



**Circular No. (28) for 2020**  
**Guide to the table of Human Resources Powers and**  
**Responsibilities in the Federal Government**

**To: all federal ministries and entities**

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

As part of the Authority's role in supporting federal entities and assisting them in the proper implementation of human resources legislation at the Federal Government level, it has prepared a guide for HR powers and responsibilities, according to the provisions of the Federal Government's Human Resources Law, its executive regulations and decisions issued based thereon.

The new guide is aimed at helping each federal entity in preparing its own table of powers and responsibilities with regard to human resources affairs,

We pleased to attach herewith a copy of the guide and will also work to:

1. publish the guide on the Authority's website for the benefit of all federal bodies in organizing their human resources affairs;
2. hold training workshops through visual communication for the concerned parties in the federal authorities to clarify all aspects related to delegating powers and responsibilities in accordance with the approved legislation and the items mentioned in the guide on the dates shown in the table below:

Workshop Title	Date	Time
<b><u>First Virtual Workshop:</u></b>  To explain the table of powers and responsibilities' contents with video calling feature (WebE)	<b>Wed, October 14, 2020</b>	<b>11 am- 01 pm</b>
<b><u>Second Virtual Workshop:</u></b>  To explain the table of powers and responsibilities' contents with video calling feature (WebE)	<b>Wed, October 07, 2020</b>	<b>11 am- 01 pm</b>
<b><u>Third Virtual Workshop:</u></b>  To explain the table of powers and responsibilities' contents with video calling feature (WebE)	<b>Wed, October 21, 2020</b>	<b>11 am- 01 pm</b>

In view of the foregoing, you are required to kindly nominate whoever you think is suitable in your entity to attend these workshops using the electronic link: <https://tinyurl.com/y7yzocph>.

Please be assured of the Authority's support to in your efforts to explain the contents of of the attached guide. □

**Thank you for your cooperation**

**Dr. Abdurahman Al Awar,**

Issued on: October 04, 2020

**Director General,**

**Federal Authority for Government Human Resources**

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# **Guide to the table of Human Resources Powers and Responsibilities in the Federal Government**

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

October, 2020

## Legal Reference

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1	Federal Law No (1) for 1972 concerning the mandates of ministries and powers of ministers.
2	Federal Decree Law No (11) for 2008 concerning Federal Government's Human Resources, as amended
3	Cabinet Resolution No (28) for 2013 endorsing Job Evaluation & Description in the Federal Government
4	Cabinet Resolution No (18) for 2015 granting bonuses & incentives to Federal Government employees
5	Cabinet Resolution No (1) for 2018 endorsing Executive Regulation of Federal Decree Law No (11) for 2008 concerning Federal Government's Human Resources, as amended
6	Cabinet Resolution No (35) for 2020 endorsing Performance Management System in the Federal Government

## Human Resources Powers:

	Details	Level of Powers				
		Preparation	Revision	Recommendation	Approval	Endorsement
1	Human Resources					
1.1	HR Planning					
1.2	Manpower needs plan	Director of departments in concerned organizational unit	HR Department	Director of HR Dept. Director of Finance Dept.	Undersecretary / Director General / Assistant Undersecretaries / Executives	The Minister / head of federal entity/ Undersecretary / Director General
1.3	Emiratization Plan	HR Dept. & Concerned Organizational Unit	Concerned Dept	Concerned Department Directors	The Minister / head of federal entity/ Undersecretary / Director General	FAHR
1.4	Job description and competencies	Concerned Department director, with those involved in HR management	Director of HR Department	Internal Job Evaluation Committee		FAHR
1.5	Jobs and Grades Evaluation	HR Dept. & Concerned Organizational Unit	Director of HR Dept.	Internal Job Evaluation Committee		FAHR
1.6	Job titles (Creation / Modification)	HR Dept. & Concerned Organizational Unit	Director of HR Dept.	Internal Job Evaluation Committee		FAHR
1.7	Creating a new vacancy within the federal entity's approved budget	HR Dept.& Finance Dept.	Director of Finance Dept	Director of HR Dept.	Head of federal entity/ Undersecretary / Director General	Ministry of Finance
1.8	Adjustment of organizational structure at departmental level and above	Departments concerned with HR Dept	Director of HR Dept. with concerned sectors	Prime Minister's Office & FAHR	The Minister / Head of federal entity	Council of Ministers
1.9	Adjustment of organizational structure at departmental level	Departments concerned with HR Dept	HR Dept.		FAHR	The Minister / Head of federal entity

