

Al Ittihad National Private School

Abu Dhabi

Staff Handbook

2018/2019

Index

Subject	Page No.
• Welcome Message	4
• Guiding Statements (Vision, Mission, Strategies, Values)	5
• History	5
• Code of Ethical Conduct	5
• Statement of Curriculum	6
• Language Policy	6
• School Sections	7
• School Schedule	7
• Absenteeism & Tardiness	8
• Substitution Policy	8
• Procedure for Leaving School Premises	9
• Cultural Awareness	9
• Meetings	9
• Dress Code	9
• Staff Orientation & Professional Development	10
• Job Descriptions and Staff Duties	11
• Performance Management/Appraisal System	11
• Confidentiality	11
• Use Of Social Media Policy	11
• Communication & Announcements	12
• Photocopying Procedures	12
• Official Correspondence	13
• School Premises Use	13
• Grievance Policy & Procedure	13
• Use of Technology	13
• Purchasing Procedure	14
• Use of School Library (School Resources)	14
• Private Tutoring Policy	14
• Gifts Policy	14
• Visitors Policy	14
• EHS and Child's Protection Policy	14
• Behavior Management & Physical Intervention	15
• Return of School Property	15
• Personal Property	16
• Personal Information	16
• Smoking	16
• Labor Law	16

• Law of the Land	17
• Anti-discrimination & Harassment	17
• Hiring Process	18
• Probation Period	19
• Contract of Employment	19
• Staff ID	19
• Payment of Salaries (Basic Salary & Allowances)	20
• Staff Accommodation	20
• Leaves	20
• Children's Schooling	22
• Babies Room	22
• Health Insurance	22
• Transportation	22
• Government Procedures and Paperwork	22
• UAE National ID	22
• Dependents' Governmental Procedure	23
• School Contacts	23
• Resigning	24
• Disciplinary Procedure	25
• Termination	25
• Gratuity (End of Service)	25
• Staff Pledge	26

Welcome Message

To all INPS Staff ,,,

It is a great pleasure to welcome you to another school year.

Our **GOAL** at Al Ittihad National Private School (INPS) is to provide a special learning environment that meets the unique needs of each child. The school seeks to promote the academic, intellectual, social, moral, ethical, physical and emotional growth of the students.

We strongly believe that the achievement of this goal is dependent upon the combined efforts of everyone at INPS, administrative and academic staff.

This handbook is intended to serve as a guide to the policies, procedures, and the daily operation of Al Ittihad National Private School, Abu Dhabi. Through this manual, INPS will chart a clear course of objectives for our existing and newly appointed staff both administrative and academic.

By highlighting each employee's rights and obligations, both INPS and all staff will be in agreement with the actions expected from both sides, assuring a clear understanding between each employee and the school.

Please take time to read the handbook and become acquainted with its entries and if you have any queries, please contact the HR Department with your concerns.

Finally, we wish all of you the best in the upcoming school year and all the success in your employment with Al Ittihad National Private School.

Al Ittihad National Private School

Our Vision

A Generation of Heritage Guardians and Global Thinkers

Our Mission Statement

We, at "INPS-AD", are committed to the intellectual and personal development of our students by providing programs that inspire and empower them to become active national and global citizens.

Strategies that Support the Vision and Mission

ACTIVE NATIONAL AND GLOBAL CITIZEN We will challenge our students to become active and responsible citizens inspired by their understanding of current issues and concerned with the wellbeing of others both locally and globally.

INTELLECTUAL DEVELOPMENT We will enhance the academic and intellectual development of our students through challenging curricula and teaching strategies that foster learning and thinking skills

PERSONAL DEVELOPMENT We will nurture the social, emotional, and physical development of our students through curricular and extracurricular activities.

COMMUNITY ENGAGEMENT We will develop strong partnerships with the local and global community to provide rich opportunities for students' intellectual and personal development.

SUPPORTING INFRASTRUCTURE We will provide safe and systematic infrastructure, enriched by meaningful technology integration to support student learning, facilitate staff development, and encourage community involvement.

VALUES

Respect Empathy Integrity Tolerance Care Resilience Belonging & Loyalty

History

INPS was officially established in 1976 in Mamzar, Dubai. It was inaugurated by late Sheikh Rashid Bin Saeed Al Maktoum (may God rest his soul in peace).

In 1998, Branch campus was opened in Jumeira.

In 2004, Al Ain Branch was opened.

In 2006, Abu Dhabi- Khalifa Branch campus was opened

In 2018, Abu Dhabi- Shakhbout Branch is opened.

Code of Ethical Conduct

INPS employees follow the Abu Dhabi Education Council Code of Ethical Conduct (www.ADEK.ac.ae). We share the following core values as guides for interactions:

- We strive to respect each individual and work to create a positive emotional climate for all learners, with sensitivity to differences in age, ability, background, language, culture, religion, and family structure.
- We use direct eye contact, smiles, warm tones of voice, positive touch, social conversations, and joint laughter to support the development of effective working

relationships.

- Our partnership in learning is supported by regular, reciprocal communication, affirming recognition of effort and accomplishment, predictable, developmentally appropriate responsiveness to initiative, emotion, and concerns, and proactive conflict resolution.
- We are committed to diversity and we strive to create an environment of inclusion that celebrates our differences and highlights our commonalities. Our program accepts children with special needs as long as a safe, supportive environment can be provided for the child.

