

Dubai Government
Human Resources Management Law No. () 2006

We, Mohammed Bin Rashid AL Maktoum, Ruler of Dubai,
After perusal of Dubai Emirate Personnel Bylaw for the year 1992 and its amendments,
and Law No. (3) of 2003 establishing The Executive Council of the Emirate of Dubai,
do hereby issue the following law:

Chapter I.
Title, Terminology and Applicability

Title
Article (1)

This law shall be known as

“Dubai Government Human Resources Management Law No.() 2006”

Terminology
Article (2)

The following words and phrases shall have the meaning appearing opposite to each of them, unless the context implies otherwise.

Country	United Arab Emirates
Emirate	Dubai Emirate
Ruler	H.H The Ruler of Dubai
Government	Dubai Government
Executive Council (EC)	The Executive Council of the Emirate of Dubai
Department	All governmental departments including public authorities and corporations
Director General	Director General of a Department, corporation or authority. It also includes the executive manager of any of them.
HRD	the organizational unit dealing with the Human Resources in a Department
Organizational Unit	department, section or unit
Employee	Male or female person who occupies a

National(s)	budgeted job within the Department
Scale	Any person holding the UAE citizenship Grade & Salary Scale annexed to this law
Total salary	Monthly salary stipulated in the scale attached to this law. It includes the basic salary and general allowance.
Basic salary	50 % of total salary
Year	Calendar year
Administrative violations Committee	A committee formed in each Department to consider its staff disciplinary actions
Grievance and Complaints Committee	A committee formed in each Department to consider grievance and complaints raised by employees
Medical Committee	A medical committee formed through a decision issued by the Director General of the Department of Health & Medical Services in Dubai

Applicability

Article (3)

This Law shall apply to all civilian employees of Dubai government, whether nationals or expatriates. Departments by Ruler's Decree, and The Executive Council is authorized to add other departments.

Article (4)

1. HRD at each Department is responsible for the implementation and application of the human resources policies and rules stipulated in this Law.
2. Organizational units in all Government Departments should consult the HRD regarding human resources related issues.
3. HRD is to perform all the tasks assigned to it in this law assisted by Dubai Government Human Resources Committee mentioned in Article (225) of this Law.

Article (5)

Organizational units in each Department are responsible to comprehend the human resources policies, and apply them fairly and consistently among employees in order to create a performance-driven and progressive culture. They should refer to the HRD for interpretation of the law provisions.

Chapter II. **Code of Conduct**

Workplace Relations

Article (6)

Departments must promote a healthy and safe working environment where both organizational and individual objectives can be achieved. Departments should strive to create a working environment that:

1. values individual differences and cultural diversity of employees.
2. provides equal development opportunities based on performance-related feedback
3. seeks staff input in providing suggestions for the development of objectives and improvement of services.
4. is fair, equitable and safe.
5. is free from harassment and discrimination.
6. is supportive and motivates staff to present and adopt creative ideas.

Personal Responsibility

Article (7)

Employees must comply with the standards of ethical conduct as stipulated and required in their jobs. Specifically, employees shall:

1. observe all rules, regulations, decisions and instructions related to the performance of their official duties.
2. behave in a manner that maintains and enhances the reputation and professional standing of Dubai Government in general, and their Department in particular.
3. perform their duties with care, diligence, professionalism, and integrity.
4. strive for the highest ethical standards, not just the minimum required to meet legal or procedural requirements.
5. treat colleagues with courtesy and be sensitive to their rights and duties.
6. deliver outstanding quality services to customers (internal and external alike), and adopt a friendly and helpful attitude in dealing with the public.
7. avoid waste, or the extravagant use of public resources.
8. not take, or seek to take improper advantage of any official information acquired in the course of official duties.

Compliance with the Law

Article (8)

1. Employees must fully comply with the laws effective in the country.

2. Any employee who commits an offence shall be subject to disciplinary actions, in addition to any penalties or procedures applied by other laws.
3. Employees shall not use their positions or relationships established in the course of their duty to inappropriately influence or interfere with action being contemplated by the internal or external investigation authorities.

Disclosure of Information

Article (9)

1. Employees must not, at any time during or after their employment, divulge any confidential – by nature or pursuant to directions issued – oral or written information relating to the Department or any other Department under the Government of Dubai, without prior written authority.
2. The above “information” includes – but is not limited to – any letters, maps, reports, drawings, presentations, specifications, forms, licenses, agreements, or any other type of information that belongs to any of Dubai Government Departments.
3. Upon termination of employment, the employee shall return immediately all documents, papers, files, materials, tapes, disks, programs or other property (whether containing confidential information or not) which belong to his/her Department, or to any of Dubai Government Departments.
4. For the purpose of this article, all employees shall sign a Non-Discloser and Confidentiality Undertaking Agreement.

Relationship with the Public

Article (10)

Dubai Government Departments must serve the public in a professional manner satisfying the needs of their customers through establishing high professional relations with them. Accordingly, employees shall:

1. exert all efforts to serve the public to the best of their ability and in accordance with the standards and procedures outlined by the Government.
2. not involve themselves in any promotional activity related to customers and remain impartial in their dealings with the public.
3. wear any uniform and name badges required by the Department during the official duty hours.
4. refuse any attempt by a customer or supplier offering inducements or other personal benefits in exchange for favours or special treatment, and report such attempts to the proper authorities at the Department.

Gifts & Bribes

Article (11)

1. Governed by the effective laws that incriminate the acceptance or paying of bribes, government employees shall avoid all types or form of corruption or bribery.
2. Under this law, the bribe involves giving a payment or providing a service or any giving of either commercial or moral value to a public employee in order to pervert the course of business by taking improper or illegal action, or to enable or speed up a process that Government employees are required to perform as part of their work.
3. Government Departments shall investigate all suspected or reported cases of bribery. If an official investigation confirms that an employee has paid, received or asked for a bribe, he/she shall be referred to the judicial authorities as well as being subjected to the appropriate disciplinary actions.
4. It is strictly forbidden to accept any material gifts except for those of a symbolic or promotional nature that bear the logo and name of the presenting party.
5. Departments should identify and publish a unit that may exclusively accept gifts on its behalf. These gifts would then be distributed within the department at management's discretion.
6. Giving gifts to an external party can only be in the name of the Department and would be exclusively done by the unit it designates.

Political Activity

Article (12)

Employees should not be involved in any political activity while in employment with the Government unless prior written approval of the concerned authorities has been obtained.

Conflict of Interests

Article (13)

All government employees must avoid, while carrying out their duties, any conflict of interest between their private activities and government interests and operations. They shall not place themselves in any position where allegations of conflict of interest could be made. In specific, they should not:

1. involve themselves in any official process or decision that would directly or indirectly influence the success of a contractor, supplier, or any other business-venture owned by them or their relatives to the 4th degree of family relationship.
2. participate in a decision that may result in the granting of a land or a license to any of their relatives (from the 1st till the 4th degree of family relationship).

3. involve themselves in any official process or decision that would directly or indirectly influence the success of a contractor, supplier, or any other business-venture in which the employee has a partnership and that might lead to acquiring direct or indirect benefit.
4. misuse their position, or leak information gained through their association with the Government, to achieve specific goals or to obtain favours or privileged treatment.

Article (14)

1. Expatriate employee are not allowed to be employed by others, on a paid or an unpaid basis, or to own any share in any establishment – except for public listed companies - without the prior written consent of their Department.
2. National employee are allowed full or partial ownership or management of companies, as well as employment in other organizations.
3. Employees’ work or ownership in other companies is subject to the following conditions:
 - It is performed outside their official working hours,
 - It does not negatively affect their contribution to their Government job or on their Department interests and/or objectives.
 - It is strictly not related, in any form or shape, to their official position and should not affect it or be affected by it.

Internal/External Communication

Article (15)

To ensure that the best services are provided to the public, Government should base their internal and external policy on the principles of Responsibility, Efficiency, Transparency, and Partnership

Internal Communication

Article (16)

Government Departments should openly communicate their strategy, objectives, needs and expectations to all employees and ensure that communication on operational issues is a two-way process where staff are encouraged to effectively participate in operational decisions. Accordingly, each Department is required to clearly announce its own communication policy and guidelines namely: publications, notice boards, electronic announcements and mails, team meetings, periodical meetings, and other communication channels.

External Communication

Article (17)

1. Departments should handle its external communication with the media or international bodies in accordance with their internal regulations and in line with the policies and guidelines set by the Government in this regard.
2. Employees who are assigned as a spokesperson are required to project a high professional image of their Department.

General Guidelines

Article (18)

1. Each Department is to designate a spokesperson to handle media statements related to its strategy, activities and operations.
2. Employees shall withhold from making any public comments or statements to the media or other bodies on issues pertaining to policies and programs of their department that might cause harm to the Department. In particular, employees should avoid make any:
 - Negative comments about policies and programs of their department in which they were involved in developing or implementing.
 - Negative opinion or conclusions about the Department policies in their official capacity.
 - Negative comments or statements about senior management of the Department.
3. Departments should encourage and provide internal platforms where employees can participate in giving feedback about operational plans and processes.

Chapter III.

Work Environment

Working Days & Hours

Article (19)

1. The official working days and hours for the Government shall be as follows:
 - 35 hr per week
 - Sunday to Thursday 07:30 to 14:30
 - Friday and Saturday Weekly day off
2. Where operational need necessitates variations in working days and hours and per Director General approval, Departments may amend working days and

timings for all or part of the department provided that working hours does not exceed 45 hours a week.

3. During the Holy month of Ramadan, official working hours shall be reduced to 25 hours per week. Each Department shall make its own schedule and shift arrangements to suit the operational requirements during this month.
4. Based on its job requirements, the Department may apply daily or weekly duty shifts not exceeding 48 working hours per week. However, each Department must announce to the public through appropriate channels the official working hours of its organizational units and total working hours and weekend days for each unit.