	and below					
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	Details	Level of Powers				
		Preparation	Revision	Recommendation	Approval	Endorsement
2	Recruitment					
2.1	Preparing an offer for the post of Assistant Undersecretary / Executive Director	Dept concerned in coordination with HR Dept		Director of HR Dept	Undersecretary/Direct or General	The Minister / Head of federal entity
2.2	A proposal for a job offer that includes experience allowance at 50% maximum of starting salary (from Special Grade (A) or equivalent and below) as well as special contracts,, experts and consultants according to the executive regulations of HR Law in the Federal Government	HR Department	Finance Department	Director of HR Dept.	Executive Director of Support Services Sector	The Minister / Head of federal entity/ Undersecretary / Director General , as stipulated in delegation decision
2.3	Signing and issuing job offers for recruitment purposes					Director of HR Dept
2.4	Decisions for appointment to Undersecretary or Director General positions				Council of Ministers	Federal Decree
2.5	Decisions for appointment to Assit. Undersecretary or CEO positions			The Minister / Head of federal entity/ Undersecretary / Director General		Council of Ministers
2.6	Decisions for appointment to Other positions	HR Dept.	Director of HR Dept.	Assistant Undersecretary/ .Executive Director of Support Services Sector		The Minister / Head of federal entity/ Undersecretary / Director General, as stipulated in delegation decision
2.7	Approval of employment contracts for Undersecretary/ Assistant U/S or equivalent positions					The Minister / Head of federal entity

	Details	Level of Powers				
		Preparation	Revision	Recommendation	Approval	Endorsement
2.8	Approval of employment contracts for Special Grade (A) or equivalent and below	Director of HR Dept.				U/S/ Ass U/S/ CEO of Support Services, as stipulated in delegation decision
2.9	Signing and issuing student sponsorship contracts under (Masar Program)	HR Department with the student or guardian if the student is under 18 years	Director of Finance Dept.		Director of HR Dept.	The Minister / Head of federal entity/ Undersecretary / Director General , as stipulated in delegation decision
2.10	Appointment of an employee after end of probation period or extend the period			Line manager	Concerned Director of Dept	Director of HR Dept
2.11	Termination of service during probationary period for other positions			Line manager	U/S/Director General	Council of Ministers
2.12	Termination during the probationary period for the rest Jobs			Line manager	Asst U/S/ CEO	The Minister / Head of federal entity/ Undersecretary / Director General , as stipulated in delegation decision
2.13	Extension of service after reaching (60) years of age	HR Dept.	Director of HR Dept.	Concerned Director of Dept	U/S/Director General/ concerned CEO	The Minister / Head of federal entity/ Undersecretary / Director General, as stipulated in delegation decision



	Details	Level of Powers				
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3	Salary, Allowances & Bonuses Scale					
3.1	Preparing or updating Salary, Allowances & Bonuses Scale	Director of Finance Dept Director of HR Dept	Undersecretary/Director General	The Minister / Head of federal entity	FAHR Ministry of Finance	Council of Ministers
3.2	Paying the allowance for Master degree or PhD holders	Employee concerned	HR Dept.	Director of HR Dept.	Director of Finance Dept	The Minister / Head of federal entity/ U/S / Director General/ CEO of Support Services, as stipulated in delegation decision
3.3	Paying technical allowance for national engineers & technicians.	Line manager	Director of concerned Dept	Director of HR Dept.	Director of Finance Dept	The Minister / Head of federal entity/ Undersecretary / Director General/ CEO of Support Services, as stipulated in delegation decision
3.4	Adding new jobs to technical allowance eligibility	Concerned organizational units	HR Dept.	Internal Job Description Committee through head of federal entity/ U/S / Director General	FAHR	Council of Ministers
3.5	Paying furniture allowance	Employee with line manger	HR Dept.	Director of HR Dept.	Director of Finance Dept	The Minister / Head of federal entity/ U/S/ Director General, CEO of Support Services, as stipulated in delegation decision
3.6	Housing allowance	Employee with line manger	HR Dept.	Director of HR Dept.	Director of Finance Dept	
3.7	Granting employee a government housing		HR Dept.	Director of HR Dept	Director of Finance Dept	The Minister / Head of federal entity/ U/S/ Director General, CEO of Support Services, as stipulated in delegation decision

