እየቀነሰና ሌሎች አስፈላጊ መረጃዎችን በየወቅቱ እያጠናቀረ ለሚመለከተው አካል ያስተላልፋል፡፡</p>	<p>2. The commission shall deduct the employee's pension contribution as determined by law as well as compile other necessary information every time and transfer same to the concerned body.</p>
<p>3. በዕድሜ ባለፀጋነት ወደ ጡረታ የሚገለል ሠራተኛ አስፈላጊውን ቅድመ ዝግጅት ማድረግ እንዲችል ከሶስት ወር በፊት ይህንኑ እንዲያውቀው በጽሑፍ ይገለጽለታል፡፡</p>	<p>3. An employee to retire due to old age shall be notified in writing their mothers prior to his retirement so as to get himself prepare in advance.</p>
<p>4. የኮሚሽኑ ሠራተኛ ተዘዋውሮ እንዲሠራ በተሞከረባቸው የሥራ ቦታዎች ሁሉ ለመሥራት ችሎታ የሚያንሰው ሆኖ ከተገኘ ዕድሜው ለጡረታ ባይደርስም በክልሉ መንግስት ሠራተኞች ማስተዳደሪያ ህግ መሠረት አስፈላጊው ጥቅማጥቅም ተጠብቆለት እንዲሰናበት ይደረጋል፡፡</p>	<p>4. Where an employee of the commission found to be incapable of working in all places he has been assigned to by transfer, he shall be made to retire even before the attainment of the retirement age by providing him with the necessary benefits pursuant to the Regional civil servants administrative law.</p>
<p>60. የስንብት አፈጻጸም</p>	<p>60. Steps for Leave up on Retirement</p>

<p>1. ማንኛውም የኮሚሽኑ ሠራተኛ በማናቸውም ሁኔታ ከኮሚሽኑ ሲለቅ የሚፈለግበትን የኮሚሽኑን ንብረት ማስረከቡን የሚያረጋግጥ ሠነድ ማቅረብ አለበት።</p>	<p>1. Where any employee of the commission resigns under any circumstances, he shall avail a document showing that he has handed over to the commission properties in his possession.</p>
<p>2. የኮሚሽኑ ሠራተኛ የጡረታ መውጫ ጊዜው ከመድረሱ ከአንድ ወር በፊት የሚፈለግበትን ንብረት አስረክቦ ከደመወዝ ጋር ፈቃድ ይወጣል።</p>	<p>2. An employee of the commission shall, having been relieved of the properties sought from him one month prior to the time of his retirement, take leave with pay.</p>
<p>61. ስለ አገልግሎት የምስክር ወረቀት</p>	<p>61. Certificate of Service</p>
<p>1. የኮሚሽኑ ሠራተኛ በዚህ ደንብ መሠረት ከኮሚሽኑ ጋር የነበረው የሥራ ግንኙነት በማናቸውም ሁኔታ ሲቋረጥ የአገልግሎት የምስክር ወረቀት ማግኘት መብት አለው።</p>	<p>1. An employee of the commission shall, pursuant to this regulation, have the right to obtain a certificate of service where his employment relation with the commission is terminated under any circumstances.</p>
<p>2. የምስክር ወረቀቱ በአንቀጽ 20 ንዑስ አንቀጽ 6 የተጠቀሱትን የሚገልጽ ሆኖ ሠራተኛው ከፈለገ የቅርብ ጊዜ ፎቶግራፍ እንዲያይዘለት ይደረጋል፤ የኮሚሽኑ ማህተምም ያርፍበታል።</p>	<p>2. The certificate shall state the particulars contained under article (20) sub art. (6) Of this regulation, and if the employee desires, he shall have attached his recent photography thereon with the scale of the commission</p>
<p>62. አገልግሎት ሲቋረጥ ስለሚፈጸም ክፍያ</p>	<p>62. Severance Pay</p>
<p>1. ማንኛውም የኮሚሽኑ ሠራተኛ በዚህ ደንብ አንቀጽ 58 ንዑስ አንቀጽ 1 በተጠቀሰው መሠረት በቅነሳ ምክንያት ከሥራ ከተሠናበተና የጡረታ አበል የማይከፈለው ከሆነ በኮሚሽኑ ውስጥ ላገለገለበት ጊዜ፡-</p>	<p>1. Where the service of any employee of the commission is terminated due to layoff pursuant to art. (58), SUB ART. (1) Of this regulation hereof and is not any longer entitled to pension allowance, he shall, for the duration of his service, be entitled to a payment of;</p>
<p>ሀ. ለመጀመሪያው አንድ ዓመት የሶስት ወር ደመወዝ፤</p>	<p>a. His three month's salary for the first year;</p>
<p>ለ. በተጨማሪ ላገለገለበት ለእያንዳንዱ ዓመት የወር ደመወዝ 1/3ኛ እየተታከለ፤ ይከፈለዋል። ሆኖም የሚሰጠው ክፍያ በጠቅላላው ከሠራተኛው የ12 ወር ደመወዝ መብለጥ የለበትም።</p>	<p>b. One third of his salary for every additional year of service; provided, however, that the maximum pay may not exceed his twelve month's salary in total.</p>
