



CHAPTER NINE
Supreme President Decision No. (17) For The Year 2001
Regarding The Bylaws of
Non-Faculty Employees

SECTION ONE

Definitions

Article (1)

The provisions of these by-laws will be enforced with regard to non-faculty employees in the University of Sharjah.

Article (2)

In these by-laws, the following terms will have the meanings set against them unless the context indicates otherwise:

The University	: University of Sharjah
President	: Supreme President of the University
Board of Trustees	: University Board of Trustees University
Council	: Deans' Council
Chancellor	: University Chancellor
Vice-Chancellor	: Vice-Chancellor for the Administrative & Financial Affairs
Dean	: Dean of College, or any other Dean
Department	: Human Resources Department
Committee	: Employees Affairs Committee
Employee	: Every person appointed by a decision from the competent authority as per the provisions of these by-laws



Article (3)

The University annual budget will specify the number of positions with details of the grades / ranks for each position, its financial allocations of salaries, increments, and allowances.

Article (4)

The Chancellor will, upon the committee's recommendation, approve the organizational structure and schedule of positions for every Unit inside the University. (This will include a description of every job/position along with its duties, rights, and provisions that must be met by the holder of the position, along with the classification and grade of the position as per the table of salaries and allowances attached with these by-laws).

SECTION TWO

Employees Affairs Committee

Article (5)

The Employees Affairs Committee will be formed by a decision of the Chancellor, upon a suggestion from the Vice-Chancellor and with the membership of the following:

- The Vice-Chancellor Chairman
- Director of Human Resources Department Member
- Director of Finance Department Member
- Professor from the College of Law Member
- Three persons whom the Committee deems fit Members

Article (6)

Areas of concern of the Employees Affairs Committee shall be as follows:

1. Suggesting conditions and specifications required for vacant posts at the University, along with defining qualifications and experiences for each post.
2. Suggesting a system for calculating experience for employees.
3. Suggesting control and follow-up systems to ensure the good performance of



the University administrative body.

4. Considering the real requirements of all University Units of technical and human resources.
5. Doing employment interviews for all the Units requirements of human resources.
6. Studying complaints submitted by the University work force and giving recommendations in this concern.
7. Revising the organizational structures of the units.
8. Studying and revising the budget of the jobs in the University.
9. Regular revision of job descriptions and the units of the University.
10. Reviewing the evaluation of the staff members.
11. Any other authorities mentioned in these by-laws or forwarded from the Vice-Chancellor or the Chancellor.

Article (7)

The Committee will convene at least once per month, upon a request from the Chairman of the Committee and the meeting will be considered legal by the attendance of the majority of members. All decisions are taken by absolute majority of the attending members. In case of tie vote the committee chairman will have a casting vote. The Committee's decisions, however, are not considered valid and in force unless approved by the Chancellor.

Article (8)

The Committee may invite any person it deems fit to attend the meeting. This person, however, will not be entitled to vote

Article (9)

The Committee's deliberations are secret. A copy of the minutes of the meetings shall not be disclosed without a request from the President or the Chancellor or the Committee chairman.

Article (10)

The Committee will submit an annual report to the Chancellor on its achievements of the academic year, remarks on employees, and suggestions so that the Chancellor can decide upon them.



SECTION THREE

Appointments

Article (11)

Through its Human Resources Department, the University will attract and appoint different administrative qualified persons from inside or outside the Country. Priority in appointing will always be given to UAE Nationals, Gulf Cooperation Council countries, Arab Nationals, and other Nationalities, respectively. The University will follow, the latest scientific and technical ways in choosing, appointing, and giving job descriptions in order to ensure having the optimum qualified cadres in its Units, which will help achieve the University's goals.

Article (12)

The types of positions will be defined within the job classifications as per the job description approved by the competent authorities as per the table of salaries and allowances attached with these by-laws.

Article (13)

Appointment of employees in the University will be according to the following job categories:

- a. Appointments in positions of grade 1 till grade 3 will be via decisions from the Chancellor based on the recommendation of the Committee.
- b. Appointments in positions of grades 4 - 12 for non-Nationals, and of grades 4 – 14 for Nationals will be via a decision from the Vice-Chancellor based on the recommendation of the Committee

Appointment Provisions

Article (14)

For appointments in one of the University positions mentioned in Article (13), the appointee should meet the following provisions:

- a. Should be a UAE national. Otherwise priority will be given to nationals of Gulf Cooperation Council countries, Arab nationals, and other nationalities, respectively.
- b. Should have the qualifications and experiences required for the position.



- c. Should have a good reputation and conduct.
- d. Should not be less than 18 years old.
- e. Should successfully pass all tests and interviews pertinent to the position.
- f. Should not have been convicted with a criminal penalty or restricting penalty in a disgracing or honesty crime, unless he/she has been pardoned by the competent authorities or has been rehabilitated as per the law.
- g. Should not have been dismissed of his/her job by a final disciplinary decision, unless this has been done at least four years ago.
- h. Should pass the medical exam carried out by competent authorities. i. Should have a good feedback from his/her previous employer.