	Details	Level of Powers				
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3.8	Child Benefit	Employee	HR Dept.	Director of HR Dept.	Director of Finance Dept	
3.9	Telephone Allowance		HR Dept.	Director of HR Dept.	Director of Finance Dept	
3.10	AI-tickets Allowance	Employee with line manager	Director of concerned Dept	Director of HR Dept.	Director of Finance Dept	
3.11	Education Allowance	Employee with line manager	HR Dept.	Director of HR Dept	Director of Finance Dept	
3.12	Delegation Allowance	HR Dept.	Director of Finance Dept		Director of HR Dept	

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4	Transfer, Secondment, & Loan					
4.1	Secondment/Transfer/loan of an employee occupying the post of U/S/ Director General			The Minister / Head of federal entity	Council of Ministers	Federal Decree
4.2	Secondment/Secondment termination of other employees	Line manager		Director of HR Dept.		The Minister / Head of federal entity/ U/S/ Director General, as stipulated in delegation decision
4.3	Transfer of Assist. U/S/ CEO or equivalent within the federal entity			U/S/Director General		The Minister / Head of federal entity subject to approval of the Cabinet
4.4	Transfer of Assist. U/S/ CEO or equivalent outside the federal entity			The Minister / Head of federal entity		Council of Ministers
4.5	Transfer of other employees within the federal entity	Concerned organizational unit	HR Dept	HR Dept		The Minister / Head of federal entity/ U/S/ Director General, as stipulated in delegation decision
4.6	Transfer of other employees outside the federal entity	HR Dept in sending and receiving entities		HR Dept	U/S/Director General	The Minister / sending And receiving head of federal entity
4.7	Loan of an employee to a federal or local entity	Sending and receiving entities subject to employee's consent		HR Dept	The Minister / Head of federal entity/ U/S/ Director General,	The Cabinet: for the position of Assist. U/S, CEO equivalent The Minister / Head of federal entity/ U/S/ Director General: for other positions as stipulated in delegation decision

	Details	Level of Powers				
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4.8	Loan an employee to Arab, foreign or regional organizations	HR Departments in the lending entity and the entity loaned to after employee consent	Director of HR Dept.	The Minister / Head of federal entity/ U/S/ Director General	The Minister / Head of federal entity	Council of Ministers
4.9	Borrowing employees working for local government, Arab, foreign or regional organizations	HR Departments in the lending entity and the entity loaned to after employee consent	Director of HR Dept.	Head of federal entity/ U/S/ Director General	Ministry of Finance in case the cost exceeds financial allocations for the job grade	The Minister / Head of borrowing and sending federal entities
4.10	Extending secondment to federal / local or Arab, foreign or regional organizations for one year or similar periods	Sending and receiving entities subject to employee's consent	HR Dept.	U/S/Director General	The Minister / Head of federal entity	Council of Ministers
5	Termination of Service					
5.1	Termination of an employee occupying the post of U/S/Director General				Council of Ministers	Federal Decree
5.2	Termination of an employee occupying the post of Assist U/S/CEO				The Minister / Head of federal entity	Council of Ministers
5.3	Termination of other employees	Line manager in coordination with HR Dept.		Director of HR Dept.	Assist. U/S/CEO of Support Services	The Minister / Head of federal entity/ U/S/ Director General, CEO of Support Services, as stipulated in delegation decision
5.4	Reducing notice period for a resigned employee and exempting him from payment in lieu of notice	Employee with line manager		Director of HR Dept.		The Minister / Head of federal entity/ U/S/ Director General, as stipulated in delegation decision

