

**Rewards and incentives System**  
**For the employees of the Federal Government**

**Endorsed under the Cabinet Resolution No (18) of 2015**

*This translation of the text of Federal Law by Decree No. 11 of 2008 on human resources in the federal government and amendments thereof for the purpose of identifying articles of the law and have no legal authority and the Arabic text in the case of disagreement.*

## **Resolution of the Cabinet No (18) of 2015**

### **About Rewards and Incentives System for the employees of the Federal Government**

#### **The council of Ministers:**

- After Perusal of the Constitution,
- And the Federal Law No (1) of 1972 on the competences of the Ministers and Powers of the Ministers, and laws amended thereof,
- And the Federal Decree Law No (11) of 2008 regarding Human Resources in the Federal Government, and laws amended thereof,
- And the Federal Decree Law No (8) of 2011 of public budgeting and balance sheet,
- And the UAE Cabinet Resolution No (12) of 2012 regarding endorsement of Management Performance System for the employees of the Federal Government,
- And the UAE Cabinet Resolution No (13) of 2012 regarding the Executive Regulations for the Federal Decree Law No (11) of 2008 regarding Human Resources in the Federal Government, and its amendments,
- And based on the approval of the Council of Ministers,

#### **Decides:**

##### **Article (1)**

The attached Rewards and Incentives System For the employees of the Federal Government is hereby endorsed.

##### **Article (2)**

Federal Authority for Government Human Resources shall propose any amendments for the criteria and conditions of rewards and incentives based on the best practices in this respect, and whenever necessary, prior to the submission to the Cabinet for endorsement.

##### **Article (3)**

This Resolution shall be published in the gazette, and shall take effect on the day following its publication.

## Rewards and incentives System For the employees of the Federal Government

### Endorsed under the Cabinet Resolution No (18) of 2015

#### First: definitions

In application of the provisions of this Regulation, the followings words and expressions, shall have the meanings, assigned against each unless the text stipulates otherwise:

State:	United Arab Emirates.
Government:	Government of the United Arab Emirates.
Cabinet:	Cabinet of the United Arab Emirates.
Ministry:	any ministry established under Federal Law No (1) of 1972 regarding the competences of ministries, powers of the ministers, and laws amended thereof, or under any other laws.
Federal Entity:	any federal entity subject to the provisions of the Federal Decree Law No (11) of 2008 regarding Human Resources in the Federal Government, and laws amended thereof.
Minister:	the highest ranking position of the ministry, or his authorized representative in the Federal Entity.
Employee:	anyone assumes a position listed in the budget.
Basic Salary:	initial salary prescribed for a grade, and any increase thereof.
Human Resources Department:	the administrative unit responsible for human resources in the Ministry or the Federal Entity.
Rewards and incentives:	any moral or material reward whether it is monetary or non-monetary given to recognize an outstanding effort, or behavior, or performance, during or outside official working hours, <b>which contribute to advancing work in the Ministry or Federal Entity, and upgrading the level of services provided</b> within, including cash bonuses, annual bonuses and incentives (other bonuses).
Committee:	rewards and incentives committee formed according to the provisions of this system.
External partners:	employees who work in any Federal or local entity other than those working in the ministry or Federal entity, which grant the award, and who contributed to achieving joint tasks for the ministry or Federal entity.

## **Second: objectives**

This system aims to:

1. Recognize efforts of the employees regarding the development of government work, promoting institutional loyalty and teamwork.
2. Provide a unified approach for ministries or Federal entity, to motivate their outstanding employees.
3. Clarify procedures and steps to be followed in order to activate and implement employees rewarding in the Federal Government.
4. Motivate employees to upgrade their performance and create competitiveness among the Federal Government employees.

## **Third: scope of applicability.**

- a) Under the provisions of clause (b) of this article, the provisions of this system shall be applied to all employees working in the ministries or Federal entities, who meet the conditions thereof, regardless of their grades, categories and type of contracts.
- b) These categories shall be excluded from applicability:
  1. Employees hired on temporary contracts.
  2. Employees whose contracts do not include any bonuses or monetary rewards, unless the minister decides otherwise.
  3. Employees who have been terminated for any reason other than reaching the retirement age. This category may be granted any rewards referred to in this system.
  4. Employees outsourced by the ministry and the Federal entity and hired by the consulting firms to deliver certain services.
  5. Committees and work teams affiliated with ministries or Federal entities.

