

Cabinet Resolution No. (27) of 2020
Concerning the Remote Work System in the Federal Government

The Cabinet,

- Upon reviewing the Constitution; and
- Federal Law No. (1) of 1972, concerning the Competencies of Ministries and Powers of the Ministers, as amended; and
- Federal Law by Decree-Law No. (11) for 2008 Concerning the Human Resources at the Federal Government, as amended; and
- Federal Law by Decree-Law No. (26) of 2019 on Public Finance; and
- Cabinet Resolution No. (12) of 2012 endorsing Performance Management System for Federal Government Employees, as amended; and
- Cabinet Resolution No. (23) of 2012 endorsing Salary Scales in the Federal Government; and
- Cabinet Resolution No. (1) of 2018 on the Executive Regulation of the Federal Decree-Law No. (11) of 2008 Concerning the Human Resources at the Federal Government, as amended; and
- Upon the proposal of the Chairman of the Federal Authority for Government Human Resources and the approval of the Cabinet,

Has Resolved:

Article (1)

Definitions

In application of the provisions of this Resolution, the following words and phrases shall have the meanings assigned thereto, unless the context indicates otherwise:

- State** : The United Arab Emirates.
- Government** : The UAE Government.
- Cabinet** : The Cabinet of the United Arab Emirates.
- Federal Entity** : Any ministry established in accordance with Federal Law No. 1 of 1972 concerning the Competencies of Ministries and Powers of the Ministers,

and the amendments thereof; and any federal body, institution or regulatory agencies of the Government.

Chairman of the Federal Entity	: The Minister, Chairman of Board of Directors, CEO of the entity or equivalent.
Authority	: Federal Authority for Government Human Resources.
Human Resources Law	: Federal Decree-Law No. (11) for 2008 Concerning The Human Resources at the Federal Government and its amendments.
Executive Regulation	: Executive Regulation of the Federal Government Human Resource Law.
Employee	: Any person who occupies a budgeted job.
Manpower Budget	: The budget adopted for the jobs and the ranks designated for the employees and their privileges.
Human Resources Department	: Organisational 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 Resolution.

Article (2)

Scope of Application

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 and in accordance with the HR procedures and electronic systems approved in the Federal Government.

Article (3)

Types of Remote Work

1. Part-time Remote Work: Where the employee can, at the request of his employer, divide his work-time between the main workplace and remote workplace in equal or different proportions per day, week or month.

2. Full-time Remote Work: The jobs that can be performed completely from outside the official workplace.

Article (4)

Objectives

This Resolution aims at:

1. Providing multiple work options for employees and their entities to achieve a better work-life balance, in a way that does not affect the employer's goals.
2. Attraction and retention of talented persons.
3. Reducing the federal entities' operational costs.
4. Providing governmental service outside official working hours.
5. Creating new unconventional jobs.

Article (5)

Criteria for Choosing Jobs Suitable for Remote Work

The Federal Entities shall, upon determining the jobs suitable for remote work, abide by the following criteria:

1. The jobs shall be divisible.
2. The jobs shall be automatable.
3. The jobs shall require specific inputs to be handled by electronic systems.
4. Any other criteria determined by the Entity in collaboration with the Authority.

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

Article (6)

Mechanism for Choosing Employees to Work Remotely

1. Employees may be selected to work remotely in suitable jobs in accordance with the following criteria:
 - a. The employee shall be occupying a job that can be performed remotely;

- b. The employee has not been subject to any administrative penalties for breach of Code of Ethics and Professional Conduct for Civil Service.
 - c. The employee shall be honest and abide by quality and accuracy of work in addition to confidentiality of information.
 - d. The employee has attained at least 'Meets Expectations' rate in the last performance appraisal.
2. The rules and mechanisms of the Remote Work System stipulated in this Law, as well as employment criteria contained in the Federal Government's HR Law and relevant regulations, shall apply to newly appointed employees.