	Details	Level of Powers				
		Preparation	Revision	Recommendation	Approval	Endorsement
	Transfer, Secondment, & Loan					
5.5	Withdrawing resignation (before termination decision)	Employee		Line manager	Director of HR Dept.	
5.6	Notice of termination	HR Dept		Line manager	Director of HR Dept	
5.7	End of service gratuity	HR Dept	Director of HR Dept		Director of Finance Dept	
6	Workplace Violations					
6.1	Referral of an employee committing a financial violation to the State Audit Bureau		Director of HR Dept Director of Finance Dept	Violations Committee	U/S/ Director General	The Minister / Head of federal entity
6.2	Referral of the employee to the Public Prosecution		Director of Legal Affairs	Violations Committee	U/S/ Director General	The Minister / Head of federal entity
6.3	Suspending an employee with half of his salary			Violations Committee	U/S/Director General	The Minister / Head of federal entity/ U/S/ Director General, as stipulated in delegation decision
6.4	Setting up Violations, Grievances, and Incentives Committees	HR Dept.	Director of HR Dept		U/S/Director General	The Minister / Head of federal entity/
6.5	Setting up Moderation Committee & other committees		Director of HR Dept			The Minister / Head of federal entity/ U/S/ Director General, as stipulated in delegation decision

	Details	Level of Powers				
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7	Official Working Hours					
7.1	Flexible Work Regulations	HR Dept.	Assist. U/S/CEO		U/S/Director General	The Minister / Head of federal entity
7.2	Exemption from signing in attendance and departure system	Line manager	HR Dept.	Director of HR Dept.		The Minister / Head of federal entity/ U/S/ Director General, as stipulated in delegation decision
7.3	Permission for employees to leave the workplace	Employee	HR Dept.	U/S/Director General		Line manager
7.4	Official working hours violations	Line manager	HR Dept.			Director of HR Dept.
7.5	Referral of Line Manager to Violations Committee for failing to monitor official working hours violations		HR Dept	Second line manager		Director of HR Dept.
7.6	Proposed modification of official work violations table	HR Dept.	Director of Legal Affairs	Director of HR Dept		FAHR
7.7	Requiring an employee to work during week-ends and official holidays with pay	Line manager	Director of HR Dept Director of Finance Dept		Director of concerned unit	The Minister / Head of federal entity/ U/S/ Director General, as stipulated in delegation decision
7.8	Compensation for overtime work	Line manager	HR Dept	Finance Dept	Director of HR Dept	The Minister / Head of federal entity/ U/S/ Director General, CEO of Support Services, as stipulated in delegation decision

	Details	Level of Powers				
		Preparation	Revision	Recommendation	Approval	Endorsement
8	Official Missions					
8.1	Sending employees on official missions abroad	Line manager	HR Dept		Director of HR Dept.	U/S / Director General, CEO of Support Services, as stipulated in delegation decision
8.2	Sending employees on official missions inside the country	Line manager	Director of HR Dept.	Assist U/S/Director General	U/S/Director General	The Minister/ Head of federal entity: for sending the Director General or those not working for the Federal Government U/S/Director General: for sending other employees
9	Leaves					
9.1	Annual Leave	Employee				Line manager
9.2	Requiring an employee to return to work before exhausting the annual leave	Line manager	Director of HR Dept		Assist. U/S/CEO concerned	The Minister / Head of federal entity/ U/S/ Director General, as stipulated in delegation decision
9.3	Return to work before exhausting annual leave at the employee's request	Employee				Line manager
9.4	Sick leave five consecutive days or less each time, and not more than 15 days a year	Employee	Line manager HR Dept			Director of HR Dept.
9.5	Sick leave (new / extension) more than five consecutive days / 15 days a year	Employee	Line manager HR Dept	Director of HR Dept.	The Minister / Head of federal entity/ U/S/ Director General,	The Cabinet: for the position of Assist. U/S, CEO equivalent The Minister / Head of federal entity/ U/S/ Director General: for other positions as stipulated in delegation decision



