

Human Resources Policies

University Chancellor Decree No. (162) of 2014

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 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Human Resources Policies	Policy No.	Sr. No.
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0.	Introduction
0.1	Definitions
	In applying the provisions of these polices, unless provided otherwise, or irrelevant to the context, the following words and expressions shall have the respective meanings assigned to them
-	State: United Arab Emirates
-	Government: Government of the United Arab Emirates.
-	University: United Arab Emirates University.
-	Law: Federal Law No. 4 of 1976 on establishing and regulating the University, as amended.
-	Executive Regulation: the Executive Regulation of the Federal Law No. 4 of 1976, promulgated by the University Chancellor Resolution No. 116 of 2004.
-	Hiring Authority: the authority having the powers for appointment at the University.
-	Adjusted Salary: Such part of the salary defined as basic in accordance with the terms and conditions of the Employment Contract, exclusive of any of the Allowances, Bonuses and benefits such as overtime, etc...
-	Complementary Allowance: A component of the Gross salary that is paid monthly, but is not taken into account when calculating the end of service gratuity or other benefits.
-	Allowances: an amount of money paid in addition to the Adjusted salary (but not deemed as part thereof) according to the contract, policy or relevant procedures.
-	Gross Salary: represents the Adjusted Salary plus Complementary and other Allowances.
- **	Bonuses: Amount paid to the Employee (once or on monthly basis for a specific period) in consideration of doing Works for the University, additional duties or efforts or as financial consideration as a result of Employee performance evaluation on a specific period of time.
-	Commencement Date: Date from which an Employee commences his/her under a specific term contract as agreed with the University.
-	Probationary Period: Period as determined in the Employment Contract, on the satisfactory completion of which the services of the Employee is confirmed in the University
-	Employment Contract: Agreement made between the University and the Employee, under which the latter undertakes to Work for the University, under its management and at its disposal, in consideration of a specific wage/ salary that the University undertakes to pay.
-	Employee: Any person Working for a wage in the service under the management or at the disposal of the University.
-	Employee class: Categorizations of Employees for the purpose of salaries, benefits and administrative subordination.
-	Employee type: classification of Employee depending on the type of the Contractual

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	Relationship of the job in terms of the Working hours and the type of wage, including the following categories: Full time, part time, visiting, monthly, lump sum, hourly and special contracts.
-	Employee Class, including: A. senior management jobs, including: 1. senior management, appointed under federal decrees (the University's Vice-Chancellor his deputies, and the Secretary General) in charge of taking strategic resolutions. 2. executive directors and departments' directors . B. members of the teaching staff, and administrative academic jobs. C. Supervisory jobs: heads of sections, managers of offices and centers and Supervisors of the units. D. executive, administrative and supportive administrative jobs, including administrative/ operational jobs that do not require supervision and administration by a team of Employees. E. technical specialized jobs: including jobs of technical nature of all degrees and job levels.
-	Secondment: An agreement between the University and another entity, whether ministries, federal public authorities or corporations, local governmental bodies, around the territory or international organizations, under which the service of an Employee is temporarily transferred to such entity with which the agreement is made, for a specific period of time.
-	Delegation: Whereby Employee undertakes the duties and responsibilities of another vacant position, where its incumbent is absent due to another full time position.
-	Assignment: Whereby Employee performs the principal duties of a position, higher or equal in salary, in addition to his original position on temporary basis.
-	Transfer: whereby services of an Employee are Transferred to an administrative unit within the University or to an external entity.
-	Job Termination: End of service of an Employee as a result of resignation, termination of the service, death, end of the contract or retirement.
- **	Contraventions Committee: such committee formed under a resolution by the University's Vice-Chancellor to consider such contraventions committed by employees other than teaching staff and to impose disciplinary penalties against them.
-	Grievance: Complaint lodged by an Employee upon feeling injustice from any matter, or upon receiving a resolution by the Contraventions Committee imposing a disciplinary penalty against such Employee, in which the employee believes that such resolution is unfair.
-	Interview Committee: any committee formed for the purposes of interviewing and selecting new Employees. Such committee shall at least include the Direct Superior of

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	the vacant position and a representative of the Human Resources Department.
-	Performance Evaluation : such process through which the performance of Employee is evaluated by his Direct Superior under predetermined performance criteria and objectives, for the purpose of determining good performance or aspects of weak performance and determining the aspects of its development and improvement to fill the gap in the performance levels.
-	Period of Service: Period of time spent by the Employee in the service of the University in accordance with the provisions of these policies.
-	Administrative Academic Appointments: appointment into an administrative academic positions shall be addition to employee primary position It is generally for a specified period during which the Employee receives remuneration for the relevant position while occupying it.
-	Dependent Children: Unless otherwise specified, the general definition of the dependent children is sons of the employee up to eighteen (18) years of age, unmarried or divorced daughters as long as they are sponsored by their father.
-	Spouse: the wife of a male Employee or the husband of a female Employee.
-	Supervisor/ Direct Superior: the direct Supervisor to whom Employee reports to .
-	Work: Any effort, whether intellectual, technical or physical, performed in return for a wage /salary irrespective of whether such work is permanent or temporary.
-	Working Day: Official Working day as applicable at the United Arab Emirates University.
-	Year: a calendar Year of 365 (three hundred sixty five) days.
-	Medical Committee: Governmental medical committee as approved by the Ministry of Health / Health Authority of Abu Dhabi mandated to review medical reports.
-	Human Resources Committee: Committee formed by the University's Vice-Chancellor and whose responsibilities, functions and operational procedures are determined by the Vice Chancellor himself.
0.2	Role of the Human Resources Department Function
	The Human Resources Department shall undertake a major role in supporting the University by providing the highest levels of strategic and executive human resources services. Its main objectives shall include: <ol style="list-style-type: none"> 1. Workforce and recruitment planning; 2. Performance management and employment; 3. Personnel affairs management; 4. Grievance, disciplinary procedures and code of ethics and professional conduct; 5. end of service.
0.3	Objectives of the Policies

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	<p>Under Article 10 of the Executive Regulation concerning the University Chancellor Resolution No. 116 of 2004, the University's Chancellor shall, on proposal by the University's Vice-Chancellor, issue such resolutions determining the policies of the University in the various fields. The objectives of the policies shall include:</p> <ol style="list-style-type: none"> 1. To lay the required standards and regulations governing all the aspects in connection with the operations of the Human Resources Department at the University; 2. To provide a framework to coordinate the procedures of the Human Resources Department as applicable at the University; 3. To protect the University's interests and to safeguard its assets by setting out clear concise rules that will be followed and observed when executing HR related transactions. 4. To create corporate environment full of job security, confidence and job flow efficiency within the various departments and sections of the University, in such manner as to support the essence of the operations and activities of the University; and 5. To improve the University's capabilities in adopting the best means and practices in planning to attract, designate, nominate and appoint highly qualified, experienced and efficient personnel.
0.4	Use of the Policies
1.	The Secretary General shall be the reference for these policies.
2.	All transactions included in these policies shall operate within the framework of the the relevant Signing Authority Matrix, herewith attached. The Signing Authority Matrix shall identify the appropriate signature authority for activities in connection with human resources at the University.
3.	The Director of the Human Resources Department shall be fully responsible for the execution and implementation of the policies, operations and procedures of the human recourses at the University.
4.	Requests for updating the policies (addition/ deletion/ amendment) may be received from any users of these policies. The user may submit a formal request in writing to the Director of the Human Resources Department, describing the suggestions and rationale for such change.
5.	The Director of the Human Resources Department shall be in charge of the recommendation to amend and update these policies as they constitute an important document that should be reviewed and updated periodically. The Human Resources Department shall review these policies and propose required amendment by addition, deletion or update periodically according to the new conditions in the Work

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	environment and to accommodate all such conditions and circumstances that may occur to the laws, ordinances, executive regulations and ministerial resolutions issued, provided that requests or updating, including the updating proposals and reasons, shall be provided to the Secretary General.
6.	The Human Resources Committee shall consider the proposals for policies' amendment provided by the Secretary General explaining the updating proposals and reasons, in order that the policies are updated after securing the University's Vice-Chancellor and Chancellor's approvals and present them thereafter to the University Council.
7.	The Director of the Human Resources Department shall submit reports to the University's Secretary General in connection with the events of not observing the policies by the personnel of the University.
8.	The Director of the Human Resources Department is considered responsible for determining the rules guaranteeing compliance to the Human Resources policies.
9.	The University's Vice-Chancellor shall issue, upon a proposal made by the University's Secretary General, the procedures accompanying such policies.
10.	The polices shall be published through the University website.
1.	Workforce Planning and Recruitment
	Overview
**	This Section shall cover the policies relating to the workforce planning, internal Transfer through recruitment, external Transfer, job description, position grades, evaluation, appointment, training and development conditions Assignment by additional functions, Secondment and external Delegation.
1.1	Workforce Planning
	Scope of Application
	This policy shall apply to all divisions, colleges and departments of the University.
	Objective
**	The University is committed to recruiting suitable employees, for the suitable positions

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	in an efficient and effective manner. The objective of this policy is to outline how staffing requirements are planned in advance to achieve the University business objectives and assist in the University towards managing the employment of an optimum level of human resources with the required skills.
	Policy
1.**	Planning the human resources requirements from the workforce is a major element of the assessed budget and as a result, attention shall be paid so that the assessed budget for human resources reflects the true needs of the University.
2.**	The policy of the University shall require planning of its future requirements of workforce every Year, so that the procedures for workforce planning shall rely on the strategic objectives of the University and the different plans of the departments and initiatives to achieve these objectives. The planning shall also rely, on a main basis, on the number of the students, the nature of the curricula and the scientific research activities of the University. The plan of the workforce shall determine the number, cost, required skill and the timeframe for each job, and highlight areas of future growth plan.
3.	The scientific vision of the University shall be taken into consideration upon determining the financial budget and the annual discussions between the scientific and administrative sectors, and the anticipated future growth of the University is the basic drive to prepare the anticipated assessments for the future University Year (Years) requirements.
4.	The heads of the organizational units shall determine and assess their needs from the workforce according to the Work plans laid and the objectives to be achieved and the development of administrative Works and the extent of effect thereof on the number of the personnel, the skills, experiences and levels of qualification as required to achieve such objectives, in addition to relying on promotions, job nationalization plans, replacement of personnel and any changes in the operations or introducing a new technology.
5.	The University's Vice-Chancellor or his/her designate shall approve the workforce plan for each year, and the required budget allocated for the organizational units shall be determined by University's deputy vice-chancellor in each division according to the approved budget.
6.	The applications for new positions or amendments to the current positions, whether by merging or deleting positions, shall be consistent with the approved plans of the

