



## **Part-time Employment Contract**

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This Contract is entered into on this [insert the] day of [insert month and year] by and between:

### **The First Party:**

[Insert name of government entity] with address at: Dubai, United Arab Emirates, P.O. Box [insert] Dubai, and represented in this Contract by [insert name of authorized signatory], [job title of signatory], hereinafter referred to as the "First Party".

### **The Second Party:**

[insert employee name as per passport], [nationality] National, holder of a Passport No. [insert passport number] with permanent residence address at [insert address], hereinafter referred to as the "Second Party".

### **Preamble**

As the First Party wishes to employ the Second Party in a part-time job, and the Second Party confirmed his or her ability to carry out the functions and responsibilities of this job on a part-time basis, and the absence of any restrictions or obstacles preventing him or her from carrying out those functions and responsibilities, the two parties mutually agreed to conclude this Contract based on the following terms and conditions:

### **Article (1):**

The preamble and the Appendices of this Contract shall be deemed an integral part of this Contract and shall be read and interpreted in conjunction therewith.

### **Article (2): Term of the Contract**

This Contract shall commence on [insert date/month/year-the actual commencing date] and shall be for a term of [insert days or months]. The term of this Contract may not exceed one (1) year and may not be renewed.

### **Article (3): Job Details and Monthly Salary**

1. The Second Party accepts employment with the First Party on a part-time basis in accordance with the following job details:
  - Job Title: [insert job title];
  - Division/Department: [insert name of division/department];
  - Section: [insert name of section];
  - Grade/Band: [insert grade/ band].
  - Zone (job zone): [insert zone]
2. The Second Party shall be entitled to a lump sum monthly salary of [insert the salary in numbers] Dhs [insert the salary in words] Dirhams only. The basic salary must be 50% of the total salary.

### **Article (4): Allowances & Bonus**

The Second Party is not entitled to any allowances or bonuses except as stipulated in Resolution 27 of 2013 on the regulation of part-time appointment in the Government of Dubai.

#### **Article (5): Official Working Days and Hours**

- A. The official weekly working days and hours for the Second Party are from [insert day] to [insert day] and from [insert time] to [insert time] for an aggregate of [insert total number of weekly working hours] hours per week. [insert days off] are the weekly rest days and in accordance with the attendance procedures prescribed by the First Party.

#### **Article (6): Probation Period**

- A. The Second Party shall be subject to a three (3) month probation period commencing on the commencement date of this Contract, extendible to a further three (3) months. The probation period should be extended in the event of the employee's absence for a period equal to the number of days of absence.
- B. By the decision of the Director General, during the probation period, the First Party may terminate this Contract if the Second Party is found to be incompetent or unable to perform the responsibilities of the assigned job, or inability to carry out the job, or for unsatisfactory performance. The Second Party must be given a five (5) day notice period, and the termination decision must be reasoned. If the termination decision is not issued, or the probation period is not extended, the Second Party is deemed to be appointed in the post by the Law.
- C. The Second Party has the right to resign during the probation period after giving the First Party a notice period of five (5) days.
- D. If the Second Party resigns during the probationary period and is recruited from outside the Country, he/she must return his/her recruitment expenses including air fare for him/her and his/her family, visa fees, residence permit fees, medical fitness test fees, and temporary accommodation expenses (if any). The First Party may exempt the Second Party from returning these expenses in whole or in part if the Second Party provides acceptable resignation reasons.

#### **Article (7): Second Party's Obligations**

The Second Party must:

1. Carry out the official duties and responsibilities set out by the First Party in the Second Party's job description, and perform any additional duties and responsibilities that may be assigned by the First Party in the future;
2. Comply with all federal and local legislation and with the official regulations, bylaws, resolutions and instructions adopted by the First Party;
3. Comply with the relevant ethical code of conduct;
4. Not disclose any confidential information and protect all material and intellectual property of the First Party and comply with all the provisions of Appendix 1 of this Contract (Confidentiality and Non-disclosure Undertaking). He or she must also commit to preserving the physical and intellectual property of the First Party;
5. Not be employed by third parties on a paid or unpaid basis or own any share in any establishment – except Public Shareholding companies - without the prior written consent of the First Party;
6. Avoid any conflict of interest between his/her private activities and the interests and operations of the Government of Dubai, avoid any act that may place him/her in any position where allegations of conflict of interest could be raised.
7. Do not use his or her job or leak any information he obtained by virtue of his work at Dubai Government to achieve certain objectives or obtain a special service or treatment.
8. Not to participate in any operation, procedure, or decision with the aim of restricting and disrupting the interests of the customers who are engaged in past enmity, hatred, racism or hatred for any reason.

9. Not be involved in any political activism while in employment with the First Party unless prior written approval of the competent authorities is obtained;
10. Avoid all types or forms of abuse of office such as bribery or corruption;
11. Train and transfer the expertise to UAE citizen employees who work with him/her in the organizational unit honestly and seriously and help in the preparation of his/her replacement at the expiry or termination of this contract.
12. Return and hand over all documents, files, devices, equipment, and other similar items upon separation from service.

