

National Consultative Council
General Secretariat

Employee's Guide

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Human Resources Department

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Preamble

Implementation of success in any entity is subject to efficiency of human resources, hence, General Secretariat of national Consultative Council seeks to develop and train manpower, and looks for best qualifications by developing their skills and multiplies the employees' experiences, recruits and attracts qualified manpower, the experienced and able to achieve success. Based on the interest of Founder Leader\ Shaikh Zayed Bin Sultan- may Allah rest his soul, and His Highness Shaikh Khalifa Bin Zaid Al Nahian- President of UAE – May Allah protect him, continues the same way and method. His highness pays high attention to human resources, since it's the fundamental base of building community and development. As well Highness\ General; Mohamad Bin Zayed Al Nahian- Crown prince, Chairman of Executive Council- May Allah protect him, personally follow up the implementation of agenda contributes in developing human resources in the Emirate.

In light of, HR Department persists to prepare "Employee Guide" which aims to aware the employee in the General Secretariat and provide him with all laws and rules that regulate his rights and obligations towards the General Secretariat, he shall aware of such rules and comply with during performing his job duties.

Allah may grant success,,,

HR Department

General Secretariat Committees

First: Executive Affairs Committee:

Consists of five members at least, and chaired by the Secretary General, and membership of S.G Assistant and other three high officers, not lower than special grade, in General Secretariat.

Executive Committee concerns with:-

1. Following up the works in General Secretariat, evaluates performance level of the departments, sections and individuals, and then presents the results to the Chairman.
2. Proposing solutions and amendments to regulations, rules, plans and work programs in all departments and sections, and presents them before the Chairman.
3. Supervising implementation of budget and balance sheet, and presents them before the Chairman.
4. permanent coordination between General Secretariat and Chairman in respect of General Secretariat works, and activities of permanent committees of the Council, and executes the Council resolutions and recommendations.
5. any other duties referred by the Chairman,

Second: Human Resources Committee:-

Consists of five members, their job grades not lower than 2nd grade, and one representative of HR Department.

HR Committee concerns with the following:-

1. Reviewing and recommending on appointment, promotions, allowances, transferring, secondment and termination.
2. Considering employees' complaining and presents it's recommendations to the secretary general.
3. Proposing any amendments to this regulation and presents the recommendations to the secretary general.
4. Any other duties referred by the Chairman.

Appointment

- ❖ Appointment in General Secretariat vacancy shall be conducted by one of the following:
 - Appointment of the secretary general or undersecretary shall be by an amiri decree and upon nomination of Council Chairman.
 - Appointment in General Secretariat jobs shall be by the Council chairman decision upon nomination of Council Chairman.
 - Jobs shall be filled by direct recruitment, advertisement, transfer, delegation, secondment, and promotion or changing status.

Appointment General Terms:

- 1- The employee shall be Emirati national, excluding, the non Emirati necessity requires their appointment.
- 2- His age shall not less than 18 years old.
- 3- He shall be holder of the required educational qualification to fill this job.
- 4- Shall present the original documents and certificates certify that he obtained the required qualifications to fill this job.
- 5- The nominee shall success in the interview and prerequisite tests.
- 6- His fitness shall be verified by the health department in Abu Dhabi Health Authority, and establishes his fitness to fill the job.
- 7- Nominee shall have good conduct and presents a certificate proves good conduct. He shall not be sentenced to custody, imprisonment or freedom restriction crime, or convicted of a violation, immoral crime or breach of trust. Unless he was rehabilitated pursuant to

the law. The Council Chairman may exclude Emirates people from such provision.

- 8- Nominee shall submit an acknowledgement states he was not discharged or dismissed from the service in this entity or other governmental entities by a verdict or disciplinary decision, notwithstanding, two years elapsed since the decision was issued.
- 9- Prerequisites and approvals of the concerned governmental entities to join the job shall be fulfilled.

Performance Appraisal

- Appraisal of employees' performance in General Secretariat is to evaluate each employee performance of job duties, and achieving the target objectives. Evaluation is conducted in accordance with standards and criteria were set out by HR Department, within limited period of time, to enable the General Secretariat to make the appropriate resolves in respect of the employee during service.
- To verify the employee propriety to perform the duties of his job subject to applicable laws, employee's Performance is evaluated twice during probation period, first evaluation after three months of commencing date, second evaluation at the end of probation period. Evaluation report shall be signed by his direct manager and approved by the secretary general.
- Evaluation of employees' performance starts on the fist semi of October, until end of November of the same year.
- Efficiency assessment shall be in one of these grades: (excellent, very good, good, pass, weak). Excellent or weak performance report shall base on adequate reasons and reasonably justified, otherwise the report shall not approve.
- The direct manager and department director and secretary general may discuss with the employee the performance report, and the employee has the right to review the report and state his remarks and observations thereto.
- The reported employee may complain against the annual performance report, within 15 days of receiving the report, by

addressing a letter to secretary general who refers the letter to the HR Committee.