<p>2. የሙከራ ጊዜውን ለጨረሰና ከአንድ ዓመት በታች ላገለገለ የኮሚሽኑ ሠራተኛ የሚገባው ክፍያ ከአገልግሎቱ ጋር እየተመዛዘነ</p>	<p>2. Severance pay due to an employee who has completed his probation period but served for less than one year shall be determined and implemented in conformity with the duration of his service.</p>

<p>ይፈጸማል፡፡</p>	
<p>3. አግባብ ባለው የጡረታ ህግ የተደነገገው እንደተጠበቀ ሆኖ ቋሚ የኮሚሽኑ ሠራተኛ በሞት ምክንያት አገልግሎቱ ሲቋረጥ፣ በሕይወት ሳለ ለኮሚሽኑ በጽሁፍ ላሳወቃቸው የትዳር ንደኛው ወይም በስሩ ይተዳደሩ ለነበሩ ቤተሰቦቹ የሶስት ወር ደመወዙ ይከፈላል፡፡</p>	<p>3. Without prejudice to the provisions of the relevant pension laws, where the service of a permanent employee of the commission is terminated due to his death, an amount equivalent to his three months' salary shall be paid to his legal spouse or in case he has no spouse, to his dependents whose names had officially been filed during his tenure.</p>
<p>63. አገልግሎትን ስለማራዘም</p>	<p>63. Extension of Service</p>
<p>1. የኮሚሽኑ ሠራተኛ አገልግሎት የጡረታ መውጫ እድሜው ከደረሰ በኋላ በአንድ ጊዜ እስከ አምስት ዓመት ሊራዘም ይችላል፡፡ ሆኖም በማናቸውም ሁኔታ አገልግሎቱ በጠቅላላው ከአሥር ዓመት ለሚበልጥ ጊዜ ሊራዘም አይችልም፡፡</p>	<p>1. The service year of an employee of commission at a retiring stage may be extended beyond his retirement age for a period up to five years at a time; provided, however, that the total extension of such service may not, in any way, exceed ten years.</p>
<p>2. በዚህ አንቀጽ ንዑስ አንቀጽ 1 መሠረት የማንኛውም ሠራተኛ ወይም የሥራ ኃላፊ የአገልግሎት ዘመን ሊራዘም የሚችለው፡-</p>	<p>2. The service of any employee or division head may, in accordance with sub-art(1) Of this article hereof, be extended where;</p>
<p>ሀ. ትምህርቱ፣ ልዩ ዕውቀቱና ችሎታው ለኮሚሽኑ ጠቃሚ ሆኖ ሲገኝ፣</p>	<p>a. His qualification, special skills and abilities are found to be essential for the commission;</p>
<p>ለ. በማናቸውም ሁኔታ ተተኪ የሥራ መሪ ወይም ሠራተኛ ማግኘት አለመቻሉ ሲረጋገጥ፣</p>	<p>b. It is not, in any way, possible to replace him by another division head or employee;</p>
<p>ሐ. የሥራ ሃላፊው ወይም ሠራተኛው ለሥራው ብቁ መሆኑ በሕክምና ማስረጃ ሲረጋገጥ፣</p>	<p>c. The said division head or employee is proved to be fit for the service by a medical certificate;</p>
<p>መ. የሥራ ሃላፊው ወይም ሠራተኛው አገልግሎቱን ለማራዘም ሲስማማ፣</p>	<p>d. The division head or employee consents to such as extension of the service;</p>
<p>ሠ. የሥራ ኃላፊውን ወይም የሠራተኛውን የአገልግሎት ዘመን መራዘም ኮሚሽኑ ሲወስን ይሆናል፡፡</p>	<p>e. The commissioner approves the proposed extension if service by the division head or the employee.</p>
<p>ክፍል አሥር</p>	<p>PART TEN</p>

የዲሲፕሊን እርምጃዎች	DISCIPLINARY MEASURES
<p>64. የዲሲፕሊን እርምጃ መውሰድ አስፈላጊነት</p>	<p>64. Necessity of Taking Disciplinary Measures</p>
<p>1. የዲሲፕሊን እርምጃ አወጣሰድ መሠረታዊ ዓላማ የኮሚሽኑ ሠራተኛ ጥፋት ፈጽሞ ቢገኝ ለማረም፣ ለማስተማርና እንደጥፋቱ መጠንና ተገቢውን ቅጣት እንዲያገኝ በማድረግና ከጥፋቱ የማይታረም ከሆነም ከሥራ በማሰናበት በዚህ ሳቢያ የኮሚሽኑን የሥራ ውጤት ማሻሻል ይሆናል።</p>	<p>1. The main objective of taking disciplinary measures shall be to rehabilitate the employee of the commission who commits disciplinary breaches by making him learn form his fault and thereby enable him perform his duties properly or to discharge him from service if he becomes recalcitrant.</p>
<p>2. በዲሲፕሊን ጥፋት ምክንያት የሚወሰን ቅጣት ማናቸውም ፍ/ቤት የሚሰጠውን ውሳኔ ሳይጠብቅ ወይም ሳይከተል ሊፈፀም ይችላል።</p>	<p>2. The penalties imposed as a result of disciplinary offences may be executed irrespective of any court decisions to follow thereafter.</p>
<p>3. ማናቸውም የዲሲፕሊን ቅጣት ሠራተኛውን በወንጀልና በፍትሐብሄር ሃላፊነት ከመጠየቅ አያድንም።</p>	<p>3. Any form of disciplinary penalty may not exonerate the employee from being liable to criminal and civil proceedings.</p>
<p>65. የዲሲፕሊን እርምጃ የሚያስወግዱ የጠፋት ዓይነቶች</p>	<p>65. Types of offences Entailing Disciplinary penalties</p>