Public Holidays

Article (20)

Departments will observe holidays on occasions announced officially in the country. This announcement should specify the exact dates and number of days for each holiday.

Overtime

Article (21)

1. Employees of band 3 and below who work according to the official working hours schedule – shift duty staff not included – shall be entitled to overtime payment as a compensation for work performed over the official working hours and above 40 hours per week, or above 30 hrs per week in Ramadan.
2. Shift duty employees shall be entitled to overtime compensation for the extra hours worked in excess of the approved shift hours.
3. Overtime allowance shall be paid at the rate of 125% of basic salary on working weekdays and 150% of basic salary on weekends or holidays.
4. Organizational unit directors must specify the overtime hours required and the nature of the assignment.
5. Overtime payment should not exceed 50% of basic salary per employee per month.
6. The nature and eligibility for overtime payments to employees working on shift basis shall be set separately by each Department.

Attendance & Punctuality

Article (22)

1. Employees are required to abide by the work timing in order not to put extra job pressure on fellow employees as a result of them being late or absent.
2. Whenever an employee is not able to report to work on time or is unable to work as scheduled, he/she shall notify his/her direct supervisor.

3. Departments must take disciplinary actions against any employee for repeated late attendance or unapproved absence. Each Department should communicate an attendance policy that suits its needs.

General Appearance (Dress) Policy

Article (23)

During business hours, employees shall present a professional, clean and neat appearance according to the requirements of their position.

Professional Membership

Article (24)

Employees will not be reimbursed for their professional memberships or licenses unless it is a pre-requisite to perform their jobs. Should this be the case, the employee must obtain a prior written approval of the Department before paying the fees or subscription.

Use of Official Vehicles & Equipment

Article (25)

1. Departments must not allow any employee to drive government vehicles or equipment unless he/she holds the appropriate license and permit required by the concerned authorities in the country.
2. Employees shall bear the cost of obtaining/renewing a driving license and all associated costs.
3. When using a government owned equipment, tool or vehicle, employees shall exercise care and follow all operating instructions as outlined in the approved safety standards and guidelines. They must notify their managers or the concerned unit of any defect or damage to vehicles or equipments.
4. Departments may take disciplinary actions against any employee in the case of any improper, careless, negligent, destructive or unsafe use of equipment, tools and vehicles.
5. Each Department shall set the guidelines and conditions for the use of its official vehicles and equipment, and employees must sign to abide by these guidelines before using them.

Government Property

Article (26)

1. Employees shall be responsible for safe keeping of all government property, materials, or information issued to them or in their possession or control. They shall not use them for personal needs unless specifically authorized in advance by their Department.

2. Security/safety items, official badges and all such items are the property of the Government and they shall be used by employees only in the context of performing their duties.
3. Upon termination of employment, employees shall return all governmental property in their possession and obtain a clearance certificate before the final release of dues and end-of-service benefits.
4. Should an employee cause deliberate damage to a property under his/her control, he/she shall be liable to disciplinary actions and civil/penal prosecution.
5. Whenever necessary, Department may deduct the cost of any items not returned from the employee salary, entitlements and/or end-of-service gratuity. The Department may also take all actions deemed appropriate to recover or protect its properties.

Chapter IV. **Manpower Planning**

Recruitment & Employment

Article (27)

Each Department should develop its organizational structure in line with its objectives and requirements. Organizational structure and any amendments on it thereafter must be approved by the Executive Council.

Article (28)

In accordance with the approved organizational structure, each Department should develop an Annual Manpower Budget indicating :

- required number of positions.
- expected joining date for each position.
- types of positions.
- position titles and their corresponding grades.

The Annual Manpower Budget shall be effective only after being approved by the Ruler or whomever he authorizes.

Article (29)

The Director General, or whomever he authorizes, has the authority to make any amendments to the approved Annual Manpower Budget in terms of addition, deletion or transfer of allocations between positions as long as these amendments are within the approved Budget ceiling.

Article (30)

Based on the approved Annual Manpower Budget, the HRD shall develop an Annual Recruitment Plan in consultation with the concerned organizational unit. Any amendments to the plan shall be approved by the Director General or whomever he authorizes.

Types of Employment

Article (31)

Vacant positions shall be filled by any of the following employment types:

- Full Time
- Part Time
- Temporary
- Special Contract: only applicable to positions in Grade 14 and above

Article (32)

Departments may hire UAE nationals as part time employees on a monthly lump sum basis comparable to the position grade. Those employees shall not be eligible for any other compensation or benefits enjoyed by full time staff.

Article (33)

1. Departments may hire employees on a temporary basis for a maximum period of 3 months renewable for another 3 months. Temporary employees shall be paid a monthly lump sum salary comparable to the position grade, and they shall not be eligible for any other compensation or benefits enjoyed by full time staff.
2. Civil and military retirees shall be appointed according to the legislations effective in this regard.

Article (34)

Departments may appoint an employee who was a temporary staff to a permanent position in line with his/her qualifications and experience. In this case and for the purpose of end-of-service calculations, his/her service period shall be considered as from the initial starting date of the first position. The Department shall bear the costs related to the pension contributions during the temporary employment phase.

Article (35)

Where operational needs dictate, the Director General may appoint a number of outstanding professional employees only in Band 4 and on the same benefits and conditions of employment stated in this law, and grant them an additional allowance called “special contract allowance” not exceeding 50% of the basic salary.

Article (36)

To govern employment conditions of a certain category of employees who possess outstanding experiences and who are recruited on Special contracts, The Executive Council shall issue a special regulation/bylaw outlining all entitlements and benefits related to this type of employment.

Recruitment and Selection

Article (37)

1. To be appointed to a government job, employees must possess the required qualification, experience, competencies, and/or skills that are required for the job.
2. Recruitment and selection of staff should be conducted on fair and equitable terms whilst maintaining the national and social obligations towards employing UAE nationals. Expatriate candidates shall be considered only where no UAE national candidates are available or suitable for the post.

Article (38)

1. Departments must make every effort to employ UAE nationals with special needs in positions appropriate to their physical needs and capabilities.
2. Each Department employing staff with special needs, must provide them with the appropriate means to perform their duties and equip their workplace to suit their needs.

Article (39)

Prerequisites and conditions for employment in any of Department positions:

1. To be of good behaviour/conduct
2. To be 18 years of age or older
3. To possess the required qualifications for the job
4. To pass all required tests in relation to the position
5. To be medically fit
6. To not have been convicted for a crime, felony or misdemeanour prejudicial to honour or honesty unless pardoned by the appropriate authority or rehabilitated as per the law.
7. To not have been dismissed in the last year from their previous employment for work-related disciplinary reasons or due to a final legal judgement in a crime not prejudicial to honour and honesty.

Article (40)

The HRD in each Department is responsible for the overall recruitment and selection processes including:

1. Sourcing of candidates after verifying the validity of official documents attached to their applications.
2. Conducting and coordinating all job-related tests.
3. Coordinating with line managers in the relevant organizational unit regarding candidate interviews.
4. Keeping all relevant documents and outcomes of the recruitment process for each position.

Hiring Authority

Article (41)

The hiring authority at Departments shall be as follows:

1. Position of Assistant/Deputy Director General: Decree issued by the Ruler
2. Positions of Band 5: Decision by the Director General
3. All other positions : Decision by the Director General or whomever he authorizes, at the recommendation by the director of HRD

Article (42)

UAE nationals must be given priority for vacancies in supervisory and managerial positions through promotion or transfer provided that they possess the requirements for these positions.

Article (43)

Employees who have resigned from a Government Department might be hired in another Department provided that they pass the recruitment and selection process applicable to the position.

Article (44)

The HRD is responsible for implementing and applying employment policies and standards set by the Government.

Job Offers

Article (45)

Departments should give selected candidates an offer of employment clearly stating the following: job title, grade, total salary details, leave and air ticket entitlement, working days and hours, and date required to join the work. The offer should also state that other employment requirements and conditions shall be as per this law and the Department specific policies and procedures.

Article (46)

Pre-employment formalities will only be initiated after selected candidates have accepted in writing their employment offer stating their expected date of joining.

Article (47)

Departments will not be bound to the offer of employment in any of the following cases:

1. Candidate is medically unfit.
2. Candidate fails to provide a police clearance where needed.
3. His work visa has been rejected.

Article (48)

After completing all necessary pre-employment formalities, the HRD would issue an appointment decision or an employment contract based on the mutually signed employment offer.

Article (49)

Employees offered employment with a government department shall commence their work during the period stated in the employment offer but not exceeding sixty days as of receiving the offer, or else the offer will be null and void.

Article (50)

1. New employees must be appointed on the salary of first point of grade appointed to. However, they may be appointed on a higher salary with an increase not exceeding 20% of the salary of first point of grade, provided that they have higher qualifications and experience and pass the required tests set by the Department.
2. Employees shall be entitled to their salary as of the actual date of commencing work. They shall not commence work except after issuance of an appointment letter by the department.

Article (51)

The date of commencing work should be formally documented in the form of joining a letter issued by the direct supervisor, a copy of which shall be forwarded to the HRD and relevant organizational units.

Orientation / Induction

Article (52)

1. Employees should be given by HRD an orientation session where they get a brief on the structure, objectives, activities and divisions of the Department, as well as a copy of the “**Employee Handbook**” summarizing employment regulations, entitlements and responsibilities of the public servant.
2. HRD, in coordination with the relevant organizational unit, shall develop a more detailed and structured orientation/induction program for some positions that require so.