Statement of Curriculum

Al Ittihad National Private School – Abu Dhabi aims at fostering a high standard of bilingual comprehensive education from its KG1 through grade 12 programs that meet and integrate both national and international standards. INPS uses Arabic and English as the main mediums for communication and instruction. This implies the use and maintenance of both languages in the daily teaching and learning experiences.

INPS curriculum provides the students with the skills needed for acquisition of knowledge, harmoniously balanced with UAE culture, heritage and religion.

INPS curriculum is based on the newly adopted American Common Core standards (California State Standards) for English, Mathematics, Art and NGSS standards for Science. The school also offers the MOE curriculum for Arabic, Islamic and Arabic Social studies. These curricula are rich in various resources and strategies to promote students' needs and skills through all grades.

Text books published by Harcourt programs are used in grades KG through grade 6 for teaching English, Math and Science. The curriculum applied for grades 7 to 12 is a hybrid between Holt and other American textbooks. Physical Education, Information Technology and Art are taught in English.

Language Policy

The school has adopted an **-English Only-** policy where English is used as the medium of communication between students and staff\students.

All staff members are to encourage the use of English at all time. They are strictly cautioned to avoid the use of Arabic to interact with students in all subject classes (except Arabic/Islamic studies/Arabic SS) or even in the playground or hallways.

Arabic should only be used with Arabic, Religion, and Arabic Social Studies teachers. During such classes teachers should use Standard Classic Arabic and avoid the use of slang or particular dialects in order to ensure that students are used to the correct usage of the language. We aim to instill in our students pride in their Arabic language and their heritage

School Sections

The school is divided into 4 departments:

- **Kindergarten** Section (Kg1 & Kg2)
- **Girls** Section (grades 6 to 12)
- * **Elementary** Section (grades 1 to 5)
- * **Boys** Section (grades 6 to 12)

School Schedule

Days of work:

INPS staff's presence at school is mandatory 5 days a week – Sunday through Thursday. Staff presence on **Saturday** is mandatory if the circumstance of the work make it necessary for a Teacher/Employee to come for a training session, workshop or emergency work.

School Calendar

Yearly School calendar will be issued after getting ADEK Approval. Teachers are expected to prepare their lesson plans according to it.

School Activities

Staff members are expected to attend and participate in as many school activities as possible. Staff presence projects support and interest to the students, the school, and the community.

Staff members are also encouraged to become involved in school-related organizations, clubs, etc.

Staff members must receive permission from the Director to use school facilities for such activities.

Employees are required to submit ideas or requests for field trips and excursions to the Activity Coordinator in order to grant the director's approval. The Director may approve or deny the request.

Official Working Hours:

Teachers at INPS are expected to start work 07:30 a.m. and finish at 3:00 pm (or until the end of activities, staff meetings or workshops). Teachers must follow the Daily timetable that is assigned by the management.

Administrators/Support Staff are expected to start at 07:15 a.m. and finish at 3:15 p.m. (or until the end of activities or staff meetings).

Holy Month of Ramadan Schedule Working day will be shortened for 2 hours (to start 1 hour later and end 1 hour earlier)

Teacher's Workload A full teaching load is a maximum of 27 sessions a week (50 minutes each) including the substitutions in addition to Duties (Morning, Break, After School Activities) as per law of Private Education.

Additional duties may be added during special school events like; parents-teacher conference, school production or exhibition.

Daily timetables (Students & Teachers) are prepared, reviewed and distributed at the beginning of the year to allocate classes, subjects & teachers. Timings vary between sections taking into consideration the teacher's workload.

Electronic Signature We emphasize on the electronic signature for each staff when attending and departing. Staff members are considered absent if they fail to sign or and out.

All staff is directly responsible for punctuality at school.

Absenteeism and Tardiness

All employees are responsible for regular attendance and promptness. Taking into consideration that illness and injuries do occur, the school has established sick leave as per the Labor Department of Abu Dhabi Law.

Absences whether excused or not, will be recorded in the employee's file and affect his/her end of year evaluation process and may lead to salary deduction.

If any employee anticipates absence, or unexpectedly is delayed or unable to come to work for any reason, he/she must personally contact the HR Office via email or SMS to enable the school adjust the work assignments before the start of the workday. Failing to do so will lead to pay off that day even if it is supported by a sick report.

Emergency permission to leave school should be for emergency reasons only accepted by the school Director.

Absence directly before & after weekend/holiday will result in counting such weekend/holiday days as part of the absence days and shall lead to salary deduction unless an official medical report verified by the Health Authority is presented.

Emergency leaves would be considered paid or not according to the director decision.

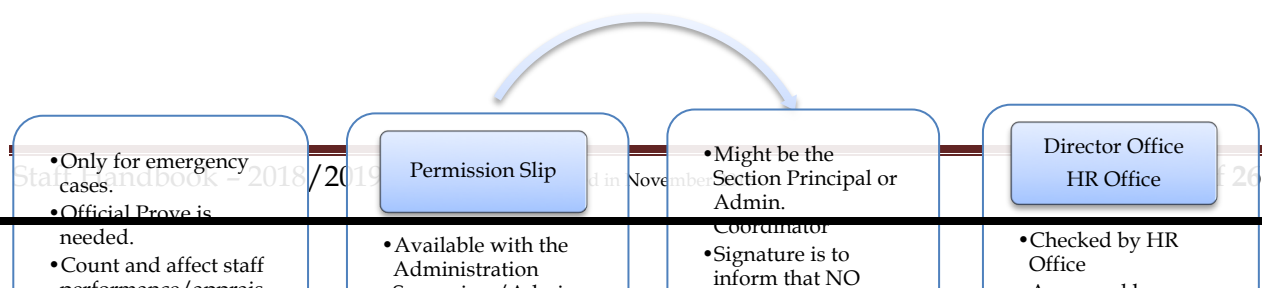
Being late for more than 3 times a month will result directly to a Salary Deduction without any warnings.

