

## **Nature of Work Allowance System**

### **in the Government of Ajman**

**2017**

### **General Framework for Developing the Mechanism for Disbursing the Nature of Work Allowance**

#### **Introduction:**

The regulation of the nature of work allowance and the development of its eligibility mechanism comes as a complementary framework to the studies and regulations recently submitted by the Human Resources Department regarding the development of policies that serve to increase the efficiency of the salary and allowance system in government entities in the Emirate of Ajman. This mechanism primarily aims to establish a clear concept of the job categories entitled to the nature of work allowance, detailing the rules for granting and calculating it, and its approval procedures, in a manner that serves objectives such as attracting specialized and distinguished nationals, maintaining the stability of the current national technical cadres, and reducing their job turnover rates for the benefit of government entities in the Emirate.

Based on the competencies of the Human Resources Department and its reliance in developing this mechanism on the Human Resources Law for the Government of Ajman, issued by Emiri Decree No. (4) of 2017, which authorizes it to perform its role in organizing the system of allowances, benefits, and job allocations.

#### **Objectives:**

1. Provide a unified and approved framework for the mechanism of disbursing the nature of work allowance granted to nationals working in government entities in the Emirate of Ajman, in addition to identifying and updating the groups of jobs eligible for the nature of work allowance based on the relative distinction of holders of required qualifications, competencies, technical expertise, or those

with rare specializations or working in hazardous or difficult work environments.

2. Contribute to creating an attractive work environment to attract distinguished national talents, achieve higher levels of employee satisfaction, and maximize their loyalty to government work in the Emirate of Ajman.
3. Contribute to developing a clear vision for retaining current national cadres in general, and those with experience and competence in particular, and to mitigate the continuous attrition of existing talents to the competitive job market or due to risks related to working conditions. From an institutional perspective, contribute to enabling government entities to reduce the risks of poor performance, ineffectiveness, or inefficiency in achieving their goals.
4. Introduce a new mechanism for eligibility for the nature of work allowance, which will contribute to improving the wage levels of employees in the Ajman government in general and increasing job satisfaction in the Government of Ajman.

## **Scope of Application**

This system applies to all local government entities in the Emirate of Ajman that are subject to Emiri Decree No. (4) of 2017 concerning the issuance of the Human Resources Law in the Government of Ajman, and its executive regulations.

## **Jobs Eligible for the Nature of Work Allowance**

### **Overview of the Nature of Work Allowance:**

The main objective of the nature of work allowance is to retain current national technical cadres and also to attract national talents with technical qualifications and expertise to work in government entities in the Emirate. To achieve this, jobs eligible for the nature of work allowance have been divided into three groups (Group One), (Group Two), and (Group Three), as detailed in the following paragraphs. This system includes a new classification mechanism that allows for the addition of jobs (to the categories of jobs eligible for the nature of work allowance) or what is known as the category of critical and targeted jobs for recruitment, subject to a set of conditions that must be met for the addition to be accepted.

## **Basic Conditions for Occupants of Jobs Eligible for the Nature of Work Allowance**

There is a set of conditions that must be fundamentally met by occupants of jobs eligible for the allowance:

1. The national employee must occupy one of the designated jobs within the groups of jobs eligible for the nature of work allowance, as explained and detailed below, or occupy an administrative position that requires technical supervision over occupants of jobs eligible for the nature of work allowance.
2. The employee must be actively performing the duties and responsibilities of the position they are appointed to on a permanent basis, not temporarily, and according to the requirements of the approved job description.
3. The employee shall not combine the nature of work allowance with any other allowance or bonus paid for the same reasons, with the exception of employees on a regular night shift system who may receive shift allowances in addition to the nature of work allowance.
4. The nature of work allowance is not included in the employee's gross salary when calculating end-of-service gratuities and pension contributions.
5. The nature of work allowance is calculated as a percentage of the employee's basic salary according to the classification of job categories eligible for the nature of work allowance.
6. The nature of work allowance does not include occupants of senior leadership positions.
7. The payment of the allowance ceases if the employee is seconded or transferred to another job not eligible for the nature of work allowance, except in the case of a secondment in addition to the duties and responsibilities of their original job.
8. The payment of the allowance is suspended if the employee takes any paid leave, with the exception of annual leave.
9. The concerned government entity or the Human Resources Department has the right to stop paying the allowance if any of the aforementioned basic conditions for disbursing the nature of work allowance change; they also have the right to recover any amounts paid if a violation of the disbursement conditions is proven.

