

GUIDE FOR THE SENIOR ACADEMIC STAFF

The teaching Staff is divided into Junior and Senior members.

This Guide is concerned only with Senior Staff members.

Appointment committees discuss and determine the rankings of the Regular and the Parallel tracks as specified in the "Rulings for Appointments Procedures and Academic Promotions" section of the Academic By-Laws.

These rulings apply only to the appointments of full-time faculty. Special committees consider appointments for researchers.

Senior Staff in the Regular, Parallel and Research tracks

Ranks for Senior Staff Members:		
Research Track	Parallel Track	Regular Track
A+ Researcher		(Full) Professor
A Researcher		Associate Professor
B Researcher	Senior Teacher	Senior Lecturer
C Researcher	Teacher	Lecturer

The term of appointment for senior Staff (apart from full professor) in the regular, parallel and research tracks, is a trial period of up to three years, with the possibility of a further two-year extension. In special cases (see Academic Statutes) the appointment can be extended for a further year.

The term of appointment for a Full Professor is for a trial period of up to one year, unless the Appointments Committee decides otherwise.

The extension of appointments and the granting of tenure to ordinary senior Staff in the Regular, Parallel and Research tracks, are academic matters, subject to the decisions of the appointment committees, as stated in the Academic Statutes.

Staff in the Visiting and Adjunct Tracks

The Visiting and Adjunct track are designed for senior Staff serving in another institution of higher learning or research institute, who have been invited by the University for a limited term or in a part-time capacity.

The ranks in this track are:

Visiting or Adjunct Professor
Visiting or Adjunct Associate Professor
Visiting or Adjunct Senior Lecturer
Visiting or Adjunct Lecturer

This track does not lead to tenure.

External Staff Tracks

External teachers remunerated on the basis of teaching units exist on three levels:

Seniors according to levels B and C
Juniors according to level A

There are two types of letters of employment: The "Letter of appointment to an external teacher" and "the Special Contract".

The length of appointment to the teaching Staff on the External Staff track is for limited terms of not more than eight months each. These terms do not confer any entitlement to tenure.

Teaching Staff in the Faculty of Health Sciences

(whose main employment is in the General Health Fund of the Negev and in the Negev District of the Ministry of Health)

:The senior ranks in this Faculty are as follows

(Full) Professor
Associate Professor
Senior Lecturer
Lecturer

These Staff members are appointed for limited terms, their appointments are non-salary in force for as long as they are employed by the above specified institutions. Permanent status is not conferred to this track.

Teaching staff in the teacher training unit

These Staff members receive a "training teacher" appointment. Their salary terms are based on those customary for high school teachers (see also Exemption from tuition fees). These teachers are appointed annually and are not entitled to tenure.

TENURE

The process of acquiring tenure is regulated by the academic statutes and by the decisions of the appointment and the professional committees.

The following are entitled to tenure:

Academic university employees of rank "senior lecturer" and above.
Researchers of rank "B" and above.
Senior teachers, on the condition that they are on a full time employment at the University and subject to the provisions of the academic statutes as referred to above.

TERMINATION OF EMPLOYMENT

Senior Staff member in the regular track: a Staff member must be given at least six months written notice prior to the termination of his appointment. If such notice was not given in time "the University will undertake to employ the said Staff member for an additional one year only. The appointment will terminate at the end of the additional year".

All other ranks: the term of employment ceases at the end of the appointment unless specifically stated differently in the letter of appointment.

ADDITIONAL EMPLOYMENT - FOR STAFF MEMBERS IN THE REGULAR, PARALLEL AND RESEARCHER TRACKS

Within the University

Only in exceptional cases are Academic Staff members permitted to take additional employment within the University in return for additional salary. The Staff member must obtain the approval of the Rector, and the terms of his additional employment will be deemed to be those of an external teacher. The extent of such further employment shall be limited to four teaching units per week.

Outside the University

A senior Staff member may not take additional employment outside the University without having previously obtained permission from the competent University bodies. Additional employment outside the University by a senior member of the academic Staff in the regular, parallel and researcher tracks requires the approval of the head of the Academic Department and of the Dean - a copy of such approval is to be submitted to the academic Staff department (for placement in his personal file). The validity of any such approval shall be for one continuous academic year only. Such further employment shall not be for more than half time. A senior Staff member in the regular, parallel and researcher tracks is permitted to engage in consulting in his professional field outside the University to the extent of not more than one day per week. Approval for this must be obtained in advance from the Academic Department, and this information must be brought to the attention of the Dean and the Academic Staff Department.

It is stressed that:

- A Staff member may not take additional employment where there is a possibility of this conflicting with his work at the University. In any case, such additional work may not be carried out within the bounds of the University nor with the use of the University's equipment or instruments or manpower unless advance approval for this has been given by the Dean of the Faculty.
- Additional employment within the University does not confer any additional social or academic rights or benefits (pension, sabbatical, leave, etc.).
- Under no circumstances shall a Staff member engage in additional employment over and above his full time work in the department in which he is serving in a full time capacity.
- There are implications to "additional employment" regarding the salary component termed "grant for full time employment" (see Section entitled "Full time dedication to the institution")

Invention during term of Service

In accordance with the law applying in Israel, an invention which the employee makes by virtue of and during his term of service, is the property of his employer, i.e. the University, and is referred to as a "service invention". Processing a service invention, including its registration and financing shall be the responsibility of the Ben-Gurion Negev Technologies and Applications Limited Company. This company is the University's applications company and is engaged, inter alia, in the commercial marketing of service inventions, so as to encourage researchers to increase the flow of invention applications. The University waives part of the royalties' receivable from the application of service inventions commercially marketed in this way, so that the inventors, i.e. Staff personnel, are entitled to receive 40% of the general royalties for the invention. This is paid to them directly out of the above receipts, by the Ben-Gurion Negev Technologies and Applications Company, Ltd.