Joining Formalities

Article (53)

Employees should sign a form for receipt of “**Employee Handbook**” in order to ensure that all employees have knowledge of their job duties, entitlements, and code of conduct applicable at the Department. A copy of this form shall be kept in the employee’s personal file.

Article (54)

The direct supervisor should provide the employee with the job description of the post appointed for.

Article (55)

Departments will issue or renew the residence permits of expatriate employees and their eligible family members at the expense of the department.

Article (56)

The organizational unit should provide appointed employees with the requirements needed to perform the job such as workstation, work tools, office equipment and safety gear. Employees shall ensure the proper usage and care of them as per the Department guidelines.

Probation Period

Article (57)

1. New employees shall be subject to a probationary period of a minimum three months period renewable for another 3 months, the objective of which is for the direct supervisor to evaluate the employee’s performance to decide whether or not to confirm employee in post.
2. Employee services may be terminated during the probation period if it transpires that he/she is not competent for the post, or due to unsatisfactory performance

after giving a notice of 5 days. Employees also shall have the right to resign during the probationary period after giving the department a 5 day notice period

Employment of Relatives

Article (58)

Departments must not employ relatives (up to the second degree of family relationship) in the same organizational unit or direct supervisory line relationship. Also, employees must not be involved in decisions on employment, transfer or promotion related to any of these relatives.

Internal Transfer

Article (59)

Internal candidates (already employed by the Department) will be given priority for any internal vacancies, whether they nominate themselves or are nominated by their direct supervisors, and they should undergo the same selection process applicable to external candidates.

Chapter V. **Compensation & Benefits**

Article (60)

1. Departments must make every effort to achieve their goals in the most cost effective manner in order to ensure high efficiency and outstanding performance for the Government as a whole. Departments are to grant job compensation and benefit as stipulated in this law.
2. The Executive Council shall issue a unified list for job nature allowance specifying eligible posts and the amount of allowance for each.
3. The Executive Council is authorized to amend or add job compensations, benefits and allowances determined in this law.

Job Description (Role Profile)

Article (61)

Departments should design their jobs around key business objectives and processes to ensure that they cover all tasks and that there is no duplication between jobs.

Article (62)

Directors of relevant organizational units, in coordination with HRD, must develop job description for all posts and update them continuously according to new developments and circumstances.

Organizational units must ensure that all employees receive updated copies of their job descriptions stating clearly the purpose of job and corresponding accountabilities.

Article (63)

The job description is the basis for employment, career path, performance appraisal, training / development opportunities planning and other related procedures.

Job Evaluation

Article (64)

All positions within Government Departments shall be evaluated through a professional system approved by the Government, in order to decide on the comparative value of the government position. This evaluation shall be the basis on which categories and grades will be assigned to reflect the job requirements and not only the competencies or experience of incumbents.

Article (65)

1. Every new government position, emerging after the introduction of this law, shall be evaluated through the same system mentioned in the above article along and assign their Band and grade.
2. HRD in each Department shall perform the initial evaluation in consultation with the relevant organizational unit. Dubai Government Human Resources Committee shall issue a decision approving the final evaluation.

Grade & Salary Scale

Article (66)

1. All Government Departments shall have a unified grade & salary scale.
2. Jobs are divided into 5 Bands and 16 grades.
3. Each grade shall have its determined lowest and highest salary.
4. Each position shall be assigned to its specified grade.
5. Positions shall follow 2 paths: **“managerial path, professional path”**. Each Band shall have a special classification based on the position type as per the following tables:

First: Managerial Path

Band	Grade	Classification
5	16	Senior Management
4	16	Middle Management
	15	
	14	
	13	
	12	
3	12	Supervisory
	11	
	10	
	9	

Second: Professional Path

Band	Grade	Classification
4	16	Senior Professional
	15	
	14	
	13	
	12	
3	12	Professional/Technical
	11	
	10	
	9	
	8	
2	8	Admin./Clerical/ Technical
	7	
	6	
	5	
	4	
1	4	Ancillary/ Clerical
	3	
	2	
	1	

Article (67)

The grade & salary scale attached to this Law states the salaries for each grade.

Grade & Salary Scale Update

Article (68)

The Executive Council shall be responsible for updating the grade and salary scale upon a recommendation by Dubai Government Human Resources Committee based on factors such as average of market pay, inflation rate or any other related factors.

Monthly Total Salary

Article (69)

The total monthly salary of the employee is structured as follows:

1. Basic Salary 50% of total monthly salary
2. General Allowance 50% of total monthly salary. This allowance includes all allowances and compensations paid to the employee before the introduction of this law such as housing, transportation, social...etc.

Special Allowance

Article (70)

UAE national employees are be entitled to a special allowance as follows:

1. 15% of total salary for employees in grades 12 - 14
2. 20% of total salary for employees in grades 10 & 11
3. 30% of total salary for employees in grades 7 – 9
4. 50% of total salary for employees in grades 5 & 6
5. 100% of total salary for employees in grade 4

This allowance will be added on the total monthly salary and distributed as per article 69 above.

Minimum Salary of UAE National employees in Grades 3 and below

Article (71)

The minimum total salary of UAE national employees in grades 1 to 3 is AED 4,250 distributed into Basic salary and general allowance as per article 69 and it is inclusive of the Special Allowance of Nationals.

Mobile Phone Use Allowance

Article (72)

The Director General, or whomever he authorises, may grant employees whose job requires them to use their personal mobile phones for business related calls a monthly allowance called “**Mobile Phone Use Allowance**” based on the following:

1. Low uses AED 100
2. Medium uses AED 250
3. High uses AED 500

Each Department should develop a special list defining employees eligible for this allowance and standards of uses type.

Pension

Article (73)

1. UAE national employee will be enrolled in the pension scheme of the General Pension and Social Security Authority.
2. Monthly contributions deducted from the total salary of national employee and the share paid by the Department would be based on a sum consisting of the basic salary and a percent of the general allowance.

Joining & Repatriation Tickets

Article (74)

Overseas recruited expatriate employees will be eligible for the following:

1. A one way air ticket for the employee and eligible family members from the nearest international airport in home country (country which he/she holds its passport upon contracting) to Dubai on the same class of travel as the annual leave ticket.
2. A one way air ticket from Dubai to the nearest international airport in home country –when contracted- for the employee and eligible family members on completion of employment contract or termination for any reason on the same class of travel as the annual leave ticket.

Article (75)

Overseas recruited employees – in band 4 and above - will be paid an allowance equals the cost of shipping a 20 ft container (including insurance) for transferring personal belongings and household items from home country to Dubai. This allowance shall be paid also upon termination of service for any reason.

Article (76)

Overseas recruited employees who resign to join another position in the country are not eligible for the repatriation benefits. Also, employees who were recruited locally are not eligible for joining tickets or container shipment allowance mentioned in Article (75) of this law.

Article (77)

Expatriate employees who were offered a position whilst on a visit visa, are not eligible for any of the joining or repatriation benefits, except in cases where the candidate was brought in on a visit visa by the Department as part of the selection process.

Article (78)

Departments may deduct from employees' monthly pay any amount they owe as a result of overpayment error or cost of personal services - such as personal visas or tickets - or any other deductible amounts as per this law or any regulations issued pursuant to, provided that the deduction must not exceed 25% of the total salary.

Chapter VI. **Performance & Reward** **Objectives of Performance Management System**

Article (79)

The Government shall apply a special system for performance management based on the performance of employees and their organizational units, with a view to promoting individual achievements and teamwork spirit.

This system specifically aims to:

1. align individual targets with Department targets
2. drive continuous improvement in individual staff performance by regularly evaluating their contribution and development against targets.
3. provide a basis for rewarding results achievement.
4. stimulate continuous learning to develop human resources.

Employee Performance Appraisal & Rewards

Article (80)

1. As a part of the Dubai Government Performance Management System, the individual performance of employees shall be clearly measured against defined objectives.
2. The performance of employees shall be measured according to the performance appraisal system, and shall be rated as per the following rating scale:
 - A. Excellent performance 5

- | | |
|--------------------------|---|
| B. Very good Performance | 4 |
| C. Good Performance | 3 |
| D. Average Performance | 2 |
| E. Poor performance | 1 |
3. Employee Appraisal will be conducted annually or semi-annually. The employee must be involved in the performance review process through setting of and agreeing on individual targets, and discussing his/her performance feedback with the direct supervisor where both must sign all performance review forms.
 4. Performance rating will affect promotion opportunities, salary increase, annual bonus payment declared by the Department, and any other performance reward.
 5. The HRD will be responsible for implementing and monitoring this system.
 6. Employee rated Good and above will be granted the performance rewards stipulated in this law as a tool to motivate better performance and achievements.

Performance Based Salary Increment

Article (81)

1. Annual salary increments shall be based on the employee's performance as measured by the performance management system and not on the basis of seniority. To be entitled to this increment, an employee must receive a rating not less than Good.
2. Employees will not be eligible for the annual salary increment unless they have completed at least 6 months of service in the position assessed for.
3. Where an employee's total salary has already reached the maximum of the grade he/she occupies as per the Grade & Salary Scale, there shall be no further annual increment. In this case, Departments must review other means of reward.

Non-Monetary Performance Recognition Rewards

Article (82)

Departments may apply a number of non-monetary recognition rewards such as: awarding Certificates for Outstanding Performance, issuing a Letter of Appreciation to the employee, recognizing good performers as Employee of the Month/Year, nominations for awards of Dubai Government Excellence Program.

Special Monetary Rewards

Article (83)

Departments may reward employees with a special monetary payment at any time of the year for their excellent special achievements, or as a recognition for innovation, invention, exceptional suggestion, or any other recognized special achievement.

