

DIVISION FOR HUMAN RESOURCES

October 21, 2018

Document In translation  
Appointment of External Teacher+  
notice of Employment Conditions

Document: 2998125

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

Department of \_\_\_\_\_

Dear \_\_\_\_\_

As agreed upon with you and further to the letter `from the Dean of the Faculty of \_\_\_\_\_ dated \_\_\_\_\_, you are hereby invited to teach as an External Teacher in the Department of \_\_\_\_\_ in the \_\_\_\_\_ academic year, from \_\_\_\_\_ until \_\_\_\_\_, at rank \_\_\_\_ of the External Teachers Track.

The teaching will be in the scope of \_\_\_\_\_ weekly teaching units.

The salary will be updated in accordance with the cost of living increment that is paid to employees in institutes of higher education and in accordance with the agreements that are in effect from time to time.

An external teacher is obliged to carry out all of the functions accompanying teaching as follows, whether the implementation was required before or after the period of the appointment: frontal teaching, advising students, correcting assignments and exercises, preparation of exam questions, attendance at exams, correcting exams, making up for missed lessons, participation in meetings for the purpose of coordination.

In light of the nature of the work, external teachers are not entitled to payment and/or accumulation of rights for sabbatical leave, advanced study fund, scientific relations fund, collective life insurance, tuition scholarships, reimbursement of telephone and car expenses. However, if you are not a local resident you will be entitled to refund of your travel expenses and food and lodging as applicable from time to time.

Annual leave in accordance with the Annual Leave Law, is granted during the period of vacation from studies.

The conditions of your employment are specified in the form "Notice of Employment Conditions of External Teachers" which is attached to this letter of appointment.

The University is entitled to cancel the above classes wholly or partially. In this case the appointment will be terminated and the University will pay one month's salary for each semester in which the classes were cancelled and the relative portion of the said salary for cancellation of classes in part of the semester.

Wishing you much success in your work.

Sincerely yours,

Name of referent: \_\_\_\_\_

Personnel and Salary Coordinator



DIVISION FOR HUMAN RESOURCES

March 24, 2017

Document: 1926250

To:

Mr. Daniel Even-Chen

School of Business Administration

Dear Mr. Even-Chen,

As agreed upon with you and further to the letter from the Dean of the School of Business Administration dated March 22, 2017, you are hereby invited to teach as an External Teacher in the School of Business Administration in "Ensuring Quality and Regulation" in the 2016/2017 academic year from March 1, 2017 until July 14, 2017, at rank 1 of the External Teachers Track.

The teaching will be in the scope of 1.00 weekly teaching unit.

The salary will be updated in accordance with the wage supplement that is paid to employees in institutes of higher education and in accordance with the agreements that are in effect from time to time.

An external teacher is obliged to carry out all of the functions accompanying teaching as follows, whether the implementation was required before or after the period of the appointment: frontal teaching, advising students, correcting assignments and exercises, preparation of exam questions, attendance at exams, correcting exams, making up for missed lessons, participation in meetings for the purpose of coordination.

In light of the nature of the work, external teachers are not entitled to payment and/or accumulation of rights for sabbatical leave, advanced study fund, scientific relations fund, collective life insurance, tuition scholarships, reimbursement of telephone and car expenses. However, if you are not a local resident you will be entitled to refund of your travel expenses and food and lodging as applicable from time to time.

Annual leave in accordance with the Law of Annual Leave, is granted during the period of vacation from studies.

You will be entitled to pension rights in the "New Mivtahim" Pension Fund (unless you choose a different pension fund) in accordance with the **national laws in the Israeli economy**.

The conditions of your employment are specified in the form "Notice of Employment Conditions of External Teachers" which is attached to this letter of appointment.

The University is entitled to cancel the above classes wholly or partially. In this case the appointment will be terminated and the University will pay one month's salary for each semester in which the classes were cancelled and the relative portion of the said salary for cancellation of classes in part of the semester.

Wishing you much success in your work.

Sincerely yours,

Ruthy Ben-Chaim

Personnel and Salary Coordinator

## EMPLOYMENT CONDITIONS - EXTERNAL TEACHERS

### Notice of Employment Conditions for External Teachers in the Hebrew University

The appointment of external teachers will be in accordance with the detailed provisions in the collective agreement of the Junior staff and the academic statutes of this track.

#### **Position of External Teachers**

An external teacher is required to carry out all the functions accompanying teaching, whether the implementation was requested before or after the period of the appointment, as follows: frontal teaching, advising students, examining work and exercises, preparation of exam questions, attendance at exams, correcting exams, making up missed lessons, participation in meetings for the purpose of coordination.

#### **Salary**

The scope of employment of an external teacher is measured in the units of teaching according to the University's rules. The salary of an external teacher is calculated on the basis of the number of teaching units he teaches multiplied by the value of the unit which is published and updated by the Planning and Budgeting Committee in accordance with the following:

- Rank 1 – External teacher with Bachelor's degree
- Rank A – External teacher with Master's degree
- Rank B – External teacher with Doctorate degree
- Rank C – External teacher with the title of Professor

#### **Period of the Appointment**

The period of appointment of an external teacher who teaches one semester will be four and a half months and the appointment of an external teacher who teaches for one whole academic year will be nine months.

#### **Pension Insurance**

An external teacher will be insured automatically in the "New Mivtahim" Pension Fund. The percentage of deduction will be in accordance with the national regulations. However, the employee may choose to join a different pension fund. In this case he shall complete the appropriate forms.

#### **Annual Leave**

An external teacher is entitled to vacation as required by law. He must take advantage of the vacation days during the break from studies in the semester breaks and the summer vacation.

#### **Illness**

An external teacher is entitled to sick leave according to the law. If he is absent due to illness he should notify the personnel assistant in the unit and attach the customary medical permits.

#### **Travel Allowance**

An external teacher is entitled to payment of travel expenses 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.

### **Recreation Pay**

An External Teacher is entitled to payment of Recreation Pay in accordance with Israeli law. The payment will be relative to the scope of the position and the period of the employment.

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

When the external teacher 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 in the Personnel Department.

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

An external teacher who has reserve duty during the period of his appointment will continue to receive salary from the University. External teachers (who carry out teaching and accompanying tasks only but not research) who is called for active service and carry out all of the tasks, includes making up the lessons that were cancelled, will be entitled to receive reserve duty payment in addition to their salary. External teachers 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.

An external teacher is called up for reserve duty is requested to report this to the personnel assistant in the unit and in addition to send the confirmation of the reserve service to the personnel and salary coordinator in the personnel department that handles the Unit.

This notice constitutes "notice of employment conditions" according to the Law of Notice to the Employee (Employment Conditions).