RESEARCH SUPPLEMENT

Senior members of the academic Staff in the regular and parallel tracks employed in a full capacity are entitled to a research supplement if they are serving as chief researchers in research carried out in the University which is financed by an external source.

The research supplement is determined according to which type of researcher contract applies:

- Type A research: This refers to research grants and research contracts whose budgets provide for the payment, from the research funds in question, of a researcher supplement to the chief researcher.
- Type B research: This refers to research grants and research contracts whose budgets do not provide for the payment of a researcher supplement to the chief researcher.

The research supplement rates and the entitlement to a research supplement are determined by the Budget and Planning Committee. The Research Contracts Department calculates the supplement rate and notifies the researcher and the Academic Staff Department, for the purpose of implementation.

NOTE:

A Staff member on sabbatical or on unpaid leave is not entitled to these supplements unless the sabbatical is taken in Israel, and then he will be entitled only to a type A supplement (subject to the guidelines of entitlement as determined by the Budget and Planning Committee).

SALARY

(See also [Appendix A - Makeup of salary slip](#))

The salaries of Senior Staff members are paid in accordance with the academic rate as determined in the letter of appointment, and in accordance with the wage agreement signed between the Universities management and the coordinating committee of the academic Staff organizations.

The academic Staff department is responsible for entering these data into the salary system. The salary is paid into the Staff member's bank account. To ensure that his salary arrives in time, the Staff member must complete all the forms which he receives together with his letter of appointment. During the course of his employment, the Staff member must ensure that he reports to the academic Staff department and to all relevant bodies any changes which may occur in the initial data he gave to the department.

Senior staff in the regular, parallel and researcher tracks

Composition of academic Staff salary

- Integrated salary: which includes seniority supplements.
- Salary supplement: which includes a fixed supplement for telephone, clothing, car, etc.

The seniority supplement

A member of the senior academic Staff is entitled to a seniority supplement. The seniority supplement is calculated from the date of the last rank entitlement only, in accordance with the tables determined in the wage agreements, and constitutes the salary basis for all intents and purposes.

Each rank has an initial seniority element and a maximum seniority element. These are expressed in the salary promotion rates as detailed in the following table. For each additional year of seniority, the length of service promotion salary increases by 2.5%

Percentage Supplement	Years of Seniority	Year of Appointment	Rank
7.5	2	1	
10	3	2	Lecturer
12.5	4	3	"C"
15	5	4	Researcher
17.5	6	5	Teacher
20	7	6	
22.5	8	7	Teacher
25	9	8	Only

27.5 10 9
30 11 10

12.5	4	1	Senior Lecturer "B" Researcher	
15	5	2		
17.5	6	3		
20	7	4		
22.5	8	5		
25	9	6		
27.5	10	7		Senior Teacher
30	11	8		

32.5	12	9	Senior Teacher Only
35	13	10	
37.5	14	11	
40	15	12	
42.5	16	13	
45	17	14	
47.5	18	15	
50	19	16	
52.5	20	17	
55	21	18	
57.5	22	19	

20	7	1	Associate Professor "A" Researcher
22.5	8	2	
25	9	3	
27.5	10	4	
30	11	5	
32.5	12	6	
35	13	7	
37.5	14	8	
40	15	9	
42.5	16	10	
45	17	11	

27.5	10	1	Full Professor
30	11	2	
32.5	12	3	
35	13	4	
37.5	14	5	
40	15	6	
42.5	16	7	
45	17	8	
47.5	18	9	
50	19	10	
52.5	20	11	
55	21	12	
57.5	22	13	
60	23	14	

62.5	24	15	"A" Researcher
65	25	16	
67.5	26	17	
70	27	18	
72.5	28	19	
75*	29	20	
77.5	30	21	
80	31	22	
82.5	32	23	
84.3	33	24	
86.1	34	25	
88.0**	35	26	

* Maximum Supplement during Sabbatical

** Maximum salary supplement

Note: Where a Staff member is employed over and above a full-time post, his salary and accompanying rights for that proportion of his post which exceeds his full-time position will be that of an external teacher according to teaching units

Salary Supplements

Commuting allowance

A Staff member is entitled to be reimbursed the cost of travel from his place of residence to the University and back, in accordance with public transport tariffs. Payment is conditional on this being reported on acceptance for employment.

Compensation for Sede Boker - Beersheba travel expenses

Senior Staff members residing in Sede Boker, who travel to the University for the purposes of teaching and participation in committees only, are entitled to two round-trip journeys per week calculated at 200 km each. A monthly report on this must be submitted to the salaries department (a maximum of 1000 km per month is permissible).

Full time dedication grant

Entitled to this supplement are Staff members in the regular or researcher tracks engaged in a full time capacity and whose income from additional employment does not exceed a monthly ceiling defined and updated twice a year (see details in [Appendix B](#)). Payment is made four times a year, with November and February salaries in respect of declarations of full time dedication, submitted in October, and with May and August salaries in respect of declarations submitted in March.

C Research supplement

Entitled to this supplement are Staff members in the parallel track engaged in a full time capacity and whose income from additional employment does not exceed a monthly amount defined and updated twice a year. Payment is made monthly (see [Appendix B](#)).

Grant according to criteria

Entitled to this supplement are full time Staff members in the regular track only (see particulars in [Appendix B](#)). Payment is made during the year following the submission of the declaration, with October, January, April and July salaries.