Substitution Policy

As INPS seeks to always have a positive and enriching learning experience for students, the following guidelines has put in place: -

- All teaching staff whose teaching load is less than 27 periods/week will be assigned a certain number of substitution periods to reach a workload of 27 periods.
- All academic and admin/support staff such as coordinators, career counselor, social workers, librarian, section principals, admin supervisors and EHS officer will also be assigned a certain number of substitution periods.
- Subject coordinators and teachers must ensure that work is prepared ahead of time for the teachers who will substitute when a teacher is absent or prepare substitution files and have them ready in the department.

Procedures for Leaving School Premises



Cultural Awareness

- Know that UAE is a Muslim country that has customs and traditions, which are shared and distinctive throughout the Muslim Arab World and must be respected at all times.
- Follow a culturally sensitive dress- code in your everyday life.
- Avoid any discussions regarding politics, religion, and nationality while in school.
- Be sensitive in your use of language and avoid derogatory terms that may be open to misinterpretation together with references to alcohol, drink, pork, pigs, the state of Israel, etc. particularly in school.

Meetings

All employees are required to attend all meetings that refer to their department and other meetings that may be announced by the subject coordinators, PRINCIPAL or Administration.

Meetings could be pre-scheduled or periodically planned during working hours or can be held after-school hours, on weekends or holidays for emergency purposes.

Dress Code

The traditions and social habits of the country impose on teachers the necessity to observe simplicity and modesty in their dress. As teachers, we need to set an example to our students and should therefore dress according to accepted norms of the work place, thus showing respect for our position and our profession.

The following dress code guidelines should be adhered to at all times as failure to follow will be dealt with official warnings from the administration: -

Dress Code for Men:

- Blue Jeans are not allowed at school
- Men should wear formal trousers, short or long-sleeved formal shirts, and neck tie.

- T-shirts and shorts are not allowed
- Flip-flops, slipper, sandals and running shoes are not acceptable.
- Shoes should be closed-toe.
- Moustaches and beards should be well shaped and short.

Dress Code for **Women**:

- Blue Jeans are not allowed at school.
- Women can only wear long dresses, long skirts or trousers. (ankle length)
- Shirts must be minimum $\frac{3}{4}$ sleeved. Shirts should be long and opaque and non-revealing and should cover the abdomen completely and at all times.
- Shirts with symbolic slogans are not allowed.
- Tight-fitting clothing and leggings are not acceptable.
- Women should wear neat and comfortable shoes.
- Flip-flops, slippers and running shoes are not allowed.
- Make-up and jewelry should be simple, conservative and appropriate for the school.
- Religious icons are not permitted
- Flashy nail polish is not allowed.
- Hair should be neatly combed, trimmed and arranged.

Staff Orientation & Professional Development

The purpose of the development activities is to ensure that teachers modify their teaching process as necessary to better serve students' performances.

The school management will be scheduling workshops and activities -after school hours- in cooperation with the Academic Advisor, Principals and Head teachers.

Teachers/staff are expected to take responsibility for their own professional development and encouraged to seek additional development activities to augment their personal and professional growth.

In some cases; where staff is seeking any kind of support (financial or permissions), individual cases shall be submitted for the Director approval.

Staff development activities are organized to meet the needs of employees and INPS such as; attending workshops and conferences, schools' visits, researches, diagnose observations.

INPS Professional Development Plan is established, shared with departments and reviewed every year by the PD Committee.

Job Descriptions and Staff Duties

The objective of this policy is to specify the guidelines for developing and amending job descriptions and for classifying and evaluating positions.

Job descriptions shall be developed or updated whenever significant changes in INPS structure or position duties and responsibilities occur; and whenever new positions are created. The HR Office has the final responsibility of ensuring that job descriptions are prepared for each approved position.

Each employee will receive designated job description by his/her direct supervisor/HR officer.

If employee has any question/concern regarding job description, please discuss this with the direct supervisor.

Performance Management/Appraisal System

Appraisal System for all staff is in place to determine a rate or amount to which the teachers' strategies and techniques are effective and provide possible intervention and remediation plans for areas that need improvement.

In addition, HR Office issues **Administrative Report** by the end of each term for each staff, this report has records of (leaves, notices, rewards, warnings, permissions ... etc)

Confidentiality

Staff must use good judgment when discussing school business, student behavior or achievement.

No employee shall reveal personal information concerning any student, except to the school counselor, parents, guardians or school Director.

Use of Social Media Policy

Employees should be aware of the effect their actions may have on their images, as well as INPS image.

It is NOT allowed for any reason to publish any of INPS student's personal pictures on your personal page, blog or any other social media portal.

Social media use shouldn't interfere with employee's responsibilities at INPS. INPS computer systems are to be used for business purposes only. When using INPS computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter and LinkedIn), but personal use of social media networks is discouraged and could result in disciplinary action.

