

Document in translation

EMPLOYMENT CONDITIONS – ACADEMIC STAFF IN THE REGULAR TRACK

Appendix defining employment conditions of the academic staff in the regular track

Lecturer, Senior Lecturer, Associate Professor, Full Professor: These are the four ranks for people with doctorate degree (or with a degree that is parallel to a Ph.D.) in the regular track.

Salary

The salary of a member of the staff in the regular track is arranged in a collective agreement between the institutions of higher education and the Coordinating Council of the senior academic staff organizations as renewed from time to time. For more information about the salary [Press for link](#).

Pension Insurance

A member in the academic track is insured according to the choice of the staff organization in the overall pension fund of Mivtahim. Every employee is entitled to choose to join a different pension fund. In such a case, he should complete the appropriate forms. 6.5% of the employee's salary will be deducted for the pension payment and the University will allocate 7% for the pension payment and 8% for severance compensation.

A grant for devotion of full time to the Institution

Teachers who do not have additional income in excess of the sums detailed in the rules are entitled to a grant for devotion of full time to the institution subject to completion of one declaratory statement once each six months.

The academic grant – University (criteria)

Teachers who meet the conditions for a grant according to the criteria as detailed in the link are entitled to a grant paid in October, January, April and July subject to completion of the declaratory form. [Press for link](#)

Advanced Training Fund (Keren Hishtalmut)

Every employee is entitled to choose one of the default funds which are offered in the attached table. For the link: <http://hr.huji.ac.il/kranot>

Or in any other advanced training fund (keren hishtalmut) in accordance with his personal preference.

Allocations shall be as follows: 2.5% deduction from employee's salary, 7.5% allocated by the University.

The International Science Ties Fund

Members of the regular academic track are entitled to an allocation to the International Science Ties Fund in accordance with the scope of their position.

Handling this matter will be done by the Finance Division – Accounting Section, the Unit for Foreign Currency, headed by Dvora Dayani, telephone: 588-2929.

Life Insurance

A member of the regular academic track employed in a half position or more is entitled to be insured in the "collective life insurance" of the University's employees. The deduction for the life insurance fees will be carried out through the salary slip only after completion of the form to join (the form can be found on the website of the Human Resources Division. [Press for link](#)

For additional information on insurance, one should approach the insurance coordinator at: telephone 02-588-1409.

Recreation Payment

Members of the regular academic track in a full position are entitled to payment for thirteen days of vacation. The payment is made relative to the scope of the position and the period of employment.

Annual Leave

Members of the regular academic track are entitled to days of vacation according to the law which cannot be accumulated or redeemed. Use of the vacation days shall be during the course of the break between studies.

Sick Leave

The limit of sick leave days for a member of the regular academic staff employed through twelve months of the year is thirty days. If absent due to illness, one should report this by completing a declaratory form on the internet. [Press for link](#)

Waiver of Tuition

The members of the regular academic track are entitled to a waiver of tuition (including for their spouse and children) in accordance with the scope of their positions and in accordance with the conditions detailed in the Administrative Regulation number 05-017 And subject to changes that take place from time to time.

Travel Allowance

Members of the regular academic staff are entitled to a refund of payment for travel to and from work in accordance with regulations customary in the University.

Maintaining Secrecy

Members of the academic staff in the regular track are obligated to maintain secrecy regarding all information they receive in the framework of their position. This obligation applies also following the termination of their employment in the University. [Press for link](#)

Intellectual Property

The ownership of copyrights, patents, inventions and innovations of the members of the academic staff in the regular track in the course of their work in the University belongs to the University. Inventions of the members of the academic staff in the regular track are subject to the University's regulations regarding "Using inventions and patents in the University" – Administrative Regulation 15-001 and "ties between a member of the academic staff and a commercial entity" – Administrative Regulation 15-011. The member of the academic staff in the regular track must report to his supervisor about any invention in the course of his work or due to his work.

One-time agreement form – providing information on meluim (active reserve duty)

Members of the academic staff in the regular track shall sign a one-time agreement form for the Bituach Leumi (National Insurance Institute) which allows information on meluim to be given to the University, during the course of employment in the University, in order to enable the University to receive a refund from Bituach Leumi for the salary paid to the member of the academic staff in the regular track which goes to meluim (active reserve duty). A member of the regular academic track that goes to meluim is requested to report this through the internet link [Press for link](#) on his days of absence as a result of active reserve duty and in addition to send the confirmation of his meluim to the personnel and salary representative in the Personnel Department that handles his unit.

Additional Employment

Any sort of additional work is forbidden without a permit. The rules for additional work are detailed in the regulation re additional work of the academic staff. [Press for link](#)

Termination of Employment

For an appointment that does not exceed twelve months, the University is entitled to terminate the services of the member of the academic staff in the regular track during the period of the appointment, while giving advance notice of thirty days. A member of the academic staff in the regular track employed consecutively for more than twelve months is entitled to receive advance notice of six months regarding termination of employment.

Discipline

Members of the academic staff in the regular track are subject to the Disciplinary Statutes for academic employees.

And to the Statutes for Prevention of Sexual Harassment. [Press for link](#)

Ethics

Statutes that apply to teachers apply to members of the staff in the regular track. Details of the Statutes are shown on the website of the Academic Secretariat.

This notice constitutes a notice regarding employment conditions according to the law for notice to employee (Employment Conditions). This statement does not detract from any entitlement to the employee by law, order, expansion, collective agreement, or work contract. [Press for link](#)