



# **Arab AASTMT for Science, Technology and Maritime Transport**

**STAFF HANDBOOK  
2019-2020**

**AASTMT Branch in Sharjah**

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## 1 SECTION 1

### INTRODUCTION

#### 1.1 About AASTMT

The idea of the academy was initiated in 1970 as a non-governmental, non-profit university, as a regional center for training in the Maritime Transport field. On the 9th of November 1974, the representatives of the governments of the Arab countries signed an agreement for the establishment of the Arab Academy for Maritime Transport, at the headquarters of the Arab League, as one of its specialized organizations. The strong launch of the academy was in 1979, with the creation of an Exam Center in collaboration with the International Maritime Organization (IMO) and The United Nations Development Program (UNDP), which aimed at qualifying sea captains, marine officers and engineers to obtain certificates of eligibility onboard High Seas ships.

In 1994, as a consequence of the diminishing number of learners willing to work in the field of maritime transport, the increase in the tuition and maritime training fees, as well as the Arab fleets and ship owners resorting to cheap Asian labor and in accordance with the self-funding policy approved of by the board of Arab Ministers of Transport in November 1989 in Sharjah, UAE, it was high time for the AASTMT to start looking for sources of funding through new activities and novel routes to maintain its basic and fundamental mission in maritime education and training so as to encounter the Arab and international changes. In addition, the AASTMT's expansion in the fields of engineering and management was sprouting from its belief in providing good educational services depending on its strengths as well as its Arab and international reputation in devotion.

This has led to adding up to the AASTMT's name and activities to be a major attraction for learners and also to guarantee the required sources of funding to sustain the high-expense maritime education and to reflect the AASTMT's real image. Hence, according to the decision of the Economic and Social Council in its fifty-fourth session, AASTMT's name has become the Arab Academy for Science and Technology: "A university specialized in maritime transport" and its certificates have been made equivalent to those granted by Egyptian universities. The AASTMT has received Arab and international recognition due to its acknowledged and unique achievement.

AASTMT offers 33 Bachelor degrees and 33 Masters degrees in different specializations, such as Maritime Transport, Engineering and Technology, Management, Computing and Technology, Information Technology, International Transport and Logistics, Language and Communication, and Fisheries Technology and Aquaculture.

AASTMT is recognized as one of the best educational providers in the field of maritime transport world-wide. Moreover, its awarded degrees in Engineering, International Transport and Logistics are equated with their counterparts in Egyptian universities in addition to their accreditation from well-known local and international certifying bodies in the field of higher education.

The postgraduate system encompasses a specialized College for Postgraduate Studies in Management, in addition to 9 specialized institutes that offer educational programs such as Masters and PhDs in Quality, consultancy and different training courses.

Since its establishment, AASTMT has always been a pioneer in providing distinguished academic programs as demonstrated in an educational vision that aims mainly at providing the best education service there is. It also aims at equipping the Egyptian and the Arab market with the best graduates in its fields of study.

## 1.2 AASTMT Vision

To be a world class university in Maritime Transport and Higher Education in compliance with the international standards of Education, Scientific Research, Innovation and Training while fulfilling its Social Responsibilities in order to maintain its position as the distinguished Arab Expertise House and to be the first choice of the students in the region.

## 1.3 AASTMT Branch in Sharjah Mission Statement

Contributing to the social and economic development of the Arab region by offering distinguished Change Agents in the fields of Maritime Transport and International Transport & Logistics who have been qualified through high caliber faculty and comprehensive educational programs while strictly committed to the highest levels of Quality.

Moreover, according to the Application submitted for initial accreditation of the two proposed programs, the College of Maritime Transport and Technology (CMTT) at AASTMT Branch in Sharjah has the following Vision and Mission statements:

## 1.4 CMTT Vision

To be a leading international maritime educational and training center providing accredited programs and research to keep pace with the latest developments in the field of maritime industry.

## 1.5 CMTT Mission

To provide the maritime transport industry locally, regionally and internationally with well-qualified cadres throughout the most advanced and up-to-date maritime educational and training programs while strictly committed to the highest levels of quality management.

## 1.6 AASTMT Core Values

### “1<sup>st</sup> CHOICE”

<b>I</b>	One Team, One Goal.
<b>C</b>	Continuous Improvement
<b>H</b>	Human Capital Development
<b>O</b>	Originality
<b>I</b>	Integrity

<b>C</b>	Creativity and Innovation.
<b>E</b>	Excellent Performance

**AASTMT Core Values are translated into the following Organizational Behavior**

<b>1</b>	<b>One Team, One Goal</b>	<ul style="list-style-type: none"> <li>• AASTMT Organizational Units are committed to the achievement of the Strategic Goals included in its Strategic Plan</li> <li>• This necessitates asserting that AASTMT Interests should come prior to any other related to its subsidiary organizational units; and that the interests of organizational units override individual interests.</li> <li>• Asserting the importance of organizational integration which realizes the principles of efficiency and effectiveness through the implementation of the most appropriate ways of organizational alignment.</li> </ul>
<b>C</b>	<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• The worst enemy of progress is the conviction that the status quo situation is the best that can be achieved</li> <li>• Emphasizing the importance of holding seminars and scientific conferences that target the continuous development of both Academic and Administrative staff</li> </ul>
<b>H</b>	<b>Human Capital Development</b>	<ul style="list-style-type: none"> <li>• Institutional programs for the development of Human potential on all administrative levels</li> <li>• Programs designed to enhance the professional expertise of Academic staff</li> <li>• It is the responsibility of managers to develop the human resources working under their supervision and to consider it one of the main criteria of evaluating performance.</li> </ul>
<b>O</b>	<b>Originality</b>	<ul style="list-style-type: none"> <li>• AASTMT top Management emphasizes that all regulatory practices have to comply with the ethical values that have been formulated since its inception and along its varied stages of development</li> <li>• Concepts and ideas should primarily originate from our inherent value system</li> </ul>
<b>I</b>	<b>Integrity</b>	<ul style="list-style-type: none"> <li>• Consistently adhering to the Code of Ethics agreed upon within AASTMT organizational practices</li> </ul>