Any official statements or publishing materials from/about INPS to the media are to be handled through INPS Administration.

Communication and Announcements

The Official communication method is the School Email Address, each employee is responsible to always check his/her email and communicate with others through emails.

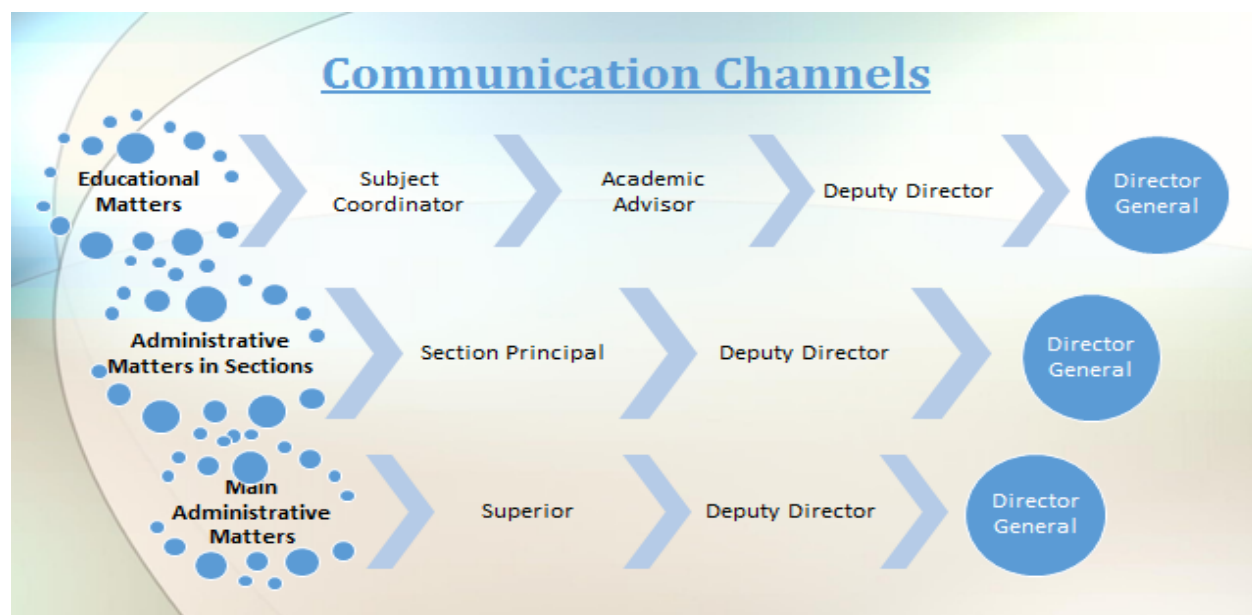
Business emails must be used only for business purposes. Employees are not allowed to use it for personal correspondents.

Employees shall also receive messages from the administration in some emergency case or when sharing social news.

Employees communicate with HR Office through the emails if they request any of the HR Office services or seeking any kind of approval.

staffinfo@inpsabudhabi.com is assigned for sending staff personal documents such as (passport, visa, certificates etc).

hrhelpdesk@inpsabudhabi.com is assigned to receive all Employees' requests or inquiries such as (leave request, absence clarification, permission request, having any question or query ... etc)



Photocopying Procedure

All photocopying material should be submitted to the subject coordinator at least **two days before the required date**.

Photocopy Request Form (available in the photocopying room) requests the number of copies, date-required etc. and need to be signed by the subject coordinator before submitting any papers for photocopying.

Finished copies will be placed in each department box in the photocopy room for collection.

No teachers or students are allowed in the photocopy room, especially during the exam time.

Official Correspondence

All official correspondence with parents by any teacher or department need to be signed or approved by the PRINCIPAL/Director.

School Premises Use

Requests to use school facilities after school hours should be directed to the appropriate Facility in Charge. A request must be granted with the Superintendent's or designee's approval.

Grievance Policy & Procedures

INPS values the opinions of all its employees, and employees have the right to express their views through appropriate informal and formal processes.

INPS encourages employees to discuss their complaints and concerns through informal meetings with their Director, Deputy Director/ Principal.

Concerns and complaints should be expressed as soon as possible -by filling the complaints form - to allow early resolution **at the lowest possible administrative level.**

NO INPS employee will retaliate against an employee for bringing a complaint or concern to the administration. All persons involved in the grievance process are expected to be courteous to one another and adhere to the Code of Ethics.

All complaints, whether informal or formal, must be brought within 10 days of the time the employee knew or should have known of the event(s) or incident(s) giving rise to the complaint.

Technology Use

We encourage the use of technology for the purpose of promoting the teaching and learning process. It is expected that staff learn to use and apply this technology appropriately.

Technology, as used herein, includes but is not limited to the E-School, school email, internet, computers, projectors, interactive boards, cameras, DVD players, CD players, video players, televisions, and printers.

Technology should be used only for education and research purposes as it relates to the school curriculum.

Users should not use the school technology and internet service for personal use, interfere with the privacy and legitimate work of others, access inappropriate websites, enter chat or discussion rooms, play games, or download software on any school computer, spread computer viruses or any program designed to violate security, interfere with the proper operation of the school networking system, or damage another user's data.

Users who misuse or damage the school technology are responsible to bear the financial liability incurred to repair the damage and the consequence of the administration decisions.