<p>1. ከዚህ በታች የተመለከቱት ቀላል የዲሲፕሊን ጥፋቶች ተብለው በዚህ ደንብ ተመድበዋል፡-</p>	<p>1. The following are classified as- simple disciplinary offences as per this regulation:</p>
<p>ሀ. የቅርብ የሥራ ኃላፊን ፈቃድ ሳያገኙ ከሥራ መቅረት፤</p>	<p>a. Absence from work without the permission of one's immediate superior;</p>
<p>ለ. መገለጽ የማገባቸውን ጥቅሞች በቸልተግነት ማለፍ ወይም ለሚመለከተው አለማሳወቅ፤</p>	<p>b. Ignoring negligently or failure to disclose to the concerned those interests deserving notice.</p>
<p>ሐ. በሥራ ላይ እያሉ ወይም ወደ ሌላ አገልግሎት ወይም ሥራ ከተዛወሩ በኋላ ያልተፈቀደ ምስጢራዊ መረጃን</p>	<p>c. Negligently disclosing confidential information forbidden thereof while in office or after transferred to another service or duty;</p>

<p>በዋልተኝነት መግለፅ፣ በሹልተኝነት መግለፅ፣</p>	
<p>መ. ስላከናወናቸው ሥራዎች ለሚመለከተው አካል በወቅቱ ሪፖርት አለማቅረብ፣</p>	<p>d. Failure to submit timely reports to the concerned body with regard to the duties he has accomplished;</p>
<p>ሠ. ያልተሟላ ወይም ትክክለኛ ያልሆነ የሀብት ምዝገባ ማድረግ፣</p>	<p>e. Causing an entry of incomplete or incorrect records in to the property register;</p>
<p>ረ. ሃላፊነት እያለበት አግባብ ያለውን የኮሚሽኑ አሠራርና የሥነ ምግባር ደረጃዎች አዲስ ለሚቀጠሩ የሥራ ባለደረቦቹ አለማሳወቅ፣</p>	<p>f. Having been responsible for the duty, failure to notify relevant working procedures and ethical standards employed by the commission to the newly-recruited staff on time;</p>
<p>ሸ. የሥራ ባለደረባራ ሕገ ወጥ ድርጊት፣ የሥነ ምግባር ጉድለት ወይም ተገቢ ያልሆነ ባህሪ ለአለቃው ወይም ለሚመለከተው አካል አለማሳወቅ፣</p>	<p>g. Failure to inform an illegal act, impropriety or misconduct, possibly exercised by a colleague to his superior or the concerned body;</p>
<p>ቀ. አቅሙ እየፈቀደ በሥራው ላይ ተገቢውን ጥረትና ትጋት አለማሳየት፣</p>	<p>h. Failure to properly display an effort and diligence while at work, though having the capacity to do so;</p>
<p>በ. በሥራ ላይ ያጋጠሙ ችግሮችን ያለበቁ ምክንያት ለሚመለከተው አመራር ወይም አካል በወቅቱ አለማሳወቅ፡፡</p>	<p>i. Failure to notify difficulties encountered along work on time to the concerned division head or body without having sufficient justification;</p>
<p>ተ. ከሥራ ባለደረቦቹ ጋር ተግባብቶ መሥራት ካለመቻል የተነሣ በሥራ ሂደት ላይ እንቅፋት ሆኖ መገኘት፣</p>	<p>j. becoming an obstacle the process of work as a result of inability to work in harmony with his colleagues;</p>
<p>ቸ. መቅረቱ በሥራው ላይ ጉዳት እንደሚያደርስ እያወቀ የቅርብ የሥራ ኃላፊውን ፈቃድ ሳያኝ ከአቅም በለይ ባለልሆነ ምክንያት ከሥራ መቅረት፡፡</p>	<p>k. absence from work without the permission of his immediate superior though being cognizant of the fact that his action may adversely affect the service.</p>
<p>2. ከዚህ በታች የተመለከቱት በዚህ ደንብ መሠረት ከባድ የዲስኻሊን ጥፋቶች ተብለው ተመድበዋል፡-</p>	<p>2. The following are classified as rigorous disciplinary offences, pursuant to this regulation:</p>
<p>ሀ. ከሥራው ጋር በተያያዘ ሁኔታ ስጦታን ወይም መስተንግዶን መቀበል፣</p>	<p>a. Receiving gifts or invitations in connection with one's official duties</p>

<p>ለ. ከሥራው ጋር በተያያዘ ሁኔታ ስጦታን ወይም መስተንግዶን መቀበል፤</p>	<p>b. Performing private or somebody else’s business during the working hours of the commission;</p>
<p>ሐ. ሥራን ወይም ውሳኔን ያለአግባብ ማዘግየት ወይም ለሰጠው ውሳኔ ምክንያት ለመስጠት ፈቃደኛ አለመሆን፤</p>	<p>c. Improperly delaying work or decision or becoming not willing to provide reasons for the decisions rendered thereto;</p>
<p>መ. የሙስና ወንጀል መፈፀም፣ ማታለል፣ ማጭበርበር፣ በሥልጣን መነገድ፣ ሥልጣንን ያላግባብ መገልገል፣ ሠነድ መደለዝ፣ የኮሚሽኑን ዓርማና ማጎተም ለሕገወጥ አላማ መጠቀም፣ ጉብ መቀበል ወይም እንዲሰጠው መጠየቅ፤</p>	<p>d. Committing crime resulting corruption, misrepresentation, deception, transacting in power, abuse of power, using the emblem and seal of the commission for unlawful purposes, receiving bribe or demanding for same.</p>
