FUTURE LEADERS
International Private School
Madinat Zayed, Muroor Road - Branch 2

Employement Policy

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AMERICAN INTERNATIONAL ACCREDITATION ASSOCIATION OF SCHOOLS AND COLLEGES

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Introduction
The employment of school staff at FLIS - Branch 2 is highly regulated in Abu Dhabi to enhance the quality and process of recruitment, engagement, promotion, professional development, and performance management. This policy sets out the basic requirements for the employment of staff.

Purpose
- Mandate ADEK Private Schools Staff Information System (PASS) registration and vetting of all staff, volunteers, and invited visitors.
- Outline staff employment requirements regarding recruitment, mandatory positions, acting/ in-training status, and succession planning.
- Describe the rights and responsibilities of staff working in schools.

PASS Registration
- FLIS Branch 2 will register all staff on ADEK PASS (staff licensing portal) and obtain an appointment letter/ work permit for each internal/ external candidate respectively, prior to their engagement in the school.
- PASS Registration of Volunteers and Invited Visitors: FLIS Branch 2 will register all volunteers and invited visitors on PASS and obtain a work permission for each candidate prior to their engagement in the school.
- PASS Vetting Requirements: ADEK will vet all candidates registered in PASS and approval will be granted only if they pass the latest vetting requirements (e.g., background checks, and police clearance).
    - Candidates under investigation for student protection-related matters will not pass vetting until they have received clearance from the respective authority.
    - ADEK reserves the right to recommend amendments and return or reject any PASS applications without disclosing justification.

Verification of Eligibility
ADEK will verify that candidates for the core positions identified in the ADEK Staff Eligibility Policy (or any other positions as announced) meet their respective eligibility requirements, prior to the approval of their candidacy in PASS.
Non-Core Positions: the school will develop and document their own eligibility requirements for non- core positions (e.g., Executive Assistant, HR Officer, Finance Director), and register them in PASS to undergo vetting, prior to their engagement in schools.

Maintaining Updated PASS Profiles
FLIS Branch 2 HR Officer will complete PASS registration at the start of the academic year, and update profiles as necessary so that appointment

letters match staff positions at all times. Any discrepancies will be subject to non- compliance measures.

Staff Employment
Employment Eligibility: Employ and promote staff based on the eligibility requirements for the core positions identified in the ADEK Staff Eligibility Policy.
FLIS Branch 2 has the discretion to employ candidates for other positions based on their own eligibilityrequirements.

Attestation of Qualifications
- Qualifications will be attested by the relevant authority, and evidence of UAE equivalency will be provided.
- Qualifications will be issued from educational institutions and/or licensing bodies recognized by the relevant local and/or international accreditation agencies.
- An appointment letter/ work permission remains temporary until the attestation is provided.

Attestation of Experience Certificates
Experience certificates will be attested by the relevant authority, if applicable. For non-applicable cases, schools will provide ADEK with a disclaimer that they have verified the authenticity of the experience certificate.

Mandatory Positions
Ensure that the following positions are occupied at any given time as full-time staff:
- Principal
- Vice Principal
- Head of Inclusion
- Health and Safety Officer
- Social Worker
- Nurse

Other positions may be mandatory as per other ADEK policies (e.g., Career and University Guidance Counselors for schools with upper cycles) but do not fall under the scope of mandatory positions for licensing purposes.
New schools that have less than 500 students are not required to have a Vice Principal in the first 5 years of operations. However, a Senior Leader must be appointed in an acting capacity.

FLIS Branch 2 will ensure that all teaching positions for all subjects and classes are filled at any given time. In caseof a vacancy, this should be temporarily filled by a substitute teaching position.

