



Cabinet Resolution
No. (27) for 2020 regarding

Remote Work System in the Federal Government

www.fahr.gov.ae

PO Box 2350 Abu Dhabi, United Arab Emirates
T +971 2 4036000 F +971 2 6266767

PO Box 5002 Dubai, United Arab Emirates
F +971 4 2959888 T +971 4 2319000

Call Center: 600525524

Federal Authority | هيئة الاتحادية



www.fahr.gov.ae

info@fahr.gov.ae

[@FAHR_UAE](https://www.instagram.com/FAHR_UAE)

The Cabinet:

- Having reviewed the Constitution;
- Federal Law No. (1) for the year 1972 regarding the jurisdictions of ministries and powers of ministers as amended;
- Federal Law by Decree No. (11) for 2008 Regarding Federal Government Human Resources as amended;
- Federal Law by Decree No. (26) for 2019 on Public Finance;
- Cabinet Resolution No. (12) for 2012 endorsing Performance Management System for Federal Government employees as amended;
- Cabinet Resolution No. (23) for 2012 endorsing Salary Scales in the Federal Government;
- Cabinet Resolution No (1) For 2018 on the executive regulations of Federal Law by Decree No (11) for 2008 regarding Federal Government Human Resources, as amended;
- And based on what was presented by the Chairman of Federal Authority for Government Human Resources, and approval of the Cabinet;

Decides as follows:

Article (1)

Definitions

In implementation of this Resolution, the following words and expressions shall have the meanings assigned against each unless the text stipulates otherwise:

Country:	United Arab Emirates
Government:	Government of United Arab Emirates
Cabinet:	Cabinet of United Arab Emirates
Federal Entity:	Any ministry established by the Federal Law # (1) for 1972 regarding jurisdictions of the Ministries and powers of Ministers and the laws amending thereof, or any other authority, corporation, or federal organizational unit in the Federal Government
Chairman of Federal Entity:	The Minister, Chairman of Board of Directors, CEO of the entity or equivalent
Authority:	The Federal Authority for Government Human Resources
Human Resource Law:	Federal Law by Decree No. (11) for 2008 Regarding Federal Government Human Resources as amended
Executive Regulations:	Executive Regulations of the Federal Government Human Resource Law
Employee:	Any person who occupies a budgeted job
Manpower Budget:	Budget approved for jobs, grades and privileges prescribed for the employees
Human Resources Department:	Organizational unit concerned with human resources in a federal entity
Salary and Grade Scales:	Salary and Grade Scales for Federal Government employees as approved by the Cabinet

Article (2)

Applicability

This Resolution shall apply to current and new national employees eligible to work remotely as determined by the federal entities, in coordination with the Authority as per the HR procedures and electronic systems approved in the Federal Government.

Article (3)

Types of remote work

1. Partial remote work: where the employee can, at the request of his employer, divide work time between the original workplace and remote workplace in equal or different proportions per day/week/month
2. Full-time remote work: means the jobs that can be performed completely from outside the original workplace

Article (4)

Objectives of Resolution

This Resolution aims to:

1. Provide multiple work options for employees and their entities, to achieve a better work – life balance, in a way that does not affect the entity's goals.
2. Help talent attraction and retention.
3. Reduce the entities' operational costs.
4. Provide government service outside official working hours
5. Create new unconventional jobs

Article (5)

Criteria for choosing suitable jobs for working remotely

Federal entities shall determine the appropriate jobs for remote work in accordance with the following criteria:

1. Jobs are divisible nature
2. Jobs selected can be automated
3. Jobs selected requires specific inputs that are handled through electronic systems
4. Any other criteria determined by the entity in coordination with the Federal Authority for Government Human resources

In all cases, job suitable for working remotely must be determined in coordination between the entity and the Federal Authority for Government Human Resources.