<b>C</b>	<b>Creativity &amp; Innovation</b>	<ul style="list-style-type: none"> <li>• Inspiring creative thinking for AASTMT students rather than catering for just getting high grades</li> <li>• Innovation and Creativity should form part and parcel of the academic content of all subjects taught at AASTMT</li> <li>• Establishing and supporting scientific incubators for AASTMT students and specifying suitable budgets that allow encouraging creative thinking.</li> <li>• Rewarding academic staff in accordance to efforts exerted in the following fields: papers accepted for publication in international journals, presenting papers/research at international conferences, patents, receiving local and international awards</li> </ul>
<b>E</b>	<b>Excellent Performance</b>	<ul style="list-style-type: none"> <li>• Implementing the principle of: "Paying for Performance"</li> <li>• Devising objective criteria systems for the evaluation of individuals, organizational departments and the AASTMT at large</li> </ul>

## 1.7 Institutional Goals and Objectives

By establishing AASTMT Branch in Sharjah, AASTMT and the Emirate Government aim to accomplish the following major goals:

### 1.7.1 Goals

1. Introduce and Develop educational programs in Science, Technology and Maritime Transport in order to achieve institutional excellence in accordance with the policies and plans of AASTMT Branch in Sharjah that are emanated from AASTMT General Plan.
2. Support and develop the maritime transport sector and prepare qualified cadres to work with it in various fields according to the latest scientific systems.
3. Supporting scientific and research activity in the fields of science, technology and maritime transport.
4. Consolidating scientific links and connections, and exchanging expertise and technical and cultural information with local and international institutions in accordance with the goals and competences of the AASTMT and the branch.

### 1.7.2 Objectives

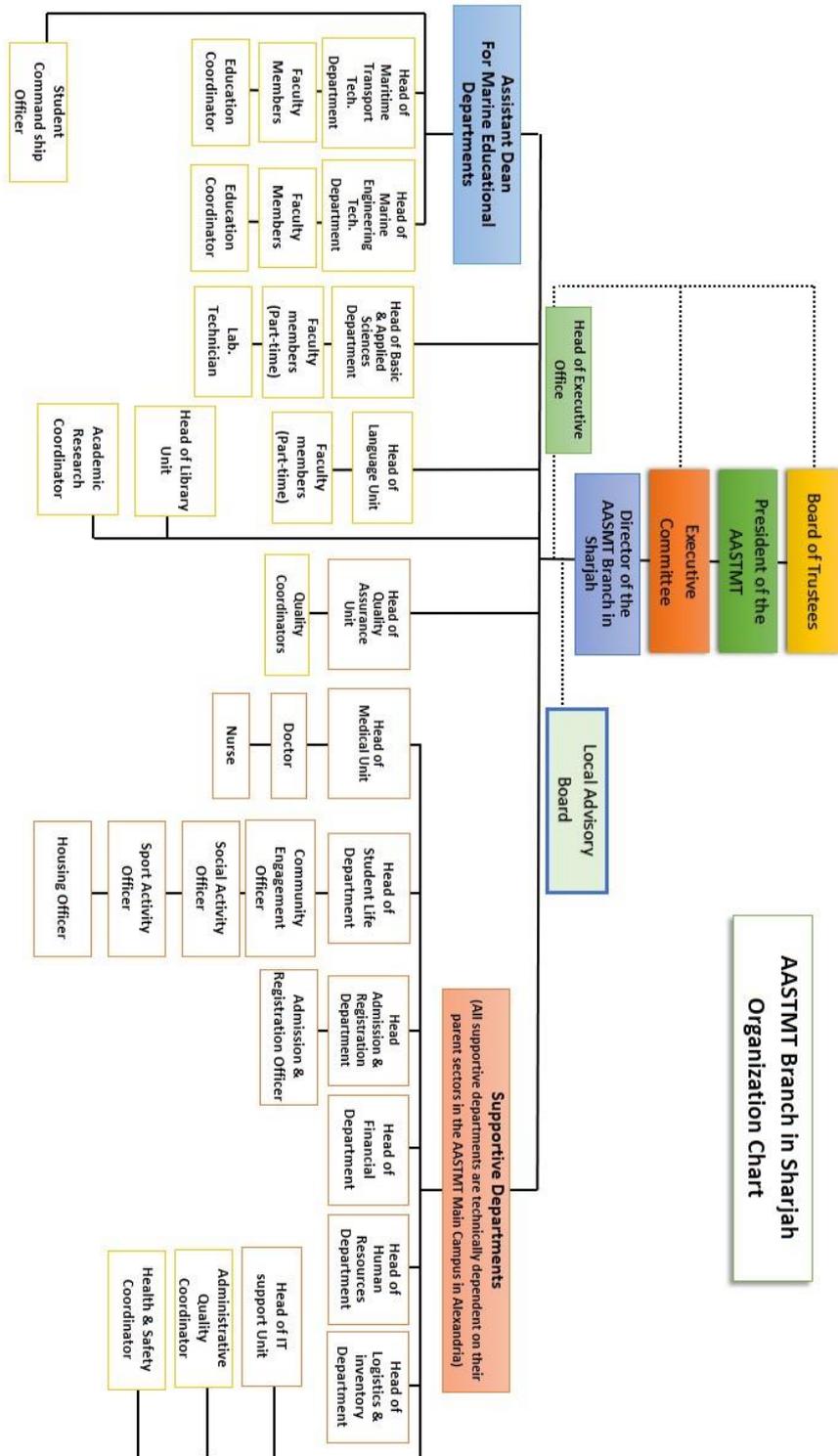
1. Applying AASTMT accredited educational, training and scientific research programs approved in the fields of science, technology and maritime transport.