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	workforce of each of the regulatory units of the University within the approved budget for these positions.
7.	Exceptional circumstances, due to sudden unexpected resignation or new projects, may require ad-hoc recruitment to address these exceptional circumstances.
8.	The recruitment requirements shall be approved according to the established signing authority, provided the Human Resources Department shall be notified thereof at the earliest. Upon such approval, such position shall be listed in the workforce plan for future planning purposes.
9.	The Human Resources Department shall follow up the application of the workforce plan at all organizational units of the University.
1.2	Employment
	Scope of application
	This policy shall apply to all sectors, faculties and organizational units of the University.
	Objective
	The recruitment policy shall aim to explain the applicable principles to ensure best suited candidates for positions at the University and confirm that the scientific qualifications, service, skills and knowledge of the job requirements of such candidates are compliant to ensure efficiency and effectiveness in job performance.
	Policy
1.	All the required positions shall be listed in the approved budget of the workforce plan. In connection with the creation of a new unlisted job, this requires the approval of the University's Vice-Chancellor upon referring it to the University's Chancellor.
2.	The University shall adopt fair and consistent methods for recruitment and selection to choose the most appropriate candidates who satisfy the job requirements. Within the scope of the cultural and legislative framework of the State, selection methods and employment shall be completely free of any discrimination.

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3.	When equally qualified candidates are being considered, the University shall give priority to hire UAE nationals over other candidates. Candidates inside the State shall be preferred to those abroad. The minimum experience requirements may be disregarded in exceptional circumstances when hiring UAE nationals. This is subject to the approval according to the respective signatory authority.
4.	The Human Resources Department is the entity authorized to issue employment offers and Employment Contracts in accordance with approved templates. And signed off by the respective signing authority, according to the Signature Authority Matrix.
5.	The Human Resources Department shall coordinate the recruitment process, while the selection of the candidates shall be made on recommendation by the hiring section/ department/ college , subject to the approval of the respective signature authority.
6.**	No candidate shall be employed without being interviewed by the Interviews Committee. Personal interviews with the candidates are preferred, but TV or telephone conference means may be used to hold the interviews. The University shall bear the costs arising from the invitation of the candidates from abroad, including an economy return air ticket and accommodation for one day in a hotel in the State and the costs of using TV or telephone means for the personal interview.
1.2.1	Re - employment
	Subject to the approval of the University's Vice-Chancellor, upon reference to the University's Chancellor, former Employees who have left their jobs at the University may be re-employed if there are vacant jobs and provided that the Employee has a satisfactory record at the University.
1.2.2	Employment of Relatives
1.	In no circumstances an Employee may work in one and the same organizational unit under the management of his/her relative to up to relatives of the fourth degree
2.	New employees are required to disclose any potential conflict during the recruitment process.
1.2.3	Selection and Employment Offer
1.	The Hiring department shall request that Human Resources department issue an offer letter to the preferred/selected candidate. Subject to the approval of respective

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	signatory authority.
2.	The proposed salary of the candidate shall be as per the salary schedule for the position, proposed by the hiring department, the recommendation of the Human Resources Department and the approval of the respective appointing authority. The budget at the relevant department shall be available for all job offers.
3.	The Human Resources Department is the authority entitled to discuss benefits, accommodation Allowances and other enquiries.
4.	When a candidate signs the employment offer, the Human Resources Department shall issue the Employment Contract for signature by the respective authority and the candidates.
5.	The Human Resources Department shall be responsible to coordinate with the hiring department to determine the commencement date of employment of the new Employee.
1.2.4 Probationary Period	
1.	The probationary period of the Employees other than members of the teaching staff appointed for the first time, shall be for three months only, starting from the actual commencement date of work, extendable for other similar terms.
2.**	The Probation Period for teaching staff, shall be two (2) years from the actual commencement date of work.
3.	The direct superior shall meet the new employee during the Probationary Period regularly to discuss his/her performance, and the Employee shall be notified of any concerns on clear basis during the Probationary Period.
4.	The service of the new Employee may be terminated during the Probationary Period if the Employees proves not to be fit for the job.
5.**	If Employee, other than members of the teaching staff, wishes to resign during the Probationary Period, the Employee shall notify his/her Direct Superior at least 5 (five) working days prior to the date of the proposed resignation.
6.**	Notice period of resignation for teaching staff, during the Probationary Period shall be

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	provided in accordance with the policies and procedures of the academic staff at the University.
7.	The dues of the Employee whose service is terminated during the Probationary Period due to unfitness for the job shall be calculated as follows:
A.	The Total Salary payable up to the last working day.
B.	If the service of an expatriate employee is terminated during the Probationary Period, according to the Employment Contract made with the Employee, the Employee shall be entitled to the repatriation shipping costs plus the air tickets for the Employee and his/her family to his/her country, provided that the residence visa is cancelled.
1.3	Internal/ External Transfer
	Scope of Application
	This policy shall apply to all Employees of the University.
	Objective
	The objective of this policy is to lay such criteria in connection with the Transfer of Employees internally within the University and outside the University and to determine the regulatory terms and conditions so as to fill the new vacant jobs internally and to support the job development of the Employees and to open new horizons for them.
	Policy
1.3.1	Internal Transfer
1.	Under a resolution of the University's Chancellor , the deputies vice-chancellor and the Secretary General appointed under federal decrees may be transferred to other organizational units within the University.
2.	An Employee may be transferred to occupy another vacant position within the organizational unit where the Employee works, or in another organizational unit within the University.

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3.	If the application for Transfer to another job within the University is provided to the Employee, then the Employee shall have passed the Probationary Period successfully.
4.	For the interest of Work and according to the Signatory Authority Matrix, an Employee may be transferred with the same position grade or a higher position grade from the Employee's organizational unit Employee to another organizational unit within the University. This is provided that all the requirements to be occupied are satisfied and without breach of the terms and conditions of promotion as provided by this policy.
5.	An Employee may be transferred to another job fit for his health condition, based on a report of the respective Medical Committee.
6.	The University may take such procedure in its best interest if the Employee refuses the job transferred thereto.
1.3.2 External Transfer	
1.	The University's deputies vice-chancellor and the Secretary General appointed under federal decrees shall be externally transferred according to the hiring authority.
2.	According to the Signatory Authority Matrix, an Employee may be transferred from his job to any other job at a ministry or another federal or local entity, without any change in the Total Salary of the Employee, other than Allowances and Bonuses related to the job, in accordance with the following provisions:
A.	The Employee shall be transferred outside the University with the consent of the entity transferred thereto.
B.	A seconded Employee may not be transferred during the Secondment period, unless transferred to the same entity seconded thereto.
C.	The Transfer shall not lead to delay in the promotion of the transferred Employee, and his service shall be considered as continuous in terms of its effects.
D.	The transferred Employee shall reserve his dues and balance annual leaves, payable by the employing entity transferred therefrom.
E.	The entity to which the Employee is transferred shall bear the amounts in connection with the Transfer, including the differences in the pension schemes contributions.

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1.4*	Job Description/ Classification/ Evaluation
*	
	Scope of Application
	This policy shall apply to all positions within the University.
	Objective
	The objective of this policy is to determine the directions to prepare and amend the job description, and classifying and evaluating positions.
	Policy
1.	The Human Resources Department is the entity in charge of preparing the job description for each position based on the approved job description format. The job description shall be developed based on the evaluation of the positions. If there is any desire to amend an existing position, it shall be recommended to approve the job description card by the Direct Superior of the job position and then the Human Resources Department shall approve it.
2.**	The job description shall include evaluation of the new positions or any significant change of the existing job description.
3.	The job evaluation shall be based on the feedback received from the relevant college/ department with collaboration with Human Resources Department and others relevant stakeholders.
4.**	The job description shall be rewritten or updated when there are significant changes in the organizational or job structure of the University or change in the duties and responsibilities of the various positions or in the event of creating new positions.
5.**	The job courses of the jobs at the University, other than the members of the teaching staff, shall be approved under a resolution by the University's Vice-Chancellor.
1.5	Terms of Appointment
	Scope of Application
	This policy shall apply to all the employees of the University.

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	Objective
	The objective of this policy is to explain the terms of appointment in the jobs according to the grades and Employee classes.
	Policy
1. **	The Employees of the University shall be appointed by the respective authority in accordance with the Signatory Authority Matrix, the Position grades, terms of contract and the policies of the University.
2.	The criteria of appointment and the scientific degrees of the academics shall be governed by the policies and procedures of the academic personnel.
3.	The appointment of postgraduates shall be governed by the policies and procedures of the postgraduate affairs.
4.	In addition to the placement of the Employee on the 'Position Grade', the Employee other than the members of the teaching staff at the University shall be classified according to the following categories:
A.	Full time
B.	Temporary Employment Contract
C.	Monthly lump sum
5.	The personnel of the University shall receive their salaries according to the position grades as appointed, according to the Schedule of Salaries and Benefits attached to this policy.
6.	The Human Resources Department shall conduct a periodical review of the salary levels to ensure a competitive structure of the salaries at the University. Recommendations in this respect shall be provided to the Human Resources Department in order to be referred to the respective authority.
7.**	In special events and with the approval of the University's Vice-Chancellor upon reference thereof to the University's Chancellor, incumbents of the teaching staff/ administrative academic positions as set out in schedule No. 2 of the schedules of salary attached to these policies, who have rare specialties and excellent scientific reputation, shall receive a monthly distinction allowance at the maximum rate of 100%

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	of their monthly adjusted salary as applicable to their positions.
8.	The Employment Contracts for the personnel other than members of the teaching staff and other than UAE nationals employed on a full time basis shall be for one Year or for a maximum of three Years, renewable according to the respective hiring authority and the Signatory Authority Matrix.
9.	Experts and consultants shall be appointed under special contracts and with the approval of the University's Vice-Chancellor, upon reference to the University's Chancellor or his designate. The appointments shall be at lump sum monthly amounts or other remuneration or benefits. The contract shall determine the conditions of appointment without consideration to the applicable schedule of salaries, Allowances and benefits at the University.
10.	Experts or consultants may be invited for no later than three months, subject to the approval of the University's Vice-Chancellor, and the invitation resolution shall determine the remuneration and other benefits and the compensations granted to them.
11.	Employees under temporary contracts may be appointed for a period between three months and one Year.
12.	The Employee shall be entitled, under the temporary Employment Contract, an annual leave according to the grade corresponding to the position if the term of the contract is one Year. If the term of the contract is less than one Year, the Employee shall be entitled to a leave at the rate of one working day per month.
13.	The Employee shall be entitled, under the temporary Employment Contract, to a paid sick leave under a medical report for no later than five working days, continuous or otherwise, and any extra days shall be without salary.
14.	The University may be assisted by third parties to work on hourly basis for no later than three months, renewable for similar terms, subject to the applicable laws in this respect.
15. **	Proposed by the dean of the college, and through recommendation made by the deputy Vice chancellor for Academic Affairs, a Visiting Faculty may be invited to provide temporary assistance to fill up teaching loads at the colleges. This is subject to the University Vice Chancellor approval. The monthly remuneration or benefits of such visiting faculty shall be determined according to the Schedule of Salaries, Allowances and Benefits attached to this policy.