Article (6)

Mechanism for Choosing employees to work remotely

Employees may be selected to work remotely in accordance with the following criteria:

- The employee must be occupying a job that can be performed remotely;
- Must not have been subject to any administrative penalties for breach of Code of Ethics and Professional Conduct for Civil service
- Must be honest and abide by quality and accuracy of work and confidentiality of information
- Must have attained at least 'Meets Expectations' rate in the last performance appraisal
- The rules and mechanisms of remote work system stipulated in this system, as well as employment criteria contained in the Federal Government's HR Law and related regulations, shall apply to newly appointed employees.

Article (7)

Methods and Mechanism for implementing remote work system

Federal entities must make sure, while choosing remote jobs that the outcome of these jobs must be delivered through the following mechanism:

1. Follow-up and hand over shall be through electronic methods
2. Achievement shall be done individually

Article (8)

Obligations of federal entity implementing remote work system

The Federal Entity shall make sure of the following:

1. Developing an efficiency measurement mechanism, and setting standards, and time frames for each activity and outcome chosen;
2. Creating a safe technological environment through observing controls related set for maintaining the privacy and confidentiality of the entity's data, and authorization of accessing the systems;
3. Ensuring feasibility of implementing remote work system in entities
4. Monitoring employees who work remotely electronically, including how to summon them, make sure of their performance and accomplishments, and any other matter deemed necessary by the entity;

Article (9)

Appointment

An employee working remotely shall be subject to the same rules and controls stipulated in Human Resource Law and its Executive Regulations.

Article (10)

Probationary Period for new employees

A new employee appointed under remote work system shall be placed on probationary period for six (6) months, renewable for three (3) months. Prior to the end of probation period, the employee shall undergo a performance review by the immediate supervisor to assess his / her capabilities, to either recommend regular appointment of the employee or termination of employment.

Article (11)

Salaries and Financial Benefits

Employees working remotely shall be entitled to salaries and financial benefits according to Grade & Salary Scale for Federal Government employees approved by the Cabinet.

Article (12)

Performance Appraisal of Remote working employees

Notwithstanding the provisions of Performance Management System for the Federal Government employees, performance of an employee working remotely shall be assessed according to:

1. Productivity, based on number of outcomes, tasks achieved out of target, and number of deliverables
2. Quality of outcomes in terms of accuracy of deliverables
3. Meeting deadlines for delivering tasks within the time frame specified in the contract and percentage of abidance by the plan in agreement with the employer
4. Satisfaction of immediate supervisor and customers with the performance as agreed upon
5. Any other matter determined by the employer

Article (13)

Promotions

An employee working remotely shall be promoted according to the rules and controls stipulated in the Federal Government's Human Resource Law and its executive regulations, and in compliance with the Employee Performance Management System.

Article (14)

Transfer

An entity may decide to transfer a remotely working employee to his / her original workplace, and vice versa, internally or to any other entity

Article (15)

Leaves

An employees working remotely shall be entitled to all leaves specified by the Human Resource Law in the Federal Government and its executive regulations

Article (16)

General Rules

1. An employees working remotely shall undertake to sign:
 - a. The Code of Ethics and Professional Conduct for Civil Service Document
 - b. Confidentiality of Information Document attached herewith
 - c. Agreement prohibiting subcontracting of third parties attached herewith
2. The provision of Human Resource Law in the Federal Government, its executive regulations, and other related rules shall apply to any matter not provided for in this Resolution.

Article (17)

Publication & Implementation of Resolution

This Resolution shall be effective from the date of issuance and shall be published in the official gazette.

Original copy signed by:

HH Sheikh Mohamed bin Rashid Al Maktoum,

Prime Minister

Issued by Us on:

Shaban 08, 1441 Hijri

Corresponding to: April 02, 2020

Annexes

Annex (1)

Legal Oath For The Employees Of Federal Government employees

“I swear by Almighty Allah to be loyal to the United Arab Emirates and its President; to respect its Constitution; abide by the laws, regulations and systems of the entity which I work for; do my utmost to safeguard its money; perform my work honestly and conscientiously; and keep the confidentiality of my work and the information I view or get.”

I legally take oath in presence of :.....

Name of the Employee:.....

Signature of Employee:.....

Date :.....