2. Introducing and developing educational and training programs in line with the goals of the AASTMT and branch, in light of the obtained accreditations in the corresponding educational entities at the headquarters of AASTMT in Alexandria.
3. Providing professional training programs in the field of science, technology and maritime transport.
4. Preparing a high-level scientific research and projects in science, technology and maritime transport in partnership with specialized national and international institutions.
5. Organizing and participating in exhibitions, conferences and scientific and cultural activities related to science, technology and maritime transport.
6. Establishing strategic partnerships and cooperation agreements with local and international academies, universities, organizations and institutes for the purpose of supporting the branch's programs in the fields of science, technology and maritime transport.
7. Promoting AASTMT Branch in Sharjah to be a scientific, cultural, national, Arab and international center for science, technology and maritime transport.
8. Preparation and qualification of Academic cadres in the field of science, technology and maritime transport.
9. Development of the infrastructure needed for the social research, education, training and orientation in the branch in accordance with the best internationally accredited applied practices and standards.
10. Any other objectives decreed by the Board in coordination with AASTMT.

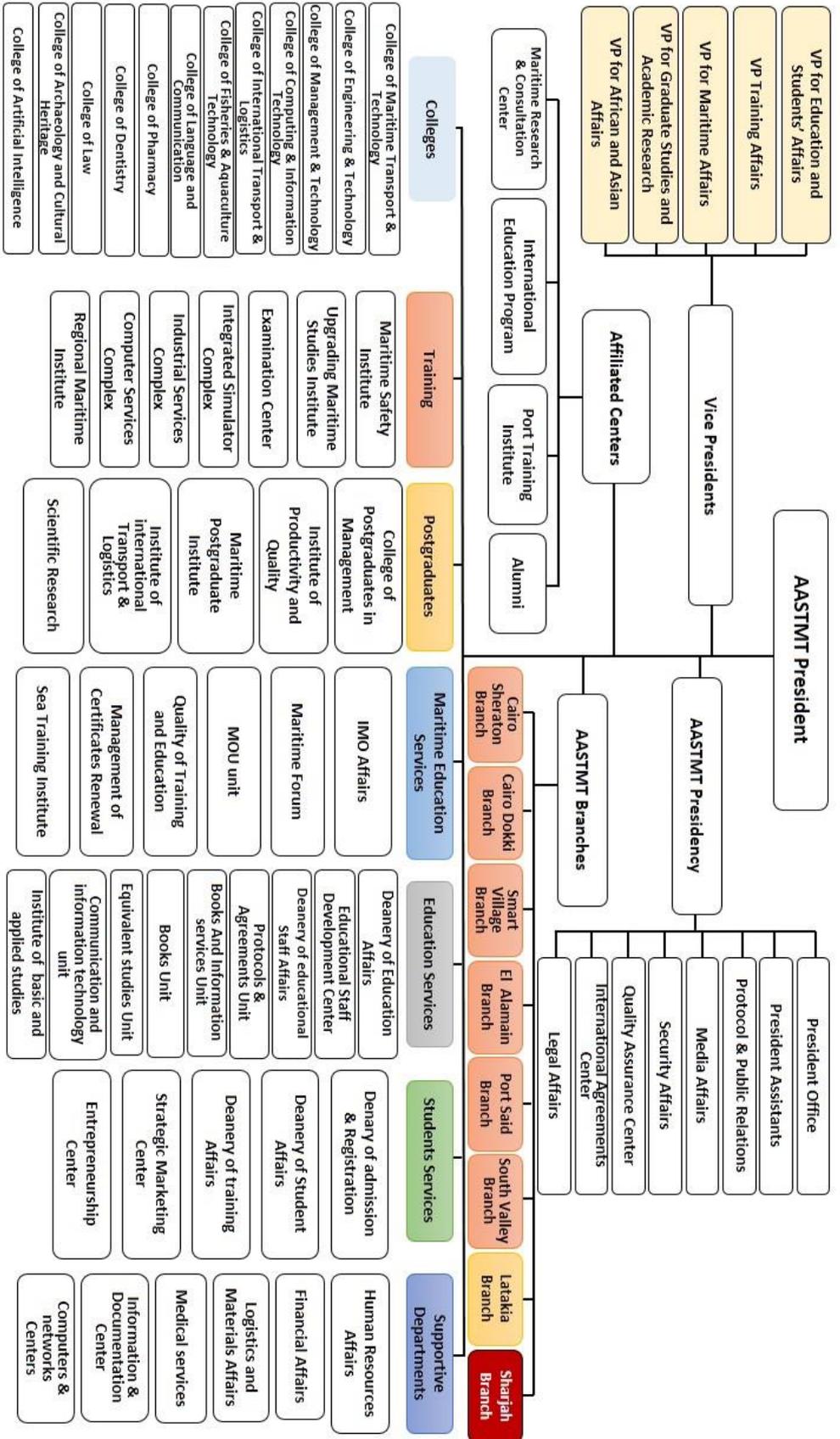
## 2 SECTION 2

# AASTMT BRANCH IN SHARJAH GOVERNANCE STRUCTURE

### 2.1 Organizational Chart



AASTMT Branch in Sharjah Organization Chart



AASTMT Organization Chart

## 2.2 The Board of Trustees

The Board represents the supreme authority in the AASTMT Branch in Sharjah. It is composed of a Chairman and no less than six of the members who are equally nominated by the government of the Emirate and AASTMT. It includes AASTMT President as an ex officio member. The Board meets at least once every four months or upon need. It also has provisions of an executive committee