Article (15)

Appointment or reappointment in positions mentioned in Article (13) will be according to the following rules:

- a. In case some positions require tests, appointments will be according to the test results. In case some appointees get equal test results, qualifications experience will be taken into consideration.
- b. In some necessity cases, appointments may be done from candidates' lists in the latest tests, provided that tests should have been done in the last six months as a maximum.
- c. The employee will be employed according to the position's grade. Salary will be determined according to his/her qualifications and experiences.
- d. An ex-employee may be re-appointed in his/her previous position or in a position equal in grade and salary. If the ex-employee has got a higher qualification or has gained appropriate experience, he/she might be appointed in higher grade. This is provided, however, that leaving should not be for more than five years, and should not have occurred by compulsion according to disciplinary decision.
- e. Observing Article (13), employees may be appointed by temporary contracts and for limited time not more than one year and for once only, upon recommendation of the Committee and the an approval from the Chancellor.



Article (16)

A UAE national employee who gets Master degree or equivalent will be granted a Degree Raise worth AED 500. While a UAE national employee who gets a PhD will be granted a Degree Raise worth AED 1000 provided that they are appointed in the same of field of their academic specialization.

Article (17)

If an employee does not report to his/her work within (15) fifteen days after receiving the notification of the date of his appointment, he will lose his right to the appointment.

Article (18)

- a. A first-time employee will be under six-month probation period since the date of his commencement of work.
- b. During the probation period, an employee's services may be terminated by a decision from the appointment-related authorities if the employee is proved to be unfit for the position. Otherwise, the employee is considered instated in his/her position and the probation period will be included in his/her service time.
- c.** The Human Resources Department will address all the concerned Departments, Colleges, and Centers about the employee's instatement or not one month prior to the end of the probation period.

Qualifications Required For Appointment

Article (19)

An employee should have the following qualifications in order to be appointed at the University of Sharjah:

- a. Appropriate qualifications and experience for grades 10 - 14.
- b. High School Certificate or Diploma or equivalent for the grades 7 - 9, along with appropriate experience.
- c. University degree or equivalent for grades 1 - 6, in addition to appropriate experience in the field of position.



Positions Announcement

Article (20)

- a. Vacant posts are filled by announcements made in local newspapers, as well as abroad newspapers, if necessary.
- b. Announcements for positions of grade 6 and down will be done via the Vice-Chancellor, subject to the Committee's approval.
- c. All announcements should be done in local newspapers. If some positions are not filled, then abroad announcements will be done.
- d. A University employee may apply for the announced positions if he/she meets the requirements. This is subject to the approval of director of the competent Department or College, each in his/her authority provided that this is done after the passage of one year on the employee's appointment in recent position. Occupation of the new position is considered a reappointment. Still, the employee will retain his/her previous years of service, along with his/her status being settled in accordance with the new position, and will be entitled to regular raises as per the provisions of these by-laws.

SECTION FOUR

Working Times, Working Hours, and Vacations

Article (21)

- a. Official working time for the University employees will be from 8 a.m. till 4:30 p.m Sunday - Thursday. The weekend will be on Friday and Saturday. Actual working hours will be 8 hours per day, with a total of 40 hours per week. Employees whose work requires different timings will have their working hours and timings defined by the concerned departments *and* authorities.
- b. The Chancellor, or whomever he may deputize, has the right to change the work timings.



Official Holidays

Article (22)

Employees are entitled to paid vacations on holidays and official occasions defined by the competent authorities.

Overtime

Article (23)

If circumstances indicate that an employee should work more than regular working times, this extra time will be regarded as overtime. This is restricted, however, to employees in grades 4 and below. Anyway, there should be reasonable reasons for the overtime work, subject to the approval of the Vice-Chancellor. In this case, the overtime charges will be calculated as per the working hours within the official working days or weekends or official holidays: an additional hour is calculated for every working hour, based on the basic salary. Overtime is awarded in cash.

Regular Vacations

Article (24)

Employees are entitled to regular annual vacations as follows:

- a. Forty five days for grades 10 and above, forty days for grades 1 - 3, forty days for grades 4 & 5, thirty-five days for grades 6 – 9, and thirty days for grades 10 and below.
- b. Annual vacations are calculated as from the 1st of September of every year next to the year of appointment. Here, a vacation should be calculated covering the period between the date of the employee's commencement of work after appointment and that of the beginning of the next year.
- c. The employee is entitled to receive all his/her salary for the annual vacation prior to the start of the vacation.

Article (25)

The employee will get his/her annual vacation after submitting a written request, to be approved by Director of his/her department.

**Article (26)**

An employee is not entitled to have an annual vacation unless he/she successfully passes six months of the probation period. The employee is not entitled to a vacation for periods he/she spends in study leaves or scientific missions, or special unpaid vacation, or secondment.

Article (27)

The employee shall not start his/her vacation unless he/she obtains the approval of the direct superior. Competent authorities shall not, however, postpone the employee's vacation or shorten it or cut it unless there are reasonable reasons that have to do with the interests and good of work. The employee should come back to work immediately after the end of his/her vacation. Vacation can only be extended by a written request from the employee himself, provided that the employee is advised of the approval prior to the end of the original vacation period.

Article (28)

The employee is entitled to have his/her vacation at its due time, and is allowed to postpone the annual vacation partially or totally to the next year in the event that the job necessitates that the employee stay at work to fulfill duties assigned to them by their superior upon a decision from the Chancellor. However, accumulated vacation days may not exceed the days due for two years .

Article (29)

If necessary, the employee may be called during his/her annual vacation to do the duties of his/her position or any other position in his department or any other department after obtaining the approval of the concerned department, and the payment for the days he/she was recalled to work on shall be according to basic salary.