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1.6	Training and Development
	Scope of application
	This policy shall apply to all staff employees other than faculty members and instructors of the University.
	Objective
	The University shall retain qualified trained human resources and shall also train its personnel and develop their knowledge, skills and capabilities in the jobs they occupy or in the higher jobs positions they are scheduled to undertake duties and responsibilities thereof, in accordance with the training, development and performance system approved by the University.
	Policy
1.	The Human Resources Department shall lay annual plans for training and qualifying the personnel in all job levels, in the light of the results of the performance evaluation and the analysis of the training requirements, as required.
2.	The annual training needs for all the personnel of the organizational units shall be determined and analyzed to achieve the objectives of the University.
3.	The Human Resources Department shall prepare an annual training plan and the total budget for training and development, including that includes all the assessed costs of the training and development programmes proposed to be performed during the year. The training plan shall be approved by the University's Vice-Chancellor .
4.	The Human Resources Department shall be in charge of performing and assessing the annual training and development plan upon approving its budget allocations.
5.	The Human Resources Department may amend the annual training and development plan at any time for any reason whatsoever, as required for the interest of the Work, on proposal by the relevant organizational unit in coordination with the Human Resources Department, as approved by the competent authority, provided that the total amount of the approved training budget shall not be exceeded.
1.7	Financial Remuneration for those on Acting Duties and Assignment with Additional Duties or Delegation within the University

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	Scope of Application
	This policy shall apply to all staff employees of the University.
	Objective
	The objective of this policy is to explain how to compensate Employees of the University when assigning them with additional duties or Delegation to positions on a full time basis.
	Policy
	1.7.1 Occupying Jobs by Assignment with Additional Duties
1.	The Allowance for Assignment aims to remunerate staff employees, assigned temporarily to perform main duties of a higher position grade or of a similar salary, in addition to his/her original job, i.e. that the employee performs the duties of his/her usual duties plus significant additional levels during his ordinary working day. In the event of Assignment with a job, an employee assigned to such job shall be granted 12% of the adjusted salary of the position grade assigned thereto or 12% of employee adjusted Salary, whichever is higher.
2.	For payment of financial remuneration against the Assignment of an employee other than the teaching staff, it is conditional that the Assignment resolution is issued by the respective appointing authority, provided that the term of Assignment shall not be less than three months and no longer than six months, renewable.
3.	The teaching staff, shall be governed by the policies and procedures concerning the academic personnel of the University.
	1.7.2 Internal Delegation
	The Employee shall be delegated inside the University on a full time basis to perform the duties of another vacant job or where the occupant is absent. An Employee may not be delegated other than to a single entity at the same time. Delegation shall be made in accordance with the following terms and conditions:
1.	The period of Delegation shall be one year, renewable.

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2.	That the job delegated thereto is equal in grade of employee position or higher by two (2) grades maximum.
3.	An employee may not be delegated during the probationary Period.
4.	The delegation may be terminated at any time during the delegation period.
5.	The employee delegated to occupy position within the University on a full time basis shall be entitled to the salary and the financial allowances of the job delegated thereto during the delegation period according to the hiring authority
	Notwithstanding the above, by the University's Chancellor resolution , Employees may be delegated to perform duties of senior jobs, for such periods and against such Allowances as determined in the Delegation resolutions. And payment of such Allowances shall be stopped immediately upon the termination or cancellation of the Delegation resolutions.
1.8	Secondment/ External Delegation
	Scope of Application
	This policy shall apply to the staff employees than members of the teaching staff.
	Objective
	The objective of this policy is to determine the basis and criteria through which Secondment/ Delegation of an employee to a position outside the University for performing the required duties in certain specialties and for a specific period as determined.
	Policy
1.8.1	Secondment
1.	No Employee may be seconded without the approval of the University's Vice-Chancellor, upon reference thereof to the University's Chancellor.
2.**	The beneficiary shall bear the costs, salary and benefits of the position to which the Employee is seconded (including the leaves of all kinds and pension contributions). In special events and by agreement between the University and the entity seconded thereto and subject to the approval of the University's Vice-Chancellor upon reference

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	to the University's Chancellor or his/her designate, the University may bear the salary and Allowances of the seconded Employee in full or in part.
3.	The Secondment shall be for one Year, renewable by agreement between the University and the entity employee seconded thereto.
4.	The period of Secondment shall be calculated as part of the period for which the Employee is entitled to any increment or promotion, and the end of service gratuity and pension.
5.	The seconded Employee shall return to his original position prior to the Secondment or to a similar or higher position upon the completion of the Secondment period.
6.	The University may procure the occupation of the seconded Employee's position on a temporary or full time basis.
7.	Subject to the approval of the University's Vice-Chancellor upon reference to the Chancellor, an Employee may be seconded to territorial or international entities. In such event, the seconded Employee shall be entitled to his/her total salary from the University, in addition to any amounts, benefits or allowances received from the entity seconded thereto.
1.8.2	External Delegation
1.	Delegation to an external entity
A.	Employees other than members of the teaching staff may be seconded to Work for a specified time at external entities, in accordance with such controls and procedures issued under such resolution by the University's Vice-Chancellor.
B.	Subject to the approval of the University's Vice-Chancellor, an Employee other than members of the teaching staff, may provide consultancy, technical or other services to external entities outside the formal working hours.
2.	Delegation from External Entities
**	Subject to the approval of the University's Vice-Chancellor, persons from outside the University may perform the duties of a vacant position or a position whose incumbent is absent at the University, or provide services, do expert Works or act as a member of the permanent or temporary technical committees at the University. This shall for such times and under such conditions and procedures issued by the University's Vice-

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	Chancellor in this respect.
2.	Performance Evaluation/ Job Promotion/ Financial Promotion/ Exceptional Job Promotion/ Bonuses
	Overview
	This section shall cover the policies in connection with the Performance Assessment and the increase of salary through the position grades. The Performance evaluation assists to create open channels of contact between the Employee and his Direct Superior by laying objectives and assessment of the performance. The Performance Assessment shall contribute to the transparency of the resolution to increase employee salary or to continue in the positions. Such assessment shall also concentrate on the mutual understanding of the assessment standards. In addition, the Performance evaluation shall be a good indicator to determine the required training and development opportunity.
2.1	Performance Evaluation
	Scope of Application
	This policy shall apply to all staff other than members of the teaching staff.
	Objective
	The objective of this policy is to lay such criteria in connection with the management of the performance of staff of the University, other than members of the teaching staff. This is according to specific fair, equal, transparent and objective standards, so as to reward good performance and correct weak performance.
	Policy
1.	The University shall adopt a performance management system as a means to encourage the distinguished performance culture and open contact. It aims to provide an objective assessment of the staff performance during the Year as an integral part of the Employee development process.
2.	The Employees shall be evaluated annually according to the Performance Evaluation plan approved by the University, and the evaluation aims to achieve the following:

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A.	To set up a scientific methodology to reward achievements and distinguished results.
B.	To develop the performance of the Employees by periodical assessment consistent with the objectives of the University.
C.	To make the individual objectives of the Employees consistent with the objectives of the University.
D.	To encourage individual achievements and the spirit of working as one team.
E.	To encourage continuous learning and development.
3.	The Employees shall be aware of the objectives of the University and those of its units and participate in the periodical discussions in connection with the evaluation of performance in an appropriate manner.
4.	The Human Resources Department shall be responsible for supporting the Performance Evaluations by providing guidance to the Supervisors and the Employees in connection with the method of holding meetings, laying objectives and reviewing the performance. It shall also be responsible in providing the appropriate support to improve the performance, including training, guidance and correction of the performance.
5.	The University may adopt various tools to support the evaluation of performance, and such tools shall vary according to the grades and categories of the Employees.
6.	The Performance evaluation meetings should depend on the double contact method to discuss the job Performance Assessment, professional aspirations and the needs of training and development, the Direct Manager of the Employee shall lay applicable constructive objectives on the points of strength and weakness and the areas that need to develop the Employee's performance
7.	Employee evaluation results (periodical evaluations) and shall be presented to the University's Vice-Chancellor, who in turn shall refer to the University's Chancellor for his approval.
2.2	Job Promotion/ Financial Promotion/ Exceptional Job Promotion/ Bonuses

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	Scope of application
	This policy shall apply to all staff other than members of the teaching staff.
	Objective
	The objective of this policy is to determine the rules that govern job and financial promotions.
	Policy
	The promotion of Employees shall include the following aspects:
	2.2.1 Job Promotion
	Job promotion shall be according to the following:
1.	Promotion to a vacant position higher by a single grade, upon proposal by the Dean/ Director of the department, a recommendation of the Human Resources Committee and the consent of the hiring authority.
2.	That the Employee achieves the performance levels as required for promotion according to the performance management system and the procedures followed and that the conditions to occupy the job are satisfied.
3.	That the promotion to a new vacant position due to restructuring or redistribution of the duties and responsibilities.
4.	That the Employee is promoted by granting him/her the adjusted salary of the grade promoted thereto or granting him/her 10% of the adjusted Salary of the grade prior to the promotion, whichever is higher.
5.	The job promotion may not be repeated, unless the former promotion is at least one Year earlier.
	2.2.2 Financial Promotion
1.	An Employee may be granted a financial promotion, on the same position grade, provided that the Employee achieves the required performance levels according to the