**In order to achieve the institutional goals and objectives of the branch and exercise its competencies, the Board shall have the following responsibilities in accordance with the approved plans, policies, programs and regulations in force with AASTMT and the requirements for academic accreditation in UAE:**

1. Adopting the policy and the strategic plans of the branch and following up on its implementation and evaluation.
2. Evaluating the branch's performance in all academic, administrative, financial and infrastructure aspects, and taking the necessary procedures in this regard.
3. Adopting the recommendations of the executive committee regarding and organizing financial and administrative affairs for the director and deans of colleges and heads of administrative sectors in the branch.
4. Approving the establishment of institutes, scientific centers and other educational institutions of the branch.
5. Approving the recommendation of the Executive Committee regarding the tuition in various specializations.
6. Approving the branch's annual budget and final financial statements.
7. Supporting the branch's financial resources, managing its investments, and approving the financial facilities necessary to finance the branch's projects.
8. Accepting donations, gifts, grants, wills and endowment resources to be submitted to support the branch, its institutes and scientific centers.
9. Any other tasks or duties should ever be required to achieve the branch's goals and objectives.

## 2.3 The Executive Committee

It will be chaired by the AASTMT President and the membership of Senior Top Management Academic and Non-Academic representatives from the parent sectors in the main campus in Alexandria, in addition of two UAE members with well-experienced and high qualifications in Higher Education whom shall be assigned by the Board of Trustees. The Branch Director shall be a member of the Executive Committee ex officio.

**The Executive Committee shall:**

1. Preparation and supervision of the plans, policies, systems, regulations and decrees applied at AASTMT Branch in Sharjah as per approved by the Board of Trustees, in accordance with the goals and objectives of the branch and the executive agreement.
2. Activation and coordination of the confirmation of the contents of the programs proposed at the branch with its similar ones at AASTMT in addition to whatever is needed for the Academic accreditation requirements in UAE.

3. Proposition of the conditions and terms of candidacy of the Branch Director, Assistant college deans, heads of educational/administrative departments and referring them to the BOT for approval.
4. Revision of the Branch Director proposals regarding addition of new centers, institutes, and programs at the Branch, as well as recommendations concerning them to the BOT to deal with as seen fit.
5. Detailed revision of the proposed fiscal monetary budget and any amendments thereof, and submitting them to the Executive Committee President and the BOT, along with recommendations thereof to the BOT to deal as seen fit.
6. Submitting recommendations concerning the regulations and systems applied in the branch to the BOT to ratify or deal with as seen fit.
7. Approval of signature of memos of agreement and cooperation agreements between the Branch and other institutes.
8. Any other tasks assigned by the BOT.

## 2.4 Staff Affairs Committee

### Reference

Main Campus in Alex/Central

### Terms of Reference

The role and responsibilities of the termed “Staff Affairs committee” with respect to staff appointment, promotion, tenure and development is done by the Staff Affairs Committee, which is a central committee headed by AASTMT president, and the membership covers all AASTMT branches. All AASTMT branches are connected to AASTMT headquarters through video conference to allow members to debate issues included in the committee’s schedule.

### Membership

- Academy Vice-president for Education and Students Affairs
- Director of Financial Affairs
- Director of Human Resources Affairs
- Director of Physical Resources and Logistics Affairs
- Head of Legal Affairs Department

## 3 SECTION 3

### STAFF ROLES AND RESPONSIBILITIES

#### 3.1 Terms of Reference

##### 3.1.1 Employees

AASTMT employees are international resources with responsibilities and associations which are stipulated by the common Arab interest. Employees shall perform their duties as deemed necessary by AASTMT interests and objectives.

### 3.1.2 Faculty

AASTMT teaching staff who are assigned to teaching duties, scientific research and educational activities. They are employed according to both of academic and technological grades. Faculty affairs are regulated according to both AASTMT Faculty Regulations and Staff Regulations and By-Laws.

### 3.1.3 Professional Staff

AASTMT non-academic staff who are assigned to administrative duties and activities. Staff affairs are regulated according to AASTMT Professional Staff Regulations and By-Laws.

## 3.2 Employees' Roles and Responsibilities

**Professional Staff duties shall include the following:**

- Performing functional duties in an accurate and diligent manner.
- Maintaining AASTMT interests and undertaking the application of its systems and regulations.
- Maintaining consistent behavior as deemed necessary by his/her functional duties and to keep the professional levels of his/her job in addition to safekeeping AASTMT funds, properties and documents.
- Cooperating with his/her colleagues to ensure achievement of work progress.
- Following the instructions of his/her managers unless such instructions violate the applicable systems. In such case, the employee must illustrate the type and possible damage of such violation to the manager in writing. The employee shall not carry out such instructions unless confirmed by his/her manager in writing.