<p>ሠ. የኮሚሽኑን ምስጢር ሆን ብሎ ለሌላ አሳልፎ መስጠት ወይም ሚስጢራዊ መረጃን ለግል ጥቅም መገልገል፤</p>	<p>e. Deliberately passing the secrets of the commission on to others or using confidential information accessed to, for personal advantage;</p>
<p>ረ. ሱስ በሚያሰብ መድሃኒት ወይም በአደንዛዥ ፅፅ በመመረዝ ወይም በልማዳዊ መጠጥ ተፅዕኖ ምክንያት ሥራን ማከናወን አለመቻል፤</p>	<p>f. Inability to accomplish one’s duties in consequence of having been drug addict, poisoned by addictive substance or influenced by traditional drinks;</p>
<p>ሰ. በማንኛውም ወንጀል ጥፋተኛ ሆኖ መገኘትና በጥፋቱም ምክንያት ለያዘው ሥራ ተስማሚ ሆኖ አለመገኘት፤</p>	<p>g. Being found guilty of any criminal offence and hence unworthy for the position held due to such an incident.</p>
<p>ሸ. ከኮሚሽኑ ውጭ ባለ ማናቸውም ሰው ወይም ተቋም ዘንድ ገቢ የሚያስገኝ የትርፍ ጊዜ ሥራ ወይም ገቢ የማያስገኝ ቢሆንም የኮሚሽኑን ዓላማ በማሳካት ረገድ እንቅፋት ሊሆን የሚችል የትርፍ ጊዜ ሥራ መሥራት፤</p>	<p>h. Engaging in any par time generating income or even if it doesn’t so generate income one that may, potentially be obstacle to attain the objective of the commission on the part of any Peron or institution outside the commission;</p>
<p>ቀ. የኮሚሽኑን ዝና የሚጎዳ ወይም ህዝቡ በኮሚሽኑ ላይ ያለውን አክብሮትና እምነት ዝቅ የሚያደርግ ባህሪ ማሳየት ወይም ድርጊት መፈፀም፤</p>	<p>i. Showing a character or committing an act that adversely affects the regulation of the commission or undermines the pubic respect for and confidence in it,</p>
<p>በ. የሚያሳስት ወይም ትክክል ያልሆነ ሪፖርት ሆነ ብሎ ማቅረብ፤</p>	<p>j. Deliberately submitting a report which is misleading or inaccurate thereto;</p>
<p>ተ. ከመመሪያና ከሕግ ውጭ የሆነ ቅጥር፤</p>	<p>k. Granting recruitment, promotion, training or educational</p>

<p>ዕድገት፣ ሥልጠና ወይም የትምህርት ዕድል መስጠት ወይም አድልዎ መፈፀም፤</p>	<p>opportunities in contravention of laws and directives or exercise partiality;</p>
<p>ቸ. በኮሚሽኑ አገልግሎት፣ ንብረት ወይም ገንዘብ ያለአግባብ መጠቀም ወይም ሌሎች እንዲጠቀሙ ማድረግ፣ ማጥፋት ወይም እምነት ማጉደል፤</p>	<p>l. Improperly using or causing others to use the service, property or funds of the commission, wasting or committing breach of trust thereof;</p>
<p>ጎ. አንድ ሥራ እንዳፈፀም እንቅፋት መፍጠር ወይም ሥራ እንዳይሰራ ከሚያውኩ ሰዎች ጋር መተባበር፤</p>	<p>m. Creating an obstacle against the undertaking of duties or collaborating with those persons disturbing such an exercise,</p>
<p>ነ. በሥራ አካባቢ አምባገነን ወይም ጠብ መፍጠር ወይም ባለጉዳዩን ወይም ባልደረባን ወይም ኃላፊን መስደብ ወይም መደባደብ፤</p>	<p>n. Initiating brawls or creating quarrel, insulting or physically assorting service seekers or colleagues or one's superior at work place;</p>
<p>ሃ. ከሕግ ውጭ መሥራት፣ ሕጋዊ ትዕዛዝ አለማክበር ወይም ሌሎች ሰዎች ከሕግ ውጭ እንዲሰሩ መፍቀድ፣ ማገዝ ወይም ማበረታታት፡፡</p>	<p>o. Acting out of law, disobeying lawful orders or allow, assist or encourage other persons to act accordingly,</p>
<p>አ. የሥራ ባልደረባን ወይም ባለጉዳይን ለግብረ ሥጋ ግንኙነት ማስጨነቅ ወይም ማስገደድ</p>	<p>p. Harassing or coercing one's colleagues or service seekers for sexual intercourse</p>
<p>66. በዲስኘፕሊን ጥፋት ምክንያት የሚወሰኑ ቅጣቶች</p>	<p>66. Penalties Imposed due to Disciplinary Offence</p>
<p>1. የኮሚሽኑ ሠራተኛ ከዚህ በላይ በአንቀጽ 65 ሥር ከተጠቀሱት አንዱን ወይም ሁሉንም ጥፋቶች መፈፀሙ ሲረጋገጥ የጥፋቱን ክብደትና ያስከተለውን የጉዳት ውጤት በመመርኮዝ ከዚህ በታች ከተመለከቱት ቅጣቶች በአንዱ ብቻ ይቀጣል፡-</p>	<p>1. Where it is proved that an employee of the commission has committed one or all the offences specified under article (65) hereinabove, he shall, depending on the gravity of the offence committed and its consequence thereof, receive any one of the penalties prescribed hereunder;</p>
<p>ሀ. የቃል ማስጠንቀቂያ</p>	<p>a. Oral warning;</p>
<p>ለ. የጽሁፍ ማስጠንቀቂያ፤</p>	<p>b. Written warning;</p>