- Finally submitted to secretary general to make the final decision in the respect.

Promotions

- Promotion shall be to the next grade to the employee's current grade. The shall be granted a promotion allowance if the employee permanently assigned to fill a vacancy higher than his current grade in the General Secretariat or upgrading or reevaluating his current grade to a higher grade. Employees shall not be promoted automatically when they attain the assessed of their grades.

Terms of Promotion:

- 1- Promotion shall be only to a vacancy, same to the job filled by the employee.
- 2- The employee was nominated to promotion shall have the minimum qualifications and other requirements according to the job description, including the minimum period of related previous experience.
- 3- He should be occupied the current job\grade for a period not less than one year.
- 4- The employee, who obtained grade pass\weak in performance appraisal report, shall not be promoted.
- 5- Promotion of an employee, subject to disciplinary penalty, shall not be considered during penalty period.

- Employee shall be granted the first assessed of the promotion grade which is next to his current grade, or promotion allowance ranges from 5% to 15% of his basic salary (which is higher), pursuant to grade of his efficiency report in the last two annual reports as follows:

| grade of efficiency report (last 2 annual reports) | Percentage of promotion allowance to (current basic salary) |
|--|--|
| Excellent (both reports) | 15% |
| (Excellent & v. good) (v. good in both reports) | 10% |
| (excellent and good) (v. good and good) (good in both reports) | 5% |

- Without prejudice to previous provisions and terms of promotion; if the targeted grade is two or three grades higher than the employee current grade, his promotion to one higher grade (personally) may be considered one by one, each period should be 6-12 months according to his performance.
- Employee may be promoted to next grade within the range of grades accredited to each job, and approved in job description cards, provided the following:
 1. He had occupied the current grade for a period not less than 2 years (obligatory).

2. His promotion shall recommend by his direct manager enclosed with consent of director of concerned department. (obligatory)
 3. He shall establish his efficiency in the current job, and efficiency report shall not less than very good for the two last years. (obligatory)
 4. He obtained accredited special qualification appropriate with the job field (preferential).
 5. He shall successfully pass training courses contribute to promote the efficiency of employee in his current job (preferential).
 6. He shall be achieved some works, tasks or presented studies contributed in developing the work system and procedures (preferential).
 7. Approved his efficiency and qualification in his new job duties or additional tasks and successfully achieved the assignments.
- In all conditions, employee shall not promoted as aforesaid, unless have the required educational qualifications, and shall not more than the following job grades:

| Educational qualification | High school certificate- or equivalent | Two years college diploma | 3 years diploma, post high school | University or equivalent |
|----------------------------------|---|----------------------------------|--|---------------------------------|
| Maximum grades | 4 | 3 | 2 | Under maximum |

- Promotion shall be implemented since the date of decision, and shall not retroactive to a previous date. The promoted employee shall have the privileges and benefits of the grade he occupies since promotion date.

Transfer, delegation and secondment

- The employee may be transferred from his job to another job within the General Secretariat, upon decision of Executive Affairs Committee in accordance with the presentation of HR Committee. Further, employee may be transferred from the General Secretariat to another department, to a similar job, upon consent of Council Chairman and the other Department Director.
- If transferring between Abu Dhabi government, Federal government and other emirates, transferring decision shall be issued upon approval of concerned department in entity transferred from, and entity transferred to, with all benefits. In all events, transferring shall not delay the seniority of transferred employee, or deprive him from promotion, unless the transferring was by the employee's request.
- **Delegation:**
 - Employee may be delegated to carry out duties of a vacancy or a job vacated due to an employee absence, provided that delegation to a grade within the employee category, also can be to another category, but to one grade higher. Delegation within the General Secretariat shall be upon the decision of Executive Affairs Committee pursuant with HR Committee presentation.
- **Secondment:**
 1. Secondment shall be for one renewal year.

2. Employee's written consent is required for secondment and any renewal thereto.
3. Employee shall not be seconded, unless he complete probation period successfully.
4. Shall not second an employee who obtained weak efficiency report for the year preceding the secondment.

Delegation to Official Tasks and Training Courses

- The employee is delegated to an official task or a training course, relates whether to the Council or General Secretariat, is entitled for daily allowance to cover the expenses he incurs to carry out such task or assignment. Delegation of General Secretariat employees to official tasks or training courses shall be upon the Council Chairman decision.