Annual Bonus

Article (84)

1. The Executive Council may at its own discretion pay an annual bonus to high performers taking into account both department/organizational unit performance measured through the Government Performance Indicators Measurement System, as well as individual performance based on the annual performance appraisal report.
2. Conditions for granting this bonus shall be specified in the Performance Management System set out by the Government for this purpose.

Chapter VII.

Promotion

Article (85)

1. Promotions shall apply only to employees who receive a performance rating Very Good or higher.
2. Promotion may be in form of granting the employee the salary of first point of the new grade, or granting an increase of 10% in his/her total salary, whichever is higher.
3. Upon promotions, seniority shall not be considered unless performance appraisals are identical.
4. The promotion decision shall be issued by the authority concerned with employment.

Article (86)

Employees may be promoted according to one of the following:

1. Promotion to a vacant position.
2. Promotion by re-evaluating the current position to a higher-grade position, due to restructuring or to a redistribution of duties and responsibilities.
3. Promotion to a new higher-grade position created as a result of restructuring.

In all cases, promotion shall not be retroactive.

Article (87)

To be eligible for promotion, employee must possess the requirement for the new position as well as having completed the minimum period required in the band as follows:

- Band 5 4 years
- Band 4 3 years

- Other bands 2 years

Exceptional Promotions

Article (88)

1. Director Generals may exceptionally promote distinguished employees to a position higher by two grades maximum.
2. Employees are entitled for an exceptional promotion only after 4 years of any previous one.

Chapter VIII.

Training & Development

Article (89)

1. The Government is committed to developing public service human resources and retaining skilled and competent employees.
2. Departments shall provide their national employees with appropriate development and training opportunities in order to enhance their capabilities in the current position, or enable them to assume new responsibilities that support Department goals and needs.

Training and Development Needs Analysis

Article (90)

1. Training Needs Analysis shall be derived from the overall government strategies and policies, as well as from Department strategy and objectives.
2. Departments should analyse the training and development needs through the following sources:
 - Annual performance appraisals.
 - Employees and their managers.
 - Any other source that it finds useful.

Article (91)

The training needs analysis shall be the responsibility of the HRD in coordination with the relevant organizational units and their employees with a view to:

1. Identifying the competencies and abilities required of all employees at all levels to achieve the Department objectives.
2. Identifying the level of skills or knowledge required to enable the employees to improve their current performance.

3. Identifying the skills and competencies required at the next level of career path and preparing the employee for such competencies and skills.

Annual Training and Development Plan

Article (92)

In the light of results of training needs analysis, HRD shall develop an Annual Training and Development Plan. This plan should incorporate the following:

1. Prioritizing the training and development needs.
2. Identifying the types of training and development for each need.
3. Setting the yearly schedule for each training and development type.
4. Identifying training and development providers.
5. Calculating the overall budget of the training and development plan.

Article (93)

The Annual Training and Development plan shall be agreed upon by all concerned organizational units and incorporated in the annual budget of the Department. The HRD shall be responsible for implementing the annual training and development plan after the budget approval.

Types of Training and Development

Article (94)

Training and development opportunities may take several forms including: on-the-job training, job rotation, formal education/training, action learning, distance learning, licensing and accreditation. Based on its operational requirements and approved training budget, the Department shall have the right to decide on which type of training and development is appropriate for each training program.

Training Evaluation

Article (95)

1. The HRD shall conduct the overall evaluation of training in coordination with the relevant organizational units.
2. Prior to training, direct supervisors must agree with their employees on the objectives of the training and the knowledge/skills the employee is expected to gain from such training. This form should be sent to HRD.
3. Evaluation of training and development would cover the objectives, type, content, provider, cost, location, schedules, and any other aspect of training using the following approaches:
 - Evaluation by trainees.

- Managers shall evaluate the impact of training on the performance of trainees.
 - Any other tools used for evaluating the training and its impact.
4. The HRD shall continuously collect all data required to evaluate all training activities.

Training Plan Amendment

Article (96)

HRD may amend the annual training and development plan at any time for any operational or budgetary reasons as long as it is within the approved budget and only after obtaining the approval of the concerned organizational unit.

Article (97)

Training and development opportunities might be offered through qualified trainers either from or outside the Department. These opportunities might also be provided locally or overseas depending on the type of training and its availability.

Article (98)

Departments should focus on local training. Overseas training will only be provided in cases where is it deemed essential and that it is not available locally.

Article (99)

Overseas training program that has not been initially approved within the annual training plan must be subsequently approved by the Director General in advance.

Article (100)

1. The HRD shall research and assess the best available training and development options and providers to achieve the optimum outcome.
2. HRD should negotiate and finalize agreements with training and development providers to ensure the best technical and most cost effective option.
3. If the training delivery is not satisfactory, HRD have the right to amend any aspect of the training and development opportunities after obtaining the approval of the relevant organizational unit.

Article (101)

1. Department will be committed to place- employees returning from a fully sponsored study leave- in posts commensurate with their new academic

qualifications, subject to the salary and grade not being lower than prior to their departure.

2. Departments may adjust an employee's salary or position where the employee has obtained a higher degree only if the education program has been pre approved by the Department.
3. Departments are entitled to deduct any study-related amounts employee receives from another party where the employee has been financially sponsored by the department.

Article (102)

1. Employees who study at the Department's expense must work with the department for the same period of their approved education program. Otherwise, they must pay back all the expenses incurred over the program period.
2. Where the employee fails to complete the obligation period, he/she must pay back the expenses pro rata to the balance of the remaining period at the time of resigning from the Department.

Article (103)

Departments may appoint National fresh graduates from all disciplines and develop their skills and abilities to be able to perform in their assigned positions.

Article (104)

Departments shall develop and implement an annual plan for training and qualifying national employees at all job levels.

Article (105)

1. Departments may sponsor national high school graduates for vocational/technical study or vocational training in line with its specialization and nature of work, provided that those graduates are committed to work at the Department for a period that equals the duration of their study/training.
2. Departments, in accordance with its budget, would pay these sponsored trainees/students a monthly lump sum allowance throughout the training/study period. These sums shall be considered as an ex-gratia (grant) and shall not be deducted from them upon their employment at the Department
3. Trainees must work for the sponsoring Department, otherwise they shall be obliged to pay back all the expenses that the department has spent on their education with the exception for the grant mentioned in paragraph 2 of this article.

Chapter IX.
Leaves
Leave Types

Article (106)

A- types of leave that can be granted to employees are:

1. Annual Leave
2. Sick Leave
3. Maternity Leave
4. Paternity Leave
5. Compassionate/Idda Leave
6. Hajj Leave
7. Special (exceptional) Leave
8. Study Leave
9. Unpaid Leave

B- Employees may be away from work only as part of an authorized leave.

Annual Leave
Article (107)

Permanent employees are eligible for a paid annual leave as follows:

Band 4 and 5	30 working days per year
Band 2 and 3	22 working days per year
Band 1	15 working days per year

Article (108)

Departments must encourage their employees to utilize their annual leave within the same year. However, if for work necessity, employees are not able to take their leave in full, they must take at least half of their annual leave entitlement.

Article (109)

Employees should apply for annual leave in writing, or electronically, to their relevant organizational unit manager and ensure that the approval is obtained.

Article (110)

End of service and air ticket will accrual during the approved annual leave.

Article (111)

Employees may take their annual leave in full or part (several periods) at the approval of their direct supervisor. Furthermore, employees may combine annual leave with any other eligible leave according to provisions stipulated in this Law.

Article (112)

Sick days that occur during annual leave will be considered as annual leave.

Article (113)

At the request of the employee, the salary of the approved annual leave might be paid up to one month in advance.

Article (114)

Employees are entitled to annual leave only after successfully completing the probation period.

Article (115)

1. Employee should be encouraged to utilize their annual leave during its accrual year for the purpose of maintaining a healthy work-life balance.
2. Employees are not entitled to carry over to the next year more than half of the annual leave entitlement to the next year. Any un-utilized leave days in excess of half of the annual entitlement shall be forfeited. In all cases, employees are not entitled to accumulate more than two years entitlement.

Article (116)

On the day this Law becomes applicable, employees shall be given a 3 year grace period to utilize any accumulated annual leave above the two year entitlement or they will be forfeited.

Article (117)

Employees can take annual leave in their first year of service, only after the successful completion of their probationary period.

Article (118)

Employees who have been in service for more than one year may take their accumulated annual leave days plus an advance up to 10 working days at the approval of the direct supervisor and as long as work necessities allow.

Article (119)

1. Departments may recall the employee from his/her authorized annual leave before completing its duration if work necessitates. The annual leave days not taken will be credited to the employee's leave balance.
2. At his/her own discretion and in special cases approved by the direct supervisor, an employee may after starting the annual leave request to cease the leave and return to work, provided that the remaining days shall be credited back to his/her leave balance.

Article (120)

Employees will not be eligible for any annual leave during unpaid or study leave.

Sick Leave

Article (121)

1. Employees may be granted a sick leave of up to 5 continuous working days up to a maximum of 15 working days per year based on a medical report from an official medical authority. Any sick leave of more than 5 continuous working days or in excess of 15 working days yearly must be approved by the medical committee.
2. Where sick period exceeds six months, the medical committee must review the case again and either grant an extra period up to six months or recommend termination of employment on medical ground.
3. An employee on sick leave approved as per the above two paragraphs shall be entitled to full pay for the first 6 months, and half pay for the next 6 months.
4. Employees must inform their Departments about the sick leave within 5 working days.
5. All accruals such as annual leave, air ticket, and end-of-service shall continue for the approved sick leave period.
6. Sick leave may not be carried forward to the next year and employee may never be paid in cash in lieu of the sick leave.