Article (30)

Without prejudice to any of the disciplinary rules and provisions, the employee who does not report to his/her work immediately after the end of the vacation will have his/her salary suspended starting from the first day after the end of the vacation. In case the employee stops working for 20 consecutive or 30 separate



days, he/ she shall be deemed to have resigned. Human Resources Department shall take the procedures of terminating their services. The Chancellor, upon recommendation from the Vice-Chancellor, may decide on deducting the period of delay/stoppage from the employee's regular vacation and give the employee his/her salary for that period, or consider it unpaid vacation in case the employee does not have vacation balance.

Emergency Vacations

Article (31)

- a. The employee may absent himself from work because of emergency cases that he/she can not report like: sickness, accidents, or demise of first-degree relatives; parents, sons, spouse, brothers or sisters, provided that vacation will not exceed seven days, consecutive or separate, per annum.
- b. The employee should present to the Director of his/her department an explanation of the reasons of his/her absence after the vacation to be approved by the competent Department, Center, or College. In case reasons of absence are not accepted, days of absence will be deducted form the vacation balance, if any. Otherwise days of absence will be considered unpaid leave. All this is done without prejudice to the disciplinary procedures, if necessary.
- c. The Human Resources Department will supervise the calculation of vacation balance in the employee's record to take necessary action.

Sick Leave

Article (32)

An employee is entitled to sick leave according to the following:

a. Short sick leave:

1. The permit for this sick leave will not exceed five consecutive days, and a maximum of twenty days per year based on a sick leave from a competent medical authority. In the event that the period of the leave is longer than what is stated in this Article, the permit shall be upon a medical report issued duly by a medical committee.
2. The employee must notify their department of sick leave within five working days via a formal letter.

**b. Long sick leave:**

Employees are entitled to a maximum of 2 month full-salary sick leave for every year they spend in work. In case the employee is not able to come back to work after the end of this sick leave, the Vice-Chancellor may allow him/her to extend the leave for another similar period with half the salary paid, and another similar period with quarter the salary, based on the report of the medical committee/authority. If the medical committee/authority indicates that, after the third extension, there is a possibility that the employee will not recover, the employee's services may be terminated.

Hajj Vacation**Article (33)**

The employee will be given a Hajj vacation for one time during his/her work with the University. The vacation will not be more than 20 days, provided that the employee has spent at least one year with the University.

Parturition Vacation**Article (34)**

Female employees are given parturition vacation with full salary for forty-five days before or after giving birth to the child. Any additional period is calculated from the employee's vacation balance. In case the employee does not have vacation balance, the vacation will be considered unpaid, provided that it does not exceed 60 days.

Special Vacation**Article (35)**

The Chancellor may, upon recommendation from the committee, allow the employee to have a special, unpaid vacation to accompany his/her spouse. This is only in case of the employee or the spouse is dispatched abroad for more than three months, whether in a delegation, study vacation, training course, secondment, official mission, or is transferred to a job outside the country or joins some international bodies or Arab or foreign government. This vacation, however, shall not exceed the period designated for the spouse's official mission, course, delegation, etc. In case an employee is given a vacation for more than one year, a



substitute employee may be appointed and his/her employment's status will be considered at that time.

Article (36)

Upon the recommendation of the Committee, the Vice-Chancellor may allow the employee an unpaid leave for two months per annum if circumstances entail that he/she is to go with his/her spouse, son, daughter, parent, or relative in a treatment journey inside or outside the country according to medical reports approved by competent authorities. This period may be extended to a similar period if necessary.

Unpaid Vacation

Article (37)

An employee is entitled to an unpaid vacation upon the employee's request which is submitted to their direct superior. The request is presented to the Vice-Chancellor who forwards recommendation to the Chancellor for approval. This vacation may not exceed 30 days per year. No vacation balance may be granted to the employee during their unpaid vacation. In the event that the employee is unable to get back to work after 30 days, the vacation may be extended to one similar period only for clear reasons.

Demise Vacation

Article (38)

The Muslim Female Employee whose husband passes away will be given a special full salary vacation for four months and ten days starting from the date of demise. The non-Muslim female employee whose husband passes away will be given emergency vacation as per Article (33). The male employee will be given four-day full salary vacation in case of the death of his wife or first-degree relatives.

Article (39)

In case of the demise of a University employee:

1. The corpse companion from the University is given a seven-day paid vacation in case the corpse is to be dispatched abroad.
2. The corpse companion from the University is given a two-way ticket in addition to 1500 AED as travel expenses.



The family of the deceased shall be entitled to the following (unless the deceased otherwise wills):

- a. The total salary of the month in which death occurs
- b. The total salaries of the following three months
- c. The end of service gratuity for the period spent at work

SECTION FIVE

Assignment, Delegation, Transfer, and Secondment

First: Assignment

Article (40)

By a decision from the Vice-Chancellor, and upon recommendation from the Director of Department, the employee may be assigned other job duties of a position whose employee is in vacation. This is provided that the duties are of the same employee's grade or in one grade higher than the employee's. In this case the employee will not receive any reward for the assignment period.

Second: Delegation

Article (41)

In case some employees are absent, or a position is vacant, the employee may be delegated inside the University to do other job duties provided that the duties are of the same employee's grade or in one grade higher than the employee's. Delegation may be done at the same time with the employee doing his/her original jobs. The employee shall not be delegated to more than one body at the same time, and delegation period shall not be more than one year and may be extended for another year. This is done by a decision from the Chancellor upon recommendation from the Vice-Chancellor or Unit Director, each within his/her authority.