Training Courses:

The employee who was delegated abroad shall be:

- 1- UAE citizen.
 - 2- Shall obtain approval from the training party.
 - 3- Training course shall relate to his job or employee development plans.
 - 4- Non local citizen may be delegated to training courses, if required.
 - 5- Shall be fully acquainted and conversant with the course language.
- In addition to his monthly salary, the employee who is delegated to an abroad official task or training course, is entitled for daily allowance for each day or half day he stays to carry out such task. The allowance includes accommodation, food, petty expenses and travel expenses.

Leaves

Periodical Leaves: shall be awarded to the employee subject to his grade and Article (96) of HR regulation.

Casual Leave: shall be awarded to the employee for any unpredictable and contingent reason or a reason can not be reported in advance, whoever, the direct manager shall be informed. Maximum period of casual leave is 6 days per annum, and shall not exceed one day for one time.

Assignment Leave: an employee may be granted assignment leave, with lump sum salary, to carry out researches, studies, works or tasks relate to cultural, Artificial, Arts, science and sport activities, provided he shall not obtain any training or educational qualification.

Leave to accompany a patient abroad: the employee may be granted a leave, not more than 3 months, to accompany and escort one of his relatives, until 2nd grade, or parents' in-law, out UAE to receive medical treatment.

The leave to accompany a patient or baby nursing can be extend to similar unpaid periods, as 2 months each. (if necessary).

Unpaid special leave: the employee may be granted unpaid special leave, one time or more times, provided that the aggregate shall not

exceeds ONE month per year, and he should have serious reasons, and had exhausted all balances of his periodical leave.

Bereavement Leave: The employee shall be granted bereavement leave with total salary for a period of 3 days for death of his wife, any of his descents, offspring or relatives until 3rd grade. And is entitled for one day leave for death of any of his 4th grade relatives.

Confinement Leave: Subject to medical certificate, the employee shall be granted paid confinement leave for 45 days, such leave can be two continuous months prior to the delivery date.

Maternity Leave: the employee is granted total salary leave for 15 days to custody her baby. She may be granted maternity leave, continual or intermittently, until her baby aged two years.

Iddat Leave: in accordance with Sharia'a Law, a Muslim employee; whose husband was died; shall be granted a total salary leave for period of 4 months and 10 days as of the death date.

Sick Leave: Subject to medical certificate, the employee shall be granted sick leave for a period of 3 continuous days, or maximum 21 days per year, if his health condition deters, hinders or does not allow him to carry out his work, or to prevent him and others against any health risks.

Contagious Disease Leave: any employee has infectious disease but does not hinder him to carry out his work, or he companies a contagious

patient, and the concerned health authority prevents him to practice his job duties, he shall be granted special leave with total salary for a period determined by such authority and such leave shall not be deducted from his periodical or sick leave.

Educational Leave: local employee may be granted educational leave with total salary to obtain academic qualification higher than high school certificate or equivalent, whether such qualification is post intermediate, university, diploma, master degree or PhD. The leave period shall equal to the accredited period of the academic program, subject to terms and rules stipulated in the Regulation.

Special Unpaid Leave to company a spouse: subject to terms and conditions thereto, the husband or wife may be granted unpaid leave to accompany one spouse who has permission from his workplace (government, semi governmental or private) to travel abroad.

Pilgrimage (Hajj) Leave: the Muslim employee shall be granted a leave for 21 days, only one time during his continual or intermittent, with advance paid total salary to perform hajj. Weekends and official holidays shall be calculated as part of.

Employee's Rights

1) Salary:

- The employee is entitled for the salary, set to his job grade, since the date of appointment decision and actual commence of work.
- At the beginning of appointment, the employee shall be granted basic salary for grade beginning as in the payroll attached with HR Regulation.
- Total salary includes basic salary, complementary allowance and others bonus, and shall be paid monthly and regularly, unless agreed otherwise.

2) Allowances:

- Complementary allowance.
- Social allowance for UAE citizens.
- Children social allowance (UAE citizens).
- Periodical allowance.

3) Bonus and benefits:

- children education fees
- accommodation allowances (or house subsidy) for non local citizen, in grade 9 or higher, subject to HR Regulation in General Secretariat and Housing Policy Guide for Abu Dhabi Government employees.

4) Health care:

- Subject to Managerial Decree No. (39), for 2010, local and non local citizens in General Secretariat and their family members, shall obtain medical insurance.

5) Cash allowances (premium):

- Subject to rules and policy set out in HR Regulations, an employee shall be granted a premium against the distinguished works and services done by him and contribute to performance development and optimize productivity, and as compensation for performing urgent works that require distinctive effort within a short time.