## 4 SECTION 4

### PROHIBITIONS

**Employees are prohibited from doing the following:**

- Keeping any AASTMT official documents which are not allowed for circulation.
- Disclosing any confidential information when exposed to during performing his/her functional duties.
- Giving any speech or making any statements to the mass media unless within his/her capacity and as authorized by AASTMT President.
- Holding another position along with his/her position at AASTMT unless approved in writing by the AASTMT President. However, this must not interfere with position the nature of his/her work and working hours.

- Practicing any political, party activity which contradicts with AASTMT neutral and independent position.
- Making any purchases or sales, either directly or indirectly, for any requests by or through AASTMT.
- Accepting any gift, honor, donation, reward or grant from any entity which is presented based on his/her position unless it is pre-approved by AASTMT President.
- Implementing or receiving any instructions from any external entity to AASTMT with relevance to its work.
- Neglecting or failing to perform which result in wasting any AASTMT financial rights or jeopardizing the interests or may directly lead to that.
- Taking or inciting any actions which may harm AASTMT reputation and position as a specialized Arab Organization as an affiliate body of the League of Arab States. This includes performing any actions which include protests, strikes, assemblies and riots inside or outside AASTMT premises.
- Publishing any material on social media which may cause any harm to AASTMT, its employees, Member States, the League of Arab States.

## 5 SECTION 5

### APPOINTMENT

#### 5.1 Employee Appointment Policy

AASTMT employment policies are set forth to ensure that only qualified and competent professional staff members with the required qualifications and experience are hired for all professional and administrative vacancies. It defines the ranks of all employees and ensures that they are assigned those ranks in accordance with their qualifications and experiences. Furthermore, it specifies terms of contract including renewal and termination, and defines procedures which are followed for their periodic evaluation and professional development.

#### 5.2 Job Classification

##### 5.2.1 Senior Management jobs and categories

**General administration and subordinate jobs are categorized as following:**

- **Category (1):** includes senior management jobs which are responsible for planning, coordination, developing overall policies of general administration, education, supervision of the progress of work.
- **Category (2):** includes jobs which are responsible for supervision, coordination, education and progress of works across different departments and reporting sections.
- **Category (3):** includes jobs which are responsible for executive tasks across administrative and educational sections.
- **Category (4):** includes supporting administrative and clerical jobs.
- **Category (5):** includes jobs which perform works of craftsmanship and support staff.

## 5.3 Selection

### 5.3.1 Senior Management Jobs

- Selection of senior management jobs is authorized by AASTMT president for a term of 2 years that could be renewed for a similar period.

### 5.3.2 Category 3, 4 & 5 Jobs

Selection is authorized to Selection Committee including HRD and members representing the designated department(s) on ad-hoc basis.

## 5.4 Contracts and Probation

- The employment of a staff member is subject to a probationary period of six months from the date of commencement.
- The term of contract is one year including the stated probation period.
- Contracts are renewed according to the performance evaluation of each staff member.

## 5.5 Staff Hiring Procedures

1. All vacancies shall be advertised with the exception of categories 4 and 5.
2. The first consideration for candidates' employment shall be based on their levels of competence and capabilities.
3. **Candidates must:**
  - a. Not have been convicted in a felony or crime with relevance to honor or integrity or to have been dismissed from a previous job as a result of criminal reasons.
  - b. Be free from any diseases which hold the employee incapable of performing the duties of the job.
  - c. Not be younger than 23 years old and not more than 55 years.
  - d. Hold a university degree which meets the minimum requirements for holding categories 2 and 3 jobs whereas the minimum requirement for category 4 jobs is the high school certificate or equivalent qualifications and a professional qualification as a minimum requirement for category 5 jobs.
4. Employment of AASTMT staff is provided that he/she meet the excellence requirements according to the faculty member and contracted professionals' regulations.
5. Employment of staff and contracting experts and faculty members shall be based on the available vacancies and allocated funds/budget in AASTMT Branch in Sharjah. The employee shall be subject to a probationary period of months from the date of commencement. The performance of the employee during the probationary period shall be evaluated. If the employee fails such requirement, his/her employment shall be terminated by a relevant decree.

6. Candidates shall be employed according to the rules and procedures listed in these regulations.

## 6 SECTION 6

### END OF SERVICE AND SERVICE TERMINATION

- **Employees' service period end in either case as following:**
  - a. At the age of 62.
  - b. Death.
- **Employees' service period is terminated by a decision issued by Faculty/Staff Affairs Committees in the following cases:**
  - a. Absence of any employment requirements.
  - b. Physical incapacity.
  - c. Resignation.
  - d. Service termination due to the provisions of these regulations.
  - e. Proof that employment credentials or academic degrees are counterfeit either at employment or promotion.
  - f. Occupying another job at the same time of working at AASTMT without the approval of AASTMT President.
- HR Director may accept the resignation of any employee on the date set by the employee in the submitted request or after 3 months of submitting such request if the resignation didn't specify a resignation date.
- Employees cannot remain in service after 62 years old. The same exception applies to faculty members until the end of the semester which witnesses the end of service.

## 7 SECTION 7

### MEDICAL INSURANCE POLICY

- The medical unit at the branch provides basic medical services in emergency cases, first aid in the event of an accident, injury or acute illness.
- Full-time employees at AASTMT Branch in Sharjah are subjected for a medical insurance system through the contracted external medical insurance agency.