Grandfathering Provision
Staff employed prior to the issuance of the ADEK Staff Eligibility Policy who do not meet the new requirements are authorized to continue to be employed in schools under the following conditions (unless otherwise specified for individual positions):
Leadership Positions: Staff without the required teaching experience who are already employed in an Abu Dhabi school for a leadership position must obtain a valid educational leadership license by the start of the Academic Year 2026/27 (Fall term).
Teaching Positions: Staff already employed in a teaching position who do not have a teaching qualification will have their appointment letters renewed or accepted in a new school for 1 year on the following conditions:
They obtain a QFE 6 (Diploma) qualification (unless otherwise specified) or valid teaching license by the start of the Academic Year 2026/27 (Fall term).
They complete the QFE 6 (Diploma) qualification (unless otherwise specified) within 2 years from initial enrollment.
Renewal will be authorized once upon submission of the completed qualification or a transcript showing evidence of continuous enrollment and progress.
New staff appointments: All new staff appointments (which excludes transfers between schools under the same operators) are subject to the requirements of the ADEK Staff Eligibility Policy.

Acting Status
Schools are authorized to appoint existing staff who do not meet eligibility requirements for core positions in an acting capacity to fill temporary staffing gaps for a maximum duration of 6 months (unless specified otherwise). Acting staff are authorized under the following conditions:
Acting staff are authorized for all positions except teaching positions (e.g., Acting Finance Director is allowed but an Acting Class Teacher is not allowed).
The candidate is a member of existing staff who meets the qualifications but not the experience requirements for a specific position.
Have the term “Acting” appended to the title of the position for the entire acting period (e.g., Acting Head of Department).
Provide written consent to take on an acting position that is fundamentally different from their current position.
Acting experience will count towards work experience in the role for which the acting experience was undertaken.

In-Training Status
Schools are authorized to hire “in-training” staff who do not meet eligibility requirements for core positions under the following conditions to gain experience while completing the relevant qualifications. In-training staff will:

- Have the required qualifications or show proof of enrollment in a relevant course leading to the awarding of the relevant qualification.

- Be supervised by a fully qualified staff (holding the position for which the in-training staff is being trained) for the entire period of their training.
- In-training staff are not authorized to be hired in place of the full position and may only be promoted to the full position after meeting the eligibility requirements if deemed effective.
- Have the suffix "-in-Training" appended to the title of the position for which they are being trained for the entire period of their training (e.g., Social Worker-in-Training, EAL Teacher-in-Training).
- The maximum duration authorized for in-training status is 2 years per individual per position.
- In-training experience will count towards work experience in the role for which the in-training experience was undertaken.

Succession Planning
FLIS Branch 2 will have a succession plan to delegate the Principal's responsibilities to the Vice Principal and ensure the continuity of the school's operations in the case of leadership gaps.
Default Appointment: In the case of a Principal's absence, the Vice Principal will automatically be appointed as Acting Principal, for a maximum of 12 months.
Liability: The Acting Principal takes on the legal responsibility and accountability associated with the Principal.
Preparatory CPD: To prepare for such circumstances, schools will offer training/ shadow opportunities for the Vice Principal as part of their professional development.
Additional Succession Planning for Leadership: Schools will plan succession for Vice Principals and their respective successors in delegating and sharing tasks to mitigate the risk of disruption in the school's leadership in the event that Principal succession is activated.
Completion of Acting Term: Upon completion of the acting term (maximum 1 academic year), Acting Principals must be replaced or promoted to the role of Principal, if deemed effective, and upon passing an ADEK interview.

Appointment to Multiple Roles
Schools are authorized to appoint staff to hold up to 3 roles in the school, provided they consent in writing to any roles that are fundamentally different (as per Federal Decree Law No. (33) of 2021 Concerning the Regulation of Labor Relations in the Private Sector).
If they wish to do so, staff are authorized to hold multiple extracurricular roles (e.g., Triathlon Coach, Jazz Band Director, Math Club Supervisor) in addition to the 3 above.

All additional roles must be declared in PASS (e.g., one can be a Subject Teacher, Head of Department, Safeguarding Lead, and also run two

extracurricular activities, e.g., as Model United Nations Coordinator and Badminton Coach).