<p>ሐ. እስከ አንድ ወር ደመወዝ የሚደርስ የገንዘብ ቅጣት፤</p>	<p>c. Fine reaching up to one month salary;</p>

<p>መ. እስከ ሁለት ወር ደመወዝ የሚደርስ የገንዘብ ቅጣት ወይም እስከ ሁለት ዓመት የሚደርስ የእርከን ጭማሪ ክልከላ፤</p>	<p>d. Fine reaching up to two months' salary or prohibition of steps' increment up to two years;</p>
<p>ሠ. ከሥራ ደረጃና ከደመወዝ ዝቅ መደረግ፤</p>	<p>e. Demotion from position or salary;</p>
<p>ረ. ከሥራ መሰናበት፡፡</p>	<p>f. Dismissal from job.</p>
<p>2. በዚህ አንቀጽ ንዑስ አንቀጽ 1 ከ "ሀ- ሐ" የተገለጹት ቀላል የዲስክሊን ቅጣቶች ሲሆኑ ከ"መ-ረ" የተጠቀሱት ደግሞ ከባድ የዲስክሊን ቅጣቶች ተብለው ተመድበዋል፡፡</p>	<p>2. The penalties specified under sub art.(1) (-c) of this article are classified as simple disciplinary penalties while those stated from (d-f) are categorized as rigorous disciplinary penalties.</p>
<p>3. በዚህ አንቀጽ ንዑስ አንቀጽ 1 የተገለጸው የቅጣት ዓይነት ቢኖርም ተደጋጋሚና ያደረሰው ጉዳት ከፍተኛና አሳሳቢ ሆኖ ሲገኝ ማናቸውም ቀላል የዲስክሊን ጥፋት በከባድ የዲስክሊን ጥፋት ሊያስጠይቅ ይችላል፡፡</p>	<p>3. Notwithstanding the types penalties stated under sub art.(1) of this article , any simple disciplinary offence may entail a rigorous disciplinary penalty where the offence is found to be frequent and has caused serious and for reaching harms.</p>
<p>4. በማናቸውም ጥፋት ምክንያት የዲስክሊን እርምጃ የተወሰደበት ሠራተኛ ያላግባብ የወሰደው ደመወዝ፣ አበል ወይም ሌላ ንብረትና ገንዘብ ቢኖር በሕግ አግባብ እንዲመልስ ይደረጋል፡፡</p>	<p>4. The salary, allowance or other property and money (if any) taken improperly by an employee against whom any form of disciplinary penalty is imposed, shall be returned in accordance with law.</p>
<p>67. ከሥራ ስለማገድ</p>	<p>67. suspension</p>
<p>ማንኛውም የኮሚሽን ሠራተኛ፡-</p>	<p>Any employee of the commission may be suspended where:</p>
<p>1. በጥፋቱ ምክንያት የሚፈለጉ መረጃዎችን ያበላሻል ወይም ይደብቃል በዚህም ምክንያት ምርመራው ይሰናከላል ተብሎ ሲታመን፤</p>	<p>1. It is believed that he spoils or hides the required information to conceal the offence and in consequence of this, the investigation might be so obstructed;</p>
<p>2. የፈፀመው ጥፋት ከባድና ከሥራ የሚያስወጣ ሆኖ በሌሎች የሥራ መሪዎች ወይም ሠራተኞች ላይ የተዛባ ተፅዕኖ ያሳድራል ተብሎ ሲገመት ከሥራ ሊታገድ ይችላል፡፡</p>	<p>2. It is presumed that the offence he has committed, being rigorous and entailing dismissal thereof, might result in an adverse influence deter mental to other division heads or employees.</p>
<p>68. እገዳው ስለሚቆይበት ጊዜ</p>	<p>68. Duration of Suspension</p>
<p>1. ሠራተኛው በራሱ ምክንያት ምርመራውን</p>	<p>1. Unless he delays the investigation for his own reason, the</p>

<p>ካላንተ ባንተ ባር ከሥራ ታግዶ የሚቆየው ለአንድ ወር ጊዜ ብቻ ነው።</p>	<p>employee shall be suspended only for one month.</p>
<p>2. ከአቅም በላይ በሆነ ምክንያት ችግር ካጋጠመ የእገዳ ጊዜ ለአንድ ተጨማሪ ወር ሊራዘም ይችላል።</p>	<p>2. In case of difficulties encountered due to force majeure, such suspension may be Extended one additional month.</p>
<p>3. የዕገዳ ጊዜ የሚፀናው የማገጃ ደብዳቤው ለሠራተኛው ከተሰጠበት ወይም በማስታወቂያ ሰሌዳ ላይ ከተለጠፈበት ቀን ጀምሮ ይሆናል።</p>	<p>3. The duration of suspension shall be effective from the date of the issuance of the suspension letter to the employee or it is posted on a notice board.</p>
<p>69. የእገዳ አፈፃፀም</p>	<p>69. Execution of suspension</p>
<p>ከሥራ የታገደ ሠራተኛ የታገደበት ምክንያት በጽሁፍ ይገለጽለታል። ሠራተኛውን በግምባር ማግኘት የማይቻል ከሆነም በኮሚሽኑ ማስታወቂያ ሰሌዳ ላይ እንዲለጠፍ ይደረጋል።</p>	<p>A suspension employee shall be notified of the grounds of such suspension in writing. Where it is not possible to find the employee in person, the suspension letter shall be posted on a notice board of the commission.</p>
<p>70. የደመወዝ ክፍያ ከእገዳ ጋር ስለአለው ግንኙነት</p>	<p>70. Payment of Salary as Related to Suspension</p>