## 8 SECTION 8

### PERSONNEL RECORDS

#### 8.1 Personnel Records Policy

HR Department maintains a file for each and every employee at AASTMT Branch in Sharjah, including copies of academic credentials, the signed contract, and all documents required by

the Ministry of Labor and Social Affairs in the U.A.E. All original documents, certificates and official transcripts are retained at HR Affairs in Alexandria Main Campus. All personnel records are maintained safely in locked cabinets.

Individually identifiable personal information contained in computerized databases, is afforded the same confidential treatment that applies to written records.

## 8.2 Access to Human Resources Files

- An employee is authorized to have a copy of any document contained in his/her file, any copy shall be stamped by “Copy Like Original”.
- An employee has the right to access his/her electronic information and records via staff portal on AASTMT website.
- AASTMT Branch in Sharjah may disclose information contained in records to protect its legal interest when it believes the actions of an individual violate or have violated his/her conditions of employment or threaten injury to people or property.
- **External access to human resources files shall be authorized only by the HRD and normally under the following circumstances:**
  - An employee has the right to request correction or amendment of any information contained in his/her file.
  - All human resources personnel files are retained for a minimum of ten years subsequent to an employee’s departure.

## 9 SECTION 9

### DEVELOPMENT

- Employees training and development shall be part of objectives which the general administration seeks to achieve with regards its AASTMT employees in order to guarantee the development of their skills and enhance their experiences to cope with the administrative, organizational, functional and educational constant developments at AASTMT scale and scope.
- The Director of Human Resources Affairs shall prepare a detailed annual plan for training and development whereas necessary funds shall be allocated within the budget for the implementation thereof.

## 10 SECTION 10

### PERFORMANCE EVALUATION

Staff members’ performance shall be evaluated on an annual basis by line managers. Performance evaluations shall be approved by Branch Director according to the regulations.

- Performance evaluation reports shall be prepared for each staff member who have been employed for a year as a minimum, whereas category 1 and 2 employees shall be exempted from such requirement.
- Performance evaluation rankings shall be as following: “excellent, very good, good, fair or underperforming”.

## 11 SECTION 11

### STAFF PROMOTION

- Employees shall receive an annual increase on January/July 1st of every year (according to the employment date) provided that the employee has been employed for a year with a minimum performance evaluation of “fair”.
- Without prejudice to the stipulated requirements for employment and promotion as per the staff and faculty members’ affairs regulations, employees shall be promoted by a decree issued by AASTMT President based on the recommendation made by the Staff affairs committee according to the following conditions:
  - Availability of a funded rank for such vacancy.
  - Employee must have spent at least 4 years of service.
  - Performance evaluation must be of an average “very good” over the 4 years preceding the consideration for promotion.
- An official assessment center has an important role in promotion process regarding the tests and panel interviews, especially for senior jobs.
- Category 4 or below employees are not allowed to receive promotion to category 3. However, they are entitled to apply for advertised vacancies for category 3 if they meet the necessary requirements according to the applicable rules and regulations. Employment period in category 3 jobs shall be calculated starting from the day of employment in such jobs.

## 12 SECTION 12

### DISCIPLINARY POLICY

While infrequent, disciplinary actions are taken as the result of professional or personal misconduct, including but not limited to research misconduct, discrimination, sexual harassment, etc.

#### Cases that require disciplinary actions:

- Professional misconduct by refusing or intentionally neglecting the assigned duties and responsibilities according to the AASTMT agreement or the AASTMT Faculty/Staff Regulations and By-Laws or any other related by-laws.

- Refraining from following superiors' instructions in consonance with AASTMT Regulations and By-Laws.

AASTMT President appoints an investigator to proceed with an investigation with the employee subject to a disciplinary action.

## 12.1 Investigation Procedures

- The investigator prepares a minutes' report including the date of each investigation session, its location and the necessary personal data concerning the employee as well as the violations attributed to him. The minutes' report shall also include all the questions addressed to the employee and his/her answers to them.
- Both the investigator and the employee shall sign each and every page of the investigation minutes' report.
- In the event of the employee not being present at the location and date assigned for the investigation, another date is assigned. In the event of a non-show of the employee in that new dated, or in the event of failure to present a valid acceptable excuse, then that is considered as a confession of guilt.
- In the event of the employee declining to answer the question posed to him/her during the course of the investigation, then he/she shall have to explain reasons for such actions in writing, or else that will be considered an admission of guilt as to the charges accused of. The investigator shall document the non-compliance in such a case within the minutes' report.
- In the event of the employee's refusal to sign his/her statements in the minutes' report, he/she shall submit the refusal in writing, thus, the investigator shall document such refusal in the minutes' report.
- The employee under investigation has the right to – in the presence of the investigator - personally view and have access to the documents related to the violation or refusal claimed against him, and to write down notes regarding such documents.

## 12.2 Disciplinary Actions

**In the event that an employee commits an action or declined to commit an action leading to the necessity of investigation, the following procedures shall be henceforth applied:**

- Regarding category 2 employees:** The direct superior shall submit a memo to the AASTMT President enclosing the violation/s claimed against the employee, in order to judge whether he/she shall be referred for investigation in front of the entity decreed by the AASTMT President.
- Regarding 3,4,5 category employees:** the direct superior shall submit a report to the AASTMT President enclosing the violation/s attributed to the employee in order to judge whether he/she shall be investigated by instructions of the AASTMT President or by the legal department.
- In the event of investigating the employee, the investigator shall be one of the second or third category, of a rank higher than that of the investigated employee or an employee of the same ranking but senior.