Article (42)

1. The employee delegated for more than three months will be given a monthly reward equal to 20 % of the minimum basic salary of the grade he/she is delegated to, provided that the employee is delegated to another job in addition to his/her original job.



2. The employee who is delegated to work in the University will be paid a monthly bonus not more than 20 % of the minimum of his original position's basic salary.

Third: Transfer

Article (43)

1. The employee may be transferred from one Unit to another by a decision from the Vice-Chancellor after consulting with the competent Director of Department.
2. The Director of Department may transfer the employee from one position to another equal position inside the same department.
3. This transfer, however, shall not result in the delay of seniority promotion.

Fourth: Secondment

Article (44)

The university employees may be seconded to the following Bodies:

1. Local government bodies, local and federal establishments and bodies, and ministries.
2. Corporations in whose capital the Emirate or the State participates.
3. Arabic, Foreign, Regional, and International Bodies.

Article (45)

Secondment of employees to the bodies mentioned in Article (44) will be done by a decision from the Chancellor.

Article (46)

- a. The borrowing party, defined in Article (44), will pay the total salary for the employee seconded to it by the University.
- b. The seconded employee will get his/her vacation from the party to whom he/she was seconded as per its applicable rules.

Article (47)

1. The seconded employee will take up his/her position again after the end of secondment period. Still, the concerned authority may appoint someone in the seconded employee's position. In this case, the seconded employee will keep



- his/her original position in person, provided that his/her situation will be settled in another vacant post of a financial grade equal to his/her original one.
2. The secondment period will be calculated with the whole work period in the calculation of regular raise, salary, or end of service benefits. The seconded employee will also retain all the position's advantages he/she had before the secondment.
 3. The competent authority may approve the secondment of the employee for another time, provided that this is done after the employee has spent a period at the University equal to his/her first secondment period.

SECTION SIX

Employee Dispatch

Internal Dispatch

Article (48)

Employees may be dispatched by a decision from the Chancellor, upon recommendation from the Vice-Chancellor or Director of Department, each within his/her authority and the employee shall be granted the following:

1. Appropriate accommodation
2. AED 150 for employees of grade 3 and above, and AED 100 for employees of grade 4 and below as daily travel allowance
3. Transport allowance of AED 200 in case the employee uses their own car to perform a task, and this shall be given for only once.

External Dispatch

Article (49)

Employees subject to the provisions of these by-laws are classified into the following categories:

- | | | |
|-----------------|---|--------------------------------------|
| First category | : | Vice-Chancellor |
| Second Category | : | Directors of Departments and Centers |
| Third Category | : | Other Employees |

For the first category dispatch is done by a decision from the Chancellor, for the other categories dispatch is done by a decision from the Vice-Chancellor.



Article (50)

The dispatch decision should include details on the nature of the mission, names of people to whom mission is assigned, whether it is a delegation or one person, and the destination and required period to complete the mission.

Article (51)

The dispatched employee may leave the country before the date of the mission, and come back after the end of the mission if the nature of the mission implies so. This extra period shall not, under any circumstances, exceed three days, and the employee should explain the reasons for this extra period. In case the employee travels within this grace extra period, the extra days shall be approved by the Chancellor and will be included in the calculations of travel allowance and expenses.

Article (52)

The University shall undertake the expenses of the dispatched employees of different categories as follows:

- a. The Vice-Chancellor; Businessmen Class or equivalent in other means of transportation.
- b. Directors of Departments and Centers and other employees; Economy Class or equivalent in other means of transportation.

Article (53)

An employee dispatched in a mission abroad will be entitled to daily travel allowance as follows:

The Vice-Chancellors : AED 2000

Directors of Departments : AED 1500

Other Employees; according to their grades:

Grades 2 – 4 : AED 1000

Grades 5 – 7 : AED 800

Grades 8 – 14 : AED 600

This allowance will be calculated for every day or part of day the dispatched employee spends abroad to do his/her mission. This travel allowance includes all expenses of personal and movement expenses.



Article (54)

In case the hosting party is offering full entertainment and housing, the dispatched employee will be entitled to 40% of the travel allowances for the days he/she spends in mission. In case the host is offering partial entertainment and housing, the dispatched employee will be entitled to 60 % of the travel allowances for the days he/she spends in the mission.

Article (55)

The travel allowance indicated in Article (54) will be increased by 20 % for the head of delegation dispatched to represent the University in a conference, symposium, or meeting held by any of the international organizations or bodies.

Article (56)

Subject to the Chancellor's approval, the university may undertake the expenses of the delegations and dispatched employees. Those expenses are necessary for the completion of the mission (other than personal expenses), such as:

- a. Fees for participation in conferences, symposiums, and meetings.
- b. Fees for obtaining entry visas to hosting countries.
- c. Fees of departure at airports.
- d. Fees of transporting luggage and official documents and papers.

Dispatch In Training Courses

Article (57)

Employees are dispatched in training courses for the purpose of following up the latest developments and improving their skills and capabilities. In this case the employee will be given, in addition to his/her monthly salary, an amount of AED 7000, and in addition to the following:

- a. Training fees, if any.
- b. Two-way air tickets from the employee's place of work at University to the hosting country.
- c. Expenses of emergency medical treatment during dispatch period, to be paid according to original receipts if not covered by Medical Insurance.



