



**Ben-Gurion University of the Negev
Human Resources Department
Academic Faculty Department**

SENIOR ACADEMIC FACULTY DEPARTMENT

Guide for Employing an Academic Employee through Research Budgets

- This Guide is designed for informative purposes only. In the event of a contradiction between the contents of this Guide and agreements that are in effect, the provisions of the agreements will prevail.
- The pages contain information on employee's rights and employment guidelines for the supervising researcher.
- Everything stated in the masculine gender also applies to the feminine gender.

A supervising researcher/academic department wishing to employ an employee through research budgets should contact the Human Resources Department as follows:

- * For employing employees with PhD/MD degrees/advisors - **Senior Faculty Department**
- * For employing BA/MA/candidates without an academic degree - **Administrative and Technical Staff**

EMPLOYEE STATUS

The employees are temporary employees employed under special contracts, and they are not eligible for tenure at BGU. Academic Faculty Regulations/agreements and/or the Administrative Staff Collective Agreement will not apply to them.

EMPLOYEE HIRING PROCESS

It is the responsibility of the supervising researcher/academic department to obtain funding sources for employment and hiring.

After obtaining funding sources and arranging the transfer of funds through the Research and Development Authority, the supervising researcher/academic department must contact the Senior Academic Faculty Department to determine the rank/form of employment or enter an appointment in the computerized system.

TERMS OF EMPLOYMENT

The employee's terms of employment will be stipulated in his employment contract. The contract will be sent to the employee for his signature after the appointment is approved in the system.

SALARY

The amount of the employee's salary will be determined by the Supervisor according to the possible academic total pay grades.

The total pay is a global sum that includes all the wage components. During the term of the contract, wages will increase only at the rates prescribed in the cost-of-living increment or requests for supplements of the financing fund/supervising researcher.

The salary is transferred at the beginning of each month to the bank account specified by the employee in the personal forms. The pay slip is sent to the department unless the employee has requested through Hilanet not to receive the printed copy. The pay slip can be seen on the Hilanet system. Login is by entering your username and organizational password.

SUPPLEMENTAL PAY

Commute allowance -The employee is entitled to a reimbursement of commuting expenses from his place of residence to BGU and back according to public transportation fare rates.

The supervisor should take into account that the commute allowance for an employee residing outside Beer Sheva exceeds the cost for the rank in the wage tables.

Convalescence pay - A full-pay employee is entitled to convalescence days according to the following breakdown based on seniority at BGU:

Convalescence pay is paid monthly.

Number of Employee's Seniority Years	Number of Convalescenc Days
First year	5 days
Second and third years	6 days
Fourth year to tenth year	7 days
Eleventh year to fifteenth year	8 days
Sixteenth year to nineteenth year	9 days
Twentieth year and on	10 days

Convalescence pay is calculated proportionately according to the position percentage and the number of days employed in a month.

SOCIAL BENEFITS:

Pension - every employee will be joined to a pension fund.

Study fund in shekels - If there are no restrictions on the part of the financing fund or the supervisor and the employee is interested, he may be joined to a study fund. 2.5% is allocated to the fund by the employee and 7.5% is allocated by the employer.

Life insurance - The employee will be joined at his request to BGU's collective life insurance policy subject to the insurer's restrictions.

ADDED BENEFITS

Holiday gift - An employee may receive a holiday gift as is customary at BGU if he agrees to pay the "gift tax" that covers part of the cost of the gift. The rest of the cost will be covered by a provision matching the employee's contribution from his employment budget.

Tuition exemption - An employee employed under a comprehensive personal contract is entitled to reimbursement of tuition at Ben-Gurion University, only if the expenses will be covered by research budgets.

WORK WEEK

The work week is 40 hours for a full-time position.

Employment with full conditions is for a full-time (100%) position only.

SUBORDINATION

The employee will be subordinate to the supervising researcher and/or to the academic department responsible for the budget through which he is employed regarding work arrangements and vacations according to the rules prevailing at BGU and research commitments.