- d. The investigation results are sent to the AASTMT President according to the employee category of the employee, so as to take whatever action deemed necessary.
- e. The concerned department is notified as to what took place in the investigation, as is the human resources department which shall undertake archiving and keeping the documents related to the investigation.

### 12.3 Referral to the Disciplinary committee

The decision of referral to the Disciplinary Committee shall include a statement of the violations attributed to the employee, he/she shall be notified of the decision at least one week prior to the scheduled date for appearing in front of the Committee.

AASTMT President shall decide to refer the employee to the Disciplinary Committee if such violations deem fit as per the investigators' report.

### 12.4 Deliberations and recommendations of the Disciplinary committee

- The committee deliberations are confidential.
- The recommendations of the committee are made by the majority vote of those present, in case of equal votes, the opinion of the head of the committee is adopted.
- The committee may propose a penalty even if the employee exonerated by law if proven that the misconduct is an administrative violation.
- The committee prepares a report including its findings and clarifying the reasons underlying the penalty or for exoneration of the employee referred to it. The report is signed by all members in attendance and submitted by the head or vice head of the committee along with the investigation file to the AASTMT President. The head of the committee or any of the members might include a different opinion in the report as a comment.
- The employee whose case has been referred to the Disciplinary Committee shall have the right to be informed of the findings.
- Grievances against the decisions of the Disciplinary Committee may be directed to AASTMT President within thirty calendar days of notification. The President will make the relevant appropriate decision after consulting whoever he considers proper to.

### 12.5 Disciplinary Actions

**Disciplinary actions to be taken against a staff/faculty member include:**

#### 12.5.1.1 Penalty Abatement

##### 1. Written warning

It is an admonition in writing referring to the violation attributed to the employee, as well as directing him/her to improve his/her work and attitude in the future.

##### 2. Salary Deduction for a maximum of one week

Deduction of not less than one day wages from the employee wages, and not exceeding seven days of the salary according to a scale from one to thirty of the monthly wages of the

employee's monthly salary. The decision is carried out in the month following notifying the employee of the penalty.

### 3. Demoting the degree of efficiency rating

#### 12.5.1.2 Severe Penalties

1. Reprimand with a maximum of two-years suspension of annual increase.
2. Reprimand with a maximum of four-years suspension of promotion to a higher rank.

#### 3. Demotion of rank

Demoting the employee to the immediate lower rank or two ranks within the same category where his/her salary in the new category is at the same level to his/her previous one. The seniority of the employee becomes at the beginning of the rank of demotion and he/she is listed for promotion after four years, provided any other terms are thereof met.

4. Termination of service

### 12.6 Penalty Erasure

- The employee is permitted after conclusion of the period of two years to request that the AASTMT President delete the penalty. The AASTMT President consults the direct superior of the employee in light of the employee's file including his/her efficiency reports.
- The penalty deletion periods start from the date of the decision issued thereof.
- The deleted penalty is considered void as it never occurred, starting from the date of deletion's decree. The deletion doesn't incur financial impacts concerning dates prior it.

## 13 SECTION 13

### COMPENSATION AND BENEFITS

- AASTMT branch in Sharjah compensation schedule is due to be approved by the General Assembly and the General Secretariat of the Arab League.
- Allowances, compensations and bonuses schedules which are approved by the General Assembly and the General Secretariat of the Arab League shall be applied.
- Executive committee proposes bonuses of the branch in accordance with the achievements and accomplishments in terms of revenues of implemented activities and the necessary expenses of establishment, bonuses must be approved it by the Board of Trustees.
- All payments including salaries, allowances, bonuses and compensations and other professional benefits shall be paid in Arab Emirates Dirhams or in equivalent amounts in U.S. dollar based on the approved exchange rate by the executive regulations.
- AASTMT President may contract experts who have experiences and skills in order to perform special tasks with relevance to specific programs or programs listed in the budget. The signed contracts must stipulate the nature, duration and conditions for such missions. Experts cannot be assigned to perform supervisory missions; such contracts should be approved from the Executive committee.

- **AASTMT branch in Sharjah's budget shall bear the airline tickets for the employee and his/her family on economy class in addition to the compensation for transportation of luggage and furniture in any of the following cases:**
  - Employment: from the home country or the country of permanent residency to the employment location and from that employment location to the home country or the country of permanent residency upon the end of service.
  - Transfer: from branch to affiliate bodies or from affiliate bodies to branch.
- The employee and his/her family are entitled economy class return airline tickets or equivalent amounts thereof when they visit their home country or the country of permanent residency from the employment location once every year.
- Employed staff may receive an advance payment upon request when being employed in countries other than his/her home country or the country of permanent residency or in case of transfer to or from the host country.
- The advance payment shall be equivalent to a total amount of three months' salary which shall be paid on installment over 12 months which are deducted from monthly salary starting the following month of receiving the advance payment. Such amount shall be paid in full in case of employment termination for any reason before the end of this period.
- At the end of service, the employee shall receive leave balance encashment but not exceeding 90 days which are calculated based on the total last salary in addition to any other payable benefits.
- Employees whose service period are terminated due to cancelling the job by the decree of the executive regulations shall be entitled a compensation amount which is equivalent to the remaining months of service with a maximum of 12 months in addition to any other payable benefits.
- Immediate allowance for the employee's family in case of the employee's demise during service years. The allowance amount shall be equivalent to 4 times the last total salary of the employee.
- AASTMT shall pay for all expenses of the transportation of the deceased employee or any member of the family to the home country or the country of permanent residency.
- Employees, who are punished by lowering ranks or salary, shall receive such new salary starting the date of issuance of the decree by AASTMT President with relevance to the penalty.
- **Employees' salaries shall be suspended starting from the date of any of the following cases:**
  - Resignation: effective the date of resignation approval by Branch Director.
  - Consideration of the employee as resigned starting the date of absenteeism.