### **Article (8): Health Insurance**

The Second Party is not entitled to enjoy the benefits of health insurance offered by the First-Party for its eligible employees under Resolution (16) of 2013 of the Executive Council on Health Insurance for Employees of the Government of Dubai.

### **Article (9): Air Tickets**

The Second Party is not entitled to the annual ticket allowance.

### **Article (10): Types of Leave**

- A. The Second Party, after passing the probationary period, is entitled to an annual periodic leave of absence (leave period) on a working day per year<sup>1</sup>.
- B. The Second Party is entitled to the following leave only: sick leave, maternity leave, mourning leave, hajj leave, in accordance with the provisions of these permits in the Dubai Government's Human Resources Management Law No. 8 of 2018, as amended.

### **Article (11): Resignation**

- A. After the end of the probationary period, the Second Party has the right to resign from his or her post at any time and the resignation must be written. The First Party must be notified in accordance with the notice period to the warning period specified for his or her job grade. The Second Party's service shall end only by the resignation acceptance decision.
- B. The First Party must decide on the resignation and inform the other party within two weeks of its submission, otherwise it is considered admissible, with the Second Party continuing its work until the notice period has expired, unless the First Party agrees otherwise.
- C. The First Party may postpone the decision on resignation, but the duration of the postponement should not exceed (30) thirty days from the date of the resignation, provided that the request for postponement is justified.

### **Article (12): Contract Termination**

- A. The First Party has the right to terminate this contract at any time during its operation by reason, provided that the Second Party is notified at least two months prior to the date of termination. The First Party may shorten the notice period and the Second Party shall then receive the salary equivalent for this period. The period of reduction is not considered to be an effective service period.
- B. The First Party has the right not to renew this contract at the end of its term provided that the employee is notified before (two months or a month depending on job grade) of the expiry of his or her term.

### **Article (13): End-of-service benefits**

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<sup>1</sup> This periodic leave is calculated in accordance with Article (9) of the Executive Council's Resolution No. (27) of 2013 on the regulation of part-time appointment in the Government of Dubai.



GOVERNMENT OF DUBAI

Department Logo

At the end of service, the Second Party is not entitled to end-of-service benefits (for non-pensionable and socially secured employees).

**Article (14): Implementation of Dubai Government's Human Resources Management Law**

Except as stipulated in this Contract, the part-time appointment provisions of the Executive Council's Resolution of 2013 on the regulation of part-time appointment and the provisions of Dubai Government's Human Resources Management Law (8) for 2018 must be applied.

**Article (15): Signing of the Contract**

This Contract has been made in two original copies with a copy given to each party for the purpose of implementation of this Contract.

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**The First Party**

Signature \_\_\_\_\_

Date:

**The Second Party**

Signature \_\_\_\_\_

Date:

## **Appendix 1**

### **Confidentiality and Non-disclosure Undertaking**

I, the undersigned,

Full Name: [insert name as in passport];

Employee ID Number: [insert employee ID];

Job Title: [insert job title];

Division/Department: [insert name of division/department];

Section: [insert name of section];

Undertake to comply with the following:

1. To observe the confidentiality of Department information and not to disclose it during and after my service with the Department;
2. Not to disclose, without obtaining prior written permission from the Department, any written or verbal information whether determined as confidential by its nature, by its content, or by the rules and instructions issued in this regard, and whether this information relates to the Department or to any other Government entity;
3. Not to disclose the contents, transfer the title of any work or invention pertaining to the Department, or amend, change, delete, translate, copy, print, publish, distribute or photocopy such contents or inventions without obtaining prior written permission from the Department;
4. To notify the Department of any breach or infringement by any party of the intellectual property rights pertaining to any work or invention of the Department that I become aware of;
5. To restrict my use of Department information to the requirements of work and to the communication channels and systems in use by the Department;
6. To properly and securely maintain work and customer files and records;
7. To ensure safety and security of electronic communication means and tools and not to use them for any personal or unofficial purposes or to otherwise grant external parties unauthorized access to the information systems of the Department;
8. To return all documents, files, materials, tapes, discs, software or any other work related property pertaining to the Department, upon end of service or upon my transfer to any other post that does not require me to keep such materials in my possession. This includes materials of other parties which I obtained for the purposes for performing my official duties; and
9. Upon end of service and as the Department deems fit, to permanently and irrevocably delete all the information and data of the Department which is either in my possession or at my disposal, whether that information is stored on electronic disc drive or flash drive, or optical memory card or any similar electronic storage drive devices.

Should I fail to comply with any of the terms of this undertaking, the Department shall have the right to take the required legal action in accordance with the legislation in force in the United Arab Emirates.

**Employee Signature:**

**Date:**