SECTION SEVEN

Salaries

Article (58)

The University shall set a schedule of salaries showing the categories of positions and the salaries defined for them. This will include studying the grades of each category and the minimum and maximum of salaries and allowances.

Article (59)

The following rules apply regarding the housing allowance:

1. In case that a husband and wife are employees for a government body in the country, the wife is not entitled to housing allowance except if the destination between her dwelling and the place of work is more than 100 km. In this case, the wife shall receive housing allowance (single employee category).
2. A husband employee, who works for a government body and receives less housing allowance than that paid in the University, may relinquish such allowance to his wife who works at the University.
3. The wife is entitled to full housing allowance (single category) if her husband works at the private sector and receives housing allowance from his employer. (Organizations that the government owns more than 25% of their capital are excluded).
4. The wife is entitled to housing allowance (single category) if the husband is retired, has free business, or workless.

Employment Contracts

Article (60)

Employees are appointed as per the following contracts:

a. Unlimited Contracts:

Where the employee is appointed for unlimited time. Here the employee will carry out duties and tasks on a continuous basis according to the job description of his/her position.

**b. Temporary contracts:**

Where the employee is contracted to do a job that is not continuous and requires a limited time to be done. Here the employee's appointment ends by the end of the job.

Rights Of Contracted Employees**Article (61)**

- a. Employees with temporary contracts are not entitled to tickets or medical insurance. Instead, they are given a lump sum including all allowances and advantages. This lump sum is determined by the Committee and approved by the Chancellor, depending on the nature of work and qualifications required to be satisfied by the employee.
- b. Employees with unlimited contracts are given tickets and children education allowances, medical insurance as mentioned in Articles (67, 68, 69) each according to their respective grades.
- c. Employees' salaries, whether hired by unlimited or temporary contracts, are paid via a Personal Action Form done by the Human Resources Department and approved by the Vice-Chancellor and the Director of Human Resources Department, and then forwarded to the Financial Department for payment.
- d. In case the employee starts his/her work after the beginning of the month, or ends his/her services before the end of the month, the salary will be calculated by the proportion of days of work (including official holidays and week-ends that come within normal working days) to the total number of days in that particular month.
- e. The employees' salaries will be transferred to their bank accounts via the bank which the University is dealing with, whenever this is possible.

Article (62)

- a. The Human Resources Department will enter, and modify, the employee's personal data like their monthly salaries, allowances, and advantages.
- b. The employee will be notified of the details of his/her monthly salary, along with deductions, if any.
- c. The employee should present an annual statement indicating any change to their social status. In the event of presenting incorrect data, the employee will be suspended and referred to interrogation.



Raises And Allowances - In-Kind Advantages

Article (63)

The employee is entitled to the regular raise specified for his/her grade as per the table enclosed with these by-laws. This raise, however, is due only after the passage of one year on the employee's appointment, subject to a decision issued by the Chancellor, or whomever he may deputize, upon recommendation from the Committee.

Article (64)

The employee who is reported to have Excellent Performance may be given additional, incentive raise/bonus within the category of his/her regular raise and grade. An employee, however, shall not have more than one bonus in two years, as per the following rules:

1. An employee shall not have this incentive raise more than once per annum.
2. This incentive raise is paid to the employee by the date of its approval by the Chancellor, upon the Committee's recommendations.
3. Incentive raise is paid in each department with an average not more than 10% of employees receiving this raise.

Article (65)

The Human Resources Department will prepare lists with the names of employees deserving the regular or incentive raises and put them before the Committee prior to the due time.

Article (66)

Some employees with specialized qualifications may be granted an allowance called (Rareness Allowance) equal to 20 % of the basic salary. This is done by a decision from the Chancellor, upon recommendation from the Director of competent department and the Committee as well.

Education Allowance

Article (67)

- a. The University will undertake the education fees for the non-National employee's children enrolled in preliminary to general secondary stages inside



the State. The University will pay a maximum of AED 6000 (six thousand Dirhams) for the only child, and a maximum of 12000 (twelve thousand Dirhams) for two children in accordance with the regulations of the country's competent authorities in this regard.

- b. Employees appointed or promoted before 1/1/2008 at the grades 1 – 3 shall receive a maximum of AED 20,000 for the only child, and a maximum of AED 40,000 for all the children.
- c. Those fees and expenses are paid according to original receipts or invoices.
- d. Each of the employees, nationals and non-nationals, is also entitled to two scholarships for two of his/her children for studying at the University of Sharjah.

Travel Tickets

Article (68)

Employees are entitled to get Air tickets when they go on their regular vacations. This will be as follows:

First: For non-national employees

- a. Grades 1 - 3: Air ticket allowance every year for the employee, his wife, and three of his children who are less than 18 years of age
- b. Grades 4 - 9: one ticket for the employee himself every year.
- c. Grades 10- 12: one ticket for the employee himself every other year.

Second: For UAE and GCC national employees:

- a. Special allowance (one month basic salary) which is equivalent to 50% of the total salary excluding the social and the children allowances as an air ticket allowance for grades 1 – 14.
- b. Special allowance (one month basic salary) for GCC nationals for every year of service for employees in grades 1 - 12.

Third: Air ticket or special allowances are paid to the employees:

Upon the completion of one year of employment. However, upon the Vice-Chancellor's approval, they may be paid two months prior to the due date in the event that an employee takes an annual vacation of at least seven days.