Employee Duties and Obligations

- 1) The employee shall commit to personally, trustfully, urgently, accurately, efficiently perform his job duties and obligations.
- 2) Observes religion, culture and ethics.
- 3) Maintains occupational dignity and public appearance.
- 4) Complying with privacy and work confidentiality.
- 5) Maintaining public utilities and wealth.
- 6) Avoiding interests' conflict and job misuse.
- 7) Reporting violations and maintaining public interest.
- 8) Compliance with Information Security Policy as following:
 - Maintaining the confidential information.
 - Using the IT within the work aspect and purposes and in accordance with religion, cultural, political and ethical values of UAE.
 - Taking precaution measures for data storing and transferring.
 - Promptly reporting of lose or stealing of portable devices.
 - Observing and compel with UAE laws and IT Usage Policy.
 - Avoiding the blocked websites.
 - Avoiding dissemination of any information relate to General Secretariat.
 - Not allowed to download, install or plug any electronic cables to computers in the IT Department.

General Secretariat Obligations toward the employee:

- Applying HR policy and values.
- Equity and justice of rights and obligations.
- Protection of rights and privileges for all General Secretariat employees.
- Providing appropriate and incentive work environment.
- Encouraging initiative and creativity moral and giving opportunities to participate in proposals and suggestions to promote services and develop work.
- Adopting the principle of communication and discussion to encourage the employees to negotiate and objective discussion to find the appropriate resolves for issues distract them from doing their duties.

Investigation and disciplinary

1- Disciplinary violation:-

Means any violation act by the employee or, abstaining of carrying out an act or a duty pursuant to his job obligations, without reasonable excuse, and resulted in disciplinary violation that exposes him to a disciplinary punishment.

2- Financial violation:

Any act violates the rules, provisions, circulars and statements set out in the Laws, Rules, Regulations and applicable Financial Statutory, or any omission or default resulted in financial damage in the General Secretariat and requires investigation and liability once it is discovered and imposing disciplinary penal, and shall take in account Abu Dhabi Accounting Procedures, without prejudice to, criminal and civil liability at the time of litigation.

- 3- Any penalty shall not impose on the employee, unless a written investigation is conducted to view his statements and defense.
- 4- Council Chairman or disciplinary chairman may reservedly stop the employee from working for investigation purpose, for a period upon his discretion, but not more than one month per one time, provided that followed by the end of investigation or issuance of disciplinary decision.
- 5- Suspension shall not prejudice to total salary of the suspended employee.
- 6- Any detained employee or reservedly custodian shall be suspended from his work, without prejudice to his total salary.

- 7- An employee is presented to trial due to felony or violation or breach of trust, shall not promoted until the trial is finished.
- 8- An employee convicted, judged and penalized in felony of breach of trust or immoral violation, shall be suspended from work and deprived from his total salary along the imprisonment period.
- 9- If an employee convicted with a penalty bounds his freedom, his service shall be terminated once a judicial verdict was issued.

- **Disciplinary penalties may imposed on the employee:-**

- 1) Draw Attention
- 2) Notice
- 3) deduction from total salary
- 4) deprive from periodical allowance
- 5) Suspension from work without total salary for period not exceeds 3 months.
- 6) Dismiss from work, without prejudice to retirement or end of service benefits.

- HR Regulation determines the disciplinary penalties may imposed by the Council Chairman on the employees in special grades until grade 10, while the secretary general has the right to impose the penalties on the other employees.

- Disciplinary penalties were imposed on an employee shall remove by elapsing of any of:
- 1) Three months, in case of draw attention.
 - 2) Six months, in case of notice.
 - 3) One year, in case of salary deduction

- 4) Two years if deprive from periodical allowance
- 5) Three years if work suspension.

Service Termination

- an employee service shall be terminated in one of the following:
 - 1) The employee attained the retirement age, which 60 Gregorian years.
 - 2) Absolute disability or medically unfit.
 - 3) The employee's resignation.
 - 4) If required by public benefit and upon the Council Chairman's decision and subject to the secretary general's presentation.
 - 5) Pursuant to provisions of the employment contract.
 - 6) As of the date of issuing decree of denaturalization of the employee.
 - 7) A conclusive decision was issued on penalty bounds the freedom in a felony breaches trust or immoral, termination in such event depends on the Council Chairman if the judgment as stay of execution.
 - 8) Dismiss from service by disciplinary decision or removal by judicial judgment.
 - 9) Absence form work or the employee did not come back to work immediately after his leave end for 15 days, continual or otherwise, in one year.
 - 10) Death.

Important references

- Administrative decision no. (11) For 2009, regarding issuance of HR Regulation in General Secretariat.

- Administrative decision no. (41) For 2011, regarding Occupational Ethic Document in the General Secretariat of National Consultative Council.
- Administrative decision no. (43) for 2009, regarding Information Security Guidance Policy in General Secretariat of National Consultative Council.
- National Consultative Council website www.ncc.ae.