- In the event of service termination due to physical incapacity or reaching retirement age or death. In such events, the salary shall be based until the end of the month of such event of service termination.

## 14 SECTION 14

### GRIEVANCE POLICIES AND PROCEDURES

The employee has the right to contest the penalty befalling him/her within thirty days of notifying him/her of the penalty. The contest is submitted to the AASTMT President who in turn refers it to a committee convened for that purpose by a decree from him, not including any of the members of the committee which issued the contested decision. This committee's decision is not deemed final unless ratified by the AASTMT President. As to the contesting of penalties issued by the Disciplinary Committee, they shall be dealt by the AASTMT President after attaining the opinions of whomsoever he deems fit to consult on such matters.

Employees may file an appeal to the HR Director requesting the cancellation of a decision, decree or action which impacts or harms their interests or request a specific decision to alleviate such damage due to not taking the necessary decision by the relevant AASTMT entity.

The Human Resources Officer is available to counsel any employee who has grievances. This service is available to advise and assist the employees who have any inquiry, problem, or complaint about working conditions.

Most concerns can be resolved by informal resolution between the parties involved. Fair and prompt consideration will be given to any personal concern or dissatisfaction about employment. The HR Director should be contacted if a person feels there has been employment discrimination due to race, color, national origin, religion, gender or qualified disability.

#### 14.1 Procedures

**The following steps are suggested to resolve questions of employment dissatisfaction:**

1. To ensure that employment problems are resolved effectively, the employee should discuss the area of concern with his/her immediate supervisor.
2. If necessary and the issues is not resolved at this level, the employee may request an appointment to discuss the problem with the appropriate person at each administrative level up to and including the Associate Dean and the Branch Director.
3. A formal hearing may be requested.
4. If a complaint is not resolved through informal procedures, then a written, signed grievance must be filed to the Grievance Committee at the Headquarter within thirty calendar days following the administrative action or inaction prompting the grievance, or within thirty calendar days after the employee first knew or should have known of such action or inaction.

## 14.2 Formal Complaint Grievance

A formal complaint is defined as the dissatisfaction that occurs when an employee believes that any condition of his/her employment is unjust, inequitable, a hindrance to effective operation, creating a problem or is leading to denial of promotion. Suspensions, demotions, or discharge from employment shall be considered as formal complaints and subject for appeals.

Salary increases, job classifications, and fringe benefits are matters determined during budget deliberations and are not considered items for formal complaint. The formal complaint procedure does not apply to action taken during the Faculty's introductory period or the non-renewal of an individual's appointment.

## 14.3 Grievance Committee

The Grievance Committee (Central) convenes, whenever needed, to study received written grievances. Only evidence officially received shall be considered by the Committee. The Committee shall conduct its deliberations privately, and shall not record such deliberations. A written report shall be prepared, including findings, the reasons of these findings, recommendations, and any dissent. Each member of the Committee shall sign and date the report. The report shall be sent to the AASTMT President for approval.

# 15 SECTION 15

## LEAVES

### 15.1 General

- Employees shall receive a fully paid casual leave for 30 days for each year of service. Leave balance may be aggregated to a maximum of 90 days and encashment thereof cannot be made unless at the end of service.
- Employees in countries other than home country are granted an additional week once every two years when visiting their home country or the country of permanent residency.
- Employees on annual contracts shall receive a casual leave of 21 days which expire if not taken by the employee.
- Employees reporting to reserve military service shall be entitled to a leave up to a month which is deducted from the leave balance.
  - Employees may not disrupt the unpaid leave unless for justifications which are approved by the AASTMT President.
  - Employees' ranks shall remain vacant during the leave periods listed in this handbook. The leave periods shall not be calculated in the actual service years unless for a maximum of 6 months for which the employee pays his/her share along with AASTMT share in the severance pay, pension, insurance and medical care funds.

## 15.2 Sick Leaves

- Employees who are unable to perform their duties due to illness or injuries shall be entitled to a fully paid sick leave up to 3 months, a half paid leave for the following 3 months, one third paid leave for the three months after, over three years of service. If the sick leave exceeds that period, the employee is granted a final unpaid sick leave for 3 months. If the employee cannot resume his/her functional duties after the end of the final sick leave, he/she is referred to a medical committee to assess the validity of employee's pursued employment.
- Leave periods because of physical injuries during work shall not be included in calculating the leave balances. If the leave period exceeds 24 months, the injured employee shall be referred to a medical committee to assess the validity of employee's pursued employment.
- Sick leaves and absenteeism periods due to work injuries shall be included in the employees' service period.

## 15.3 Hajj Leave

Employees shall receive a paid leave in any of the following case of 21 days for Hajj which is granted once during the service period.

## 15.4 Maternity Leave

A working woman is entitled to 45 days maternity leave with full pay which starts from the date of the delivery, according to the relevant medical report.

## 15.5 Paid Leaves

- **Employees shall receive a paid leave in any of the following cases:**
  1. 10 days for emergency or unusual circumstances which cannot be reported in advance to the line manager; however, such duration must not be exceed two days back-to-back.
  2. One week for the employees in the host country and two weeks for the employees from other countries in the event of the death of spouse, parent or child.
  3. Call for reserve military service up to a month a year.