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	performance evaluation system and the procedures followed, on a proposal by the dean/ director of the department, a recommendation of the Human Resources Committee and the approval of the appointing authority. Such promotion may be repeated, provided the Adjusted Salary in a single position grade does not exceed the maximum range of that grade.
2.	The percentage of increase as set forth in Clause 1 shall be calculated on the basis of the evaluation obtained by the Employee according to the Performance Evaluation, at the maximum rate of 15% of the current Adjusted Salary of the Employee.
3.	The increase in the salary shall be calculated according to the applicable rates against each evaluation obtained according to the Performance Evaluation system.
2.2.3 Exceptional Job Promotion	
	Subject to the consent of the University's Vice-Chancellor and upon reference to the University's Chancellor, a distinguished Employee may be promoted, exempting him/her from all or any of the conditions, as follows:
1.	Promotion to a higher vacant position, maximum three grades higher
2.	That the job description, the objectives and the duties of the position promoted thereto have responsibilities higher than the responsibilities and objectives of the former position.
3.	That promotion to a new vacant position due to restructuring or redistribution of the duties and responsibilities.
4.	That the Employee is promoted by granting him the adjusted salary of the grade promoted thereto or granting him 10% of the adjusted Salary of the grade prior to the promotion, whichever is higher.
5.	The exceptional job promotion may not be repeated, unless the former promotion is at least two Years earlier.
2.2.4 Bonuses	
1.	The University's Vice-Chancellor may grant Bonuses to the Employees on works performed not within the nature of their job or within the scope of their original responsibilities, without exceeding the Total Salary of two months per Year.

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2.**	Subject to the University's Vice-Chancellor approval upon reference to the University's Chancellor:
A.	Financial Bonuses in excess of the maximum limit as provided by the preceding Clause may be granted;
B.	A distinguished Employee may be granted a financial bonus according to the applicable Bonuses system at the University;
C.	An Employee may be granted an annual bonus according to the requirements or conditions as determined by the performance management system, and according to the requirements and conditions as determined by the University's Vice-Chancellor; and
D.	A distinguished Employee may be rewarded by granting him an excellence or honoring certificate or nominating him for the competition on approved distinction rewards, in accordance with such conditions and requirements issued by the University's Vice-Chancellor.
2.2.5	General Controls
1.	The financial Allowance shall be available in the budget to any kinds of promotions or Bonuses and remuneration.
2.	The job promotion may not be combined with the financial promotion.
3.	An Employee may not be promoted during his/her study leave.

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3.**	Individual Affairs Management
	Overview
	This part shall cover everything in connection with the rules of attendance the management of the benefits and the reimbursement of the administrative expenses in such manner supporting the objectives of the University in connection with appointment, attraction and retention of experienced and qualified Employees.
3.1	Working Hours
	Scope of Application
	This policy shall apply to all employees of the University.
	Objective
	The objective of this policy is to lay such conditions in connection with the formal working hours and overtime of the Employees at the University.
	Policy
1.	The Working hours of the Employees at the University shall be seven Working hours and a half per day from Sunday to Thursday.
2.	The University shall adopt the flexible Working hours system, as follows:
A.	From 7:00 AM to 2:30 PM; or
B.	From 7:30 AM to 3:00 PM; or
C.	From 8:00 AM to 3:30 PM; or
D.	From 8:30 AM to 4:00 PM.
3.	The weekend shall be Friday and Saturday.
4.	The total applicable weekly working hours are 37.5 hours, and the deans and

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	directors of the departments, organizational units and centers may coordinate to ensure effective operations process to enable employees to choose the working hours as set out in the preceding Clause 2.
5.	For the interests of the work operations, the shift system may be adopted on the basis of the applicable working hours, subject to the approval of the University's Vice-Chancellor.
6.**	The working hours for the members of the teaching staff, shall vary according to the tables of lectures determined by the appropriate dean of each college.
7.	The non teaching units may change or vary the working tables of their personnel in accordance with the needs of the students and the visitors. Flexibility in the working hours is possible, provided that the operational needs of the University are met, and there are at least 37.5 working hours per week.
8.	The Employees shall attend during the applicable working hours and the Direct Superiors shall follow up the employees' attendance.
9.	The University's Vice-Chancellor shall issue a circular determining the working hours and times during the Holy month of Ramadan.
10.	The management of the University may instruct its Employees, as necessary, to Work beyond the applicable working hours or during the weekend or the official holidays. In such event, the working hours shall be calculated as overtime.
11.	In cases of emergency, no Employee may carry out any additional Work duties other than after obtaining the approval of his Direct Superior and the Secretary General and the relevant deputy prior to doing such additional Work.
12.	The Employee shall be entitled to the overtime payment or an additional leave according to the operational needs. This is applicable to employees in grades six and below.
13.	The overtime of the Employees, other than members of the teaching staff, shall be calculated and paid as follows:
A.**	The Employee shall be indemnified in consideration of such overtime, at such rate equal to the wage of an hour of his amended salary. The number of the additional working hours during the ordinary working days shall be calculated at the rate of two working hours per day maximum. During the weekend, the actual

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	working hours shall be calculated at the rate of 4 working hours maximum.
B.**	If the Employee works during an official holiday, the Employee shall be compensated for the overtime at the rate of double the Adjusted Salary for the actual working hours, at the rate of 4 hours per day maximum. If the actual working hours of the Employee are less than two hours, they shall be considered as two actual working hours.
C.**	In coordination with the heads of organizational units, the additional working hours may be used as paid leave. This is to be added to employee annual leaves
D.**	The wage of the additional Work may not exceed the Total Salary for two months per one Year.
3.2	Entitlement to Benefits, Allowances and Leaves
	Scope of Application
	This policy shall apply to all employees of the University.
	Objective
	The objective of this policy is to outline the type and level of the benefits, Allowances and leaves that the Employees are entitled thereto.
	Policy
3.2.1	Benefits upon Arrival
**	Employees recruited from abroad, their spouse and three Eligible Children maximum shall be entitled to the following benefits:
1.	Relocation Air tickets to the UAE
A.	The University shall bear the cost of air tickets from the city of departure to the UAE on the Commencement Date of employment.
B.**	The class of the air ticket and the extent of entitlement thereto by the Spouse and Supported Children shall be determined according to the grade and employee class , as shown in the table below, and the air tickets shall be provided upon

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	obtaining the residence visas as sponsored by the Employee.	
C.**	The University shall arrange to book the air tickets for the Employee, or Employee may personally make his/her own travel arrangements. In such-case, the University shall reimburse the Employee according to the costs incurred by him or the costs to be borne by the University in the event of providing the air tickets by the University, whichever is less.	
2. **	Relocation allowance upon arrival: the members of the teaching staff, and employees of the grades seven (7) and above shall be entitled to AED 2,000 as relocation Allowance on the Commencement Date of the Employment.	
3.**	Hotel Accommodation: Upon arrival in the UAE and commencement of employment, the University shall provide Employee and his/her spouse and Eligible Children with six nights hotel accommodation with meals. The Secretary General may extend such accommodation as necessary.	
4.**	Medical examination and visa costs: Upon starting the recruitment process, the University shall bear the costs of entry and residence visa fees, medical examination and accommodation expenses of the Employee in the State . UAE	
5. **	Residence renewal fees: the University shall bear the fees for the renewal of the residence visas of the Employee and his dependents entitled thereto.	
3.2.2	Annual air tickets: (cash in lieu of air tickets)	
1. **	Unless stated otherwise in their respective Employment Contracts, Employees of grade seven (7) and above, their spouse and maximum three Supported Children between 18 Years and 23 Years, who are studying on a full time basis or up to the end of the University stage inside the-UAE, shall be entitled to cash in lieu for annual air tickets for the university Year/ contractual Year outlined in the table below. At all events, it is conditional for the payment of the cash in lieu of the annual air tickets that a valid residence is obtained and to be resident in the State . UAE	
	Category/ Degree	Entitlement
	Deans and grades two (2) and above	Cash in lieu of business class return air tickets at current prices for the Employee and Spouse and eligible Children entitled thereto from the UAE to the country of residence that they are citizens

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		thereof and return.
	Members of the teaching staff, and employees from the Grades three (3) to seven (7)	Cash in lieu of economy return air tickets at current prices for the Employee and Wife/ Husband and Supported Children entitled thereto from the State to the country of residence that they are citizens thereof and return.
2. **	The country of residence shall be specified at the start of the onboarding process. The country of residence is usually determined as the country where the Employee was residing prior to arriving to the UAE	
3.**	The University shall annually obtain the prices of air tickets from the travel agencies in the UAE. Employees shall be granted the corresponding prices for the cities of their residence in the states which reflect their citizenship. The Employee shall be entitled to such annual air tickets during the contractual Year. Employee entitlement to the cash in lieu of the air tickets shall lapse in the event of not claiming it upon the expiry of the relevant Year. The new Employees shall be entitled to claim the cash in lieu after three months from the commencement date employment. He/She shall be also responsible to inform the Human Resources Department on any changes in the status of his/her family members residency	
3.2.3*	Repatriation Air Tickets/ Cash in Lieu of the Air Tickets	
*		
	The members of the teaching staff, and the Employees, their spouse and three supported children of grades seven (7) and above who leave the UAE, whether due to the expiry of their term of employment or terminating their services for non disciplinary reasons, shall be entitled to air tickets or cash in lieu of the repatriation air tickets as part of the final settlement and according to the employee class as outlined in the table above, provided that the residence visas are cancelled for departure.	
3.2.4*	Repatriation Allowance upon Final Departure	
*		
	The members of the teaching staff, and the Employees from the grades seven (7) and above, who leave the United Arab Emirates, whether due to the expiry of the term of the Employment Contract or the termination of their services not for disciplinary reasons, shall be entitled to repatriation Allowance upon final departure, at the rate of Three Thousand Dirhams (AED 3,000) as part of the	