Purchasing Procedure

Purchase request form must be filled by the employee who wishes to purchase/buy material or service to be used for work or for the learning proposes.

The purchase Request must be approved by the Director, Deputy Director/Principal.

Refer to the Purchasing Policy.

School Library Policy

INPS Library encourages the policy of Book borrowing taking in consideration the Library rules and regulations.

The teacher who accompanies students to the library is responsible to make sure that library rules and regulations are applied.

Staff is required to handle the books very carefully. It is not allowed to Mark with pencil, write or highlight, tear the pages or mutilate them.

In case of book loss/damage, the borrower shall replace the books of the same edition or latest edition or pay the cost of the book after getting permission from the librarian.

Private Tutoring Policy

Teachers **shall not provide private tutoring** to students they teach in class because of conflict of interest. Any private tuition should be arranged through the school administration and is subject to the administration's discretion.

Not abiding by this policy will subject the teacher to legal prosecution by the school.

Gifts Policy

Employees are not permitted to accept gifts of any kind directly or indirectly from individuals (students or parents)

Visitors Policy

INPS doesn't encourage social visits.

We require all visitors who enter upon its premises to report to the main office to display his/her ID. This applies to family members or friends of employees and any other visitors.

EHS and Child's Protection Policy

EHS and Child's Protection Policy will be available in the school Library, HR Office, in the Administration of each department. All staff are asked to read it and apply.

The school organizes trainings on these topics at the beginning of the year.

INPS thrives to protect & safeguard every child under its roof, and is ready to cooperate with the Ministry of Interior -Child Protection Center (MOI-CPC), and the Department of Education and Knowledge (ADEK) to stop any type of child abuse.

Children have rights, most importantly the right to be safe from danger, happy and respected; the right to parental guidance not negligence, protection from all forms of violence, good health and health services, the right to education, leisure, play and culture. All these rights must put into practice in a warm and loving environment which comprises the family/ home and the school that the child is attending.

The Child Protection Officer (CPO) assumes the responsibility of being fully committed to safeguarding & promoting the welfare of all children of all ages. The CPO is trained and knows how to handle abused children and immediately report any case of abuse and/or neglect of students to the Ministry of Interior – Child Protection Center within 24 hours upon suspicion.

Behavior Management and Physical Intervention

All students have a right to be treated with respect and dignity. Corporal punishment is prohibited in all schools according to our policy and ADEK's expectation. As such, staff should never touch a child in an aggressive way. Staff must not use any form of degrading treatment to punish a student. This includes both physical and emotional humiliation. The use of sarcasm, demeaning or insensitive comments towards students is not acceptable in any situation. Shouting aggressively is not acceptable in any situation.

Deliberately frightening students by overweening physical presence is not acceptable in any situation. Staff may legitimately intervene to prevent a student from injuring themselves or others, causing damage to property, engaging in behavior prejudicial to good order, and to maintain good order and discipline. Staff should have regard to the health and safety of themselves and others. Under no circumstances should physical force be used as a form of punishment.

Return of School Property

All materials, including -but not limited to- business information, files, research, records, books, lists, computer disks, hardware, software, cell phones and other wireless devices, documents, drawings, models, apparatus, sketches, designs and any other embodiment of confidential information or intellectual property received by an employee during employment and any tangible embodiments of such materials created by an employee, alone or with others, whether confidential or not, are the property of INPS.

Upon termination of contract with INPS, or upon the request of INPS, an individual will return to INPS all such materials, including copies thereof, in the individual's possession or under the individual's control. Such materials will be returned within 24 hours of notice of termination of contract.

The cost of repairing or replacing any INPS supplies, materials, equipment, or other property that is damaged (other than normal wear and tear), stolen, or lost by an employee or that is not returned to INPS upon termination of contract of employment

may be deducted from the employee's salary or End of service. Any materials created by staff members for use by INPS, or created on INPS time, or produced using the staff or resources of INPS, are considered works-for-hire and all intellectual property rights are vested exclusively in INPS.

Personal Property

INPS recognizes that employees may desire to display mementos pertaining to their families or bring other personal items to work. INPS takes no responsibility for the safekeeping of these items.

However, should any such personal property be stolen, employees should report the incident to their appropriate Department supervisor/ Assistant.

The following guidelines should be observed:

- Safety comes first. No object can interfere with job safety.
- Nothing can be displayed that is derogatory to any person or system of beliefs.
- Objects that are inappropriate or that hinder work efforts will not be allowed and must be removed upon request.

Personal Information

INPS maintains a personnel file for each employee. The personnel file may include such information as the employee's job application, résumé, records of training, documentation of performance appraisals and salary information, and other employment personal records.

The information that we keep about you (both paper records and on computer) is used for administration purposes. We only use personal information for legal and business reasons. It is the responsibility of the HR Office to keep this information confidential.

It is important that our records are correct, as inaccurate or out-of-date information may affect your salary or cause difficulties in emergencies. Therefore, you are requested to ensure that personal information including emergency contact details is kept up-to-date.

Smoking

As per ADEK rules, smoking is prohibited anywhere in the school premises -indoors or outdoors - (including security room and school surroundings). This applies to students, employees and visitors.

Labor Law

Your employment here is subject to the UAE Labor Laws and in compliance with ADEK requirements. Should you wish clarification on any aspect of your contract with the school, contact the HR Office.