Employment of Juveniles
As per Article (5) of the Federal Decree Law No. (33) of 2021 Concerning the Regulation of Labor Relations in the Private Sector, schools are authorized to employ juveniles. In addition to the employment conditions regarding age, parental consent, working hours, etc. stipulated in the above law, the following conditions apply:

- Juveniles working in schools will be employed in roles in which they are supervised at all times.
- Juveniles who are enrolled students of the school in which they are working are authorized for employment only after their regular school hours or during free periods in which they do not have classes or other planned activities.
- Juveniles who are not students of the school in which they are working will receive the same rights as students as defined in the ADEK Student Protection Policy.

Rights and Responsibilities
Legal Framework: The employment of school staff is governed by the Federal Decree Law No. (33) of 2021 on Regulating Labor Relations and its amendments, Federal Decree Law No. (18) of 2020 Concerning Private Education, and Federal Decree Law No. (29) of 2006 Concerning the Rights of People with Special Needs.
Section 3 Rights and Responsibilities of this policy makes simple reference to relevant selective legal obligations but is by no means exhaustive and should be read in conjunction with the above laws.
This policy is specific to labor practices in the education sector, and unless a differing practice is explicitly specified in this policy, the above laws will prevail in case of any differences between these policies and the above laws.

Employment Manual
FLIS Branch 2 developed and published an Employment Manual containing employment policies and procedures in line with the ADEK Staff Eligibility Policy, ADEK Employment Policy, and the Federal Decree Law No. (33) of 2021 on Regulating Labor Relations and its amendments. The manual will be available to ADEK, upon request, at any given time. The manual will detail the school's employment policies, covering the following topics as a minimum:

- Organizational chart outlining jobs and job descriptions.
- Recruitment policies and procedures such as requirements for criminal checks (no prior convictions), clearance procedures (self-introductory form), and reference letters.
- Induction and training of new staff.
- Performance management arrangements for all staff.

- Service and contractual conditions, including probation, leave, resignation, termination, etc.
- Working hours (including maximum teaching hours for teaching staff).
- Salary scale, gratuity scheme, and allowances.
- Infractions and subsequent disciplinary actions.
- Code of Conduct for Education Professionals in General Education (Ministry of Education, 2022).
- Other relevant employment matters (rights and obligations, etc.).

Non-Discrimination
As per Article 4 of the Federal Decree Law No. (33) of 2021 Concerning the Regulation of Labor Relations in the Private Sector, "any discrimination based on race, color, sex, religion, national or social origin or disability which would have the effect of nullifying or impairing equality of opportunity, or prejudicing equal treatment in the employment, the maintenance of a job and the enjoyment of its benefits, is prohibited". However, gender restrictions are applicable for certain positions, and schools will adhere to the staff gender requirements detailed in the ADEK Co-education Policy and ADEK Staff Eligibility Policy.

People of Determination
Article 16 of the Federal Decree Law No. (29) of 2006 Concerning the Rights of People with Special Needs stipulates the right of People of Determination to work and hold public office. At the recruitment stage, schools should actively encourage People of Determination to apply for roles within their organization.
The needs of People of Determination will not be a barrier to their application, nomination, and selection for a position.
Schools will provide all necessary accommodations to allow People of Determination the opportunity to apply for a position.
The needs of People of Determination should be taken into account when evaluating the candidate's competency for any position.
On appointment to any role, the necessary accommodations to allow People of Determination to fulfill the role will be provided.

Probation
FLIS Branch 2 will specify the probation period, if any, up to a period not exceeding 6 months from the staff's start date as per Federal Decree Law No. (33) of 2021 on Regulating Labor Relations, which also specifies further details about the termination of probation and its conditions.
Staff will be paid their full wages during the probation period, even if this falls during school holidays.