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	final settlement as provided in the employment contract.
3.2.5	Education Allowance
1.	The members of the teaching staff, and the Employees from grades six (6) shall be entitled to a education Allowance in consideration of the actual costs of tuition fees for their Supported Children at school from the year one in primary school until the end of the secondary school, according to the applicable system in the UAE. This excludes the study expenses at the kindergartens and nurseries. The allowance paid shall be within within the limit of 15% (fifteen percent) of the Employee annual adjusted salary.
2.	Employees of grade seven (7) and below shall be entitled to an education Allowance in accordance with such terms and conditions for payment of the Allowance as per the regulations of the Ministry of Education in the UAE
3.2.6	Telephone Allowance
1.	The University shall bear the telephone costs of the University's Chancellor, Vice-Chancellor, deputies vice-chancellor and the Secretary General.
2.	Deans and holders of positions of grades two (2) and above shall be entitled to a monthly Allowance of AED 750.
3.	The other Employees whose nature of Work requires the use of mobile phone may be granted a monthly Allowance of AED 500 maximum, subject to approval of the Secretary General.
3.2.7	Allowances for High Studies Degrees
1.	UAE nationals employed in administrative jobs, who have completed their masters or doctorate degree during their Work at the University, may receive a monthly Allowance of AED 1,000 for the masters degree and AED 2,000 for the doctorate degree, respectively.
2.	The calculation of such Allowance shall commence from the month following the date of receiving their academic degree, and such Allowance shall be limited to those who obtain a degree in connection with the nature of their Work as resolved by the Human Resources Committee.
3.2.8	Medical Insurance

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1.	The Employee and their spouse and three eligible Children, with valid residency in the UAE shall be entitled to a paid medical insurance scheme coverage.
2.	Other children and relatives of the first degree may be added to the insurance scheme optionally, at the cost of the Employee and in accordance with such conditions as set out in the contract of the insurance company.
3.	The Employee shall be responsible for reporting to the Human Resources Department of any changes on his/her family members residency.
4.	The University may amend the conditions of insurance coverage.
3.2.9	Death Benefits
1.**	In the event of death of the Employee, the supported members of his/her family shall be entitled to the salary of the month of death plus the Total Salary for three additional months, and it shall be paid to the legal beneficiaries if there are not supported persons.
2.	The pension/ end of service gratuity shall be paid to the legal beneficiaries of the UAE Employees and to the GCC Employees in accordance with the policy No. 5.3.
3.**	The end of service gratuity shall be paid to the legal beneficiaries of the Employees other than UAE nationals and other than GCC nationals in accordance with the policy No. 5.3.
4.	The University shall bear the required preparation and transportation costs of the body of the deceased and the repatriation air tickets of the supported members of his/her family and their luggage carriage costs to his/her country. The University shall bear the return air ticket for one person to accompany the deceased.
5.	In the event of death of a member of the Employee's family (Wife/ Husband spouse or a supported child), the University shall bear the required preparation and transportation costs of the body of the deceased and the return air ticket of one person to accompany the deceased.
3.2.10	Accommodation and Furniture Allowance
**	

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1.	The University shall provide such appropriate accommodation or an accommodation Allowance to the Employees. The type of accommodation and level of Allowance shall depend on the position grade / scientific degree, and the freedom of choice between physical accommodation and accommodation Allowance shall be dependent on the Schedule of Salaries, Allowances and Benefits attached to these policies.
2.	The Human Resources Department shall be responsible for the preparation and renewal of the lease contracts for residential units allocated to the Employees of the University, and for the follow up of the financial subsidies allocated to such contracts in the budget of the University and of the signature of such contracts by the competent authorities on such conditions issued under the procedures related to this policy.
3.	If an Employee is allocated an accommodation, its use shall be limited to the Employee and his/her family members. Such accommodation may not be subleased or used for any other purposes.
4.	The Employee shall be demanded to evacuate his accommodation within one month from the expiry of the Employment Contract or within one month from the end of the semester examinations for members of the teaching staff,. In the event of terminating the service, the Employee shall vacate the accommodation on such date as determined by the Human Resources Department, subject to the approval of University's Vice-Chancellor .
5.	The University's Vice-Chancellor, the deputies vice-chancellor and the Secretary General shall be entitled to an annual furniture Allowance according to the Schedule of Salaries, Allowances and Benefits attached to this policy.
6.	The members of the teaching staff, and staff of grades five (5) and above shall be entitled to a furniture Allowance once only, as set out in the Schedule of Salaries, Allowances and Benefits attached to this policy.
7.	Upon termination of the service of an Employee by resignation or for disciplinary reasons or ceasing to Work during the first three Years, the Employee shall repay the balance amount of the furniture Allowance as payable to the University. The University shall also recover the annually paid Allowances pro-rated to the remaining period of the Year.
3.2.11	Child Allowance:

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	Employees shall be granted other governmental benefits such as the children Allowance.
3.2.12	Additional Benefits
	Special additional benefits, consistent with the job, may be granted to the Employees of the University, subject to the approval of the University's Vice-Chancellor and upon reference to the University's Chancellor.
1.	Benefits may not be granted to the Employee if the Spouse obtains similar benefits from his/ her employer at the federal government. This provision shall not apply to the accommodation Allowance if the Husband and Wife Work together at the University or if the place of Work of the spouse is over 100 kilometers from the place of Work of the other spouse.
2.	It is employee obligation to inform the Human Resources Department of any duplication of benefits or Allowances obtained by him/her or by his/her spouse from another governmental establishment. Failure to disclose it shall entitle the University to recover any amounts paid unrightfully with a retroactive effect, in addition to disciplinary penalty.
3.2.14	Leaves Entitlement
	The approval of the respective authority shall be required for leaves due and for leave applications as follows:
1.	Official holidays:
	The University's Vice-Chancellor shall issue such circular determining the official holidays as resolved by the respective official authority in the State UAE and as required for the interest of Work at the University.
2.	Annual leave:
A.**	The members of the teaching staff shall be entitled to such leaves as set out in the University calendar. No official holidays or other leaves shall be indemnifiable if they fall within such period.
B.	To be entitled to the summer leave, members of the teaching staff, shall have

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	completed the academic Year up to the date of commencing the leave, as set out in the University calendar.
C.	In respect of the annual leave for the Employees other than members of the teaching staff, the following terms and conditions shall apply:
-	The Employees other than members of the teaching staff shall be entitled to an annual leave for each contractual Year: 40 working days for grades three (3 and above, 30 working days for grades four (4) to six (6) and 25 days for grades seven (7) and below.
-**	An Employee other than members of the teaching staff shall take his annual leave in the same Year in which the Employee is entitled to such leave. However, the leave not taken by the Employee shall be carried forward to the next Year, provided that it shall not exceed the leave of the Employee for two Years. The Direct Superior of the Employee may refuse to grant the leave for Work needs. In such event, the Employee may, subject to the approval of the Human Resources Committee, receive cash in lieu (the Adjusted Salary plus the Complementary allowance) for the period of the leave refused.
-	The Employee and his Direct Superior shall be responsible for the use of the leave allocated in the same Year in which the Employee becomes entitled thereto. The final resolution scheduling the leave shall be within the authority of Direct Superior to ensure that the Work needs of the University are satisfied.
-	Employees other than members of the teaching staff are not permitted to use the annual leave during the Probationary Period, other than by such exclusion granted by the Direct Superior and the director of the Human Resources Department.
-	Upon termination of the service of an Employee, the value of the balance leaves shall be paid with the final settlement of the financial dues of the Employee, calculated on the basis of the adjusted Salary plus the complementary allowance
2.	Urgent Leave
	The Employee may cease to Work for four fully paid working days during the contractual Year/ university Year, provided that such leave shall not exceed two working days each time, for such urgent reason acceptable to the Direct Superior.

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4.	Mourning Leave
A.	Employees shall be granted, in the event of death of a member of his/her family of the first degree (father, mother, spouse, children) a mourning leave not in excess of five fully paid working days, starting from the date of death.
B.	Employees shall be granted, in the event of death of a member of his/her family of the second degree (grandfather, grandmother, brother, sisters, grandchildren) a mourning leave not in excess of three fully paid working days, starting from the date of death.
C.	The degree of relation of either spouse shall be considered the same degree for the other spouse.
D.	If the mourning leave falls during the annual leave, the annual leave of the Employee other than members of the teaching staff, may be extended or his/her annual leave balance may be increased by the number of the working days of such mourning leave.
5.	Period of Waiting by Shari'a (Iddah) leave:
	A Muslim Wife, following her husband's death, shall be granted a full paid period of waiting by Shari'a leave for four months and ten days from the date of death of the Husband.
6.	Leave without pay
A.	If there is no balance leaves for the Employee , other than members of the teaching staff, then subject to the approval of the dean/ Direct Superior of the Employee to obtain a fully paid leave, maximum one month per Year. Subject to the approval of the Human Resources Committee, such leave may be extended for other similar and for such serious reasons that so requires.
B.	There shall not be entitlement to the balance of annual leave in the period of leave without pay, nor the University shall bear its determined ratio in the retirement contribution to the Pension Authority for the period of leave without pay to the UAE nationals Employee or the GCC nationals Employees, and the Employees other than the UAE national shall not be entitled to end of service gratuity for that period.