Law of the Land

Employees are expected to respect the law of the land, its cultures and beliefs. Any violation will expose the offender to the disciplinary actions specified in this chapter. Examples of serious violations are:

- Drinking alcohol
- Gambling
- Illegal sexual behavior

- Possession of weapons
- Drug abuse
- Theft
- Discussion of political and religious issues.

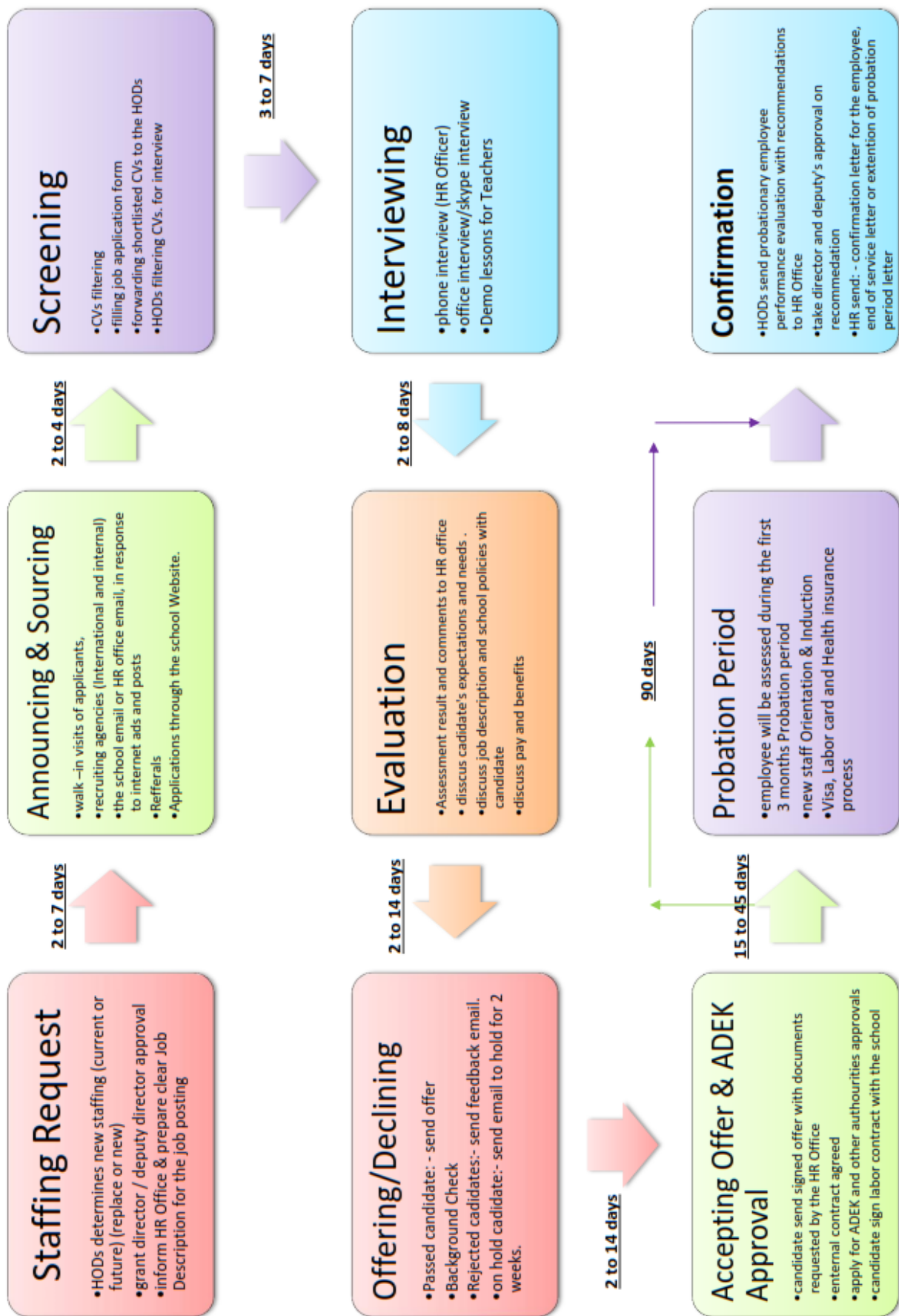
Anti-discrimination Policy

INPS is committed to ensuring that working environment is free from discrimination and harassment. Discrimination and harassment in our workplace will not be tolerated under any circumstances and disciplinary action will be taken against any employee who breaches this policy. Any breach of policy by a non-employee directed to an employee shall be handled in a similarly appropriate manner.

Discrimination and harassment occurs when a person is victimized in the workplace on the basis of but not limited to the following criteria: Race, Color, Gender, Religion, Disability, Sexual Orientation, Pregnancy or Age and shall include exposure to racial or ethnic jokes, offensive profanity, intimidating behavior and exposure to unwanted sexual flirtations.

We strive to achieve a working environment where all members of staff are treated with dignity, courtesy and respect. An effective procedure is provided for all complaints to be lodged and investigated based on the principals of natural justice. All complaints shall be treated in a sensitive, fair, timely and confidential manner and complainants shall be guaranteed protection from any victimization or reprisals. It is an important fundamental of company policy that the reporting of behavior in breach of policy is encouraged in order to correct and promote appropriate standards of conduct at all times.

Hiring Process



Probation Period

All newly hired staff must undergo a probation period of 3 months.

