

5.e. Faculty/ Staff Personnel Records

Subject	Faculty and Professional Staff	Effective From	Sep - 2011
Policy #	5.e.	Latest Revision	Feb - 2025
Title of The Policy	Faculty/ Staff Personnel Records	Next Review	Dec - 2025
Responsible Entity	HR Unit	Policy Pages	2
Definitions	AAU: Al Ain University		
Purpose	The objective of this policy is to outline the important types of records required to be maintained by the HR Unit for both faculty and staff.		
Scope	This Policy shall be applied to all AAU Staff.		
Statement	This policy determines that which documents to be listed under which section in order to reach a goal of standard personnel record for all the staff.		
Procedures	<u>Records maintained for staff</u> The HR Unit maintains a file for each staff member. Each file contains, but is not limited to, the following: Personal Information: This part contains the employee's C.V, personal photo, valid passport copy with residence visa for employee and dependents, valid UAE ID copies, contact details, health insurance records etc. Qualifications: In this section, true copies of all the verified academic credentials are placed in addition to copies of experience certificates, special achievement certificates, training certificates, etc. Offer Letter and Contract: This section provides information about the offer letter detailing the salary, valid MOHRE contract, date of commencement of work, and date of end of contract. Leaves Information: In this part of the file employee's leaves are recorded and categorized according to the type of leave; annual leaves, sick leaves and other leaves. Other Documents: In this part, all those documents issued by AAU for the staff and upon their request are documented. Grievance and Discipline: In this part, all those documents issued under grievance and discipline are recorded. Performance Evaluation: In this part, all those documents related to performance evaluation of staff are recorded. Access to personal file AAU Staff access to personal file is insured in order to review and/ or correct any erroneous information, to do so, staff is requested to visit HR Unit and request for file review.		

Recent Changes	
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