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7.	Examination leave:
A.	A UAE Employee registered in any educational program inside the UAE or abroad (other than remote learning) or attending evening studies inside the UAE in any of the recognized faculties, institutes or schools may be granted a fully paid leave to take the semester and annual examinations and to discuss the theses of high studies, provided that the term thereof shall be determined according to the applicable examination program. This provision shall not apply to monthly examinations or to any admission test or registration or to the discussion of academic projects during the academic semester.
B.	A UAE Employee may be granted such additional leave before commencing the exams as set forth in Clause (A) above for no later than five working days if the exams are taken inside the State or in excess of 10 days if the exams are taken outside the State, provided that the total leaves shall not exceed 22 working days per Year, excluding the period of taking the exams.
8.**	Pilgrimage leave:
A.**	A Muslim Employee, other than members of the teaching staff, may, subject to the approval of the Direct Superior, be given a pilgrimage leave for 15 working days, fully paid. Such leave may not be given other than two times during his service, provided that the interval between the two pilgrimage leaves shall be at least 10 Years.
B.	A circular determining the term of the pilgrimage leave for Muslim members of the teaching staff shall be issued by the University's Vice-Chancellor.
C.	A circular determining the commencement and end dates of the pilgrimage leave for Muslim Employees other than members of the teaching staff shall be issued by the Secretary General.
9.	Sick leave:
A.	Employees may have a fully paid sick leave for 15 (fifteen) working days during the contractual Year/ academic Year, provided that the Direct Superior is notified of such absence from Work at such adequate time.
B.	The sick leave requires a report from the treating doctor, and such report shall be provided to the Direct Superior of the Employee when the Employee returns to

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	Work.
C.	If Employee is absent from Work between 15 days to six months during the university Year/ contractual Year, the secretary general/respective deputy vice-chancellor may, upon recommendation by the Human Resources Committee, agree to calculate such period as a sick leave paid in full or in part. This will be based on the report approved by the Medical Committee and a recommendation by the director of the Human Resources Department,
D. **	In all events, the term of the sick leave of the Employee may not exceed six months. If such term exceeds six months, the Employee shall be referred to the Medical Committee for recommendation, either to extend the sick leave for no later than two similar terms, provided that the extension shall not exceed six months each time, or recommendation to terminate the Employment Contract due to physical unfitness to resume Work. Such terms paid in full or in part shall be calculated with the approval of the Secretary General/respective deputy vice-chancellor, on recommendation by the director of the Human Resources Department and the Human Resources Committee. If such term is exceeded, the matter may be referred to the University's Chancellor to take the appropriate procedure.
E.	In connection with Work injury leaves, the provisions of the preceding paragraphs shall be observed, otherwise the applicable legal rules and provisions of the State UAE shall apply.
10.	Medical escort leave
A.	Subject to the approval of the University's Vice-Chancellor, Employee may be granted an exceptional fully paid leave for no later than two months to accompany the spouse or any of his/ her relatives up to the second degree in the event of receiving medical treatment inside the UAE. This is based on a medical report approved by an official medical authority confirming that the patient needs accompanying during the period of medical treatment inside or outside the hospital.
B.	Upon providing the relevant governmental documents and providing a previous written application to the dean/ director of the respective department and subject to the approval of the University's Vice-Chancellor, the UAE national Employee may be granted a fully paid leave for one month to travel abroad to accompany his/ her relatives up to the second degree, for medical treatment.

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C.	In application of the provisions of the preceding clauses, the term of such leave may be extended for two similar terms upon providing governmental documents, subject to the consent of the University's Vice-Chancellor. If the period of the leave exceeds the foregoing, it shall be referred to the Human Resources Committee for consideration.
11.	Maternity Leave:
A.	Married female Employees shall be entitled to a fully paid two months maternity leave.
B.	The maternity leave shall commence from the date of delivery and may be granted two weeks before the anticipated date of delivery, based on a medical report by the treating doctor.
C.	A breast feeding female Employee shall be granted, during the ordinary working day, to two hours maximum to breast feed her baby, for a period of four months maximum from the completion date of the maternity leave. This is provided that the female Employee shall consult with the respective director and her Direct Superior to coordinate such time.
D.	Granting motherhood related benefits shall be without prejudice to any other benefits as provided by other laws in the State.
12.	Parenthood leave:
	Male Employees shall be granted a fully paid parenthood leave for 3 (three) working days, during the month from the date of delivery of a living baby by his Wife, provided that the Employee provides such evidence thereto upon returning to Work.
13.	Study leave:
A.	Based on the University commitment concerning the professional development of the UAE national Employees, other than members of the teaching staff, the University may bear the study fees and/ or grant a study leave to the national Employees to pursue their University studies or high studies at any recognized University inside the UAE or abroad, provided that the specialty is appropriate for the nature of the Work.

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B.	A UAE Employee may be granted a leave to study a foreign language or for studies in connection with the job requirements, in accordance with such regulations issuing the procedures in connection with this policy.
C.	The study leave shall be granted based on a written application by the national Employee and a recommendation by the relevant Direct Superior, a recommendation by the Human Resources Committee and the approval of the University's Vice-Chancellor.
D.	The study leave may be paid in full or in part or unpaid, in accordance with such conditions and procedures issued under a resolution by the University's Vice-Chancellor.
4.	Grievance, Disciplinary Procedures and Code of Ethics and Professional Conduct
	Overview
	This section covers the policies related to the Grievance, disciplinary procedures, code of ethics and professional conduct. When the Employees make sure of their ability to file Grievances and when the policies and disciplinary procedures are transparent and clear, the performance and morale of the Employee shall be in a better position.
	The presence of the code of ethics and professional conduct under which the University operates and which govern the performance of the Employee makes misunderstanding among the Employees, the Supervisors and the visitors at the minimum.
4.1	Grievance
	Scope of Application
	This policy shall apply to all staff other than members of the teaching staff.
	Objective
	The objective of this policy is to lay such requirements in connection with the Grievance process and determining such applicable means and procedures when an Employee feels any manifest injustice or abuse against him/her.

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	Policy
1.	The Grievance shall be filed in the following circumstances:
A.	When an Employee wishes to raise an issue related to the terms and conditions of his/her employment;
B.	When an Employee wishes to raise an issue related to any aspect of personal Work relationships within the University.
C.	When an Employee feels any manifest injustice or abuse against him/her, without any justifying reason.
D.	When an Employee feels injustice based on a Performance Evaluation (requires improvement).
2.	The Employee shall initially notify his Direct Superior if there is any grievance issue.
3.**	Where the issue is not resolved through the Direct Superior, the Grievance may be raised to the respective dean/ director immediately under the Direct Superior.
4.	The respective dean/ director shall review the subject matter of the Grievance and shall reach a resolution in respect thereof within five working days. The relevant Employee shall be notified in writing of such resolution.
5.	In the event the Employee is not satisfied with the result/ resolution or if such result/ resolution is not reached within the period as provided by the preceding clause, the Employee may appeal the Grievance before the Director of the Human Resources Department. Human Resources director shall refer the issue to the Human Resources Committee to provide its recommendation to the of the University's Secretary General, whose resolution shall be considered as final.
4.2	Disciplinary Procedures
	Scope of Application
	This policy shall apply to all employees other than members of the teaching staff.
	Objective

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	The objective of this policy is to acquaint all the Employees of the expectations of the University in connection with performance and conduct, whether inside or outside the workplace. The policy also aims at specifying the corrective disciplinary procedures which will be taken to address the unacceptable conduct.
	Policy
1.	The Employee shall behave decently in accordance with the standards of conduct as per the code of ethics and professional conduct in these policies, and comply with the applicable laws of the UAE. Any Employee that may breach the duties of his job as provided under these policies shall be subject to disciplinary measures according to the disciplinary penalties as provided by Clause 7 below, subject the civil or criminal liability, as applicable.
2.	The Employee shall not be exempted from the disciplinary penalties unless the Employee proves that committing the job related breaches was in execution of an order issued by his/her Direct Superior despite drawing his attention in writing to such breach. In such event, the issuer of the order shall be responsible.
3.	Any gross misconduct acts shall be subject to a preliminary investigation, whether listed in the “code of ethics and professional conduct” of these policies or not.
4.	No disciplinary penalty may be imposed until a written investigation is made, whereby the Employee is given the appropriate opportunity to hear his statements and to investigate his defence.
5.	No Employee may be punished for the same act and breach more than once and no penalty may be imposed against the Employee more than once.
6.	Preliminary investigation
A.	The Direct Superior shall hold a preliminary investigation in connection with such breach committed by any of his staff, known to him by way of complaint, inspection or otherwise, provided that such breach is questionable.
B.	The preliminary investigation may be verbal, provided that its content is stated in the letter of reference. If the investigation is in writing, a photocopy of the letter of reference shall be attached.

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C.	If the direct Supervisor finds such evidences or presumptions that the Employee has committed the breach, the issue shall be referred to the University's Vice-Chancellor, according to the administrative hierarchy, to resolve either to set aside the breach or to refer it to such Investigation Committee formed for such purpose or to the Breaches Committee.
D.	In application of the provisions of the preceding Clause (C), and except those appointed under federal decrees or under a resolution by the Cabinet, the University's Vice-Chancellor shall issue such resolutions in connection of the personnel of the grades two (2) and above, upon reference to the University's Chancellor.
7.	A committee called the “Breaches Committee” shall be formed to consider breaches committed by the Employees, - except breaches related to official working hours reserved to the Direct Superior as per the applicable internal rules and regulations at the University- the Breaches Committee shall solely impose the following disciplinary penalties except the penalty of dismissal from service:
A.	Notice in writing
B.	Warning in writing
C.	Deduction from the Adjusted Salary for a period of time not exceeding 10 days per breach, and without exceeding 60 days in any Year; and
D.	Recommendation for dismissal from service, reserving the right to pension on retirement or the end of service gratuity, or deprivation from either of them within the limit of one fourth. In such event, the committee shall refer its recommendations to the respective appointing authority.
8.	The Breaches Committee shall be formed under a resolution by the University's Vice-Chancellor. The Breaches Committee shall consist of the University's Secretary General or his/her designate as chairman, a member of the teaching staff from the college of law and the Director of the Human Resources Department as members and a secretary to prepare for the meetings and to write down its minutes and resolutions.
9.	At all events, no member of the Breaches Committee may be the Direct Superior or the person that conducted the investigation at any former stage or had clear conflict of interest.