Annex (2)

Confidentiality Undertaking

For the purposes of maintaining the security and confidentiality of data and information in the entity, regardless of its source or nature, and whether that information is kept on paper, computer or any other media; and

Based on the provisions of the Human Resources Law In the Federal Government, and its executive regulations thereof, remote working system, laws, regulations and instructions for the use of the intranet and internet, and pursuant to Cabinet Resolution No. (21) for 2013 regulating information security in the Federal Government, I undertake to recognize and abide by the following :

- That all information, data and programs of my entity, whether stored on hard disks, attached to an email message or any other form, are the property of the entity and the Federal Government.
- That using the entity's information is subject to federal laws and ethical considerations.
- That accessing any financial or administrative information obtained in the context of executing my duties is protected by the UAE laws, which I have to abide by.
- That I will be granted entry to the entity's information system, Bayanati system or any other system, the Internet, and e-mail for business purposes only.
- That a breach of any of the information and data sources is considered illegal, as all data and information, including those obtained from outside the entity, are subject to regulations that prohibit copying and using such software.
- That the entity is implementing the federal copyright laws that categorically prohibit any violation of these copyright laws.
- That the entity has systems and programs to monitor and record all information systems, the Internet, and the use of e-mail. I am aware that these protection systems can register every website on the network that I have visited, as well as advertisements, incoming and outgoing email messages, files, information, and data that have been transferred from within or outside the entity. I am also aware that the entity is regularly checking information systems and Internet activities and analyzing the their usage methods, and it will take the necessary measures in case of inappropriate use.

I also recognize that it is prohibited to:

- View, copy, or otherwise disclose confidential information of the entity to any third party, unless that is part of my job and an official assignment.
- Change, delete, destroy or dispose of any confidential information for any reason, without obtaining written consent of the concerned authorities in the entity.
- Discuss any confidential information with anyone other than concerned parties in the entity.
- Disclose any confidential information during my service or even after the termination of my employment.
- Share my passwords with other individuals or employees or use the entity's information systems using passwords of other employees.
- Leave laptops (iPad, memory chips, portable storage systems, etc.) in unsafe locations.
- use obtained illegally software.
- Install new software's, or make changes to existing ones, whether hard or soft.
- Download programs from the Internet without the consent of the entity's IT department.
- Take any actions that interfere with the work of others, the network function, or any other computers.
- Use data, information and software for commercial interests or personal purposes.
- Send messages, files, programs, or other connections that contain personal insult to others.
- Take any action that may adversely affect the rights of employees or disclose their personal information, or their financial benefits.

In order to protect confidential information, I undertake to: -

- Keep my login details and passwords secret, change them regularly, and not disclose them to anyone else.
- Protect my computer applications from entering by anyone who is not authorized

to do so by logging out of the program or any other way to ensure protection.

- Carefully make all arrangements that ensure safe use and confidentiality of information when using the entity's systems according to the license granted to me to enter the approved electronic systems.
- Inform my entity immediately upon my knowledge or reasonable suspicion, that the password has been infected with a virus or used by unauthorized persons, or upon suspicion of any activities that might violate the protection and confidentiality policies.
- Always use a safe work environment and act in the interest of the entity.
- Assume that the data may be read by persons other than those to whom it is sent.
- Take all measures of protection against viral infections and entry by unauthorized persons to view the entity's data.

I understand and recognize that if I fail to comply with the terms of this undertaking or / and breaching the approved information security system, I will be held legally accountable, in addition to disciplinary measures by the entity, which has the right to decide the appropriate sanction without preventing it from my rewards in accordance with other laws and regulations.

By signing this undertaking, I acknowledge compliance with all the statements and provisions contained therein, under legal liability.

Name of the Employee:.....

Number of Employee:.....

Job Title of Employee :.....

Annex (3)

Undertaking to refrain from subcontracting to complete tasks

I, the employee working in a ministry /entity as (job title)
..... under remote working, undertake to complete all the tasks assigned to me
by my entity on my own without asking or authorizing any legal or material person to
complete it on my behalf, or contracting others on this matter, and in case of breaching
this undertaking I will bear legal responsibility for the consequences resulting from such
breach towards my entity and the Federal Government.

Name:

Signature:

Date:

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