Annual Vacation

A total pay employee is entitled to annual paid vacation according to his seniority at BGU:

Seniority (in years)	Entitlement to Vacation During Normal Work Days
firs year to fourth year	14
fifth year	16
sixth year	18
seventh year	21
eighth year and on	22

VACATIONS DURING HOLIDAYS

An employee will be entitled to paid vacations during holidays depending on his religion and what is customary at BGU from time to time. A vacation will be taken based on the allotted number of vacation days to the employee's credit and in coordination with the Supervisor.

SICK LEAVE PAY

An employee employed under a comprehensive personal contract is entitled to 18 sick days a year subject to furnishing medical certificates.

PREGNANCY AND MATERNITY LEAVE

In accordance with the law and BGU's Rules and Regulations.

It is the employee's responsibility to notify the Senior Academic Faculty Department that she is pregnant by the fifth month of pregnancy. An appointment ending during the pregnancy period must be extended. **Employment may not be terminated during an employee's pregnancy except with the approval of the Ministry of Labor and Welfare.** In cases where funding for the employee's employment has run out, the supervisor must contact the Senior Academic Faculty Department to start the process of applying to the Ministry of Labor and Welfare. The department must be contacted at least one month in advance. **Approval to terminate employment may not be obtained retroactively.**

It is the Supervisor's responsibility to notify in writing of the newborn's date of birth. The maternity leave periods will be as prescribed by law. The employee will not receive a salary from BGU during her maternity leave, and funds reserved in the financial system will not be used.

It is strictly forbidden to employ an employee during maternity leave.

At the end of the maternity leave period, it is obligatory to employ the employee for a period of at least three months.

Attendance Report

Faculty members employed on a personal contract, including as research supporters, are required to report attendance.

For more information, you can refer to the attendance reporting information sheet for total salary.

Employees who are employed under a comprehensive personal contract and meet the definition of self-employed by law are not required to report attendance.

Independent researcher: A researcher who conducts his/her research independently or in partnership with his/her supervisor, who obtains research budgets and publishes in peer-reviewed academic journals and participates in academic conferences.

Employees who are not defined as independent researchers will be defined as research supporters and will report attendance.

Definition of an employee who is considered a research supporter: an employee who is engaged in work such as laboratory management, administrative tasks, technical or management of research funds.

Instructions regarding reporting attendance will be sent to the relevant employees upon starting their work.

EXTENSION OF CONTRACT

Should the Supervisor decide to extend the term of employment, after the employee has expressed his willingness to stay on, the Supervisor will do the following:

In cases where it is necessary to renew a contract with the financing fund, steps should be taken ahead of time to avoid delay of pay.

About two months before the end of the appointment, following approval by the funder (when necessary), the Supervisor will submit a request in the system to extend an appointment or fill out a request to be submitted to the Senior Academic Faculty Department for extending the appointment. The budget will be approved through the computerized system. After final approval of the request, the Senior Academic Faculty Department will issue a letter to extend the appointment as well as letters specifying changes in pay and/or scope of the position.

END OF EMPLOYMENT

End of Contract

An employee's employment terminates on the termination date stipulated in the employment contract, unless a request to extend the contract has been received.

Notwithstanding, if the Supervisor does not wish to extend the employment contract, he must send a letter to the Senior Academic Faculty Department indicating the termination date, the reason for the termination and a transcript of the employee's hearing.

If the Supervisor wishes to extend the contract, but the employee does not wish to stay on, the employee will send a letter to this effect.

A supervisor who decides not to extend a contract or to terminate a contract in the middle must conduct an employee hearing.

- For details regarding the hearing process, contact the Senior Academic Faculty Department.

TERMINATION OF EMPLOYMENT IN MIDDLE OF A CONTRACT

A supervisor/Head of Human Resources/financing fund may terminate the employee's employment in the middle of an employment contract under the Advance Notice of Dismissal and Resignation Law.

An employee who worked for up to six months - a day's notice for each actual month of work.

An employee who worked from six months to one year - 2.5 days' notice for each actual month of work.

Up to a maximum of three weeks.

An employee who worked one year or more must be given one month's advance notice,

as set out in the employment contract, provided that this does not derogate from the above sections.

If a supervisor wishes to terminate an employee's employment in the middle of a contract, he must notify the Senior Academic Faculty Department in writing, stating the requested termination date, reasons for the termination and a transcript of the hearing that was conducted.

