

## Document in translation

### DECLARATION FOR SETTING EMPLOYMENT TRACK AS AN EXTERNAL TEACHER OR A TEACHING ASSOCIATE IN 20\_\_\_\_

#### Part 1

In accordance with the collective agreement signed by the institutions of higher education and the organization of the junior academic staff, and for the purpose of setting the academic track for teaching in the Hebrew University I, Dr. / Prof. \_\_\_\_\_

Identity number \_\_\_\_\_, declare that:

1. yes\_\_\_ no \_\_\_ I am employed as a member of the senior staff (in all tracks) in a full position in the Hebrew University and/or in one or more of the recognized institutions of higher education in Israel.
2. yes\_\_\_ no \_\_\_ I am employed in the Hebrew University in all scope of position as an Assisant / Instructor / Ph.D. Instructor or Teaching Assistant.
3. yes\_\_\_ no \_\_\_ I am employed in the Hebrew University in all scope of position in the parallel track (at the junior ranks) or in the track of teachers in positions such as language teacher and languages, teachers in the preparatory (mechina) program, teachers in workshops and in helping fields, in professional expertise areas and in the framework of applied training.
4. yes\_\_\_ no \_\_\_ I am employed as a researcher (absorption of immigrant scientists) in the Hebrew University in a 100% position.
5. yes\_\_\_ no \_\_\_ I am employed in the Hebrew University as an administrative employee in a full position which mainly does not include teaching obligations.

**If you marked one of the above “yes”, there is no need to complete the declaration of income in the Part 2 below, and please move to the Part 3 of the declaration.** In this case the employment track will be that of an external teacher.

## Part 2 – Declaration of Income

Mark the correct answer:

1. I hereby declare that my income anticipated from work in the school year \_\_\_\_\_  
\_\_\_\_\_ will be only from teaching in recognized institutions of higher education in Israel –  
in this case the employment track will be as a teaching associate.

The name of the institution/s where I work is \_\_\_\_\_ .  
\_\_\_\_\_ will not only be from teaching in recognized institutions of higher education in  
Israel – in this case, continue to 2 below.

2. Declaration for those with income from work

I hereby declare that my anticipated income in the school year \_\_\_\_\_ from a  
business and/or occupation and/or profession and/or as salary (not including the  
income from teaching in recognized institutions of higher education in Israel).

\_\_\_\_\_ Will exceed NIS 229,074 gross for the entire school year (an average of  
NIS 19,089.5 per month – in this case the employment track will be as an  
external teacher.

\_\_\_\_\_ Will not exceed NIS 229,074 gross for the entire school year (an average of  
NIS 19,089.5 per month – in this case the employment track will be as a  
teaching associate.

3. Declaration for those with pension allowance

I hereby declare that I retired and that my anticipated income in the school year  
\_\_\_\_\_, from the total of all pension allowances from my employer and/or from a  
pension fund and/or from a business and/or profession and/or work as a salaried  
employee (not including income from teaching in recognized institutions of higher  
education in Israel

\_\_\_\_\_ Shall exceed NIS 117,474 gross for the above school year (NIS  
9,789.5 per month) – in this case your employment will be as an external  
teacher.

\_\_\_\_\_ Shall not exceed NIS 117,474 gross for the above school year (NIS 9,789.5 per month) – in this case your employment will be as a teaching associate.

### **Part 3 – Declaration**

I am aware that this declaration shall serve the University for the purpose of determining the employment track as an external teacher or as a teaching associate.

I hereby declare that all of the details I have given above are correct, complete and exact and I will present form 106 (documentation on annual income) before the University authorities regarding the past year as well as additional documentation if requested to do so.

I undertake to notify the University immediately of any change with regard to details I gave above and I know that providing any details as stated may result in a change in the track and conditions of my employment in the University.

I am aware that the Human Resources Division of the University will carry out reviews at the end of the school year and they will examine payments to teaching associates in which framework they may request documentation regarding the scope of income in the previous year.

I undertake that if my income does not meet the conditions set for receipt of payment as a teaching associate as detailed in this form, the University is entitled to calculate my salary as if I was an external teacher and in this case I will return to the University the excess sums I was paid during the course of the year, in accordance with the instructions of the Human Resources Division and in an immediate manner.

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Date

name and family name

i.d. #

signature