## **Fourth: Rewards and Incentives Committee**

- a. A permanent committee called Rewards and Incentives Committee, shall be formed based on a ministerial decision, headed by the Minister or Deputy Minister, or an authorized representative. Membership shall include Assistants –under – secretaries, Director of HR department, Director of Strategic Planning and Institutional Excellence department, and Director of Management of Finances, who is the Rapporteur of the committee.
- b. The committee shall meet periodically to discuss the nominations related to the names of the employees who deserve the rewards and incentives, who are suggested by the HR department following coordination with the concerned managements, to be submitted to the Minister or his authorized representative for approval.

**Fifth: competences and responsibilities**

<b>Entity</b>	<b>competences and responsibilities</b>
<b>The Minister or his Authorized representative</b>	<ul style="list-style-type: none"> <li>- Approves the annual budgets for rewards and incentives program, to be submitted for endorsement with the special financial item related to rewards in the ministry or Federal entity's budget, according to mechanisms &amp; procedures adopted by the Federal Government.</li> <li>- Approves the lists of employees who deserve the rewards, and the value of rewards &amp; incentives for each.</li> <li>- Approves the decision of rewards disbursement.</li> </ul>
<b>Rewards and Incentives Committee</b>	<ul style="list-style-type: none"> <li>- Reviews the annual budget of the program, and proposes financial amounts to be allocated within the ministry or Federal entity's budget.</li> <li>- Receives applications by the HR department, to determine rewards and coordinated with the department to provide the required information and response in the case of non-approval.</li> <li>- Prepares a list of the nominated employees who deserve rewards and incentives and submits it to the minister for endorsement.</li> <li>- Prepares the minutes of the committee's meetings and endorses it by the Head of the Committee.</li> <li>- Prepares the annual report on rewards and incentives program in the ministry or Federal entity.</li> </ul>
<b>Human Resources Department</b>	<ul style="list-style-type: none"> <li>- Check the information of the candidates from the concerned departments and sections in the ministry or Federal entity in accordance with criteria and conditions set in this system and submits it to rewards and incentives committee for consideration.</li> <li>- Coordinate with the management of Finances to ensure the availability of the financial allocations, prior to submitting any proposals to the committee.</li> <li>- Organize the annual ceremony to honor some categories under rewards and incentives program.</li> <li>- Prepare the certificates of appreciation for candidates in coordination with the committee.</li> </ul>
<b>Management of Finances</b>	<ul style="list-style-type: none"> <li>- Ensure the availability of financial allocations necessary for disbursement in accordance with the approved budget in the ministry or Federal entity.</li> <li>- Disbursement of cash or in kind bonuses according to the decisions issued and available financial allocations.</li> </ul>

## **Sixth: types of rewards**

### **A. Cash bonus**

It is granted for distinguished employee with outstanding proposals contribute to advancing the performance, achieving strategic objectives and improving workflow and regularity, or proposing new or development creative ideas having an added value to the entity.

#### **General criteria and conditions of cash bonuses:**

1. The employee have passed the probation period successfully.
2. The value of the bonus should be in harmony with the employee's achievements and performance according to the provisions of this system.
3. Availability of the financial allocations in accordance with Suggestion scheme applied and approved by the ministry or Federal entity.
4. The employee shall be granted more than one cash bonus during the year, providing that the total of these bonuses shouldn't exceed two basic salaries.

#### **Categories of cash bonuses:**

Categories of Cash bonuses are divided as follows:

1. Category of the "exceptional employee"
2. Category of the "creative employee".
3. Category of the "TESTAHEL employee".
4. Category of the "outstanding employee".
5. Category of the "sociable employee".
6. Category of the "Unknown Soldier"
7. Category of "external partners".

#### **1) Category of the "exceptional employee".**

- It is granted to employee who has exerted exceptional efforts beyond the scope of his job objectives within performance management system.