TERMINATION PROCESS

It is the responsibility of the Senior Academic Faculty Department to verify entitlement to severance pay. If the employee is entitled to severance pay under the Severance Pay Law, 5723-1963, he will receive severance pay at the rate due to him by law.

Severance pay is payable from the fund to which they were allocated each month during the period of the employee's employment. It is the supervisor's responsibility to give notice of termination of employment. Any payment for a delay in payment of severance pay due to a delay in giving notice will come from the supervisor's budget items.

GENERAL INFORMATION

Payment for Reserve Duty

To receive payment for military reserve days, you must obtain confirmation from the IDF of the reserve duty days and contact the Payroll Department by telephone: 08-6461303

Procedure for Prevention of Sexual Harassment

[Following is a link to the Prevention of Sexual Harassment Procedure](#)

EMPLOYEE CARD

As an employee at BGU, you are entitled to an employee card. To obtain the card, please go to the Security Department in Building 26, Room 103, first floor. The department is open to the public on Sundays through Thursdays, 8:30 AM a.m. - 13:00 p.m.

We suggest calling and checking public reception hours at tel: 08-6461553 There is no need to bring a passport photo, the photograph will be taken on the spot.

You must wait for confirmation of the appointment by Human Resources.

COMPUTERIZED SYSTEMS

Email address:

After reporting and confirmation of the appointment in the Human Resources system, you will receive an email that will allow you to begin an online process of opening authorization in BGU's computer systems.

If you have not received the above notice, you may refer to the operators in the Computing Division in presenting an identification certificate. The division is located in Building 58 Room 1, public reception hours are Sundays through Thursdays, 08:00 a.m. to 06:00 p.m., telephone for inquiries: 08-6477171. According to your name and identification certificate, you will be provided with a username and password for logging into your personal email box. If there is a problem, you can contact the person in charge of authorizations, Mr. Israel Geller, email geller@bgu.ac.il and attach to the request a photocopy of your identification certificate.

Faculty members who belong to remote campuses and did not receive an email to start the online process should contact the person in charge of authorizations in their unit:

Desert Research Institutes: Computer Communications Manager, at 08-6596713

Eilat Campus: Head of Computing, at 08-6304535

We should emphasize that all official emails of the university administration units are sent to faculty members according to their BGU email address, and it is therefore essential to work with this address.

In addition, your username and password for BGU electronic mail will also be used for logging into all BGU computerized systems and the various information and reporting databases.

EXPLANATION ON LOGGING INTO HILAN-NET:

In Hilan-Net you can view your personal details, print out and view pay slips, and generate a Form 106 (Tofes 106 - end of year pay slip).

Login: University Home Page -> Quick Links -> Hilan-Net Information Kiosk.

Login to system with username, password and ID.

CHANGING PERSONAL DETAILS

A faculty member whose personal details have changed due to marriage, moving to another residence, etc. must immediately report this to his home department or the coordinator at the Senior Academic Faculty Department.

Note: You should know that if you do not inform one of the units at BGU of the change, other systems may not be updated.

The Senior Academic Faculty Department is at your disposal for any inquiry and problem.

The contact details are as follows:

Keren Abitbul - HR Coordinator of the faculty of Engineering Sciences

Tel: 08-6479848 Email: kerenbet@bgu.ac.il

Hagit Asraf- HR Coordinator of the faculty of Humanities and Social Sciences, The Jacob Blaustein Institute for Desert Research, The Ben-Gurion Research Institute for the study of Israel and Zionism, Eilat Campus, the Center for Pre-Academic Studies, The Academic Program for the IAF Flight School and The Unit for Multidisciplinary Studies.

Tel: 08-6472617 Email: girson@bgu.ac.il

Irina Binov-Vaisman- HR Coordinator of the faculty of Health Sciences and all the units except for The Jacob Blaustein Institute for Desert Research, The Ben-Gurion Research Institute for the study of Israel and Zionism, Eilat Campus, the Center for Pre-Academic Studies, The Academic Program for the IAF Flight School and The Unit for Multidisciplinary Studies.

Tel: 08-6461082 Email: irinabi@bgu.ac.il