Convalescence allowance

All Staff members in the regular parallel and researcher tracks are paid one convalescence allowance in June. The rate is determined annually by the Institute of Higher Education. The allowance is paid for 11 days' convalescence. Employees who have accumulated at least 10 years' seniority receive a 15-day convalescence allowance. Other tracks of employees (visiting, External Staff teachers, etc.) receive a monthly convalescence allowance under the "Expansion Order").

Supplement for mothers

The mother of a child of up to five years old employed in the regular, parallel or research tracks is entitled to a supplement in accordance with the salary agreements.

Desert supplement

A Staff member working at Sede Boker is entitled to a supplement.

Officeholder Supplement

A Staff member who is appointed to special duties, such as Head of Department, Dean, Institute Director, Rector, etc., is entitled to a payment, to be periodically determined by the University authorities, and the Budget and Planning Committee. The payment is approved by the appropriate committee and is paid as a percentage supplement to the salary. This payment does not derogate from the right of the Staff member to receive a "full time dedication to the Institute" grant.

Salary Supplements (with contribution by the employee)

The Mishtalem study fund

A Staff member who is entitled to the "Allocation for International Scientific Relations" may also join the "Mishtalem" study fund, administered by First International Bank. The Staff member contributes every month 2.5% of his salary and the University transfers into his account an additional sum amounting to 7.5% of his salary.

Pension Fund

All Staff members are insured under the "Makefet" pension fund. This is a pension fund operated outside the University, which provides all its members old age, disability and next of kin pensions. 5.5% of the Staff member's salary is deducted each month, with the University contributing an additional sum at the rate of 6% of his salary. The University also places a further 6% into the pension fund in lieu of severance pay.

"Te'utza" (formerly T'shura) bank

Administered pension fund This fund is intended for those Staff members who are in receipt of a grant for "full time dedication to the Institute" and/or grant "according to criteria". It consists of a deduction of 5.5% from the employee's salary and a contribution of 14.33% by the University.

Life insurance

All Staff members are covered by life insurance. The insured sums and the premiums are updated once every three months. Half the premium is paid by the University, and the other half is deducted from the salary of the Staff member.

Staff salaries in the Visiting and Adjunct tracks

Members of staff in these tracks who come to teach and do research, and are salaried, are entitled to the components of "integrated salary" and of "salary supplement".

A Staff member in this track is also entitled to the convalescence allowance according to the Expansion Order.

In this track there is no entitlement to any other salary supplements beyond what is detailed in this section.

Salary of teaching Staff employed in the External Staff Track

Nature of employment

A member of the teaching staff employed as an external teacher is appointed on the basis of "teaching units".

His salary is paid in accordance with the rate of one of the following three levels:

LEVEL A - A Staff member without a doctoral degree - parallel to the assistant, tutor and teacher ranks in the parallel track.

LEVEL B - A Staff member holding a doctoral degree - parallel to the Lecturer/Senior Lecturer rank.

LEVEL C - A Staff member parallel to the rank of Associate Professor/ Full Professor.

For these teachers there are two kinds of appointment:

- Teachers employed on a part-time basis i.e. less than half-time, and this constituting their sole employment.
- Teachers employed part-time, even if this is more than half-time but constitutes

additional employment (because their principal employment is elsewhere, including in the University as a member of the administrative, academic staff, etc.).

These teachers will receive a special contract on the same terms as that of an external teacher.

Teachers who are employed part-time, i.e. less than half, and for whom this is additional employment (because their principal employment is elsewhere), will receive a letter of appointment as an external teacher.

Such teachers receive a contract or letter of appointment based on a number of weekly teaching units.

The appointments are for teaching terms not exceeding eight months per year: from November to February or from March to June or according to such dates as are determined in the letter of appointment.

A "teaching unit" is: an hour of frontal teaching, inclusive of the time required to carry out extra-curricular activities:

counseling students, reception hours, checking work and exercises, preparing exam questionnaires, presence at exams, checking exam papers, completing lessons, participation in coordination meetings, time spent in preparation and time lost even where these activities are carried out prior to and/or after the appointment term.

Ancillary Supplements

Travel - An external teacher coming from outside Beersheba within a radius of 40 km or less is entitled to reimbursement for travel by public transport and to per diem upon submission of an appropriate report, and if he lives in Beersheba he will receive a refund of travel costs based on the cost of a "monthly season ticket."

Convalescence - An external teacher is entitled to convalescence allowance in accordance with the "expansion order". Sick leave- An External Staff teacher accumulates twelve days sick leave if he has worked for eight months and this is his only job at the University. There is no sick leave accumulation if there has been a break in employment for more than three months. Sick leave payments will be made to an external teacher only on presentation of a doctor's certificate. Severance Pay. An external teacher is not entitled to severance pay on the termination of his employment.

Remuneration to teaching Staff in the Health Sciences Faculty

Staff Members in this track do not receive salaries and are engaged on special conditions.

They are entitled to academic Staff rights: sabbatical, air tickets, scientific contacts fund, according to the scope of the position.

From the rank of Lecturer and upwards they are entitled to the following benefits:

Teaching fees - a monthly sum is paid to the Staff member in accordance with the scope of the position.

Fixed supplement - paid without regard to the scope of the position.

Convalescence supplement - this supplement arises out of the differential between the convalescence fees payable at Soroka Hospital and those paid by the University for a Corresponding Rank according to the scope of the position.

ATTENDANCE, ABSENCES AND LEAVE

Annual leave

A member of the academic Staff in the Regular, Parallel or Research track is entitled to an annual leave of 42 days per calendar year. Leave days include the recess days between semesters and the summer recess at the end of the academic year. Leave periods and dates are fixed by the Head of Department in consultation with the teacher. Leave cannot be redeemed in cash in or accrued.