<p>1. በዚህ ደንብ አንቀጽ 68 መሠረት ከሥራ የታገደ የኮሚሽኑ ሠራተኛ ደመወዙ መያዝ አለበት።</p>	<p>1. The salary of an employee who has been suspended pursuant to article (68) of this regulation shall be withheld.</p>
<p>2. በዚህ ደንብ አንቀጽ 68 በተገለፀው የጊዜ ገደብ ውስጥ ውሳኔ ያላገኘ የሥራ መሪ ወይም ሠራተኛ ወደ ሥራው ተመልሶ ውሳኔውን ይጠባበቃል።</p>	<p>2. A division head or an employee who has been unable to obtain decision within the period specified under Article (68) of this regulation hereof shall resume work and wait for same thereto;</p>
<p>3. ከሥራ የረገደ ሥራ መሪ ወይም ሠራተኛ ከቀረበበት ክስ ነፃ ከሆነ ያልተከፈለው ደመወዙ ያለወለድ ታስቦ ይከፈለዋል።</p>	<p>3. Where the suspended divine head or employee is set free from the accusation leveled against him, he shall be entitled to a payment of his salary withheld during the period of suspension without interest.</p>
<p>4. የሥራ መሪው ወይም ሠራተኛው ፈጽሟል በተባለበት ጥፋት ተቀጥቶ ወደ ሥራው ከተመለሰ ታግዶ ለቆየበትና ለአልሰራበት ጊዜ</p>	<p>4. Where a division head or an employee is penalized due to the offence he is alleged to have committed, he shall not be entitled to a salary payment for the period of suspension.</p>

<p>ደመወዝ አይከፈለውም፡፡</p>	
<p>5. ከሥራ የታገደ ሠራተኛ ጥፋተኝነቱ ከተረጋገጠ የተወሰነበት ቅጣት ተፈፃሚ የሚሆነው ከሥራ ከታገደበት ቀን ጀምሮ ይሆናል፡፡</p>	<p>5. Where the suspended employee is proved to be guilty, the decision with regard to his penalty shall be effective from the date of his suspension thereof.</p>
<p>71. የዲስኒሊን ኮሚቴ ስለማቋቋም</p>	<p>71. Establishment of the discipline Committee</p>
<p>1. በዚህ ደንብ አንቀጽ 66 ንዑስ አንቀጽ 1ኩራራ የተመለከቱትን ቅጣቶች የሚያስከትል የዲስኒሊን ግድፈት መርምሮ የውሳኔ ሀሳብ የሚያቀርብ በኮሚሽነሩ የሚሰየሙ ሰብሳቢና ሁለት አባላት እንዲሁም ሁለት የሠራተኛ ተወካዮችና አንድ የቃለ ጉባዔ ፀሐፊ ያሉት የሠራተኞች የዲስኒሊን ኮሚቴ ይቋቋማል፡፡</p>	<p>1. There shall be establishment a disciplinary committee, consisting of a chairperson and two members to be designated by the commissioner as well as two employees' representatives and a minute taker vested with the powers to investigate disciplinary offences entailing penalties as specified under art. (66), sub art.(1) (c-f) of this regulation and thereby submit recommendation thereto.</p>
<p>2. በኮሚሽኑ ሠራተኞች ከሚመረጡት የኮሚቴው አባላት መካከል አንድ ሴት መሆን ይኖርበታል፡፡</p>	<p>2. One of the committee members to be elected by the employees of the commission shall be woman.</p>
<p>72. የኮሚቴው ሥልጣንና ተግባር</p>	<p>72. Powers and duties of the committee</p>
<p>ኮሚቴው በዚህ ደንብ መሠረት የሚከተሉት ሥልጣንና ተግባራት ይኖሩታል፡-</p>	<p>the committee shall, pursuant to this regulation, have the following powers and duties:</p>
<p>1. ሠራተኛው ፈጽሞታል የተባለውን ጥፋት ያለአድልዎና ያለ ተፅዕኖ ይመረምራል፤ ያጣራል፤</p>	<p>1. Examine and inquire in to the offence alleged to have been committed by the employee without partiality and undue influence.</p>
<p>2. የጥፋቱን መንስዔ፣ ቀደም ሲልየተወሰዱ የዲስኒሊን እርምጃዎችን፣ የቀረቡ ማስረጃዎችንና የግል ማኅደሩን በመመርመርና የሚመለከተውን ሠራተኛ በማነጋገር የተገኙ ጭብጦችን ከውሳኔ ሃሳብ ጋር ለኮሚሽነሩ ወይም እርሱ ለሚወክለው አካል ያቀርባል፡፡</p>	<p>2. Look in to the cause of the offence, taken previously, disciplinary measures, information presented and personal file of the employee as well s consult the concerned employee and submit the main points at issue together with the recommendation to the commissioner or his representative.</p>
<p>73. የዲስኒሊን ቅጣት ውሳኔ አሰጣጥ</p>	<p>73. Decision making on Disciplinary penalties</p>
<p>1. በየደረጃው ያለ የኮሚሽኑ የሥራ ኃላፊ ቀላል የዲስኒሊን ቅጣት የሚያስከትል ጥፋት ፈጽሞ</p>	<p>1. Where a division head of the commission at any level has found an employee committing offences entailing simple</p>