<b>Criteria and conditions for entitlement</b>	<b>Value of bonus</b>
<ul style="list-style-type: none"><li>- Exceptional efforts are represented in the development and easiness of procedures and increasing productivity in the ministry or Federal entity.</li><li>- Such efforts shall not be within his work tasks and individual objectives planned according to the performance system.</li></ul>	<ul style="list-style-type: none"><li>- The value of the bonus varies in accordance with the assessment by the ministry or Federal entity of the efforts made by the employee, providing that the total of these bonuses shouldn't exceed two basic salaries per year.</li></ul>

- Such efforts shall contribute to the achievement & indicators of the ministry or Federal entity at the operational and strategic level.	
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## 2) Category of the “creative employee”.

Criteria and conditions for entitlement	Value of bonus
<ul style="list-style-type: none"> <li>- The employee shall provide exceptional proposals and ideas which are not included in the plan of the ministry or Federal entity.</li> <li>- The proposal shall meet criteria of Suggestion scheme approved by in the ministry or the Federal entity.</li> <li>- The employee must not have been awarded any bonus for the same proposal before.</li> </ul>	<ul style="list-style-type: none"> <li>- The value of the bonus varies from one proposal to another, providing that this bonus shouldn't exceed one basic salary per year, in accordance with Suggestion scheme applied in the ministry or the Federal entity.</li> </ul>

## 3) Category of the “TESTAHAL employee”.

- It is granted to the employee who have won in “TESTAHAL” program one of the encouraging efficient methods launched by the Federal Authority for Government Human Resources aiming to motivate employees towards creativity, winners are honored within four major categories , represented in the Administrative, Educational, Medical and Professional, or other categories specified by the program.

Criteria and conditions for entitlement	Value of bonus
<ul style="list-style-type: none"> <li>- The employee shall meet the criteria set for “TESTAHAL” program at the level of the ministry or Federal Entity, and to win “All -round employee”.</li> </ul>	<ul style="list-style-type: none"> <li>- The value shouldn't exceed one basic salary per year.</li> </ul>

## 4) Category of the “outstanding employee”.

- It is granted to the employee who have won of the categories of Institutional Excellence in the ministry or Federal entity or at the level of the Federal Government.

Criteria and conditions for entitlement	Value of bonus
<ul style="list-style-type: none"> <li>- The employee should be a winner in one of the Institutional Excellence Categories within the ministry or Federal Entity.</li> <li>- The employee should be shortlisted to compete for a medal in Sheikh Mohammed bin Rashid Government Excellence Awards or any other</li> </ul>	<ul style="list-style-type: none"> <li>- The value shouldn't exceed two basic salaries per year.</li> </ul>

<p>Excellence awards at the Federal level or any similar official awards.</p> <ul style="list-style-type: none"> <li>- The employee is a winner of a medal in Sheikh Mohammed bin Rashid Government Excellence Awards or any other Excellence awards or any other Excellence awards or motivational categories at the Federal level or any similar official awards.</li> <li>- The employee should be a member of an outstanding team or organizational unit winning one of Sheikh Mohammed bin Rashid Government Excellence Awards or any other Excellence awards at the Federal level or any similar official awards.</li> <li>- The employee should be a member of an outstanding team or organizational unit shortlisted to compete in one of Sheikh Mohammed bin Rashid Government Excellence Awards or any other Excellence awards at the Federal level or any similar official awards.</li> </ul>	
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**5) Category of the “sociable employee”.**

- It is granted to the employee who has contributed to highlight the role of the ministry or Federal entity in the field of community service by voluntary work and membership in community services associations.

<b>Criteria and conditions for entitlement</b>	<b>Value of bonus</b>
<ul style="list-style-type: none"> <li>- The employee must have performed an outstanding social action that have contributed to community service and development.</li> <li>- The employee shall provide evidence of participation.</li> <li>- The social work performed by the employee should be voluntary without payment from any source.</li> <li>- Voluntary work should be outside working hours.</li> </ul>	<ul style="list-style-type: none"> <li>- A lump sum amount of AED 5000</li> </ul>

**6) Category of the “Unknown Soldier”. Services and Support category employees**

- It is granted to the employee within service category due to performing an outstanding works and tasks assigned to him, adherence to public service code of conduct, preserving public property, dedicated work and positive attitude.