Sick leave

A member of the academic Staff in the Regular, Parallel and Research tracks is entitled to thirty days sick leave in each working year.

Sick leave days not taken up are accrued from year to year and cannot be redeemed in cash. However, upon retiring on pension, a Staff member is entitled to compensation for part of the unused sick leave days. In the event of his passing away, such payments can be made to his next of kin.

The rate of compensation payments is determined by national agreements in accordance with the following formula:

If the Staff member has used up more than 65% of his total sick leave entitlement - he is not entitled to any compensation.

If the Staff member has used up during the whole of his term of service (with reports having been submitted as specified in section 7.3 below), 36% to 65% of the total of all sick leave days due to him, he will be compensated at the rate of 6 days for every 30 sick leave days remaining from his entitlement.

If less than 36% of the total of all sick leave days due to him were used up, he will be compensated at the rate of 8 days for every 30 sick leave days remaining for the period from April 1, 1981 and thereafter, and at the rate of 6 days for every 30 days remaining for the period prior to April 1, 1981.

Declaration of absence or attendance (sick leave, reserve duty)

The payment of compensation is conditional on the Staff member's submitting a declaration of attendance or absence through sickness, reserve duty, etc., on the declaration form issued to him once every quarter.

A period of employment for which the Staff member does not submit a report shall not entitle him to such a compensation payment at the time of his retirement.

A report must also be submitted while he is on sabbatical.

Maternity leave

An employee who has given birth must take maternity leave for a 12 week period. She must inform the Secretariat of the Department which shall report this to the academic Staff department. During such leave period she is entitled to receive maternity benefits payable by the National Insurance Institute.

SABBATICAL LEAVE

The statute "Leave, Participation in Conventions and the Allocation for International Scientific Relations Fund" ([Appendix C](#) of the Academic Statutes) defines the rights and obligations of academic Staff in the matter of sabbatical leave.

Following are a number of general points of guidance:

The following members of the academic staff are entitled to sabbatical leave dedicated to research or advanced studies, in Israel or abroad:

- Members of the staff in the regular track, from the rank of lecturer upward.
- Members of the staff in the parallel track from the rank of teacher upward.
- Members of the staff in the research track from the rank of level C researcher upward.
- Employees of the Negev Health Services from the rank of lecturer upward.

Accumulation:

A Staff member as described above, in the Regular or Research tracks, accumulates an entitlement of two months sabbatical leave for every year worked at the University at this level, and to a quarter of the return air fare to the most distant location at which he stays for at least two months during the sabbatical period.

A Staff member in the "parallel" track, as well as a Staff member who is an employee of the Negev Health Services, as described above, accumulates one month for every teaching year at the University and half of the return air fare to the most distant location at which he stays for at least two months of the sabbatical period.

For purposes of determining entitlement, the accumulation of time may also include a term of employment of up to four years in the rank of tutor or assistant teacher, but exercise of this entitlement is conditional on promotion to lecturer or teacher.

Officeholders - A President, Vice President (if they are members of the academic staff), Rector and Dean accumulate double the usual amount for each year of service in these offices.

Exercise of entitlement:

A Staff member in the Regular and Research tracks belonging among those entitled as defined above, may take his first sabbatical leave only when he has attained tenure and after at least four working years.

The Staff member must be employed at the University for at least three years between each period of sabbatical leave.

A teacher in the parallel track who has permanent status and a Staff member who is an employee of the Negev Health Service, may take a sabbatical after at least five years service and must work for at least five years between instances of sabbatical leave.

If a Staff member takes a sabbatical leave for a period shorter than one year, then the waiting period until the next sabbatical leave shall be shortened pro rata.

Deviations from the above guidelines are permitted only with the approval of the Rector

A Staff member entitled to a sabbatical leave may take a sabbatical leave in accordance with the following guidelines:

1. A Staff member wishing to take a sabbatical leave for a period of twelve months, who does not have enough months accumulated to his credit, can take the remainder as unpaid leave.
2. A Staff member wishing to take a sabbatical leave or unpaid leave for a period of six to eight months, may obtain approval for this on condition that he teach fulltime for at least one semester in that academic year.
3. A Staff member who is interested in taking sabbatical leave or unpaid leave for a period of two to four months may obtain approval for this on condition that he teach fulltime for at least two semesters in the same academic year. Such leave shall be subject to the approval of the Rector.

Procedure

A committee appointed by the Rector considers applications for study leave funded by the "Fund for International Scientific Relations" and for sabbatical leaves.

Applications to take sabbatical leave must be submitted to the leave committee through and with the approval of the relevant Department Head and Dean on a form obtainable from the Department Office.

Applications for sabbatical leaves must be submitted to the leave committee not later than three months prior to the planned departure date.

Following the consideration of the application the Academic Staff Department notifies the Staff member of the committee's decision, the amounts due to him, and the arrangements necessary for maintaining his rights during the sabbatical period (insurance, pension, loans) and for obtaining the funds allotted to him for the sabbatical.

A Staff member who takes his sabbatical abroad does not receive a salary. Instead, he receives a sabbatical grant in foreign currency according to the rates fixed for his rank.

A Staff member who takes his sabbatical in Israel will continue to be paid his usual salary. Only during a sabbatical in Israel may the Staff member continue his membership of the "MISHTALEM" study fund and to receive (if entitled to it) the "A" research supplement.

For Staff members who spend their sabbatical in Israel but outside their places of residence, the income tax authorities allow a credit for special per diem and travel expenses, against receipts and reports.

Under no circumstances may a Staff member who spends his sabbatical in Israel receive any additional payment from the University for teaching or other activities.