Leaves
FLIS Branch 2 will ensure that staff are informed of all leaves to which they are entitled as per the Federal Decree Law No. (33) of 2021 on Regulating Labor Relations (maternity, sick, bereavement, parental, study, sabbatical [UAE Nationals only]).
The school will circulate a staff calendar, which outlines all school holidays and the required working days in line with their approved calendar for the academic year.
a. Schools are authorized to have different calendars for different types of staff (teaching vs. administrative, etc.).

Working Hours
FLIS Branch 2 will determine regular working hours for staff, defined by teaching and non- teaching hours, and communicate this in the Employment Manual and staff employment agreements to ensure transparency.
Employment Agreements for Teaching Staff: Schools' employment agreements for full-time staff will be based on a minimum term of 2 years, which includes annual leaves and breaks.

Termination
As per Clause 4, Article 22 of the Federal Decree Law No. (18) of 2020 Concerning Private Education, the termination of leadership and teaching staff is not authorized during the school term without prior approval from ADEK. This applies to voluntary (resignation) and involuntary terminations.
Involuntary Termination: Schools are authorized to terminate the services of staff without notice in exceptional cases involving serious misconduct after conducting a written investigation as per Article 44 of the Federal Decree Law No. (33) of 2021 on Regulating Labor Relations.

Staff Misconduct
Schools will have a clear process for investigating accusations of serious misconduct by staff.

- The investigation process should be composed of the following steps at a minimum:
    - Immediate removal of the concerned staff from the school premises and placement on suspension as per Article 40 of the Federal Decree Law No. (33) of 2021 Concerning the Regulation of Labor Relations.
    - Written investigation conducted by a committee appointed by the school or governing board (if involving the Principal) with members who do not have any conflict of interest in the investigation.
    - Termination or reinstatement based on the outcome of the investigation.

Performance Management
FLIS Branch 2 will have a formal performance management process and accompanying policy as part of their Employment Manual, which is to be communicated to staff to ensure that they are aware of and understand the policies, processes, and specifically the criteria against which their performance will be evaluated.
Adopt an annual performance management cycle in which each staff member sets individual performance and development objectives for the upcoming academic year, in line with the school's strategic goals.
Communicate the criteria for evaluating staff performance annually. The criteria cannot be changed in the middle of a performance management cycle.
Communicate the rating system for evaluating staff performance annually, with a clear description of each rating. This rating system cannot be changed in the middle of a performance management cycle.
Carry out performance evaluations based on the annual performance management cycle calendar (e.g., towards the end of the academic year) for each staff and deliver a confidential, written performance evaluation, to which ADEK reserves the right of access.

Staff have the right to appeal any evaluations and schools will have a transparent/ published appeals policy and a committee in place to review appeal requests.

Continuous Professional Development (CPD)
Compulsory Hours of CPD:
Schools will ensure that all staff complete 75 hours of CPD (in reference to the QA policy and compliance checklist) annually at no cost to the staff as per the Federal Decree Law No. (33) of 2021 on Regulating Labor Relations.
Link to Staff Performance Management: Schools will provide staff an opportunity to outline individual CPD plans along with their individual performance and development objectives during every performance management cycle and discuss progress on CPD received in the previous academic year.
Documentation of CPD activities: Schools will maintain accurate documentation of all CPD programs conducted.

Career Progression
FLIS Branch 2 will define the various career paths available for staff within the school (in line with the ADEK Staff Eligibility Policy, where applicable) and the guidelines for career progression.
In every cycle of performance evaluation, schools will assess the career progression of all members of staff and consider promotions as appropriate.

Ethical Obligation to Staff
FLIS Branch 2 will abide by the obligations required of them in accordance with Article 13 of Federal Law No. (33)of 2021 including the preservation, non-withholding, and provision of records, the communication of policies concerning employment matters (promotions, rewards, penalties), accommodations, commitment to staff safety, insurances, repatriation, and act ethically in the implementation of these obligations.

Provision of Information to ADEK
The school will provide ADEK with any data or information requested as per Law No. (9) of 2018 Concerning the Establishment of the Department of Education and Knowledge and Federal Decree Law No. (18) of 2020 Concerning Private Education.