## **Categories of Jobs Eligible for Nature of Work Allowance and Their Values:**

### **First: The Basic Jobs Group:**

<b>Categories Eligible for the Allowance</b>	<b>Allowance Disbursement Percentage</b>
<b>Group One:</b>  Group One includes occupants of specialized positions in financial control, review, and financial auditing working in the Ajman Financial Audit Authority.	The allowance disbursement rate for occupants of these positions is 70% of the basic salary, with a maximum of AED 6,000.
<b>Group Two:</b>  Group Two includes occupants of specialized positions in: (internal audit functions in government entities, engineering positions, information systems and technology positions, legal positions, and accounting positions).	The allowance disbursement rate for occupants of these positions is 50% of the basic salary, with a maximum of AED 4,000.
<b>Group Three:</b>  1. Group Three includes occupants of positions related to all field inspection and control work and areas, and specialized positions in environmental, health, and safety laboratories.  2. This group includes employees working on a regular night shift system.	The allowance disbursement rate for occupants of these positions is 30% of the basic salary, with a maximum of AED 2,000.

## **Second: List of Critical Jobs/Roles**

Government entities must prepare this list, which includes all jobs that can be termed "critical" jobs; meaning jobs with a hazardous or difficult nature, rare or sensitive jobs from a national perspective, or targeted jobs. Critical jobs/roles are difficult to fill with national employees according to the job requirements of competencies, qualifications, and technical expertise due to the difficulty or danger of the work environment, the scarcity of the technical specialization, or the creation of new specialized or technical jobs relative to the labor market. Each entity must identify and classify the category of critical jobs within the government entity, work to update it, and determine how to add new jobs to the category, according to the (Mechanism for Classifying and Identifying Critical Jobs Eligible for the Nature of Work Allowance) described below:

### **Mechanism for Classifying and Identifying Critical Jobs Eligible for the Nature of Work Allowance:**

Based on the responsibilities of the Human Resources Department to perform its role in organizing the system of allowances, benefits, and job allocations, and based on the latest administrative practices in this field, the Department has identified a set of steps that government entities must adhere to when requesting the addition of any new or critical jobs to the category of jobs eligible for the nature of work allowance.

The attached form (Request Form to Add Jobs Eligible for Nature of Work Allowance) can be used as a guide when submitting a request to add the proposed jobs to the Human Resources Department, attached with a study containing the data mentioned below. The Department will study the request (if all conditions are met) and refer it to the concerned authorities for review and then approval.

### **Data and Studies Required to be Submitted for Adding New Jobs to the Critical Jobs Category:**

1. Submission of comparative studies of salaries and wages for the jobs requested to be classified as eligible for the nature of work allowance, benchmarked against similar/competing entities in the labor market.

2. Job description and duties data for each proposed job (eligible for the nature of work allowance) in the submitted request.
3. A statement on the importance and relevance of the proposed job to the main activities of the concerned entity (in terms of classification and administrative level).
4. A statement on the number of employees occupying the proposed jobs in the concerned (requesting) entity, with an estimated cost study compared to similar entities that adopt the same job classification.
5. A statement on the job turnover indicators for the jobs requested to be added for the nature of work allowance, supported by statistics on the (average) time required to attract talent to fill the same positions in the concerned entity.
6. Submission of a supported statement about competing entities that attract talent from occupants of the targeted jobs (requested to be added for the allowance).