A Staff member who does not return to his duties after the conclusion of the sabbatical and/or unpaid leave without having obtained prior permission, shall be considered to have resigned from the University and shall be liable to refund the sabbatical funds he received.

The sabbatical rights cannot be redeemed in cash, and accordingly, the accrued sabbatical entitlement of a Staff member whose academic appointment ends before he exercises his rights shall be canceled, unless he moves to another institution of higher education.

The institutions with which Ben-Gurion University has such an agreement are The Hebrew University, Tel Aviv University, Bar Ilan University, Haifa University, The Technion or The Weizmann Institute.

A Staff member who retires on pension must exercise the remainder of his sabbatical rights immediately upon his retirement.

General

During the sabbatical period, a Staff member does not accumulate sabbatical and flight ticket rights.

However, he continues to accumulate rights in the Fund for International Scientific Relations and is entitled to convalescence allowance.

Staff member may use this Fund to cover the expenses accrued in participating in scientific conventions during the sabbatical period.

The departure of a Staff member on sabbatical leave or on unpaid leave is conditional on arrangements being made in advance for a substitute in guiding his research students, in teaching, and in carrying out examinations in courses which he teaches.

A Staff member must arrange his affairs for the maintenance and continuity of his rights (pension, insurance, loans etc.) before his departure on sabbatical leave.

A Staff member departing on sabbatical leave or on advanced study leave abroad may take out medical insurance for himself and the members of his family for the period of his stay abroad. The University contributes half of the cost of insurance up to a maximum sum determined periodically.

THE FUND FOR INTERNATIONAL SCIENTIFIC RELATIONS

Members of the Academic Staff in the Regular, Research and Parallel tracks and Staff members of the Faculty of Health Sciences accumulate a yearly allocation in dollars. This sum depends on the rank and scope of the faculty member's position and is updated annually.

The fund is earmarked for covering the expenses of participating in conventions and advanced studies and for paying membership fees in professional associations.

Application to take a study leave and/or attend a convention must be submitted to the leave committee through and with the approval of the relevant Department Head and Dean, on the form available at the Department Office.

So that the processing of the application may be completed in time, it must reach the committee not later than one month prior to the planned departure date.

As a rule, travel to a study leave will not be approved while courses are in progress, other than to attend a convention and then only for a short period of time.

The departure of a Staff member for study leave is subject to advance arrangements being made for a substitute to teach and carrying out examinations in courses in which he teaches.

Notice of the committee's decision is sent to the Staff member by the Academic Staff Department and The Foreign Currency Department coordinates financial matters with the Staff member.

A Staff member going abroad may take out medical insurance for himself and the members of his family accompanying him for the duration of his stay abroad. The University contributes one half of the insurance costs up to a maximum sum determined periodically.

The foreign currency department allots the Staff member an allowance within the limits of actual costs and per diem costs for the days of his stay abroad, subject to Treasury regulations.

The Staff member must submit to the foreign currency department, within 30 days of his return, a report on his expenses with receipts attached. If the Staff member fails to submit such accounts, the University may deduct from his salary the amounts he received, for which no detailed report of expenses, supported by receipts, was submitted.

Notwithstanding the foregoing, the sums accrued in the Fund for International Scientific Relations may be used to purchase professional textbooks, soft- and hardware for research purposes (with the appropriate approval).

A member of the academic Staff on sabbatical leave may use his Scientific Contacts Fund for participating in conventions during his sabbatical leave and for purchasing flight tickets.

A Staff member who concludes his work at the University (as well as the next of kin of a deceased Staff member) or a Staff member who has moved to a status which does not entitle him to an allotment of funds (e.g.: an external teacher) will receive the balance of the allotment in Israeli currency after the deduction of taxes according to law.

A Staff member who moves to another institute of higher education (The Hebrew University, Tel Aviv University, Bar Ilan University, Haifa University, The Technion or The Weizmann Institute) or to "Kamag" may transfer the Fund moneys to such institution.

ASSISTANCE WITH TRAVEL AND REMOVAL COSTS

From Abroad

A new senior Staff member recruited abroad and appointed to a track referred to in section 1.1 and who has received an appointment for at least three years, is entitled to financial assistance, against receipts, for the transportation of his belongings and for his and his family's flight expenses. This assistance is given in the form of a five-year standing loan.

Members of family for this purpose are spouse and son or daughter up to age 18, including legally adopted children.

The level of assistance for belongings:

From the [eastern seaboard of the USA and from Europe](#) - up to \$1300.00

From the [interior of the American continent](#) - up to \$1600.00

From the [West coast of the USA, South America, Australia and Japan](#) - up to \$2000.00

Note: loans are provided against a letter of engagement and on condition that the Staff member does not receive support for such purpose from any other public source.

In Israel

A new Staff member appointed to a track referred to in section 1.1 and who has received an appointment for at least three years, who moves to Beersheba from another city is entitled to assistance in transporting his belongings (up to NIS 4485).

He is entitled to further assistance with various installations at his home (up to NIS 533).

The sum is reimbursed to him on presentation of receipts (sums updated periodically).

CONTRIBUTION TO HOUSING RENTAL AND PURCHASE

A Staff member in the Regular, Parallel and Research tracks who moves his place of residence to the Beersheba area as a result of an appointment at Ben-Gurion University, and does not own an apartment in Beersheba or in the Beersheba area, is entitled to a contribution from the University toward the cost of rent for a period of up to the first three years of his employment at the University.

Housing Rental

The contribution is up to 80% of the cost of rental of an unfurnished apartment, or 60% if it is furnished, but not more than a maximum amount, which is updated periodically. The current Maximum is NIS 1576.

Housing assistance is extended for up to 3 years on condition that the Staff member and his family do not receive assistance from any other public body. In exceptional cases an extension may be obtained for a further year on the basis of half the amount.