Medical Care and Insurance

Article (69)

- a. The University shall provide suitable medical care to university employees, their wives and three of their dependent children residing in the United Arab Emirates as well as to the wife who proves that her husband is unhealthy and the divorcee and widow who supports her children.
- b. By dependent children, the Article means:
 1. Those below the age of eighteen.
 2. Those who are above the age of eighteen and are still studying within the United Arab Emirates until the end of the first degree or reaching the age of twenty-three, whichever comes first.
 3. Daughters who are unmarried, widowed or divorced provided they are unemployed.
- c. The University shall provide suitable health care to the married female employee if she does not support her children in accordance with the canons of Islamic law, to children in the custody of the employee father who are older than eighteen or twenty-three and are enrolled at a university for the first degree, provided that the employee bears the cost of the insurance which will be deducted from his salary on a monthly basis

SECTION EIGHT

Performance Reports

Article (70)

Reports on all employees will be submitted by the 30th of June of every year as a deadline. Those reports are called Performance/Competency reports. The reports will indicate the employee's competency in work, as well as his/her behaviour as per the form approved by the University. Many points are to be taken into consideration while preparing these reports like the nature of each position and the elements required to measure the performance. Those reports are done by the knowledge of the employee's direct superior, and are put before the Director/Vice-Chancellor for approval. Competency evaluation is done in the following esti-



mations: Excellent, Very Good, Good, Acceptable, and Poor. Estimations are made in accordance with the following marks:

Poor	1-50
Acceptable	51-70
Good	71-80
Very Good	81-90
Excellent	91-100

Article (71)

In case the employee is dispatched in a mission or study vacation, the annual report is presented from the competent authority defined by the University. For employees seconded or delegated on full time basis and for a period more than six months, the report is presented by his/her supervisors in the job he/she is seconded or delegated to.

Article (72)

The employee who gets an estimation of "Acceptable" or "Poor" will be deprived of any due regular raise. In this case, the employee may complain to the Chancellor within 30 days of the date of his/her notification. This complaint shall be reviewed within a maximum of one month of its date. The Chancellor will decide in this respect according to the Committee's recommendations. The report will not be considered final unless the date of complaint and complaint's review is over.

Article (73)

The employee whose performance is reported "poor" or "acceptable" in two consecutive times will be referred to the Committee to decide on his/her status. The Committee may recommend the termination of the employee's services if it is proved by investigation that he/she is not fit to continue in his/her position. The Committee may also make any other recommendations it deems fit.



SECTION NINE

Promotions

Article (74)

The employee shall not be promoted unless he/she spends four years in his/her position. An exception may be made to this provision by a decision of the Chancellor and recommendation from the Committee, provided that seniority is taken into consideration for promotion purposes.

Article (75)

Promotion is done to a vacant position of the same nature of the employee's. Promotion will be to the next grade, in conformity with the following provisions:

- a. For grades 3 and above, promotions will be based on competency.
- b. For grades 4 and below, promotion will be based on competency as per the annual performance appraisal report. In case competency degrees are equal, promotion will be done according to seniority.
- c. Employees with competency estimations (poor or acceptable) will not be eligible to promotions unless they get higher evaluation.

Article (76)

The Human Resources Department will prepare a report to be submitted to the Vice-Chancellor every six months with the aim of including it within the budget of employment. The report includes the following:

- a. Number of vacant grades to which promotions may be done.
- b. Employees meeting promotion requirements by test, competency, or seniority.
- c. Promotion requests submitted by Directors of Departments.

Article (77)

Promotion decisions are taken by the competent authorities in the grade to which the employee is promoted. The promotion is considered effective at the date defined in the promotion decision. Here the promoted employee will be paid the minimum salary of the position he is promoted to or one of its raises.



Article (78)

In case there are multi nominees with equal competency, scientific degrees are taken into consideration. In case degrees are also equal, seniority in the same grade is observed.

Article (79)

In case a position is vacant and there is no employee who is quite qualified to fill in this position, and there is a difficulty in finding someone from outside the university, the employee who fits most will be assigned to this position until the proper employee is appointed.

SECTION TEN

Duties

Article (80)

The employee should carry out the duties assigned to him/her by himself in a precise, honest way and should dedicate the work times to do the duties of his/her job. Employees should also observe the provisions of laws, by-laws, rules, and instructions of Directors. An employee may be assigned a job in times other than official working times if necessary within the framework of rules and by-laws effective in this respect.

Article (81)

It is prohibited that an employee commits any act that is inconsistent with the duties of his/her job, or against the code of ethics and morals. The following is particularly prohibited:

- a. To reveal any information or data he might know as part of his job.
- b. To have any personal mediate or through a third party interests in any business or contracts of the University.
- c. To carry out paid or free work for others during the official working times or other times without prior permission from the Chancellor.
- d. To buy or hire real properties or movables from the University or use them in a field relevant to his/her job.
- e. To commit any acts against honor or respect due to the job.



- f. To ask for, or accept - for himself or others - any kind of gifts or advantages or promises in return of doing his/her duties.
- g. To keep the origin of any of the official work papers and documents even if the papers are part of some job assigned to him/her.

SECTION ELEVEN

Investigation, Liability, and Punishments

Article (82)

Without prejudice to the civil criminal responsibility (when necessary), employees violating the duties stipulated in these by-laws, or breaking the rules while doing their duties, shall be punished according to the disciplinary measures.