**The following figure illustrates the flowchart for the procedures to add a new job eligible for the nature of work allowance:**

### **Procedures for Requesting Nature of Work Allowance in the Government of Ajman**

#### **Government Entity - Requesting Entity:**

- Add a job to the list of jobs eligible for the nature of work allowance.
- Fill out the form for adding a job eligible for the nature of work allowance + attachments as per requirements.
- Submit the request for the nature of work allowance according to the conditions and requirements of the allowance request mechanism, and collect the necessary data, studies, and statistics.

#### **Human Resources Department:**

- Study the allowance request with supporting data, comparisons, and statistics, and submit recommendations to the concerned authorities for review.

- Verify: Does the allowance request meet the conditions?
  - **If no:** Reject the request and inform the requesting entity.
  - **If yes:** Proceed to the next step.
- Verify: Is the request to add a rare/critical job?
  - **If no:** Approve and adopt the request for the basic group allowance and inform the concerned entities.
  - **If yes:** After completing all required studies and addressing any amendment notes, the request is approved and adopted, and the concerned entities are informed. Except for critical or rare jobs, recommendations are submitted to the Ruler's Representative for approval.

**Department of Finance:**

- Study the recommendations, then conduct a financial review and provide feedback.

**Ruler's Representative:**

- Approve and adopt the request and inform the concerned entities after the Ruler's Representative's approval.

**Request Form: Add a New Job (Critical/Rare) to the List of Jobs Eligible for Nature of Work Allowance:**

<b>Request</b>	Date of
<b>Details</b>	Submission: ...../...../.....
<b>Name of</b> <b>Government</b> <b>Entity</b>	.....
<b>Name of the</b> <b>concerned</b> <b>organizational</b> <b>unit(s)</b>	..... ..... .....

**Job(s) Eligible for Nature of Work Allowance:**

#	Job Title	Job Grade	Job (Core/ Support)	Educational Qualification	Targeted Job (Critical/ p
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for Job Occupants	Rare/ Available)
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(Empty rows to fill in data)

**List of required data to be attached for new jobs (Critical/Rare jobs):**

**Statement Available (Yes) / (No)**

1. Submission of comparative studies of salaries and wages for the jobs requested to be classified as eligible for the nature of work allowance, benchmarked against similar/competing entities in the labor market.
2. Job description and duties data for each proposed job (eligible for the nature of work allowance) in the submitted request.
3. A statement on the importance and relevance of the proposed job to the main activities of the concerned entity (in terms of classification and administrative level).
4. A statement on the number of employees occupying the proposed jobs for the nature of work allowance, with an estimated cost study compared to similar entities that adopt the same job classification.
5. A statement on the job turnover indicators for the jobs requested to be added for the allowance or data supported by statistics on the time required to attract talent to fill the same positions.
6. Submission of a supported statement about the (local or federal) entities that attract talent from occupants of the targeted jobs (requested to be added for the nature of work allowance).

**Approvals:**

Director General of the Requesting Entity

Human Resources Department

**Request Form: Add a Job to the List of Jobs Eligible for Nature of Work Allowance:**

**Request Details:** Date of Submission: ...../...../.....

**Name of Government Entity** .....

**Name of the concerned organizational unit(s)** .....

**Job(s) Eligible for Nature of Work Allowance:**

#	Job Title	Job Grade	Job (Core/ Support)	Educational Qualification for Job Occupants
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**Data required to be attached (in case of requesting to add a job to the nature of work allowance groups):**

**Statement Available (Yes) / (No)**

1. Job description and duties data for each proposed job (eligible for the nature of work allowance) in the submitted request.

2. A statement on the number of employees occupying the proposed jobs for the nature of work allowance with an estimate of the expected cost and whether it is part of the budget.

**Approvals:**

Director General of the  
Requesting Entity

Human Resources Department