Purchase of Housing

A Staff member, who purchases an apartment in the Beersheba area, is entitled to a **standing loan** equal to the balance of the University's contribution to rent.

Such a loan is canceled after the staff member has been employed at the University for five years.

The loan is made against a letter of engagement and income tax is deducted according to law.

EXEMPTION FROM UNIVERSITY TUITION FEES

Members of the academic Staff in the Regular, Parallel, and Research tracks , teaching Staff in the Faculty of Health Sciences, and teacher trainers are entitled to exemption from payment of tuition fees for their studies at Ben-Gurion University. Family members studying for academic degrees at Ben-Gurion University and at other universities in Israel also are entitled to exemption from tuition fees. These exemptions are made in accordance with the following guidelines:

Family members for this purpose are a spouse and son or daughter, including legally adopted children

The rate of exemption is in proportion to the scope of the Staff member's position (i.e.: full-time, part-time. etc.).

The amount exempted will be credited to the Staff member's salary as taxable income.

To obtain approval for exemption from tuition fees outside the University, application must be made to the Academic Staff Department.

Exemption from tuition fees at Ben-Gurion University

The exemption applies to Staff members and to members of their family as specified above.

The exemption also applies to pre-graduation studies, academic courses outside the framework of degree programs, preparatory courses, and study at Beersheba Technical College.

A Staff member and members of his family as above are exempt from registration fees if the Staff member is employed more than 75% of full time . If he is employed less than 75% the exemption from registration fees is 50%.

An exemption from payment of tuition fees is available also under the Young Scientist Program scheme for the son or daughter of a Staff member . A Staff teacher employed in the Faculty of Health Services as defined in section 1.4 is entitled to an exemption from payment of tuition fees in the Young Scientist Program only if his appointment is at least 50% of full-time, for up to 2 children.

Exemptions from tuition fees at other universities

This exemption applies only to members of the employees' family and not to the employee himself.

The exemption is for an academic degree only.

Regarding retirees - see retirement.

College tuition scholarships

Children of tenured Staff in the Regular, Parallel, and Research tracks who are studying for an academic degree at institutions which grant Bachelor degrees recognized by the Higher Education Council, in addition to the seven Universities previously mentioned, are eligible for scholarships.

The scholarship is up to 100% of the tuition fees according to the scope of the position held. Payment is made against receipts submitted by the Staff member to the academic Staff department. The refund is up to a maximum equivalent to the tuition fee of the University. Tax is deducted according to law.

CONTINUITY OF RIGHTS AMONG INSTITUTIONS OF HIGHER EDUCATION

A member of the academic Staff who moves from one institution of higher learning to another, on condition that the two institutions involved are signatories to the continuity of rights agreement, may apply for the preservation of continuity for his rights to pension, sabbatical leave and Fund for International Scientific Relations as well as recognition of his accumulated sick leave.

The foregoing is in accordance with the continuity of rights agreement and taking into consideration any differences in the pension schemes operated by the institutions of higher education. Preservation of such rights is conditional on not having received severance pay and on not having withdrawn savings from the pension fund. Applications for the preservation of the continuity of rights from other institutions must be made to the Academic Staff Department at the time personal data forms are completed.

RETIREMENT

Members of the academic staff in the Regular, Parallel and Research tracks, are insured by the "Makefet" pension fund.

This fund provides its members the following pensions:

Old-age pension - a fixed income for the member during his lifetime, following his retirement at pension age.

Disability pension - in the event of loss of the ability to work as a result of disablement or illness before the employee has reached pension age.

Next of kin pension - to the next of kin (of a member or pensioner who has passed away)

The conditions for receiving the pensions are specified in the booklet issued by the "Makefet" fund and information may also be obtained from the Academic Staff Department.

In accordance with the pension fund by-laws, a male employee is entitled to receive his old age pension commencing at age 65 and a female employee at age 60.

Retirement age

In accordance with the agreement between the Senior Academic Staff organization and the management of Ben-Gurion University, the retirement age for Staff members in the Regular, Parallel and Research tracks is 68 years, and the determining date is the end of the academic year (September 30) in which the Staff member attains the age of 68. However, sabbatical entitlement remaining may be utilized as of October 1 following the attainment of the age of 68, that is to say, the retirement date may be postponed until the end of the available balance of the sabbatical.

In accordance with its statutes, the "Makefet" pension fund pays the Staff member a monthly pension starting with the first of the month following the retirement. For "veteran members" (who joined prior to January 1995) the University makes a special calculation according to the "last three years" method.

Retirement grant

This is a grant based both on the number of years that the member of the Ben-Gurion University Staff has worked and on the number of years that he has paid contributions toward the pension.

The grant is paid to a Staff member who is retiring on pension and is based on his fixed salary on the eve of his retirement multiplied by the number of months worked at Ben-Gurion University and multiplied by 5.33% (for the period before 1.4.1989 it is multiplied by 4.83%).

Compensation for days of sick leave not used

A Staff member retiring on pension is entitled to payment in compensation for sick leave not used. The payment is made to a Staff member who has used less than 65%

of the total amount of his sick leave entitlement, in accordance with guidelines and limitations.

Supplement of salary

A Staff member retiring on pension who was a member of the "Makefet" fund is entitled to a three-month supplement to his salary following the end of employment, the sum paid being the difference between the pension payment and the determined salary of the University.

"Heskhonit"

A Staff member retiring on pension is entitled to a refund of the moneys he has deposited in the "Makefet" fund commencing from January 1993. The amount is based on a deposit of 1.25% of his monthly salary.

The "Teshura" and "Teutza" funds

The moneys deposited in the "Teshura" or "Teutza" funds are available to the Staff member in accordance with the fund statutes.