<p>ሲያገኘው ጉዳዩን በማጣራት ወይም እንዳስፈላጊነቱ በባለሙያ ወይም በኮሚቴ እንዲጣራ በማድረግና የሠራተኛውን የመከላከል ሙብት በመጠበቅ አግባብ ያለው የዲስክሊን እርምጃ መውሰድ ይጠበቅበታል።</p>	<p>disciplinary penalties, he shall be bound to take appropriate disciplinary measures by inquiring in to the case or, as deemed necessary, cause such an inquiry to be conducted by professionals or committees duly protecting the employee's right to defend himself.</p>
<p>2. ኮሚሽኑ የጥፋቱን ክብደትና ቅለት በማመዛዘን በሠራተኛ ላይ ማናቸውንም የዲስክሊን እርምጃ መውሰድ ይችላል።</p>	<p>2. The commissioner may take any form of disciplinary measure on any employee considering the gravity of the offence,</p>
<p>3. በዚህ ደንብ አንቀጽ 66 ንዑስ አንቀጽ 1(ሀ) መሠረት ከሚወሰድ የዲስክሊን እርምጃ በስተቀር በሠራተኛው ላይ የሚወሰነው ቅጣት በጽሁፍ ሆኖ ለሠራተኛው መድረስ ወይም ሠራተኛው ሊገኝ ካልቻለ በኮሚሽኑ ማስታወቂያ ሰሌዳ ላይ መለጠፍ አለበት።</p>	<p>3. With the exception of disciplinary measures to be taken pursuant to article (66), sub article (1) (a) of this regulation hereof, penalties passed on an employee shall be in writing and be handed over to him, or on his absence, it shall be posted on the notice board of the commission.</p>
<p>74. ስለይግባኝ</p>	
<p>1. በየደረጃው የሚገኝ ሠራተኛ በቅርብ አለቃው በተሰጠው ውሳኔ ካልተስማማ ውሳኔው በደረሰው በአምስት የሥራ ቀናት ውስጥ ለሚቀጥለው ኃላፊ ይግባኝ ማቅረብ ይችላል።</p>	<p>1. Where an employee at any level does not agree with the decision passed by his immediate superior, he shall have the right to appeal to the next higher official within five working days of having received the decision thereof.</p>
<p>2. በም/ኮሚሽኑ ፣ በመምሪያ ዳይሬክተር ወይም በአገልግሎት ኃላፊ በተሰጠ ውሳኔ ያልተስማማ ሠራተኛ ውሳኔው በደረሰው በአሥር የሥራ ቀናት ውስጥ ለኮሚሽኑ ይግባኝ ማለት ይችላል።</p>	<p>2. An employee who does not agree with the decision passed by the deputy commissioner, department director or service head, shall have the right to appeal to the commissioner within ten working days of having received the decision thereto.</p>
<p>3. ኮሚሽኑ ይግባኙ በደረሰው በአንድ ወር ጊዜ ውስጥ ውሳኔ ይሰጣል። ሆኖም ውሳኔ ለመስጠት ተጨማሪ ጊዜ የሚያስፈልግ ከሆነ ጊዜው እስከ 15 ቀናት ብቻ ሊረዘም ይችላል።</p>	<p>3. The commissioner shall render decision within one month of having received the appeal; provided, however, that, if additional time is required to pass the decision, such time may be extended up to fifteen days only.</p>
<p>4. በማናቸውም ጉዳይ ላይ ኮሚሽኑ በቀጥታ የወሰነው ወይም በይግባኝ ቀርቦለት አይቶ የሰጠው ውሳኔ የመጨረሻ ይሆናል።</p>	<p>4. The decision that the commissioner renders on any case directly or through appeal shall be final.</p>

<p>75. የዲስክሊን ቅጣት ሪከርድ ስለሚነሳበት ሁኔታ</p>	<p>75. Condition of Removing Records of Disciplinary Penalty</p>
<p>የቅጣት ሪከርድ በጽሑፍ የሚነሳው፡-</p>	<p>The record of his penalty shall be removed in writing where:</p>
<p>1. በቀላል ጥፋት የዲስክሊን ቅጣት የተወሰነበት ሠራተኛ ቅጣቱ ከተወሰነበት ቀን ጀምሮ ለ12 ወራት ሌላ ጥፋት ካልፈፀመ ይሆናል፤</p>	<p>1. An employee who is penalized due to simple disciplinary offence does not commit another offence within twelve months from the date on which the decision regarding penalties was passed;</p>
<p>2. ከሥራ ስንብት ውጭ ከባድ የዲስክሊን ቅጣት የተወሰነበት ሠራተኛ ቅጣቱ ከተወሰነበት ቀን ጀምሮ ለ2 ተከታታይ ዓመታት ሌላ ጥፋት ካልፈፀመ ይሆናል፡፡</p>	<p>2. An employee against whom rigorous disciplinary penalty other than dismissal from duties is imposed does not commit another offence within two consecutive years from the date on which the decision regarding penalties passed.</p>
<p>76. የይርጋ ጊዜ</p>	<p>76. Period of Limitation</p>
<p>1. የሠራተኛው ደመወዝም ሆነ ማናቸውም ክፍያ መጠየቅ ከሚገባበት ቀን አንስቶ እስከ አንድ ዓመት ድረስ ካልተጠየቀ በይርጋ ቀሪ ይሆናል፡፡</p>	<p>1. Where the salary of an employee or any payment thereof has not been demanded within one year from the date of maturity, it shall be barred due to period of limitation.</p>