Criteria and conditions for entitlement	Value of bonus
<ul style="list-style-type: none"> <li>- The employee should demonstrate good conduct.</li> <li>- The employee should adhere to official working hours.</li> <li>- The employee should exert additional efforts noticed by supervisors and co-workers.</li> <li>- The employee should be cooperative and helpful to all categories in the ministry or Federal entity.</li> </ul>	<ul style="list-style-type: none"> <li>- A lump sum amount shouldn't exceed AED (3000)</li> </ul>

**7) Category of “external partners”.**

Criteria and conditions for entitlement	Value of bonus
<ul style="list-style-type: none"> <li>- The employee must have jointly contributed to the achievement of tasks towards fulfilling the objectives of the ministry or Federal entity and advancing its performance.</li> <li>- His participation should represent additional effort noticed by the ministry or Federal entity.</li> <li>- The employee should be cooperative and having a positive attitude for the purpose of realizing the objectives of the ministry or Federal entity.</li> <li>- The employee should meet any of the conditions or criteria specified by the ministry or Federal entity in accordance with the nature of its work.</li> </ul>	<ul style="list-style-type: none"> <li>- A lump sum amount shouldn't exceed AED (3000)</li> </ul>

**B. Annual bonus**

- It is granted to the employee who have performed an outstanding efforts to achieve objectives and tasks assigned to him, using smart methods which ease the procedures, enhance productivity with the least resources, and according to the level of performance he got based on Performance Management System for the employees of the Federal government.
- Annual bonus is granted to the eligible employee at the end of Performance Management System cycle (final performance assessment) each year, after approval of the final results evaluation by the Control and Budgeting Committee.

Criteria and conditions for entitlement	Value of bonus
<ul style="list-style-type: none"> <li>- The employee must have served at the entity for one year at lease.</li> <li>- The employee must have achieved an outstanding performance as per Federal Performance Management System (significantly beyond expectations” or “beyond expectations).</li> </ul>	<ul style="list-style-type: none"> <li>- If the employee’s performance was valued “significantly beyond expectations” the value of the bonus shouldn't exceed (3) three basic salaries.</li> <li>- If the employee’s performance was valued “beyond expectations” the value of</li> </ul>

<ul style="list-style-type: none"> <li>- No employee is entitled to combine the annual bonus with any other promotions.</li> <li>- Last bonus granted to the employee should be at least 12 months before.</li> </ul>	<p>the bonus shouldn't exceed (2) two basic salaries.</p>
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**C. Incentives (other rewards)**

- These represent moral awards granted to the employees for exceptional achievements that shall contribute to the development of work.

<b>Criteria and conditions for entitlement</b>	<b>Value of bonus</b>
<ul style="list-style-type: none"> <li>- The employee must have achieved an outstanding performance as per Federal Performance Management System (significantly beyond expectations” or “beyond expectations).</li> <li>- The employee should accomplish work with positive impact in accordance with conditions and criteria specified by the ministry or the Federal entity therefor.</li> </ul>	<ul style="list-style-type: none"> <li>- Appreciation certificate granted from the minister or his authorized representative during an event of the ministry or Federal entity.</li> <li>- In kind awards the amount shouldn't exceed AED (5000)</li> </ul>

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 the case of disagreement.

### **Seventh: general provisions**

- a. All rewards shall be disbursed from the approved budgets of the ministries and Federal entities, and within the limits and controls of the available financial allocations for this system.
- b. Nomination of the employees to get one of the rewards provided in this system shall be made by the concerned organizational unit of the ministry or the Federal entity, in coordination with HR department.
- c. The employee shall not be entitled to get any reward provided in this system if he has been subject to administrative sanction.
- d. No reward is granted to any employee who has been terminated from the ministry or the Federal entity, for any reason, other than reaching the retirement age.
- e. The basic salary for those who have been hired on contracts is determined based on the grades equivalent to their salaries.

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