Article (7)

Methods and Mechanism for Implementing the Remote Work System

Federal entities shall make sure, while choosing remote jobs, that the outputs of these jobs are delivered through the following mechanism:

1. Follow-up and delivery of outputs are made through electronic methods.
2. Implementation is done individually.

Article (8)

Obligations of the Federal Entity Implementing the Remote Work System

The Federal Entity shall make sure that the following elements are available:

1. Identifying an efficiency measurement mechanism, and setting standards, mechanisms and standard time frames for each activity and outcome to be chosen.
2. Ensure the availability of a safe technological environment to carry out remote working, taking into account the controls related to maintaining the privacy and confidentiality of data and codifying the powers to access the systems.
3. Ensuring the feasibility of implementing the remote work system in the entity.
4. Providing an electronic method to follow up the employees who work remotely, including the method to call them, and make sure of their performance, accomplishments and outputs and any other matter deemed necessary by the federal 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 who is appointed under remote work system shall be placed on probationary period for six (6) months, renewable for three (3) months. At the end of probation period, the employee shall undergo a performance review by the immediate supervisor to assess his/her capabilities in the light of productivity and performance criteria, to either recommend regular appointment of the employee or termination of employment.

Article (11)

Salaries and Financial Benefits

Salary and grade scales for a Federal Government employee appointed on remote work system shall be subject to salary and grade scales approved for the Federal government employees as issued by the Cabinet Resolution.

Article (12)

Performance Appraisal of Employees Working Remotely

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

1. Productivity, based on number of outcomes, tasks achieved out of target, and number of deliverables.
2. Quality of outputs 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 achieved outputs as agreed upon.
5. Any other element 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 approved Employee Performance Management System.

Article (14)

Transport

An entity may decide to transfer a remotely working employee to his/her original workplace, and vice versa, internally or to any other entity, based on the requirements of work interest and in accordance with provisions of transport in Federal Government's Human Resource Law and its executive regulations.

Article (15)

Leave

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

Article (16)

General provisions

1. An employee working remotely shall undertake to sign the following:
 - 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 and Enforcement

This Resolution shall come into force as of the date of its issuance and shall be published in the Official Gazette.

Mohammed Bin Rashid Al Maktoum

Prime Minister

Issued by Us:

On: 08 Sha'ban 1441 AH

Corresponding to: 02 April 2020 AD

Appendix 1

Undertaking of Data and Information Confidentiality and Security

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 means.

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 recognise and abide by the following:**

- All information, data and programmes 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.
- Using the entity's information is subject to federal laws and ethical considerations.
- 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.
- I will be granted access to the entity's information system, the "Bayanati" system, or any other system, the Internet, and e-mail for business purposes only.
- 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.
- The entity is implementing the federal copyright laws that categorically prohibit any violation of these copyright laws.
- That the entity has systems and programmes 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 analysing their usage methods, and it will take the necessary measures in case of inappropriate use.

I also recognise 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 officials in the entity.
- Discuss any confidential information with anyone other than concerned officials in the entity.
- Disclose any confidential information during my service or even after the termination of my employment at the entity.
- 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 illegally-obtained software.
- Install new software, or make changes to existing ones, whether hardware or software.
- Download programmes from the internet without the consent of the entity's IT department.
- Take no 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, programmes, or other connections that contain personal insult to others.
- Take no action that may adversely affect the rights of employees or disclose their personal information, or their financial benefits.
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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 authorised to do so by logging out of the programme 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 access 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 unauthorised 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 access by unauthorised persons to view the entity's data.

I understand and recognise that if I fail to comply with the terms of this undertaking and/or breaching the approved information security system, I will be held legally accountable, in addition to disciplinary liability by the entity, which has the right to decide the appropriate penalty without prejudice to any punishment in accordance with other laws and regulations.

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

Employee's Name:

Job No:

Job Title:.....

Appendix 2

Undertaking Not to Enter Into Subcontracts to Complete Tasks

I, the employee..... Work in a ministry /entity As (job title)..... Under the Remote Work System 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: