

DIVISION FOR HUMAN RESOURCES

February 13, 2019

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Document In translation  
Appointment of Teaching Fellow+  
notice of Employment Conditions

To: \_\_\_\_\_

Faculty of \_\_\_\_\_

Dear \_\_\_\_\_,

I am pleased to inform you that it has been decided to appoint you as a Teaching Fellow at the rank of Teaching Fellow \_\_\_\_ in the academic year \_\_\_\_\_, from \_\_\_\_\_, to \_\_\_\_\_ in the scope of \_\_\_\_\_ weekly hours in the Faculty of \_\_\_\_\_

The form "Notice of Employment Conditions" is attached to this letter of appointment.

**With the approval of the Director of the Personnel Department.**

Wishing you great success in your work.

Sincerely yours,

Orna Yazdi

Personnel and Salary Coordinator

## DIVISION OF HUMAN RESOURCES

### EMPLOYMENT CONDITIONS – TEACHING FELLOW

Notice of employment conditions of a Teaching Fellow at the Hebrew University

The appointment of teaching fellows will be in accordance with the detailed rules in the Collective Agreement of the Junior Staff.

#### **Position of Teaching Fellow**

A teaching fellow is required to carry out all of the functions accompanying teaching as follows: frontal teaching, advising students, examining work and exercises, preparation of exam questions, presence at exams, correcting exams, completion of lessons, participation in meetings **arranged**.

#### **Salary Seniority**

A teaching fellow is entitled to a seniority supplement for the period that he served on active duty in the Israeli Defense Forces. A Bachelor's degree will entitle him to one year of seniority for each year since the day he received his degree. A Master's degree will entitle him to one and a half years of seniority for each year since he received the degree.

#### **Pension Insurance**

A teaching fellow will automatically be insured in the "Migdal-Makefet" Comprehensive Pension fund. However, the employee may choose to join any other pension fund. In that case, he must send the Division for Human Resources the forms for joining the fund he chooses.

From the employee's salary 6.5% will be deducted for benefits, and the employer's allocation will be 7% for benefits and 6% on account of severance pay.

#### **Advanced Study Fund**

Every employee is entitled to choose one of **the automatic** funds offered in the attached table. (the link: <https://hr.huji.ac.il/kranot>), or any other advanced study fund in accordance with his personal preference

The rate of allocation shall be as follows:

Employee deduction – 2.5% of his salary, University allocation – 7.5%

### **Recreation Pay**

A teaching fellow is entitled to recreation pay in accordance with the national laws in the Israeli economy. The payment is relative to the scope of the position and the period of employment.

### **Annual Leave**

A teaching fellow is entitled to annual leave as required by law. He must use the vacation leave during the break from studies in the semester break or the summer vacation.

### **Illness**

The amount of sick leave for a teaching fellow is according to law.

Employment for a shorter period and/or in a smaller scope of position, will entitle him to leave relative to the number of months he worked.

If he is absent due to illness he should notify the personnel assistant in the Unit and attach the customary medical certificates.

### **Travel Allowance**

A teaching fellow is entitled to payment of travel fees according to the number of days of actual work in accordance with the directives of the Supervisor of Salaries and Benefits in the Finance Ministry.

The University makes funding available each year for academic activity of teaching fellows for participation in costs of advanced study in Israel and abroad according to set criteria. The request to use the Scientific Relations Fund for teaching fellows must be made by completing form 142.

### **One-time Agreement Form for Provision of Information about Reserve Duty to the National Insurance Institute**

When the teaching fellow begins to work at the University he is required to sign a one-time agreement form allowing the National Insurance Institute to give the University information regarding the periods of his active service in the reserves during his employment at the University. This form is intended to enable the University to receive reimbursement from the National Insurance Institute for salary paid for the days on which he was on active reserve duty.

A request for appointment that is received without the necessary agreement form will be returned to the unit and will not be processed.

### **Compensation for active reserve duty**

A teaching fellow who has reserve duty during the period of his appointment will continue to receive his salary from the University. A teaching fellow who is called up for active service duty is requested to report this to the personnel assistant in the unit and in addition to send the

**approval** of the reserve service to the personnel and salary coordinator in the personnel department that handles the unit.

A teaching fellow (who carries out teaching and accompanying tasks only but not research) who is called for active reserve duty and carries out all of the tasks, including making up the lessons that were cancelled, will be entitled to receive reserve duty payment in addition to his salary. The teaching fellow will complete the form "Reserve Duty while Maintaining Full Employment". This form should be given to the personnel and salary coordinator in the personnel department that handles the unit.

### **Intellectual Property**

The ownership of copyrights, patents, inventions and innovations by teachers in the course of their work at the University belong to the University. Inventions of teachers are subject to the regulations of the University with regard to inventing **services** and patents (Management Directive 15-001) "Use of Employees' Inventions and Patents" and Management Directive 15-001 "Ties Between a Member of the Academic Faculty and a Commercial Entity" the teacher must report to the person in charge about any invention in the course of or due to his employment.

This notice constitutes a "notice of employment conditions" according to the law of Notice to the Employee (Employment Conditions). This is not intended to detract from any benefit to which the employee is entitled by **law of national collective agreements or employment contract.**