During Probationary period the employee is not entitled to use any type of leaves (sick leave, emergency leave, maternity etc

At the request of the Director, an extension of up to three months may be approved. The intent of such an extension is to provide the department with additional time to determine whether a staff member will be successful in his/her job.

If such an extension is approved, a detailed outline of areas needed for improvement must be provided to and signed by the staff member, and a copy must be given to Human Resources for the staff member's personnel file. At the end of the extension, the staff member and Human Resources must be advised, in writing, of the decision to retain or dismiss the staff member.

During the extension period, all conditions of the probationary period continue to apply. No further extension may be granted beyond the already extended three months. Human Resources will issue the appropriate letter, which will be handed to the staff member by his/her supervisor.

Contract of Employment

Each staff member signs a 2 years contract, which states the terms and conditions applicable to employment. If any change is made to the contract after the employment has commenced, the concerned employee must be notified in writing. Thereafter, the employee will be asked to sign a copy to acknowledge acceptance of the change.

Contracts are limited but renewable upon agreement from both parties (school and employee).

Staff ID Card

Each staff member at INPS will be provided a **Staff ID Card**.

- Staff should carry the ID at all times while in School premises.
- The INPS Card is to be treated with care. Cuts, creases, and other damage can render the card unusable. The card is not to be bent or left in direct sunlight, near sources of heat, or in contact with magnetic fields.
- In case of Card Loss/damage, staff must report to HR Office and pay an amount of Dhs. 50/- in order to issue a new card.
- Cards are non-transferable. Altering an ID card or using another person's ID card may result in disciplinary action.
- ID card is the property of INPS, and it must be returned to the HR Office upon leaving the School or if otherwise requested by the HR Office.

Payment of Salaries (Basic & Allowances)

Salaries are paid on a monthly basis and deposited into local bank accounts in UAE dirham the end of each month.

Teachers need to open an account with any local bank in the city and forward the details to the school accountant as soon as they are on school visa/work permit/Labor Card.

Basic Salary ratio is always 30% of the total Monthly Salary.

There is a clear scale for salaries and allowances adopted based depends upon the followings:

Nature and Location of the Employee - Degree (s) - universities degree obtained from - Years of experience - Specialized training and workshops attended - responsibilities - local or worldwide market forces.

Staff Accommodation

In some cases, INPS provides accommodation to employees conditional to the **employee family status** and **availability** of the units.

The Staff Accommodation policy is available and agreed by the residents.

Leaves

Annual Leave:

The first annual leave entitlement may be taken only after the employee has completed full academic year service with school.

As per ADEK Law, each employee receives annual leave as follows: -

- Teaching Staff receive an annual leave **as per ADEK Approved Calendar**, at the end of the academic year.
- Coordinators must join school 2 working days earlier than the teachers.
- Administrative Staff receive an annual leave **as per ADEK Approved Calendar** at the end of the academic year.
- Workers and Support Staff receive an annual leave of **30 days**.

For administrative and support staff only, the HR Department prepares a leave plan for the coming year, prior to the end of current year. This allows a smooth operation with no disturbance to staff.

Within operational requirements, employees will be allowed to indicate their preferred dates. However, leave scheduling is subject to operational requirements and when necessary employees will be directed on the extent and timing of their leave plans.

Any public, official, maternity ... etc holiday will fall during the annual leave will not have any effect on the annual leave duration.

A staff member who is unable to resume work as scheduled is required to immediately advise Human Resources and request leave extension. It is the staff member's responsibility to provide immediate notification and receive permission for the delay. Human Resources will require the employee's formal justification for the delay, and will decide the appropriate course of action to be followed after investigating each case.

Haj (Pilgrimage) Leave

All Muslim staff members are entitled to 10 working days leave towards Haj only once in the employment period at school.

Compassionate Leave

Each employee may be granted a compassionate leave that should be approved by the school Director in case of death of a first close relative (parent, brother, sister, wife)

Leave is allowed for the period of:

- up to three working days compassionate leave with pay: within UAE
- up to five working days compassionate leave with pay: outside UAE

Management may request the staff member to provide evidence of a death certificate, upon their return to work.

A **Muslim female** employee will be granted a bereavement leave with full pay for a period of **four months and ten days** in the event of the **death of her husband**.

Sick Leave

The employee may be granted a sick leave upon presentation of a hospital or a doctor's sick report stamped by HAAD. The employee should then fill the absence form attached with the sick report and present it to HR Office.

The pay according to sick leave policy is as per UAE federal Law (article 83): -

Employees are entitled to **sick leave** with **full pay** for up to 15 days and with **half pay** for up to additional 30 days per year for personal illness, either in or out of the UAE.

The employee shall not be entitled to any paid sick leave during the probation period.

Emergency leave

Employees are granted **6 days** of personal/emergency leave during the academic year.

The school Director has the right to judge whether this absence considered as an emergency leave or not.

The non-attendance does not cover 2 successive days. Any absence should be announced to the administration on the same day early in the morning. When the period of non-attendance exceeds 6 days, the additional days will be deducted from the salary unless the administration is convinced that genuine reasons lay behind the absence.

Maternity Leave

INPS grants paid maternity leave to female staff members who have completed a full year of service at INPS.

Staff should notify the HR office in advance of the expected time of leave and estimated return.