Article (122)

In case of recurrent sick leave, the Director General or whomever he authorizes may refer the employee to the medical committee for examination and a detailed health status report.

Article (123)

In cases of contagious diseases, even if not precluding from performing duties, the medical committee shall grant the employee a sick leave until a full recovery report is issued. The medical committee must inform the Department that the employee is permitted to resume work throughout this period.

Article (124)

Employees will be granted a paid sick leave for a period not exceeding one year in cases of work-related injury. After this period, expatriate employees would be referred to the medical committee, while national employee will be referred to the Higher Pension Committee to assess their health status and either extend this period for an extra six months with pay, or recommend termination on medical ground without prejudice to the regulations governing the industrial accidents and compensation policy in this regard.

Article (125)

For the purpose of this law provisions, industrial accident shall mean any injury resulted from an accident during work or due to it, including occupational diseases. Any work fatigue/exhaustion related death shall be considered as an industrial accident if supported with:

1. Medical report issued by the medical committee indicated in the Federal Law No. (7) of 1999 issuing the Pension and Social Securities Law for national employees enrolled with the General Pension and Social Security Authority.
2. For non National employees, it should be supported by a medical report issued by the medical committee stipulated in this law.

Accidents that occur to employees on their way to or from work shall be considered as an industrial accident provided no other destination was intended in between.

The level of disability in an occupational disease-related disability must be estimated by the medical committee stipulated in this law for expatriate employees. While for national employees, the level of disability will be estimated by the medical committee stipulated in the Federal Law No. (7) of 1999 issuing the Pension and Social Security Law.

An illness shall be considered as an occupational disease if its symptoms appear while on the job or within one year of leaving it.

Maternity Leave

Article (126)

1. Permanent female employees are entitled to a paid maternity leave of 60 days which may be combined with annual leave or unpaid leave up to a maximum of 100 days from the start date of the maternity leave.
2. Pregnant female employees may take maternity leave up to one month prior to the expected date of delivery.
3. Upon her return to work and for the duration of 4 months, a nursing female employee is authorized to leave the work for two hours daily to feed her infant.
4. Weekends and holidays occurring during maternity leave are part of this leave, while weekends and holidays occurring at the beginning and/or end of the maternity leave will not be considered as part of maternity leave.
5. Maternity leave may not be carried forward to the next year and employees shall never be paid in cash in lieu of maternity leave.
6. Benefit accruals such as annual leave, air ticket, and end of service shall continue during the approved maternity leave period.

Paternity Leave

Article (127)

Male employees who are have a newborn baby inside the country are to be granted a 3 working day paternity leave with full pay, to be taken during the first month of the baby's birth.

Compassionate/Idda Leave

Article (128)

1. Employees shall be entitled to a paid compassionate leave of 5 working days in cases of death of a first-degree relative, and 3 working days in cases of death of a second-degree relative.
2. Compassionate leave may be combined with the annual leave. If compassionate leave occurs during the annual leave, then the days will be credited back to the employee's annual leave entitlement. However, compassionate leave shall not be granted during any other type of leave.

Article (129)

1. Muslim female employees will be granted Iddah leave of 4 months and 10 days in the event of her husband's death.

2. Benefit accruals such as annual leave, air ticket, and end of service shall continue during the approved Idda leave period.

Hajj (Pilgrimage) Leave

Article (130)

Muslim employees are entitled to a 15 working day paid Hajj leave to perform Hajj once during the service with the government. Hajj leave may be combined with annual leave.

Exceptional Leave

Article (131)

The Director General, or whomever he authorizes, may grant a national employee a fully paid exceptional leave for reasons such as participation in national teams or tournaments, sport activities, social or cultural programs or similar reasons not related to the Department's work, on the basis of a request by the relevant official authority specifying the period during which the employee is required.

Article (132)

1. The Director General, or whomever he authorizes, may grant an employee up to 3 month paid exceptional leave to accompany a first to second degree relative for overseas treatment where the same treatment is not available in the country, and as recommended by an official medical authority. The Director General, or whomever he authorizes, may extend this leave for another 3 months if necessary.
2. The Director General may in certain cases grant an employee a fully paid exceptional leave to accompany a person other than those mentioned in the above paragraph for overseas treatment where the same treatment is not available in the country, and as recommended by an official medical authority. The Director General may extend this leave for another 3 months if necessary.
3. The Director General, or whomever he authorizes, may grant an employee a non-extendable fully paid exceptional leave up to 2 months to accompany spouse or a first degree relative receiving medical treatment within the country.

Article (133)

1. Department may grant – upon approval by the Director General or whomever he authorizes – the national employee unpaid exceptional leave to accompany a spouse who has been sent abroad on a scholarship/study leave or official trip, or has been delegated, seconded, transferred or attached to a regional or

international party. The period of this leave should not exceed the external assignment period of the spouse.

2. The Department may fill the vacant position during this leave. Upon return to country, the employee should be either re-instated in his/her original position or in any other position equivalent in grade. This leave shall be calculated as part of the employee's period of service.

Study Leave

Article (134)

A national employee may be granted full time study leave to obtain a post-higher school qualification within or outside the country for the period of the approved education program.

Article (135)

The full-time study leave shall be approved by The Director General or whomever he authorizes. The employee shall receive the total salary during this leave except for mobile phone use allowance. The duration of study leave shall be for the same period specified to obtain the accredited academic qualification in addition to a specified period not exceeding one year to pass any required preliminary studies. The study leave may be extended if required.

Article (136)

The employee should fulfil the following conditions to be eligible for study leave:

1. be a UAE national
2. have been working with the Department for at least 3 years
3. have obtained at least a "Very Good" rating in the last performance appraisal.
4. The proposed qualification is in line with his/her job nature, career path, or the nature of Department's work.
5. He/she has not been previously granted a study leave unless the new degree is a higher and continuation of the earlier one and where the earlier degree was obtained at least two years previously.

The employee may be exempted from the second condition of this article if the specialty he /she applies for is critical and exceptional according to the Department requirements.

Article (137)

Any employee who secures a study grant from any party other than his/her Department may be eligible for a study leave subject to the same provisions and conditions stipulated in this law.

Article (138)

The study leave duration shall be considered as part of employee's continuous service. The employee shall not be entitled to any annual leave days during this leave period.

Article (139)

Employee's study leave is discontinued based on a decision by the Director General or whomever he authorizes as recommended by the Department organizational unit responsible for study leave, in any of the following instances:

1. Failure to start education, or absconding for more than 3 continuous months,
2. Failing for two consecutive years in the annual study system, or failure to pass the minimum required hours per semester in 3 continuous semesters or 4 separate ones in the semester based study system,
3. Changing the approved education program, institute, or country without prior approval by the Department.
4. Receiving another scholarship from any other party nationally or internationally, without prior approval by the Department.
5. Committing any act that tarnishes the reputation of the country, contradicts with Islamic teachings, or breaks the laws applicable in country of study.

Article (140)

Where the study leave was terminated or expenses were suspended as per reasons mentioned in the above article, the employee shall pay back all expenses – except the salary – paid by the Department throughout the duration of the study leave.

Article (141)

1. Employees who are enrolled in a distant learning program within or outside the country or enrolled in regular evening classes at an accredited institute in the country, may be granted a fully paid leave in order to perform exams for the period specified in the approved examination schedule. Also, employees may be granted an extra leave up to 5 working days prior to the exam date when exams are within the country, and up to 10 working days when the exams are held outside the country.
2. Employees may be granted a short study leave for 2 hours daily to attend the classes throughout any approved study program till it ends.

Article (142)

Any study leave (short or long, internal or external) may only be granted if the study program is approved by the Department in advance.

Unpaid Leave

Article (143)

An employee may be granted unpaid leave up to 1 month per year provided that he/she has exhausted all his/her annual leave entitlements.

Leave General Rules

Article (144)

Employees who do not report back to work at the end of their leave or fail to inform the Department within 2 weeks after their due back date to resume duty, shall be referred to the Administrative Violations Committee which shall review the case and decide on the appropriate penalty that could reach up to the dismissal of the employee.

As for delay period less than 2 weeks, the HRD and direct supervisor shall decide on the type of leave to cover the extra days and the appropriate actions to be taken against the employee.

Article (145)

Employees who are under probation period are not entitled to any paid leave except compassionate and sick leave, and in that case the probationary period will be extended by the same number of days of the leave.

Article (146)

In case of termination or resignation for any reason during the probation period, employees are not entitled to any balance of annual leave for their service in the Department.

Article (147)

Officially announced mourning holidays occurring during any leave shall not be credited back to the employee's balance.

Article (148)

Upon return from any leave, employees must complete a Return from Leave Form, have it approved by their direct supervisor, and forward the Form to the HRD.

Annual Leave Air Tickets

Article (149)

1. Expatriate employees are entitled to annual leave air tickets on the date of work joining anniversary and as follows:
 - Grade 14 and above: Business Class for self, spouse and up to 3 children under 18 years old.
 - Grade 9 – 13 : Economy Class for self, spouse and up to 3 children under 18 years old
 - Grade 8 and below: Economy Class for self only
2. Expatriate employees are to receive a cash sum in lieu of the cost of the entitled air tickets to their original employment country of nationality – even if they acquire another nationality during their service – and irrespective of whether they travel or not.

Article (150)

National employees are to be paid air ticket entitlement in cash along with the monthly salary in the month of joining anniversary irrespective of whether they travel or not and according to the following table:

Grade	Eligible persons	Value per ticket in dirham
14 and above	Self, spouse and up to 3 children under 18 years old	12,500 for those above 12 years 9,500 for children under 12 years
9 - 13	Self, spouse and up to 3 children under 18 years old	3,500 for those above 12 years 2,800 for children under 12 years
8 and below	Self and spouse	3,500

Article (151)

1. The value of the air ticket entitlement may be paid to the employees up to 2 months in advance if they will proceed on annual leave.
2. The employee can encash air tickets after completing at least one year of service.