Article (83)

1. Disciplinary Council is formed by a decision from the Chancellor, or whomever he may deputize. The Council will be chaired by the Vice-Chancellor, with the membership of two of the faculty members one of them shall be from the College of Law, and two of the Directors of Departments. The members' grades shall not be less than the grade of the employee presenting before the Council.
2. II. The Council's meeting shall not be considered legal unless two thirds of the members attend the meeting. Decisions are issued with majority of votes.

Article (84)

Competent authorities may suspend the employee from work, as a precautionary action, if the investigation welfare requires so. This suspension shall not be for more than three months, and this period shall only be extended by a decision from the competent Disciplinary Council. Once the employee is suspended, half his/her salary will be deducted starting from the date of suspension. This matter shall be put before the Disciplinary Council immediately within one month of notifying the council of it, otherwise the employee will be paid full salary. In case the employee is found innocent, or is punished by a warning or notice, or the investigation is closed, the deducted salary will be paid back. In case the employee is punished by a stronger penalty, here the punishing authority will decide on the deducted amount of the salary.



Article (85)

If an employee is imprisoned in a verdict, he/she will be considered suspended from his/her work and will be deprived of his/her total salary as long as he/she is in custody. If the employee is/proved to be innocent, or has spent the time of his/her sentence, his/her situation is put before the Chancellor to decide what he deems fit about the employee's salary and disciplinary responsibility. If the employee is found not liable for what happened, he/she will be paid the amounts deducted from his/her salary.

Article (86)

Disciplinary Penalties imposed on employees vary according to grades, as follows:

First: Penalties on employees in grades 1 & 2 are:

- a. Written Warning.
- b. Notice
- c. Unpaid Suspension from work for a period not more than three months.
- d. Expulsion from service, along with reserving the right of receiving salary or compensation, or deprivation of a maximum of quarter of any of them.

Second: Penalties on employees in grades 3 and down:

- a. Written warning.
- b. Notice.
- c. Deduction of salary with a maximum of two months per annum in a maximum of quarter the salary.
- d. Deprivation of the regular raise (annual raise).
- e. Half-salary suspension from work for a period not more than three months, or lowering salary within the grade's limits, or demotion, or both.
- f. Expulsion from service, along with reserving the right of receiving salary or compensation, or deprivation of a maximum of quarter of any of them.

Article (87)

First: Penalties stipulated in Clause (1) of the Article (86) will be imposed as follows:

1. By a decision from the Vice-Chancellor for penalties mentioned in sub-clauses (a, b, c).
2. By a decision from the Disciplinary Council for the expulsion from service.



Second: Penalties stipulated in the Clause (2) of the above Article (86) will be imposed as follows:

1. By a decision from the Vice-Chancellor for penalties mentioned in sub-clauses (a, b, c, d, e, f).
2. By a decision from the Director of Department for penalties mentioned in sub-clauses (a, b, d).
3. By a decision from the Disciplinary Council for all penalties mentioned in this Clause for employees in grades from (9) four and above.

Article (88)

The decision for referring the employee to the Disciplinary Council is made by the Chancellor. The decision shall include a statement of events and charges against the employee. The employee will be informed in writing of this act, along with the date of the session. The employee has the right to plead and have his/her testimony heard by the Disciplinary Council.

Article (89)

The Disciplinary Council shall, while deciding on one of the punishments mentioned in these by-laws, observe the proportionality between the punishment and the violation committed. It is not allowed also to impose two penalties at the same violation.

Article (90)

The Disciplinary Council's decisions shall be issued with mentioning its reasons and causes. These reasons and causes shall be extracted from the data presented in the investigations and shall be based to the enforced rules and laws. Delivery of decision will be done in the session set for that purpose and the employee will be notified of the decision in writing within two weeks of its issue.

Article (91)

For disciplinary decisions issued by the Chancellor, employees in grades 4 and above may complain to the President or his designee. For other grades, complaints will be submitted to the Chancellor. Complaint should be submitted within ten days after the employee is notified in writing of the decision. The complaint is considered accepted if it is not decided on within 30 days after it is submitted. On



the other hand, if the employee does not submit a complaint within the set period, the decision will be considered final.

Article (92)

In case the employee is suspended from work, for investigation purposes or because of being under protective custody, or submitted to disciplinary investigation, he/she will retain his/her right to promotion if this promotion is due during the period of suspension or investigation. Here, if the employee is proved innocent or punished with a penalty not more than deducting five-day salary, promotion will be retrieved. But if the penalty is stronger, the employee will be deprived of the promotion for one year of the date of its due time.

Article (93)

The employee's resignation shall not be a reason for not proceeding in the procedures of disciplinary action. It is prohibited, however, to approve an employee's resignation when he/she is put before the Disciplinary Council.

Article (94)

Disciplinary action or investigation shall not be valid after the passage of three years of violation commitment. The same applies to the cases of the demise of the employee or the passage of three years at the end of his/her services with the university.

Article (95)

In case an employee is being charged with a capital offense, or dishonesty or breach of trust crime, he/she shall not be promoted. Still, the employee will retain his/her right to promotion if the promotion is due during the time of trial. In case the employee is found not guilty, his/her promotion will be reactivated as of its due date.

Article (96)

Disciplinary actions imposed on employees will be cancelled by the passage of the following periods:

1. Six months for cases of warning, blame, notice, and deduction of salary for no more than five days.
2. One year for cases of deduction of salary for more than five days.
3. Two years for cases of deprivation of regular raise.



