



Shaping local leaders and global learners

Policies and Procedures

Section Five - Personnel

Policy 510.20 - Staff Contracts

Policy 510.20a

The Board of Directors, in coordination with the HR Department of the Al Muftah Group, shall enter into contracts with staff in accordance with the terms of Qatari Labor Law. The Board of Directors and the VIS staff are bound to adhere to this law in conjunction with regulations stipulated by the Qatari Ministry of Education – Private Schools Sector.

Policy 510.20b

Initial contracts to VIS professional staff shall be 2 years in length. Subsequent contracts will be renewed for unspecified length. VIS support staff contracts shall be unspecified in length.

Policy 510.20c

The Superintendent, in collaboration with the HR Manager, shall ensure that all statements and provisions contained in a contract reflect current government regulations and school policies.

Policy 510.20d

VIS staff reserve the right to request a change in their employment status from “sponsored” to “unsponsored” or vice versa. This change may only be done in alignment with the start of the fiscal year and must be requested in writing by March 1. The usual conditions that would allow for the granting of this request would be a change to the spouse’s residency status, such as being terminated or forced to leave the country. The Superintendent, after consultation with the Head of School & Business Manager, shall be responsible for approval of these requests, which must be in compliance with Qatari Labor Law. *(Note: Labor Law implemented in 2017 would require the spouse to cancel the RP and then re-apply to the school, which would require a new work visa)*

Policy 510.20e

A No Objection Certificate (NOC) may not be issued for a staff member who has not completed the initial contract, whether they are being terminated or resigning. In such cases, obtaining an NOC requires approval from the board.

Policy 510.20f

NOC may be issued to staff who were locally hired and internally transferred their sponsorship under the school’s sponsorship.

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