Article (152)

Where both husband and wife work for Government Departments and each is entitled for air tickets, the air tickets amount shall be granted only to one of them as per the higher entitlement.

Chapter X. **Business and Training Travel**

General Policy **Article (153)**

1. Departments may delegate employees to travel overseas for business on its behalf for certain assignments including – but not limited to – official assignment, benchmarking study, best practice study, exhibitions or conferences, overseas professional recruitment, purchasing, meeting with prospective clients and or business partners in any of work fields.
2. Business trips must be authorized in advance by the Director General decision outlining the nature, objective, destination and duration of the trip.
3. Employees delegated to participate in different types of training programs and courses, they shall be treated in the same way as those on business trips in terms of all aspects not provisioned in this chapter

Overseas Business Travel Air tickets

Article (154)

1. The Department shall be responsible for booking and issuing the tickets for employees travelling in official business trips upon securing the appropriate approvals and according to the following travel classes:
 - Grade 14 and above Business Class
 - Grade 13 and below Economy Class
2. The travel of an officially delegated employee shall be on the same class he/she is entitled to, regardless the higher travel class of other accompanying employees even if they are travelling in the same delegation.

Article (155)

1. Departments might provide air tickets for an employee's eligible family members to accompany him/her on a training trip exceeding six months. Also it shall provide an air ticket to a family member to accompany a female national employee going on overseas business trip or training of whatsoever duration.

2. Air tickets of family members or companions shall be of the same class of travel of the employee.

Overseas Business Travel Allowance

Article (156)

Employees travelling on overseas official non-training business trips shall be entitled to the following daily travel allowance for a whole or part of day spent actually abroad:

Grade 14 and above: 600 AED

Grade 13 and below: 400 AED

This allowance is to cover all expenses incurred during the travel such as food, telephone bills, local transportation, and any other personal expenses. Departments will provide the employee with a suitable accommodation.

Article (157)

Departments will bear the travel expenses of employees who proceed on a business trip within the country for a destination exceeding 100 km from place of work and as follows:

- Provide suitable accommodation
- Provide a daily travel allowance in the amount of 300 AED for employees on grade 14 and above and 200 AED for employees on grade 13 and below.
- Provide a transport allowance in the amount of 200 AED to be paid once if the employee uses his/her own car.

Training Travel Allowance

Article (158)

Employees travelling on overseas training shall be entitled to a daily travel allowance for the whole or part of day spent actually abroad and as follows;

Grade 14 and above: 500 AED

Grade 13 and below: 300 AED

This allowance is to cover all expenses incurred during the travel such as food, telephone bills, local transportation, and any other personal expenses. Departments will provide the employee with a suitable accommodation.

Article (159)

Departments shall bear the travel expenses of employees who proceed on training within the country for a destination exceeding 100 km from place of work and as follows:

- Provide suitable accommodation
- Provide a daily travel allowance in the amount of 300 AED for employees on grade 14 and above and 200 AED for employees on grade 13 and below.

- Provide a transport allowance of 200 AED to be paid once if the employee uses his/her own car.

General Rules

Article (160)

Employees travelling on business or training trips may be paid upon their request an advance not exceeding the total travel allowance.

Article (161)

Employees may combine the annual leave with business or training trips at the approval of their direct supervisor.

Article (162)

1. Employees travelling for business or training may travel one day earlier and come back to work one day later for trips exceeding 7 hours flying time.
2. Departments, based on the available flight schedule and work roster, may allow employees to travel one day earlier and come back to work one day later for trips of less than 7 hours flying time.
3. The days mentioned in the above two paragraphs shall be included in calculating the travel allowance and the employee shall receive for these days the per diem allowances.

Article (163)

Employees shall not be compensated for any overtime worked during business or training trips whether it is on weekdays or weekends.

Article (164)

Departments shall reimburse any expenses incurred due to invitations and entertainment held by the head of delegation during business trips except for expenses related to alcohol, casinos or the like.

Article (165)

Departments will not provide air tickets in cases where any other party has provided them, and they will deduct from the travel allowance any sums paid to the employee on his/her trip by any other party, provided that this deduction does not exceed the daily travel allowance.

Article (166)

Departments are responsible for obtaining the required destination visas. However, they are not responsible if the visa is delayed or rejected by the concerned authorities. Meanwhile, employees are responsible for ensuring that their passports and all other official documents are in good order and valid at all times.

Chapter XI. **Employment Relations**

Transfer **Transfer within Dubai Government** **Article (167)**

Government employees may be transferred from one department to another within Dubai Government or to any local government authority provided that they are transferred to a vacant position of an equivalent or higher grade.

Article (168)

1. The transfer should be initiated in writing by the Director General of the requesting department/body and approved by the Director General, or whomever he authorizes, of the current department subject to the employee's written consent at all cases.
2. The transfer shall not affect employee's seniority, and his/her service in this case shall be considered continuous.
3. All employee's dues and annual leave accruals shall be transferred to the receiving department.
4. Transferred employees should obtain a final clearance letter from the transferring department prior to joining the new department.
5. Copies of all transfer documents and decisions shall be kept in the employee's file at both departments.

Article (169)

Transfer may be initiated in writing by the employee subject to obtaining a No-Objection letter from his/her department in advance.

Article (170)

The receiving department shall bear any costs associated with the transfer including any variations in instalments of the contribution to the Pension Scheme of General Pension and Social Security Authority.

Transfer outside Dubai Government

Article (171)

Employees may be transferred to any Federal bodies/ministries, or any governmental department/body at any emirate in the country subject to not decreasing the employee's total salary unless he/she agrees to this in writing.

Delegating (Assignment)

Article (172)

Employee may be assigned to handle the duties of another position which is vacant or its incumbent is absent for a period not exceeding 6 months extendable for further 6 months, provided that this position is either in the same grade level or maximum two grades higher. At the end of assignment period, the employee may be transferred to the new position, or the two positions might be re-evaluated.

Article (173)

Employees may not be assigned to perform duties of more than one position in addition to those of his current position. The assigned position should be in band 4 and above.

Article (174)

1. When employees are assigned to a position without performing their current duties, then this shall be considered as a development assignment and there shall be no allowance/ compensation for this.
2. When employees are assigned to a position in addition to their current duties, they will be entitled to an assignment allowance of 15% of the starting basic salary of the assigned position grade. This will apply only to cases in which the assignment duration is more than 2 months, and entitlement to this allowance will be paid retroactive from the date of assuming the assignment duties.

Secondment

Article (175)

Upon a decision by the Director General, employees may be seconded to any Dubai Government Departments, local/federal governmental departments or any other

Arab/regional/international government, entities or organizations for a period up to one year extendable, subject to the employee's written consent to secondment or extension.

Article (176)

Seconded employees shall receive their total salary, annual leave and other entitlements from the organization they are seconded to. Where employees are seconded to regional or international organizations outside UAE, they shall receive the total salary from their current department in addition to any other payments/benefits received from the organization they are seconded to.

Article (177)

The duration of the secondment will be considered as part of the employee's period of service. Their performance will be assessed in coordination with the organization of secondment but applying the Government Performance Management System.

Article (178)

Departments have the right to fill the position vacant due to secondment. Upon return of the employee from secondment, Departments should either re-instate the employee to his/her original position or appoint him/her in a new position that is either equal to or higher than the old one.

Article (179)

The secondment may be terminated prior to the end date either by a decision by the department or at the request of the employee.

Chapter XII.

Health, Safety & Environment (HSE)

HSE Policy

Article (180)

1. Dubai Government seeks to maintain a healthy work environment, as well as the safety and well being of its employees. All employees and contractors shall take responsibility in achieving this aim.
2. Employees and contractors shall comply with the environmental policies, guidelines and principles set by the relevant authorities in the country.
3. Departments and employees have a joint responsibility to create and maintain a safe and healthy working environment as per government policy.
4. Employee who violates any of these policies or principles shall be subject to disciplinary actions or legal prosecution if need be.

Department Responsibility

Article (181)

In order to achieve the objectives of the HSE policy, the Department shall adhere to:

- Setting health and safety norms and standards as well as the procedures and practices governing them,
- Acquainting all employees, contractors and visitors with health and safety procedures,
- Providing appropriate safety gear to employees as per their job requirements,
- Providing adequate training, information, instructions and supervision,
- Ensuring that all equipment, machinery, and tools are in good working conditions,
- Ensuring that all hazardous substances are stored in accordance with safety standards and norms,
- Promptly investigating any accidents or dangerous situations to rectify the risk.

Employees Responsibility

Article (182)

For the purpose of this chapter, the employees shall adhere to:

- Performing duties in a way that would ensure their safety and the safety of others,
- Complying with the health and safety policy set by the Department,
- Not misusing any safety equipment or gear provided by the Department
- Reporting to management any hazardous situation, equipment or material.
- Abstaining from undertaking any tasks that they are not qualified to perform.

Health Insurance

Article (183)

Departments will provide medical care for employees and their family members as per the Health Insurance Policy adopted by The Executive Council.

Article (184)

Departments will not bear the expenses of the treatment of expatriate employees or their family members at private or overseas hospitals except where:

1. The illness or injury is work-related and the treatment is not available at government hospitals,
2. The illness occurred during an overseas official business or training.

Article (185)

1. National employees and their family members covered by the health insurance will be entitled to overseas treatment only in serious or life-threatening illnesses/situations and as per the recommendation of a specialized consultant working in a UAE government hospital. The approval of the Director General must be obtained prior to initiating the process.
2. National employees will be reimbursed for any expenses related to any medical treatment they or a family member received while being overseas on business or training, as per bills approved by the Department.