Pensioners' Research Fund

A senior Staff member retiring on pension from the University after at least 10 years' service is entitled, from age 65, to the Pensioners' Research Fund.

Money is deposited in this fund for the purpose of advanced studies, participation in conventions, covering the cost of research, etc.

The level of the annual allotment is identical to that of the moneys allotted from the Fund for International Scientific Relations to which he was entitled on the eve of his retirement.

Exemption from tuition fees

A member of the academic Staff, as defined in the beginning of this brochure, who has retired on pension, is entitled to an exemption from the tuition fees for further degree at Ben-Gurion University.

A member of the family of the Staff member who begins his degree studies before the Staff member retires on pension, may complete his studies.

A son or daughter of a Staff member who retired on pension, and who has not yet commenced his studies, is entitled to an exemption from tuition fees if the Staff member worked for at least 10 years, and the son or daughter commenced studies before attaining the age of 26.

The exemption only applies to study toward a Bachelor's degree.

Note:

For "By-laws regarding the rights and duties of Staff members retiring on pension" - see [Appendix C](#) of the Academic Statutes.

DEATH OF STAFF MEMBER DURING TERM OF EMPLOYMENT

On the death of a Staff member, the University will pay to the surviving spouse the regular salary up to the end of the month.

For the next three months, the salary will be supplemented.

A beneficiary named by the Staff member during his lifetime will be paid a retirement grant by the University, compensation payments for sick days not used , a refund of savings, and only balance remaining in the Fund for International Scientific Relations .

Family members of the deceased are entitled to an exemption from tuition fees.

The insurance company will pay the Staff member's beneficiaries, named during his life time, the life insurance sums, as stated in the insurance policy.

If the Staff member was not insured by the pension fund, the University will make a compensatory payment to the surviving spouse or to the beneficiaries named by the Staff member during his lifetime.

APPENDIX A - MAKEUP OF THE SALARY SLIP

The image shows a salary slip form from the Ben-Gurion University of the Negev. The form is divided into several sections, numbered 1 through 7. Section 1 is a grid for 'tariffs' (rates per working day, etc.). Section 2 is a large grid for 'current payments' (fixed elements of salary). Section 3 is another large grid, likely for 'current payments' or deductions. Section 4 and 5 are vertical columns on the left side. Section 6 is a summary table at the bottom right. Section 7 is a small box at the bottom left. The form includes the university's logo and name at the top center.

Part 1 - Headings

At the top of the slip, on the left hand side, appears the identification line with the personal data of the employee and his employment conditions: percentages of employment, date of start of employment, rank, bank account number, etc.

Under "tariffs" heading appear details of the rate per working day, the rate per working hour, the amount paid per day for travel and the number of years of seniority as per the table on page 9.

Part 2 - Current Payments

In this section appear the fixed elements of the salary deriving from the employee's rank and the differentials due to it.

In the first line are detailed the components of the basic pay according to rank, namely the "integrated salary", which includes seniority, and the "salary supplement" which is

that part of the salary which contains supplements which in the past were defined separately, e.g. mobility, clothing, telephone.

Nowadays these are included in a single supplement depending on rank.

On the second line appear the number of trips and the payment deriving from them.

In the third line appear the differentials paid for these components.

Part 3 - Miscellaneous Payments

In this section appear additional salary components and various payments for full-time employment in the University, research supplement, reimbursement of expenses, e.g.: per diem, apartment rental, etc., and the differentials relating to them.

At the end of this section appears the line "basis for current deductions"... The amount appearing is not to be paid. It constitutes information for the employee about the basic amount from which the pension deductions are made.

Part 4 - Compulsory deductions

In this section are shown the deductions for income tax, national insurance, pension funds, etc. Deductions arising from the payment of differentials are marked with asterisks.

Items marked "employer's contribution" refer to amounts that the University pays as counterparts to the deductions in the previous part.

Part 5 - Agreed deductions

In this section appear deductions made as a result of the employee's commitments made for advance payments, loans from saving funds, etc.

Part 6 - Details and Summary

In this section appear various symbols signifying marital status, rate of marginal tax, etc. and accruals of various payments.

APPENDIX B - GUIDELINES REGARDING "GRANT FOR FULL-TIME DEDICATION" AND "GRANT ACCORDING TO CRITERIA"

General

A grant for full time dedication to the University is given to reward a full-time senior member of the academic Staff of the ranks of Lecturer or C Researcher and upwards, who has no additional income from the University or elsewhere over and above his full-time post or , if he has additional income, its level does not exceed the maximum amounts published periodically (the amounts specified in the declaration form).

Notwithstanding the foregoing

There are a number of exceptions to the general rule on condition that the source is the senior staff member's only additional income.

These exceptions are:

Teaching in a preparatory academic course.

Teaching courses for overseas students (funded by the Jewish Agency).

Teaching courses in Young Scientist Program.

Teaching courses in study programs designed for the Security Forces.

Employment at one of the universities in Israel teaching in a program leading to an academic degree on condition that special permission is obtained for each semester from the Rectors of the two institutions concerned.

Employment at another faculty at the same University, teaching in a program leading to an academic degree (the program not being external studies and/or employment in research or teaching at a subsidiary company of the University) on condition that the Rector's permission is obtained.

Any additional employment under this section will be recognized only if it is employment as an external teacher and does not exceed four hours per week.

"Office Holder Supplement" and "Researcher Supplement"

Are not considered additional income in this context.

"Grant for full-time dedication"

A Staff member is required to submit a declaration twice annually:

In October for the preceding months: March, April, May, June and for one additional month of his choice out of July August and September. Payments are made in the November and February salaries.