The cancellation will be by a decision from the Chancellor if it is proved by reports that the employee's conduct and performance were satisfactory since the date of imposing the penalty. The cancellation of the penalty will revoke it, for the future considerations. In this case the employee will be entitled to all due rights and compensations, and the penalty documents will be removed from his/her folder.

Article (97)

The terms and periods mentioned above will be calculated starting from the date of the penalty decision. The Human Resources Department will take necessary actions for removing the penalties from the employee's folder, without having the employee asking for this removal.

SECTION TWELVE

End of Service

Article (98)

The services of a University employee will be terminated for the following reasons:

1. Reaching the age of retirement on pension, which is sixty Gregorian calendar years.
2. Proof of Health unfitness by a decision from the competent medical authority.
3. Accepting resignation.
4. Dropping or withdrawing UAE Nationality, for UAE Nationals.
5. Termination of service.
6. Being convicted with imprisonment in Capital Offense or dishonesty or breach of trust crime.
7. Expulsion from service by disciplinary action or judicial verdict.
8. End of the employee's contract.

Article (99)

Upon recommendation from the Committee, employee's service may be extended after he/she has reached the age of retirement. This extension will be for one year at each time and for a maximum of five years, provided that the extension decision is issued prior to retirement.



Article (100)

The employee may tender his/her resignation from job. This resignation shall be in writing, and the employee shall be informed of the reply within 30 days of submitting the resignation, otherwise the resignation is considered accepted. The acceptance of a resignation may be postponed if the employee is put to investigation or suspended from work or punished by any other disciplinary actions. In case investigations prove the employee not guilty, or the employee is punished by a penalty not more than expulsion from work, here the resignation may be accepted and the employee is entitled to his/her salary until the date of notifying him/her of accepting the resignation, or until the passage of the period after which the resignation is considered accepted.

Article (101)

By a decision from the Chancellor, the employee whose services are terminated for any of the reasons mentioned in these by-laws may be kept in his/her position for a period not more than three months in order to have him/her deliver what is his/her custody. In this case the employee will be given a lump sum bonus for the period he/she spends after the end of services. The bonus will be calculated based on the last total salary the employee had with the **university** before the end of his/her services.

Article (102)

At the end of services, UAE nationals will be subject to the provisions and rules enforced in the emirate of Sharjah concerning pensions and retirement rewards of civil employees.

Article (103)

The University shall inform the employee in writing of the end of his/her services and the reasons of it. This shall be done prior to the end of employee's services as per the nature of the contract, unless the contract is for a limited time or stipulates another specific period of notice.

Article (104)

The employee shall not be paid any remunerations or end of service compensation until he/she completes all necessary transactions and procedures of ending his/her services. This will include all transactions needed to be done by expatriates like



retrieving any permits/licenses given to him/her as part of the University surety or because of his/her work with the University.

Article (105)

In case the employee resigns and insists on resignation without observing the notice period, he/she will be deprived of the end of service remunerations and travel tickets. The notice period is as follows:

- Grade 1 : Four months
- Grades 2 – 9 : Two months
- Grades 10 – 12 : One month

Article (106)

The employee shall receive a "Clearance" form from the Human Resources Department and fill it out. The employee shall not be given his/her remunerations and due payments until he/she fills out the clearance form.

Article (107)

The employee shall hand over all the equipment, tools, and different consignments that have been in his/her custody, including the residence. Competent officials shall examine those consignments and make sure they are complete and safe and sound.

Article (108)

5 % of UAE Nationals basic Salary will be deducted to be transferred to the Pension Account/Fund.

Article (109)

When an employee's services with the University are ended, his/her salary shall not be paid anymore starting from:

- a. If his/her limited-time contract ends: the next day following the end of contract or the day of stopping work, depends on which comes first.
- b. Resigned employee: starting the next day to the date on which the resignation is considered effective.
- c. Employee at the age of retirement: starting by the next day following his/her stopping work.
- d. Employee resigned for health unfitness: starting from the next day following the date of end-of-service decision after the employee has used up all his/her paid sick leaves.



- e. Employee resigned for other reasons: starting by the next day following the end of the legal notice.

End Of Service Remunerations

Article (110)

The University will pay end-of-service remunerations to employees who complete one year in service. This will be done at the end of every fiscal year (August). The remuneration will be calculated based on the employee's last basic salary. UAE Nationals subject to the pension rules will be excluded from this provision.

SECTION THIRTEEN

General Provisions

Article (111)

The Chancellor and the Vice-Chancellor may deputize some of their authorities mentioned in these by-laws.

Article (112)

The periods and terms mentioned in these by-laws are calculated according to the Gregorian calendar.

Article (113)

The Chancellor and the Vice-Chancellor will decide on cases not mentioned in these bylaws.

Article (114)

The Chancellor will issue the executive decisions required by these by-laws, based on the Vice-Chancellor's proposal.

Article (115)

The provisions of these by-laws will be enforced by the date of their issuance. Any decisions or provisions contradicting with these by-laws shall be revoked to the extent that ensures the elimination of such contradiction.

Date: 8 December 2001

Sultan Bin Muhammad Al-Qassimi
Supreme President Of the University

* These bylaws were amended at the Board of Trustees' meeting No. (23), dated 3rd Feb, 2008.