Article (186)

1. Expatriate employees or employee who are not enrolled in the Pension Scheme with the General Pension and Social Security Authority will be covered by the Department for indemnity/compensation for injuries and accidents occurring during work as per a manual set by the Department to compensate its employees.
2. Departments must provide all employees covered by the Occupational Accidents and Injury System with a copy of “the Manual of Workers & Disability Compensation”.

Medical Procedures & Principles

Article (187)

Departments shall issue internal bylaws outlining the general procedures and principles governing industrial accidents in compliance with the government general policy in this regard.

Chapter XIII. **Disciplinary Actions** **General Policy**

Article (188)

1. Dubai government operates on the basis that the most effective disciplinary measure is the one that comes from good leadership and fair supervision and not only the one that has to be enforced.
2. The Government shall apply disciplinary actions that are fair, unified, impartial and prompt in order to prevent unsatisfactory conducts in the work environment.
3. Employees who fail to comply with obligations stipulated in this law, or the Code of Conduct, or the requirements of their position will be disciplined without detriment to judicial or civil prosecution, if required.

4. Employees will not be exempted from the disciplinary penalty unless it was established that they were implementing an order issued by their supervisor inspite of notifying about the violation. In this case the supervisor issuing the order will be held liable.
5. Employees must not be penalized more than once for a particular single offence.
6. Employees are not to be penalized unless and until a written investigation has been conducted, and they must be given the chance to defend themselves.

Administrative Violations Committee

Article (189)

1. Each Department, upon a decision by the Director General, shall form a disciplinary committee called “Administrative Violations Committee” consisting of 3 to 5 members including representatives from the HRD and Legal Affairs. This committee shall review the administrative violations committed by the employees and discuss disciplinary penalties enforced on them.
2. Members of the Administrative Violations Committee must be employees of band 4. In any case, the grade of the committee chairman should not be less than that of the referred employees.
3. The committee meeting shall not be valid unless attended by all members. Decisions shall be taken by consensus or majority.
4. The decision inflicting the penalty shall be justified. The employee shall be notified of the decision within up to 7 working days as of its issuance date.
5. The Director General may amend the decisions of the Administrative Violations Committee in certain cases based on a written justification.

Disciplinar Decision Procedures

Article (190)

1. The direct supervisor shall investigate any suspected misconduct by any employee under his/her oragnizational unit. In case of a violation, it must be reported to the HRD.
2. The HRD shall review the case according to the following:
 - If it deems that the violation requires a disciplinary measure as per this law or if circumstances indicate that the employee committed the violation, the HRD shall refer the issue to the Administrative Violations Committee along with notifying the employee formally of that.
 - If it is deemed that the violation requires a drawing of attention, the head of the concerned section shall communicate a letter of notice (written

- drawing attention) to the employee and discuss with him/her the reasons leading to this misconduct and ways for improving the conduct.
- If it is deemed that the misconduct requires a warning, the relevant organizational unit director shall issue the warning without referral to the Administrative Violations Committee.
3. The Administrative Violations Committee shall review the case within up to seven days as of the referral date.
 4. The Administrative Violations Committee shall issue its final decision on the violation in question within up to two months of the referral date, unless the employee was referred to the judicial authority. In this case the committee shall issue its decision within one month as of the date of issuance of a final decision by the court.
 5. If the penalty is salary deductions or dismissal, then the decision shall be communicated to the employee in writing with copies sent to the HRD, Finance and Legal Affairs.

General Rules

Article (191)

1. The Director General or the Administrative Violations Committee of the Department may provisionally suspend the employee from work for a period up to 3 months if investigations require.
2. As a result of this suspension, half of the employee's salary shall be withheld as of the suspension date. If the investigation ends for the employee's favour, or if it is closed, or if the result requires a penalty of attention drawing or warning, then the suspended salary shall be paid back. If a more severe penalty is imposed, then the Administrative Violations Committee shall decide on the deducted salary.

Article (192)

If the Administrative Violations Committee believes that the offence is criminal, then it shall recommend to the Director General or whomever he authorizes to refer the employee and copies of investigation meetings to the judicial authorities for criminal hearings. In this case the disciplinary procedures should be put on hold until issuance of a decision on the penal liability.

Article (193)

If an employee is referred to the judicial authorities for a work-related crime, the Director General or whomever he authorizes and the Administrative Violations Committee may suspend the employee without salary until the issuance of a final

judicial decision on the crime in question. After the issuance of this decision, the Department shall:

- Reinstatement the employee and pay back the deducted salaries if the investigation is closed or ends in the employee's favour- acquittal from charges or decision indicating unjustified criminal lawsuit.
- Reinstatement the employee without paying back the deducted salaries if the investigation ends with conviction with a misdemeanour not prejudicial to honour and honesty and penalized with a financial fine or imprisonment for a period not exceeding 3 months.
- Terminate his/her employment if convicted in a felony or misdemeanour prejudicial to honour and honesty.
- Terminate his/her employment if convicted with a misdemeanour not prejudicial to honour and honesty and penalized with sending a jail sentence of more than three months.

Article (194)

1. Rules of the above Article shall not apply to an employee who is detained provisionally for a non-work related or caused crime – except for crime prejudicial to honour, honesty and morals – where the employee shall be considered as not reporting to work and it will be deducted from his/her leave balance. If leave balance is not adequate, the period shall be considered as unpaid leave.
2. Employees should not be disciplined where they have committed any offence outside the Department and has no relation to the department.

Article (195)

1. Employee who are penalized with a fine or jail with stay of execution due to being convicted of a misdemeanour not prejudicial to honor or honesty and was suspended from work, he/she shall be reinstated to his work and shall not be paid back the deducted salaries.
2. Employee sent to jail per a judicial judgement for a misdemeanour not prejudicial to honor or honesty, he/she shall be suspended from work by virtue of law and deprived from the total salary allover the prison period. If jail period exceeds 3 months, the Director General may terminate the employee's services.

Article (196)

Resignation by an employee shall not prevent the continuation of the disciplinary measures against him/her. If the employee has already been referred to the Administrative Violations Committee or to relevant judicial authorities, neither resignation shall be accepted nor shall he/she be terminated until the issuance of a final decision against the employee.

Article (197)

If a decision of dismissal from service has been issued against a suspended employee, his/her service shall be considered terminated as from the date of suspension. No payments shall be given for the suspension period.

Article (198)

Employees referred to judicial authorities or detained provisionally, their acquittal will not prevent them from being disciplined as per the rules of this law.

Disciplinary Penalties

Article (199)

1. The appropriate disciplinary penalties that may be imposed against employees – except for poor timekeeping – shall be as follows:
 - Written Attention Drawing,
 - Written Warning,
 - Deductions from basic salary but not exceeding 10 days per offence and 60 days per year,
 - Deductions from salary to recover the cost of damage the employee caused to the Department.
 - Dismissal from service with retirement or end-of-service entitlements, or deducting up to a quarter of these entitlements.
2. The order of penalties stipulated in this article is inconsiderable. The competent authority shall have the power to impose the proper penalty in line with the seriousness of violations committed.
3. The disciplinary procedures and penalties for violations of official duty hours shall be in the following order:
 - A. Verbal Warning
 - B. Initial Written Warning
 - C. Second Written Warning
 - D. Referring the employee to the Administrative Violations Committee

Article (200)

1. The disciplinary incident will be deleted at the lapse of 2 years as of its occurrence, or at the death of the employee. This lapse period is broken off by any investigation procedure or referral of the employee to the Administrative Violations Committee or other judicial authority for any offence resulting from or pertaining to that violation directly or indirectly. In this case a new lapse period shall take place as of the date of last procedure taken on the violation.

2. If more than an one employee are referred for investigation for the same violation, the interruption of lapse period for any of them shall lead to interruption of the lapse period for all of them, even if no interrupting procedures were taken against them.

Article (201)

Employees seconded to external organizations will be disciplined by their receiving departments in line with the disciplinary penalties effective therein. Their original departments must be notified of the disciplinary violation and any penalty taken.

Article (202)

Disciplinary penalties shall be effaced/cancelled after the passage of the following periods:

1. 3 months for the letter of notice – Written drawing of attention.
2. 6 months for a warning
3. One year for the deduction from the basic salary.

In all cases, the period shall be calculated from the date of imposing the penalty. Cancelling the penalty shall render it null and void.

The above mentioned penalties shall not be effaced if the violating employee commits another violation during the abovementioned durations.

Chapter XIV. **Grievance & Complaints** **General Policy** **Article (203)**

1. It is the Government's aim to maintain effective and fair relationship between Departments and their employees at all times to avoid grievances and disputes.
2. In case of disputes, Departments shall make prompt efforts to work out a mutually satisfactory solution to the problem. All employees' grievances, as far as possible, should be settled through the Department's own procedures.
3. Departments shall provide a clear and fair procedure for lodging grievances, and employees shall be given every opportunity to present and defend their point of view.

Grievance & Complaints Committee

Article (204)

1. Each Department shall form a committee called “Grievance & Complaints Committee” consisting of 3 to 5 members, including representatives from the HRD and Legal Affairs with a view to discussing grievances raised by its employees. Decisions shall be taken by consensus or majority.
2. The Grievance & Complaints Committee members shall be employees of band 4. In any case, the grade of this committee chairman shall not be less than the grade of the grievant employee.

Article (205)

An employee may appeal against the decision issued by the Grievance & Complaints Committee to a central specialised authority determined by the Government for this purpose. The appeal shall be submitted within a period not exceeding 2 weeks of the decision date, otherwise the decision of this committee shall be considered final.