In March for the preceding months - October, November, December, January and February.

Payments are made in the May and August salaries.

Regulations pertaining to a Staff Member in the Parallel track

Outlined in section "'C" Research supplement".

Entitlement for Grant

A Staff member is not entitled to a grant for the period of a sabbatical in Israel or abroad.

Confirmed entitlement

A Staff member whose entitlement to a grant has been confirmed and who goes on sabbatical or unpaid leave or finishes working at the University, will be paid a grant for the previous months for which he has made a declaration.

A GRANT ACCORDING TO CRITERIA

A grant according to criteria is available only for a member of the academic Staff in the Regular track who is employed in the University in a full-time capacity. It does not include the Research track, the Parallel track, the teaching Staff in the Faculty of Health Sciences, or Physics science teachers.

The entitlement to this grant is subject to the Staff member's academic activities complying with the criteria determined by the academic authorities.

Payment of the grant is conditional on the submission of a declaration and the approval of the academic authorities.

The declaration is submitted once a year at the end of the academic year for the following year. Payment is made subsequent to the submission of the declaration, in the October, January April and July salaries.

During a period of sabbatical or unpaid leave, a Staff member is not entitled to receive a grant.

A Staff member who was on sabbatical or unpaid leave during the whole year can upon his return, submit a declaration regarding the criteria that he has fulfilled during the academic year prior to his departure on sabbatical or unpaid leave, for the purpose of receiving the grant during the year in which he returned to work.

A new senior Staff member may complete a declaration regarding the fulfillment of the criteria only at the end of his first academic year and if the declaration is approved, he will receive in one payment all the grants for the first academic year. Such a declaration shall also serve as approval for his receiving grants in the second year.

GRANTS TO TEACHERS IN THE PARALLEL TRACK

This grant is designed for teachers in the Parallel track who are employed in a full-time capacity and who qualify by excelling in teaching.

The criteria are determined by the academic authorities at rates of 10% or 15% of salary

APPENDIX C - BY-LAWS CONCERNING THE RIGHTS AND OBLIGATIONS OF STAFF MEMBERS RETIRING ON PENSION

Definitions

The titles of members of staff retiring from service shall be determined in accordance with section 7.1.1.3 of the academic by-laws.

Every holder of the title "Professor Emeritus" and every "Retired" Staff member who has retired after achieving tenure shall be entitled to the rights of retired Staff members.

The Rector is authorized to approve the awarding of retiring Staff member rights to every "retired" Staff member even in conditions of retirement without pension.

Rights of a retired Staff member

All rights of representation, such as appearance in the Staff member's list in the yearbook signified by the title of "Emeritus Professor" or "Retired Professor", invitations to ceremonies, seating at ceremonies in place reserved for Staff members, and the like.

Retired staff members shall have the standing of visitors at laboratories and in departments. This will give them the right to use the department's equipment as far as this is possible.

Assistance in research and work schedules, if this is possible, shall be determined by personal arrangements between the retired Staff member and the Department's Head.

The right of use of the University libraries and all their services shall be reserved to retired members of staff.

Subject to sections above a retired member may submit applications for research grants, given on the recommendations of the Head of Department and with the approval of the Dean, and to receive a salary from research moneys, certified by the funding source.

A retired Staff member may be appointed as a tutor of research students and also as a judge of a thesis.

A retired Staff member is entitled to use moneys from the Fund for Scientific Relations remaining to his credit, in accordance with the by-laws applying to staff members.

A retired Staff member is entitled to use moneys from the pension research fund which have been made available to him, in accordance with the University guidelines.

A retiring Staff member is entitled to the services and facilities available to a Staff member on campus such as parking space, Staff club and various services.

[Participation in Academic Bodies](#)

Retired members of staff do not participate in permanent academic bodies but are able to take part as members of ad hoc committees.

[Employment after retirement age](#)

The service of a Staff member who has reached retirement age will not be extended, and retirement will commence at the end of the academic year in which he attains the retirement age.

The University may employ a retired Staff member on a part time basis, as an External Staff teacher or under a special agreement. Nothing in such employment shall prejudice the retired Staff member's pension rights, or any other rights referred to in these by-laws.

APPENDIX D - SERVICES PROVIDED TO STAFF MEMBERS BY THE HUMAN RESOURCES BRANCH

The reception hours of the Human Resources Division departments are as follows:

Sundays, Mondays, Wednesdays and Thursdays between 8:30 and 11:30 a.m.

Tuesdays between 12:00 noon and 2:00 p.m.

However, between the 20th and 25th of each month, the departments are not open to the public.

[The Academic Staff Department](#)

This department provides all information regarding conditions of employment, study leaves and sabbatical leaves.

In urgent cases contact the Department Office - Tel. 6461305

[Bureau of the Deputy Managing Director for Human Resources](#)

The Loan Fund is at the disposal of Staff members. As regards conditions, method of submitting application and any other information, please apply to the Bureau, Tel. 6461301/2.

[Unit for the Development of Human Resources, Counseling and Welfare](#)

The unit employs two social workers who deal with the special welfare needs of all employees and extend assistance with personal problems. Tel. 6472608.

Salary Department

General explanations may be obtained on matters concerning income tax, National Insurance, etc. Likewise, arrangements may be made with this Department for payments to the Pension fund during sabbatical leaves, unpaid leave and maternity leave. The Department is open to the public as above, and in special cases please contact Tel. 6461304.

Administrative and Technical Staff Department

This department deals with matters concerning administrative Staff and the recruitment of new Staff throughout the University .To receive additional information please contact Tel. 6461308.

Computation and Control Department

This department is in charge of running a computerized control system. Services are provided at the Branch level and to administrative units at the University.