<p>2. ቀላል የዲስክሊን ቅጣት የሚያስከትል ጥፋት የፈፀመ የኮሚሽኑ ሠራተኛ የምርመራውን ጊዜ ሳይጨምር የፈፀመው ጥፋት ከታወቀበት ቀን ጀምሮ እስከ ስድስት ወር እርምጃ ካልተወሰደበት በጥፋቱ ተጠያቂ አይሆንም ወይም ቅጣቱ በይርጋ ይታገዳል፡፡</p>	<p>2. No disciplinary measure shall be put in to effect against an employee who has committed an offence entailing simple disciplinary penalty unless such measure has been taken within six months, excluding the time required for investigation from the time the breach of discipline is known, or shall otherwise benefit from exoneration of penalties due to period of limitation.</p>
<p>3. ከባድ የዲስክሊን ቅጣት የሚያስከትል ጥፋት የፈፀመ የኮሚሽኑ ሠራተኛ የምርመራውን ጊዜ ሳይጨምር የፈፀመው ጥፋት ከታወቀበት ቀን ጀምሮ በአንድ ዓመት ጊዜ ውስጥ በጥፋቱ ምክንያት ካልተስተካከለ በዲስክሊን ተጠያቂ አይሆንም ወይም ቅጣቱ በይርጋ ይታገዳል፡፡</p>	<p>3. No disciplinary measure shall be put in to effect against an employee who has committed an offence entailing rigorous disciplinary penalty unless such measure has been taken with one year, excluding the time required for investigation, from the time the breach of disciplinary is known, or shall otherwise benefit from exoneration of penalties due to period of limitation.</p>
<p>ክፍል አሥራ አንድ</p>	<p>PART ELEVEN</p>

ልዩ ልዩ ድንጋጌዎች	MISCELLANEOUS PROVISIONS
77. ስለሌሎች ሕጎች ተፈጻሚነት	77. Applicability of Other Laws
<p>1. ይህንን ደንብ እስካልተቃረኑ ድረስ ሌሎች አግባብ ያላቸው የሥራ ውል ግንኙነትን የሚመለከቱ ዝርዝር ድንጋጌዎች የኮሚሽኑ የሥራ ውል ግንኙነት አካል ሆነው ይቆጠራሉ፡፡</p>	<p>1. Other relevant and detail provisions regarding employment contractual relations shall be considered to constitute as part of the employment contract relations of the commission so far as they have not been inconsistent with this regulation.</p>
<p>2. ይህ ደንብ ከመውጣቱ በፊትም ሆነ በኋላ በተደረገ የሥራ ውል ወይም በሌላ አኳኋን ተወስኖ ሠራተኛው የሚያገኘውን ማናቸውንም የተሻለ ጥቅም ይህ ደንብ አይቀንስበትም፡፡</p>	<p>2. This regulation may not deprive the employees from obtaining any better benefits due to employment contracts concluded before or after the issuance of this regulation or determined in any other way.</p>
78. ደንቡን ስለማሻሻል	78. Amendment of the Regulation
<p>ኮሚሽኑ አስፈላጊ ሆኖ ሲያገኘው ይህንን ደንብ ለሚመለከተው አካል አቅርቦ እንዲሻሻል ሊያደርግ ይችላል፡፡</p>	<p>The commission may, when so required, submit this regulation to the concerned body and have it amended thereto.</p>
79. በደንቡ ስላልተሸፈኑ ጉዳዮች	79. Matters not covered by this Regulation
<p>ይህ ደንብ ውስጥ ያልተሸፈኑ አስተዳደራዊ ጉዳዮችን ከሲቪል ሰርቪስ ሕግጋትና መርሆዎች ጋር በተገናዘበ መንገድ እንዲጣሩ እያደረገ ኮሚሽኑ ውጣኔ ይሰጥባቸዋል፡፡</p>	<p>The commissioner shall, having them looked into in the light of the civil service laws and principles render decision on administrative matters that may not have been covered by this regulation.</p>
80. መመሪያ የማውጣት ሥልጣን	80. Power to Issue Directives
<p>ለዚህ ደንብ ሙሉ ተፈጻሚነት የሚያስፈልጉትን ዝርዝር መመሪያዎች ኮሚሽኑ የማውጣት ሥልጣን አለው፡፡</p>	<p>The commissioner shall have the power to issue detailed directives necessary for the full execution of this regulation.</p>
81. ደንቡ የሚፀናበት ጊዜ	81. Effective Date
<p>ይህ ደንብ በክልሉ መንግሥት ዝክረ ህግ ጋዜጣ ታትሞ ከወጣበት ቀን ጀምሮ የፀና ይሆናል፡፡</p>	<p>This regulation shall enter in to force as of the date of its publication in the Zikere Hig Gazette of the Regional State.</p>
ባህር ዳር	Done at Bahir Dar
ጥቅምት 30 ቀን 1997 ዓ/ም	This 9th day of November, 2004
ዮሴፍ ረታ	YOSEF RETA
የአማራ ብሔራዊ ክልል	Head of Government of the Amhara National

ርዕስ መስተዳድር	Regional State
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