	Details	Level of Powers				
		Preparation	Revision	Recommendation	Approval	Endorsement
9.6	Leave without pay for 30 days per year maximum (with justifications)	Employee		Line manager		The Minister / Head of federal entity/ U/S/ Director General, as stipulated in delegation decision
9.7	Mourning leave (degree of kinship) and Iddah	Employee			Line manager	Director of HR Dept
9.8	Granting full-time/part-time study leave	Employee	HR Dept.	Director of employee's depart.	U/S/Director General	The Minister / Head of federal entity/ U/S/ Director General, as stipulated in delegation decision
9.9	Extension of study leave	Employee	HR Dept.	Director of employee's depart.	U/S/Director General	The Minister / Head of federal entity
9.10	Maternity Leave	Female Employee			Line manager	HR Dept.
9.11	Paternity Leave	Employee			Line manager	HR Dept.
9.12	Hajj Leave	Employee			Line manager	HR Dept.
9.13	Sabbatical Leave (to represent the state in sports, cultural or social etc..events)	Employee	Line manager	Director of HR Dept	Assist. U/S/CEO concerned	The Minister / Head of federal entity/ U/S/ Director General, CEO of Support Services, as stipulated in delegation decision
9.14	Patient Accompanying Leave inside the country or abroad	Employee		HR Dept	Head, Employee Relations Section	The Minister / Head of federal entity/ U/S/ Director General, CEO of Support Services, as stipulated in delegation decision
9.15	Exam Leave inside the country	Employee		HR Dept	Director of HR Dept	The Minister / Head of federal entity/



	or abroad	Line manager				U/S/ Director General, CEO of Support Services, as stipulated in delegation decision
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	Details	Level of Powers				
		Preparation	Revision	Recommendation	Approval	Endorsement
10	Training & Development					
10.1	Annual Training & Development Plan	HR Dept.	Director of Training & Development Dept Director of HR Dept	Assist. U/S CEO concerned	The Minister / Head of federal entity/ U/S/ Director General	
10.2	Annual Training & Development Budget	HR Dept	<ul style="list-style-type: none"> <li>Director of Training &amp; Development Dept</li> <li>Director of HR Dept</li> <li>Director of Finance Dept</li> </ul>			The Minister / Head of federal entity/ U/S/ Director General, as stipulated in delegation decision
10.3	Enrolling in Training courses & programs	Line manager	HR Dept.	Director of HR Dept		U/S/ CEO of Support Services (for internal training) The Minister / Head of federal entity/ U/S/ Director General (for external training), as stipulated in delegation decision
10.4	Reporting the results of participation in training programs /Seminars / conferences / workshops	Employee/Trainee	HR Dept.	Line manager	Director of employee's depart.	The Minister / Head of federal entity/ U/S/ Director General, as stipulated in delegation decision
10.5	Suspending participation of an employee in a training session/program	Line manager	HR Dept.	Director of HR Dept	U/S/Director General/Assist U/S/ CEO	

	Details	Level of Powers				
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11	Performance & Promotions					
11.1	Employee's annual performance document (to identify his individual objectives)	Employee/	HR Dept			Line manager
11.2	Nominating an employee for promotion (job, exceptional, financial promotion)	Line manager	Director of Financial Dept	Director of HR Dept		U/S/Director General/Assist. U/S/ CEO of Support Services
11.3	Financial/ exceptional promotion decision for U/S/Director General/ CEO positions			U/S/Director General		The Minister / Head of federal entity
11.4	Regular job promotion decision/ Exceptional job promotion decision Exceptional financial promotion decision Regular financial promotion decision (the rest of the employees)	HR Dept, in coordination with Concerned Dept	Director of Financial Dept	Director of HR Dept	U/S/Director General	The Minister / Head of federal entity/ U/S/ Director General, as stipulated in delegation decision
11.5	Annual allowance payment	HR Dept.	HR Dept.		Director of Financial Dept	
11.6	Performance-related financial or other rewards	Director of HR Dept	Director of Financial Dept	Rewards & Incentives Committee		The Minister / Head of federal entity/ U/S/ Director

						General, as stipulated in delegation decision
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