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10.	Procedures on referring the Employee to the Breaches Committee:
A.	The Breaches Committee receives a letter referring the Employee to the Breaches Committee by the University's Vice-Chancellor, stating the breach attributed to the Employee and the relevant evidences and presumptions.
B.	The Employee referred to the Breaches Committee shall be summoned through a notice in writing and through email to the Employee. This to be signed by the chairman of the Breaches Committee, and sent to the Employee at his organizational unit, provided that the notice shall state the breach attributed to the Employee and the time and venue of the meeting to be held by the Breaches Committee, at least five working days prior to the scheduled date for of the meeting.
C.	In the event the Employee fails to appear before the Breaches Committee, the Employee shall be re-notified through the same procedures and another date to be set for employee to appear before the Breaches Committee is scheduled, provided that the Employee is to be notified at least three working days prior to the date of the next meeting as scheduled.
D.	If the Employee fails to appear before the Breaches Committee after the second notice, without any excuse acceptable to the committee, it may dispose of the investigation in his absence, after ensuring that the Employee became aware of the notice.
11.	The Breaches Committee shall, prior to imposing the penalty, clearly inform the Employee of all the facts attributed to him and the evidences confirming the occurrence of the breach. The Breaches Committee shall also enable the Employee to inspect all the papers and give him such adequate time to prepare his defence memorandum.
12.	Dismissal of the investigation: the Breaches Committee shall dismiss of the investigation as follows:
A.	To set aside the investigation as the Employee referred to investigation has not committed the breach, or if a the breach attributed to him does not require a disciplinary penalty, or due to insufficient evidence.
B.	To confirm the responsibility of the Employee referred to investigation for all or any of the breaches attributed to the Employee. In such event, the Breaches Committee shall issue its resolutions through the majority and shall be approved

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	by its chairman. In the event of parity, the side of the chairman shall have the casting vote, provided that the resolution is reasoned and consistent with the incident as established against the Employee referred to investigation, and includes one of the appropriate disciplinary penalties as provided by this policy, excluding the termination from service.
C.	The Employee shall be informed/communicated with the resolution concerning the penalty. He/She shall sign the resolution acknowledging receipt, and the relevant authority notified thereof. A copy of the resolution shall be kept in the Employee's file.
13.	The respective hiring authority may temporarily suspend the Employee referred to investigation from Work, for no later than three renewable months as required for the interest of investigation. The temporary suspension of the Employee from Work involves the suspension of payment of his/her Adjusted Salary effective from the date of suspension. If the investigation is resolved to be set aside, the Employee shall resume Work and the suspended part of his salary shall be paid to him.
14.	If the Employee referred to investigation is found to be responsible in full or in part for the breaches attributed to him and is thereby referred to the Breaches Committee. And upon the Breaches Committee decision to impose the penalty of written notice or written warning, the Employee shall resume Work and the suspended part of his salary shall be paid to him. However, if the disciplinary penalty involves deduction from the salary or termination of services, the Breaches Committee shall determine such procedures in connection with the salary suspended.
15.	The Employee may object to the resolution issued by the Breaches Committee by filing a Grievance in writing to the University's Chancellor for grades two (2) and above or to the University's Vice-Chancellor for grades three (3), within two weeks from the date of receiving the Breaches Committee's resolution. The resolution by the University's Chancellor/ Vice-Chancellor in respect of the Grievance shall be final.
16.**	Employee resignation shall not prevent the university taking disciplinary procedures against him/her. The resignation shall not be accepted if the Employee has already been referred to the Breaches Committee.
17.	The disciplinary penalties imposed on an Employee shall be cancelled upon the expiry of the following periods:

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A.	Six months in the event of written notice/ written warning or
B.	One Year in the event of deduction from the salary.
	The cancellation shall be approved by the University's Vice-Chancellor if he sees that the reports on the Employee as provided indicate that his/her conduct and performance from the date of imposing the disciplinary penalty were satisfactory. Upon cancellation of the disciplinary penalty, it shall be considered as if it is never been raised
17.	The University's Vice-Chancellor may, for special cases at his sole discretion, form Investigation Committees, provided that the resolution shall determine the authority and procedures of such s committees and its members.
4.3	Code of Ethics and Professional Conduct
	Scope of Application
**	This policy shall apply to all the <u>employees</u> of the University.
	Objective
	The objective of this policy is to establish the principles of ethical professional conduct through which the Employees perform their jobs at the University as representatives of the University.
	Policy
1.	The University shall perform its Work honestly and faithfully and shall observe the interest of the parties that deal with the University.
2.**	The University shall attract and encourage the recruitment of such Employees having such skills, qualifications and capabilities as required to do the Work assigned to them, without discrimination, whether in sex, age, race, religion, nationality or physical capabilities.
3.**	The University shall provide a safe, healthy and educational Work environment free of any kind of discrimination.
4.	The University believes in the necessity to maintain direct and clear contact with

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	the Employees through participation in the internal information, feedback and consultation.
5.**	The University expects its Employees to avoid any personal activities or private financial interests in conflict with their obligations to perform their job duties at the University effectively. Any conflict of interest shall be disclosed during the period of recruitment to the relevant bodies at the University.
6.	The University expects its Employees to act honestly, conscientiously and reasonably at all times in connection with their responsibilities and the interests of the University, the students and their Work colleagues.
4.3.1	Quality Standards
1.	Every Employee recruited by the University shall read these policies and comply with it. If such Employee needs any clarification, the he/she shall report the same to his Direct Superior or to his/her designate.
2.	Any claim of ignorance of the policies, the Work instructions, the job description or any other directions published as excuse for employee unsatisfactory performance shall not be acceptable.
4.3.2	Tools and property of the University
1.	Any property of the University may not be removed from the facilities without first notifying the Direct Superior or the respective authority of the relevant department and receiving its approval. Such properties shall always be returned within the period of time as agreed upon.
2.	Employees shall be responsible for adequate care and use of the tools, devices, equipment, vehicles, etc as made available by the University. In the event of any damage and / or loss of tools and devices, the superior director shall be notified immediately
3.	Telephones, fax machines or express postal services: Employees may not use the telephones, fax machines or express postal services of the University for personal communications. If such Employee uses them for his own interest, the Employee shall bear the relevant costs.
4.3.3	Use of the Email and Internet System of the University

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1.	The email system aims to facilitate Work at the University and it is a fundamental tool to carry out duties, but not for personal purposes.
2.	Employees are responsible for the security of their emails on the website of the University.
3.	Employees are prohibited to download any programs without authorization. Any Employee that may breach the instructions of this policy shall be subject to the applicable penalty and disciplinary procedures.
4.	Employees must request assistance from the information technology department at the University if there is any doubt about the use of the Internet or email facilities.
4.3.4	Attendance and Compliance with the Working Hours
1.**	The presence of an Employee at his/her workplace is essential to serve the students, visitors and other Employees of the University and to carry out duties assigned to such Employee in due time. It is expected that the Employee shall arrive at his/her workplace prior to the commencement time of Work and to be ready for Work as per the announced working hours. If an Employee is late or absent from Work, his/her Direct Superior or the relevant persons shall be notified thereof prior to the scheduled date for commencing the Work, or as soon as possible.
2.	In the event of illness, the Employee shall notify his Direct Superior prior to the commencement time of Work, and the days of illness of the Employee shall be registered. In the event of recurrence of absence due to illness, the Employee shall be interviewed to determine the reasons.
3.	In the event of recurrence of absence or continuous late arrival, the University shall reserve its right to take such procedure as it may consider appropriate to ensure the continuity of Work in an efficient and regular manner. Such procedure may involve termination of service and replacement.
4.3.5	Confidential Information
1.	Employees that may have access to confidential information shall properly deal with such information to keep them confidential.
2.	Employees may not keep for himself/herself any confidential document of the

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	University or a photocopy or copy thereof or make it available to any person inside or outside the University.
4.3.6	Conflict of interests
	Employees shall comply with the standards of honesty, integrity, faith and conduct to avoid such positions that may create or lead to conflict of interests.
4.3.7	External Work
1.	Employees shall comply with the official working hours of the University, and they may not do any external Work that may affect the working hours or their performance and quality of their Work at the University.
2.	Work for any third party during the applicable Working hours at the University is deemed as professional misconduct and may result in immediate termination of service at the University.
3.**	Employees of the University may not do any additional Work outside the working hours in favor of third parties, whether voluntary or with cash consideration, without the prior approval of the University's Vice-Chancellor. The members of the teaching staff shall be governed by the policies and procedures of academic personnel in this respect.
4.3.8	Personal Appearance
	Employees are expected to have a clean and decent look according to his/her professional position.
4.3.9	Breach of the Code of Ethics and Professional Conduct
1.	Professional misconduct means the breach of the obligations as above, while the gross misconduct means the recurrence of the same breach of the above obligations.
2.	Professional misconduct may result in written notice or written warning while the gross misconduct, if any, may result in imposing such penalties that may reach termination of service.
3.	Gross professional misconduct is a conduct that undermines the Contractual Relationship between the Employee and the University or threatens the safety of

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	the University, its personnel and the students. Gross professional misconduct includes, but is not limited to:
A.	That the Employee rejects to perform the applicable duties properly or to execute the instructions issued by the directors and Direct Superiors;
B.	Actual or threatened assault of any of the Employees, the students or the visitors within the premises of the University;
C.	Sexual misconduct;
D.	To behave in a manner representing threat of risk to the safety and security of the students and the Employees;
E.	To be under the influence of alcoholic drinks or drugs while in the workplace
F.	To misappropriate any of the properties of the University or the properties of any of the Employees, students or visitors or to remove any properties unrightfully;
G.	To willfully provide false statements about the performance of any duties to be paid in cash for such duties, or to provide false information or statements deliberately in the records of the University;
H.	To misconduct willfully or carelessly or not to be aware of the proper manner of the right conduct, resulting in considerable loss or damage to the interest of the University;
I.	Disclosure of confidential information;
J.	Payment or accepting bribes; and
K.	Repeated non-compliance to the code of ethics and professional conduct.
•	Formal disciplinary procedures shall not be handled lightly, and in the event that the University confirm the occurrence of such breach of the code of ethics and professional conduct of the personnel at the University, the formal disciplinary procedures shall apply.