Upon delivery, the staff member will be entitled to receive full pay for 45 consecutive calendar days as maternity leave, provided when she has completed one full year's service. If the staff member has not completed one year's service, she will be entitled to the same number of days leave, but 15 days paid only.

Should the attending physician recommend that the staff member stop work prior to delivery, she will be placed on sick leave, and will receive sick leave benefits. If the staff member has used up her sick leave benefits, she will be placed on leave without pay until maternity leave benefits can take effect.

Other holidays:

Each employee shall be entitled to official full pay on the following occasions as per government announcement:

- New Hijri Day
- Eid Al Fitr
- Eid Al Adha
- UAE National day.
- Mid-year holidays (winter and spring) according to the approved ADEK Calendar and management decisions.

Children's Schooling

All employees of INPS are entitled to a 50% discount on the Tuition Fees only (for only 2 children) if they enroll their children at INPS after having approval from the Director.

Babies' room

INPS is offering the service of baby sitting in the school for INPS Female staff only and their less than 3 years old children against reasonable fees that is determined by the administration in case of space availability.

Health Insurance

All employees that are sponsored by INPS-Abu Dhabi are granted a free health insurance for them and 3 of their dependents who are under his/her sponsorship.

Transportation

INPS provides the service of transporting the staff from and to school premises from their houses as per availability and agreed offer.

Government procedures and paperwork

The school is responsible to handle and pay all employees hiring procedure such as: blood tests, work permit, work visa, labor contract.

UAE National ID

Each employee is responsible to issue his/her UAE ID. The school doesn't pay the it's expenses.

Dependents' Governmental Procedure

The school is not responsible for the dependents' governmental procedures and paperwork and doesn't pay any of the funds spent in such cases.

School contacts

As soon as you start reporting to school you will be receiving a list of school contact nos. and emails.

Resignation

An employee intending to resign from INPS should submit a written letter to the Director of the school at least 2 months on advance.

Employees are not allowed to stop reporting to work during the school year, report will be issued to ADEK and Labor Department in order to take the legal action against the staff.

In some cases, reasons should be clarified in written request with evidence to be presented to ADEK for their approval.

Resignation must be submitted before 1st of May.

If the employee chooses to leave the school before the expiry of the contract, he /she shall inform the school authorities in writing two (2) months before the affectivity of his/her resignation and he/she should compensate the school equivalent to 2 months' total salary.

In case of new employee (not completing one year) he/she will be responsible for all cost or expenses paid for his/her ticket, resident visa and residency expenses.

Disciplinary Procedure

As soon as the employee reads and agrees on this staff handbook he will be obliged to follow and apply all school policies.

The disciplinary procedure will be invoked for all offences committed by the employees, on or off INPS premises, which may harm INPS's reputation.

The school implements the following procedures on employees who are not performing properly, breaking the school policy, or creating problems.

- Level (1) Verbal Notice

The offending employee may be asked to explain the situation to the Director of the school that will be responsible for taking any necessary action.

- Level (2) Written Warning

- First (Notice): the Director of the school prepares a warning letter and presents it to the concerned employee. The employee is required to sign the letter to acknowledge its receipt.

- Second (Warning): the employee receives a second warning letter if he/she repeats or continues to do the same behavior and does not take the action seriously.

- Level (3) Final Warning Salary Deduction/Suspension

- Level (4) Last Action, if the employee continues the offence, the school will immediately terminate his/her contract according to the school policy.



Termination

Termination with a just cause is a discharge or separation as initiated by INPS for what it considers a justifiable reason. Unacceptable job behavior or performance, as determined by management and the inability to perform assigned duties are examples of reason for discharge.

The school may terminate the contract based on specific reasons by giving notice as stated in the employment contract.

In case of termination of the contract by the school during its validity and after the probation period, the school shall pay to the employee 1 month additional compensatory salary after fulfilling conditions

The school may terminate an employment contract without giving notice and/or paying end of service benefit in the event of:

- ☐ breach of contract by the employee of any term of the agreement
- ☐ breach of confidentiality or conflict of interest
- ☐ dishonest or unethical conduct
- ☐ failure to carry out the duties required in a diligent and competent manner
- ☐ failure to meet the work standards established for the employee of the position
- ☐ other reasons, if considered necessary in the judgment of INPS

It should be noted the above list is not fully inclusive of all situations.

Gratuity (End of Service)

Once the employee completes a minimum of Two years continuous service with INPS, he/she automatically becomes entitled to an end of service gratuity in accordance with provisions of the UAE Labor Law.

Rates of gratuity are as follows:

Year of service	Gratuity
1 to 5 years	21 days basic salary for each year up to the 5 th year only.
Over 5 years	30 days basic salary for each year excess the 5 th year.

The policy covers compliance with governmental residency requirements and other aspects of compliance with local regulations. The public relation section of the HR department provides advice and service in these areas.

Staff Pledge

Please sign below to confirm receiving the INPS Staff Handbook. By signing below, you pledge abiding by the policies included in this book and accept full responsibility for any action that does not comply with them.

If you have any questions or concerns, please forward them to the HR Officer or to the Head of your Department.

As always, we appreciate your assistance and we value your support.

Sincerely,

Al Ittihad National Private School

I acknowledge that I have received the INPS Staff Handbook and that I am responsible for reading, understanding, and following the rules and other information contained in this handbook as well as all other policies forwarded to staff in official memos.

Name and Signature

Date

Kindly tear out this paper and hand it in to the HR Department, to be kept in your file.