

Circular No (05) for 2019

Cabinet Resolution No (05) for 2019, concerning adjustment of status for employees who obtained university qualifications while working in the Federal Government

To: All Ministries & Federal Entities

The Federal Authority for Government Human Resources (FAHR) would like to send you kind regards, wishing you all the success in your endeavors.

Pursuant to the Cabinet Resolution No (2/4 C) of 2019 concerning adjustment of status for employees who obtained university qualifications while working in the Federal Government,

To enable the ministries and federal entities to take necessary action towards implementing the above mentioned Cabinet Resolution as of April 01, 2019,

The Federal Authority for Government Human Resources (FAHR), has the pleasure to attach herein a copy of the Resolution for your information and abidance by the provisions contained therein, including the following:

1. No status adjustment shall take place before 01 April, 2019
2. The cost of adjustment shall be covered by approved budgets of federal entity without requesting any additional funds.
3. The adjustment shall be effective as of the date of the decision of the minister or the head of the entity, and shall not be retroactive.
4. Obtaining electronic and digital approvals when adjusting status, according to the procedures adopted in BAYANATI System and Itimad Service.

Please be assured of the Authority's assistance and support in all matters related to implementation of the provisions of Cabinet Resolution concerning status adjustment of employees who obtained university qualifications while working in the Federal Government

Thank you for your cooperation

Dr. Abdurahman Al Awar,

Director General,

Federal Authority for Government Human Resources

Issued on: March 20, 2019

This translation of the Federal Law by Decree No. 11 of 2008 on Human Resources in the Federal Government only aims at identifying and clarifying the Articles of the Law and relevant policies (and procedures) .In case of any conflict between the Arabic and English versions, the Arabic version shall prevail and overcome.

Date: 27/01/2019

Council of Minister's Resolution No (2/4 C) of 2019

Session No (2)

**HE Dr. Ahmed bin Abdullah Humaid Balhoul Al Falasi,
Chairman of the Federal Authority for Government Human
Resources (FAHR)**

Greetings

**Re: Adjustment of status for employees who obtained
university qualifications while working in the Federal
Government**

With reference to your memo. No 2018/08, dated 09/12/2018 concerning the above subject; Please be informed that the Council of Ministers has decided, in its session held on 27/01/2019, to endorse the policy proposed by your esteemed Authority regarding the adjustment of status for employees who obtained university qualifications while working in the Federal Government, as per the following guidelines:

First: The Policy:

The policy of adjusting of status for employees who obtained university qualifications while working in the Federal Government is based on the following conditions:

- 1) The employee's academic qualifications must be relevant to the needs and direction of his ministry or federal entity'.
- 2) The employer has to approve the study program for an employee who wishes to pursue university studies after employment, prior to his enrollment

Second: General policy controls:

Federal entities shall apply the following controls while adjusting employee status:

- (a) The employee must have completed at least one year of service, with the exception of medical staff
- (b) The employee's last performance appraisal rate should not be less than "Meets Expectations 2", according to Performance Management System applied in the Federal Government
- (c) He / she must not have been subject to any administrative penalty, unless its legal effect has been canceled.
- (d) The qualifications targeted for adjustment must be issued by one of the higher education institutions recognized in UAE, and duly authenticated by the Ministry of Education
- (e) Obtaining electronic and digital approvals when adjusting status, according to the procedures adopted in BAYANATI System and Itimad Service
- (f) Availability of vacant posts and funds in the entity's budget

Third: Adjustment Cases:

- 1) If the employee has completed higher studies according to written approval of his / her entity as part of his / her planned professional development, the entity is then obliged to change the employee's job grade by choosing the career path that corresponds to the new academic qualification, Job Evaluation and Description System, and the provisions contained in this policy.
- 2) If the employee completes university studies without the employer's approval, and if his /her academic qualification meets the needs of the ministry or federal entity, as well as the nature of the job after change, the entity concerned may adjust his / her status according to the requirements of the work

interest, related restrictions and rules and the following conditions:

- a) The employee shall have the priority to fill vacant positions in the entity, subject to fulfillment of employment conditions
 - b) Adjustment of status in this case shall involve change of employee's job grade and transfer to fill a vacant position commensurate with his qualifications and experience, as per Job Evaluation and Description System, and the provisions contained in this policy.
- 3) In the event that an employee obtains a university qualification which is not consistent with the nature of the work of his employer, the entity may not modify his status.

Fourth: Employee status adjustment procedures:

The status of an employee who obtains university degree during service shall be adjusted, provided he / she fulfills the conditions stipulated in this policy, according to the following criteria:

- a) The employee shall be transferred to a position commensurate with the nature of the academic qualification obtained, and his /her job title changed in accordance with the mechanisms of Job Evaluation and Description System applied in the Federal Government .
- b) he employee shall be granted the starting salary of the new grade, or salary increase by (10%) of the basic salary of the proposed grade, if his current salary is equal to the beginning of the new position, as per the approved salaries and grades scale .

Fifth: An employee who has received any type of promotion shall be entitled to status change only after the expiry of the periods

specified in promotion rules of the Federal Government's Human Resources Law and its executive regulations.

Sixth: No employee whose position has been modified may be promoted before 12 months of his/her status adjustment.

Seventh: The federal entities shall cover the cost of their employees' status adjustment from their approved budgets without requesting any additional funds

Eighth: The Minister or Head of Federal Entity shall have the power to adjust employee status, and no adjustment shall take place retroactively

Ninth: This Policy shall come to effect as of April 01, 2019

The Cabinet has directed the Federal Authority for Government Human Resources to:

1. Circulate the proposed policy to federal entities
2. Review and evaluate the policy against the model attached herein, and submit the evaluation result to the General Secretariat of the Cabinet on December 31, 2019.

Best Regards