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5.**	End of Service
	Overview
	This section covers the policies in connection with the employee resignation, termination of his/her services and the payment of the end of service gratuity/ pension on retirement and dues upon resignation.
5.1**	Resignation or no Intention to Renew the Contract
	Scope of Application
**	This policy shall apply to all the personnel of the University.
	Objective
	The objective of this policy is to determine the general directions and controls that govern the voluntary resignation by the Employee from his/her positions at the University or his unwillingness to renew the contract.
	Policy
1.	An Employee that decides to resign from his job at the University shall give a notification in writing to this effect. The Direct Superior shall sign the request for resignation prior to referring it to the competent authority, as per the Table of Signatories Powers.
2.	Unless provided otherwise in their contracts, Employees shall submit their resignation as follows:
A.	Members of the teaching staff and shall submit their resignations at least six months prior to the effective date of such resignations, and the effective date of the resignation shall coincide with the end of the semester of the academic Year.
B.	Employees of grades two (2) and above shall submit their resignation at least three months prior to the effective date thereof, and they shall be approved by the University's Vice-Chancellor, upon reference to the University's Chancellor.
C.	The Employees of grades three (3) through grades six (6) shall submit their resignation at least two months prior to the effective date thereof, and the

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	Employees of grades seven (7) and below and those appointed under a lump sum contract shall submit their resignation at least one month prior to the effective date thereof, that shall be approved as per the Signature Authority Matrix.
D. **	The notification period for Employees on remuneration[reward] system shall be of at least two months.
E. **	If an Employee insists on resignation or on not renewing his/her contract, without observing the preceding terms and conditions, the right to the repatriation Allowance upon final departure shall lapse and the Employee shall be deprived from the end of service gratuity.
F.	In exceptional cases, the University's Vice-Chancellor may cancel all or any of the required period for the notification.
3.**	Employee shall not be granted a periodical leave upon applying for resignation, and any balance periodical leaves shall be settled in cash as part of the final settlement. And the Employee may be exempted from such condition in these exceptional cases with the approval of the university's Vice-Chancellor. .
4.**	Payment of Employee salary shall be stopped one month prior the effective date of resignation until the final settlement procedures are completed. The salary shall be paid as part of the final settlement.
5.	Employees resigning from the University shall refund all their payable financial dues prior to their last working day, subject to the discharge of such Employees from liability by all formal parties at the University.
6.	To take the end of service procedures or completing the resignation procedures or any other measures related to departure of the Employee, the Direct Superior shall complete the relevant form published through the Human Resources Department website, for the termination of the service of the Employee according to the applicable procedures.
5.2	End of Service
	Scope of Application
	This policy shall apply to all the personnel of the University.
	Objective

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**	The objective of this policy is to determine the conditions in connection with the termination of an Employee services at the University and to state the events of terminating an Employee services, in addition to familiarizing the Employee with the applicable rules, provisions, rights and duties.
	Policy
1.	An Employee services shall terminate upon any of the following reasons:
A.	Resignation;
B.	Retirement;
C.	Death;
D.**	If an Employee, other than members of the teaching staff, is absent from Work without any acceptable reason for ten continuous Working days or twenty discontinuous working days during any one Year.
E.	Termination of service through a resolution due to an administrative breach or dismissal by a court order;
F.	Withdrawal or loss of the UAE nationality for a national Employee;
G.	Removal under a resolution by the Cabinet for UAE nationals;
H.	Non-Functionality
I.	Unfitness for the job;
J.	Restructuring;
K.	Non renewal of contract or early termination thereof;
L.	Replacement in accordance with the emiratization plans of positions held by non UAE nationals, provided that the Employee is given such time as provided by the

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	contract for the termination of his/her services;
M.	Termination of service resulting from directions issued by the Government.
2.	In addition, the services of the members of the teaching staff shall terminate for any of the reasons as provided under the policies of the academic personnel;
3.	The relevant Employees shall receive a notification in writing terminating their services from the University according to the period of notice as defined in their Employment Contracts. The University shall reserve its right to cancel the notice period and to indemnify the Employee by payment of the salary (as adjusted salary in addition to the complementary allowance) for such notification.
3.	The notice period to terminate services of employees in grades five (5) and above shall be three months or the Employee shall receive the salary (Adjusted salary in addition to the Complementary Allowance) at the rate of three months instead of notice period. The notice period to terminate services of employees in grades six (6) through ten (10) shall be two months or the Employee shall receive the salary (Adjusted salary in addition to the Complementary Allowance) at the rate of two months instead of the notice period. The notice period to terminate services of the employees in a lump sum contract or the remuneration[reward] system shall be one month or the employee shall receive the salary at the rate of one month instead of the notice period. The notice period to terminate services of the members of the teaching staff shall be six months or they may receive the salary (Adjusted salary in addition to the complementary allowance) at the rate of six months instead of the notice period
5.	The Employees of the University shall retire when they reach the age of sixty five years of age, excluding on exceptional cases as approved by the applicable signatory authority. In such event, such authority may confirm that they are physically fit as determined by the Medical Committee.
5.3	End of Service Gratuity/ Pension on Retirement
	Scope of Application
	This policy shall apply to all the personnel of the University.
	Objective

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	The objective of this policy is to provide such guidelines for the payment of the end of service gratuity, the pension on retirement of the Employees whose services are terminated by the University and the contributions in the pension scheme.
**	Policy
1.	The end of service gratuity shall be payable to all Employees other than UAE nationals and other than GCC nationals, who have completed one contractual Year for staff or one academic Year in respect of the members of the teaching staff according to the contracts made with them.
2.	The Human Resources Department shall be responsible for the calculation of the end of service gratuity.
3.	The end of service gratuity shall be paid by cheque in favor of the Employee, except if bank clearance has not been obtained, in which case, the cheque shall be deposited into the Employee's bank account.
4.**	Employees shall be entitled to the end of service gratuity at the rate of the salary of one month per clear contractual Year/ academic Year and based on the final month last adjusted Salary of the service. Upon completion of the first Year, the Employee shall be entitled to the end of service gratuity for any term of service less than one full Year pro rata to the number of working days of such Employee during the Year.
5.**	In application of the provisions of Clause 4 above, a member of the teaching staff, who commences his/her work within one month from the date scheduled as the beginning of the academic semester as per the University calendar shall be considered to have commenced from the beginning of the academic semester.
6.	The days of absence from work without pay shall not be calculated in the term of service.
7.	The University shall deduct any amounts owing to the University from employee end of service gratuity.
8.	All or any of the end of service gratuity of the Employee may be deducted under the end of service policy.
9.	The UAE and other GCC Employees shall be entitled to a pension on retirement

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	or an end of service gratuity in accordance with the regulation of the General Authority for Pensions and Social Securities and the regulation of extending insurance protection to the GCC nationals.
5.4	Exit Interviews
	Scope of Application
	This policy shall apply to all the personnel upon the termination of their services at the University.
	Objective
	The objective of this policy is to outline the directions in connection to the exit interviews to be held
	Policy
1.	Upon leaving the University voluntarily, the Human Resources Department shall request the Employee to complete an exit questionnaire and/or exit interview to explain reasons for resignation.
2.	The Human Resources Department shall be responsible to arrange the exit interview.
3.	The reasons for resignation of the Employees and their opinions concerning the University shall be discussed during the exit interview.
4.	A copy of the exit interview shall be kept by the Human Resources Department.
5.	The discussions during the exit interview may include the answers of the Employee in the exit questionnaire form and any of the following issues that the resigning Employee may wish to discuss:
A.	Working hours
B.	Working experience
C.	Performance Assessment

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D.	Colleagues and/or Direct Superior
E.	Job Satisfaction
F.	Salary Satisfaction
G.	Personal Issues
6.	The exit interview data shall be examined and compared periodically and reviewed with the senior management.
7.	Exit interviews are confidential.
8.	The trend and analysis of the exit interviews shall be discussed and shared only with the concerned Direct Superior and the senior management, as appropriate.


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**Degrees need to be amended to Grades
 What about the term 'members of teaching staff' used,

6. Signature Authority: Human Resources Policies							
No.	Issue	Description	Signature Authority				
			Dean/ director of department	Secretary General/ deputy competent vice - chancellor	University's Vice- Chancellor	University's Chancellor	University's Council
1	Preparing policies and procedures	Addition, deletion or amendment of policies, provided that they are to be submitted to the University's Council at the first next meeting				X	X
		Issuing and amending procedures			X		
2	Work plan	Workforce planning			X		
3	Creating a position	Not listed in the budget			X	X	
4	Appointment, Assignment, renewal or re-employment of ex-employees and signing contracts	Occupying positions in the senior management *					
		Occupying positions of the grade two (2) and above			X		
		Occupying positions of the grades three (3) and below			X		
		Appointing experts and consultants			X		
		Inviting experts or consultants for no later than 3 months			X		
		Employees of the grades two(2) and above exceeding the age of retirement			X		
5	Transfer, Delegation and Secondment	External Secondment of the members of the teaching staff and the employees			X		
		The University bears the dues of the Employee seconded			X		
		Transfer of the				X	

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		University's deputies vice-chancellor and the Secretary General within the University		
		Transfer of Employees within the University		X
		Transfer of the University's deputies vice-chancellor and the Secretary General outside the University **		
		Transfer of Employees outside the University		X
		Financial indemnity for assigning additional duties or appointing Employees other than members of the teaching staff		X
		Additional Work for third parties		X
		Delegation from outside the University to occupy a vacant job for a specific period or to provide services		X
6	Exceptional job promotions/ financial promotions/ Bonuses	Job promotion to a higher degree for Employees other than members of the teaching staff		X *
		Exceptional job promotion to other than the teaching staff		X
		Financial promotion for the same Position Grade		X *
		Bonuses to Employees other than teaching staff against duties not within the nature of their jobs		X
		Distinction Bonuses		X

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7	Termination/ expiry of service	Early termination of Employees contracts other than the teaching staff			X		
		Non renewal of Employees contracts other than teaching staff			X		
		Resignation (grades two (2) and above			X		
		Resignation (UAE Employees)			X		
		Resignation (all other Employees)	X				
		Retirement			X		
		Death		X			
8	Benefits	Additional benefits to all Employees			X		
		Extending residence in the hotel for new Employees and visitor professors		X			
		Monthly Allowance for using telephone/ AED 500 max		X			
9	Leaves	Study leave			X		
		Paid leave (annual leave)	X				
		Unpaid leave to Employees other than teaching staff	X				
		Sick leave for over 15 Working days, for all Employees		X			
		Medical escort leaves inside the UAE or abroad or extending the leave				X	
		Pilgrimage leave for teaching staff			X		
		Pilgrimage leave for Employees other than teaching staff	X				
		Applying for periodical leave upon applying for resignation			X		
10	Grievance	Considering the Grievance against a		X			

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		resolution by the dean/ director of department				
		Considering the Grievance against a resolution by the Employees Breaches Committee			X	

Note: X* means a signatory

* appointment in respect of the University's Vice-Chancellor, his deputies and the Secretary General through a federal decree

** Transfer of the University's deputies vice-chancellor and the Secretary General to a third party outside the University through a federal decree

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Schedules of Salaries, Benefits and Allowances