Article (206)

1. Employees are entitled to appeal to the Grievance & Complaints Committee a written grievance on annual performance appraisal reports, as well as on any disciplinary penalties related to him.
2. An employee may forward to the HRD any work related complaints including – but not limited to (work environment and tools, physical abuse, offensive language, promotion of gossips and rumours, humiliation of the employees and their ideas, verbal or written harassment, sexual harassment).
3. The HRD shall review the complaint and decide whether to refer it to the Administrative Violations Committee or to Grievance & Complaints Committee.

Article (207)

Employees shall not be entitled to submit a complaint or objection in cases related to working hours, position grade, salary or benefits.

Article (208)

Heads of organizational units shall be alert to all conditions likely to lead to grievances, and shall not in any situation suppress or ignore complaints or concerns which come to their attention. They shall make every effort to settle grievances of their employees whenever possible to avoid initiating a formal grievance procedure.

Chapter XV.
Termination of Service
Reasons for Termination of Service

Article (209)

The service of an employee shall end for any of the following reasons:

1. A Decree issued by the Ruler
2. Retirement age
3. Resignation
4. Medical unfitness
5. Unsatisfactory job performance
6. Dismissal of service or retirement upon a disciplinary decision or dismissal as per a judicial verdict.
7. Contract termination – non renewal or annulment
8. Death

Retirement

Article (210)

Employees who reach the age of retirement shall be terminated from service unless an extension has been approved by the Director General or whomever he authorizes.

Resignation

Article (211)

1. The employee may resign from his/her job at any time. The resignation shall be submitted in writing provided that it notifies the Department of the determined notice period. The employee service shall only end upon the issuance of resignation approval decision.
2. Departments shall decide on the resignation and inform the employee within two weeks as of submission date; otherwise it shall be treated as being approved. The employee shall stay on job until the end of notice period which is two months for employees of band 4 and above and one month for employees of band 3 and below or as stipulated in the special contracts of employment.

Article (212)

1. After approving the resignation, the Department may at the employee request reduce the notice period and terminate the employment at any time, provided that the employee agrees to deduct the salary balance of the remaining notice period from his/her dues. In this case, the deducted period shall not be considered in the employee service duration at the Department.
2. Departments also may end the services of a resigned employee at their discretion any time during the notice period provided that they pay the employee the

salaries due for this period. In this case, this period shall be considered as part of the employee's service.

Termination for Medical Reasons

Article (213)

1. Departments may terminate the services of expatriate employees if proved by the medical committee to be medically unfit for their position after giving two months prior notice, or immediately subject to paying them the basic salary of these two months.
2. National employees can only be terminated for medical reasons based on a report by the Higher Pension Committee and subject to rules of Federal Law No. (7) of 1999 issuing Pension and Social Security Law.

Termination due to Unsatisfactory Job Performance

Article (214)

The Director General may terminate the service of an employee due to unsatisfactory performance if he/she received poor performance ratings for 2 consecutive years and did not appeal to the Grievance Committee or if his/her grievance was rejected, provided that he/she shall be given a 2 month notice period and shall be paid all dues.

Termination for Disciplinary Reasons

Article (215)

1. Departments may terminate an employee at the decision of the Director General upon a recommendation by the Administrative Violations Committee.
2. The Administrative Violations Committee must state in its recommendation according to each case the notice period and the entitlements that the employee would or would not receive in accordance with the terms of this law.

Contract Termination – non renewal or annulment

Article (216)

1. Departments may terminate or not renew the special contract at any time, provided that the employee is given a written notice as per the terms of the contract.
2. If neither the Department nor the employee give any notice of intention not to renew the contract prior to its expiry date, the contract will be renewed automatically for the same original duration and under the same conditions therein.

Death
Article (217)

1. In cases where death is either natural or as a result of an accident outside the place of work, but not by suicide, the employee's Department will immediately pay in one instalment the total salary of the month in which death has occurred, in addition to the total salary of the three following months to the person nominated in writing by the employee before his/her death.
2. In case there is no nominee, the salaries mentioned in the above article shall be paid for the deceased employee dependents without detriment to all other dues stipulated in this law, provided that these amounts shall be distributed equally among the male and female dependents.
3. The payments mentioned in this Article shall be considered as ex-gratia (grant) and shall by no mean be considered as a part of end of service entitlements or deducted from these entitlements. Also, these payments shall by no mean sequestrated or settled with other amounts due on the deceased employee for the Department.

Article (218)

If an expatriate employee dies while in service and if the family desires his/her burial at home country, the Department shall bear the cost of repatriation of the deceased body to the nearest international airport in home country in addition to an air ticket for a family member, relative, friend or colleague to accompany the deceased.

Exit Interviews
Article (219)

The HRD shall conduct an exit personal interview with any employee who has resigned or opted for non-renewal of contract with the Department. The purpose of this interview is to gather data on any possible weaknesses in the applied work systems and try to utilize these data for future improvements in policies, practices, systems or processes.

End of Service Benefits/Gratuity
Article (220)

1. With the exception of employees who are entitled to pension salaries as per the Federal Law No. (7) of 1999 issuing the Pension and Social security Law, as well as those who are entitled to pension salaries as per any other legislations; national employees not holding Family Register at end of service shall be entitled to the following benefits:
 - a. One and a half month basic salary per year for the first five years of service
 - b. Two months basic salary per year for the second five years of service
 - c. Three months basic salary per year for any year afterwards.

2. Expatriate Employees shall be entitled upon end of services to the following benefits:
 - a. One month basic salary per year for the first five years of service
 - b. One and a half month basic salary per year for the second five years of service
 - c. Two months basic salary per year for any year afterwards.
3. For the purpose of calculating end of service benefits; any part of the month shall be considered as a full month, and the calculation shall be on the basis of the last drawn Basic salary. Only the last continuous period of service shall be considered.
4. End of service benefits of national employees who obtain the country passport during their service in the Department will be calculated according to the same way stipulated in paragraph (1) of this article for the whole period of service including that where they did not have the passport. At the time these employees are issued the National Family Register, the calculation shall be on the basis of the last drawn salary on the date of obtaining the register.
5. For the purpose of this article; leave without pay, notice period and accumulated leave shall be calculated as part of the service period.
6. To be eligible for end of service benefits, an employee should have completed at least one year of continuous service with the Department.

General Rules

Article (221)

1. Upon termination of services for any reason, employees shall obtain a clearance letter from their Department prior to receiving their entitlements.
2. Residence permits of expatriate employees and eligible family members shall be cancelled upon termination if not transferred to another organization within the country.

Chapter XVI.

Government Human Resources

Director General Appointment

Article (222)

1. The Director General shall be appointed per a decree issued by the Ruler.
2. In addition to the authorities and jurisdictions entrusted to the Director General as per this law, The Director General shall be subject to a special bylaw issued by the Executive Council outlining his/her rights and responsibilities.

Article (223)

1. Executive Directors or CEO’s will be placed on a Grade called ‘CEO Grade’ and this grade will be given to the CEO’s who manage an executive agency under government institutions or authorities.
2. ‘CEO Grade’ will be divided into four categories with a total monthly pay as follows:

Category	Total Monthly Salary AED
A	90,000
B	75,000
C	60,000
D	45,000

Law Review & Up-date

Article (224)

The Executive Council shall annually and as required review, re-evaluate, and suggest amendments to any article and paragraph stipulated in this law and other regulations and bylaws issued pursuant to this law.

Dubai Government Human Resources Committee

Article (225)

Upon a decision by the Executive Council Chairman, a committee so called “Dubai Government Human Resources Committee” shall be established for 2 years and consists of 8 qualified members who are specialized in human resources aspects. This committee shall be responsible for:

1. Reviewing suggestion or complaints from Departments regarding human resources issues.
2. Coordinating with all local, regional and international human resources organizations regarding best practices, benchmarking, seminars, workshops, consultancies and the like.
3. Conducting research and recommending human resources training courses for government staff working in this field.

Article (226)

The Executive Council shall develop the internal charter under which the committee mentioned in the above article shall operate, and it shall review all recommendations made by this committee and decide on them.

Systems Issuance

Article (227)

The Executive Council shall issue any systems that would assist in developing the human resources in Government Departments. Such systems shall specifically include:

1. Manpower Planning and Staffing System
2. Training & Development System
3. Performance Management System
4. Any other human resources management-related system or program.

Chapter XVII. **Concluding Rules** **Article (228)**

The Grade and Salary Scale shall be annexed to this law and shall be considered as an integral part of it.

Article (229)

1. The Executive Council shall approve the placement of employees on the grades of scale annexed to this law.
2. With the introduction of the new grade and salary scale, all care should be taken not to deprive employees of any of their acquired entitlements including retaining the total salaries they receive even if these salaries surpass the higher financial point set for their position grades.

Article (230)

This Law shall replace Dubai Emirate Personnel Bylaw for the year 1992 and its amendments. Any provisions in any regulations, decisions, directives or orders shall be cancelled to the extent they contradict with the provisions of this law.

Article (231)

This Law shall be published in the official gazette, and shall be effective six months from the date of publishing.

Mohammed Bin Rashid Al Maktoum
Ruler of Dubai

Grade & Salary Scale For Dubai Government Employees

Grade	Salary AED	
	Minimum Salary	Maximum Salary
16	38,228	79,680
15	28,416	49,159
14	21,581	37,120
13	18,108	30,965
12	15,837	26,923
11	13,724	23,193
10	11,504	19,328
9	9,148	15,278
8	7,802	12,952
7	6,059	9,998
6	4,697	7,703
5	3,510	5,721
4	2,243	3,634
3	1,693	2,742
2	1,301	2,108
1	1,051	1,703

Mohammed Bin Rashid Al Maktoum
Ruler of Dubai