

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**