

EMPLOYMENT OF GUEST LECTURERS FROM ISRAEL AND FROM ABROAD

HONORARIUM

Status Identification Symbol 39 (Guests from Abroad)

RATIONALE FOR GRANTING AN HONORARIUM

An Honorarium is an honorary salary

The honorarium is intended to ease the bureaucratic difficulties in the employer-employee relationship.

Who is eligible for an honorarium?

A teacher/researcher from abroad or from Israel who was invited by one of the academic units at the University for research and teaching purposes for a specified period

The procedure and process of inviting guest lecturers are explained in detail below

The employment of foreign workers for longer than 3 months requires the approval of the Ministry of the Interior (B1 visa).

A lecturer/guest is invited by the academic unit, with the approval of the Vice Dean. A request may be submitted to Human Resources only by authorized officials: the supervisor, honorarium coordinator and administrative assistant

PROCEDURE FOR INVITING GUEST LECTURERS

- The procedure is designed to regulate the method of payment to guest lecturers, and it does not replace **Management Directive 05-012.**
- In order to reduce costs of inviting guest lecturers, guest lecturers who are invited for a period of up to two years are to be paid the cost of an air ticket and living expenses in Israel .
- The honorarium for lecturers invited for a period of less than 30 days will be handled by the Finance Division units on the various campuses. Value Added Tax (VAT) at a rate of 17% will be added to the amount of the honorarium, and charged to the budget of the unit that is paying the honorarium.
- The Division for Human Resources will handle lecturers invited for a period exceeding one month.
- The request may be submitted by **authorized officials only** (the supervisor, the honorarium coordinator in Human Resources, and the administrative assistant). A request must be accompanied by a signed letter of invitation, in accordance with the Management Directive.
- The amounts specified in the Management Directive, in the Division's notification, and in the honorarium e-presentation are updated periodically.
- Reimbursement of daily expenses may be paid in accordance with the tax-exempt tariff under the Income Tax Regulations (a total of NIS 320 per day, correct as of 2018), for a period of up to two years, plus reimbursement of reasonable residential expenses and cost of airline ticket upon presentation of receipts in accordance with **Management Directive 05-012.**

PROCESS FOR SUBMITTING REQUEST TO INVITE A GUEST LECTURER

Please ensure in advance that all of the required documents, approvals and forms have been obtained

A. The Academic Secretary/the unit issues an letter of invitation to the guest in which the payment for the honorarium is defined.

B. Transmission of a request for reimbursement of expenses to the Division for Human Resources, accompanied by the following forms:

- 1. Original letter of invitation from the inviting unit (entitlement to reimbursement of expenses only).**
- 2. Proof of valid work visa – for a lecturer who is invited for a period exceeding 3 (three) months, the approval of the Ministry of the Interior is required (B1 visa).**
- 3. Boarding pass.**
- 4. An additional document bearing the invited lecturer's picture and name (e.g. driver's license).**
- 5. A signed declaration form – a file attached to an email.**
- 6. Residents of the USA must also fill out and sign a W-9 form - file attached to an email**
- 7. Photocopy of passport and personal details form for the guest lecturer.**
- 8. Name of the country in which the guest lecturer regularly pays taxes (country of residence).**
- 9. Authorization of Length of Stay form from the unit that issued the invitation.**
- 10. Photocopy of the airline ticket.**
- 11. Receipt for the amount paid for the airline ticket.**
- 12. Receipts for rental payments/payment to hotel.**

For guests coming for less than one month, the forms listed in sections 2,4,5,6 are unnecessary. The payment order replaces section 5 .

WORK VISA

- A guest lecturer coming for a period exceeding three months is required to present a work visa - even if the guest lecturer is not being paid, other than reimbursement of expenses.
- A guest lecturer invited for up to 3 months is not required to present a work visa.
- Reimbursement of expenses – Receipt of daily exemption based on the annual exemption period (NIS 320 per month in 2018) (anchored in the Income Tax Regulations).
- Reimbursement of the flight expenses is in accordance with Management Directive 05-012.
- A guest lecturer from treaty countries – The Division for Human Resources has a list of treaty countries. A guest lecturer from one of the treaty countries included in the list (the country in which s/he pays her/his taxes) must obtain an Israeli identity number with the Israeli National Insurance Institute in order to be reported as a guest from a “treaty country.”

The Finance Division units on the various campuses will handle lecturers invited for a period of less than 30 days.

GUEST LECTURER SALARY

- Paid by the hosting academic unit from the budgets of central funds, research budgets or the budgets of units.
- Guest lecturers for the most part - rank of 13/17 - payment by contract, sum for guests from abroad.
- Determination of the lecturer's academic rank, years of employment and salary are the responsibility of the academic secretariat, as specified below:

Payment of honorarium for a condensed course:

The total remuneration approved as payment for a guest lecturer invited to lecture for a condensed course totalling 14 hours (1 credit), is up to \$ 3,500. The amount does not include payment for the airplane ticket, reimbursement of daily expenses (NIS 320 per day), and reasonable room and board expenses. (The rate also applies to guests arriving for a period shorter than one month provided that they taught in the scope of 1 credit).

Payment of honorarium for a course that is not a condensed course:

The total remuneration approved as payment for a guest lecturer invited to lecture for a regular semester course, in the scope of 14 hours (1 credit) is a maximum of \$ 3,500 for the entire teaching period. The amount will be paid proportionately to the number of months of appointment as a guest lecturer.

As stated in section C1 above, the amount is in addition to payment for the airplane ticket, reimbursement of daily expenses (NIS 320 per day), and reasonable room and board expenses.

Tax will be deducted from the honorarium at source, according to the Convention that exists between Israel and the guest's country of residence.

Deviations from the amounts specified above require advance approval of the Vice President and Director General of the University.

METHODS OF PAYMENT

**Payment is made to the guest lecturer's
bank account in Israel or abroad
by bank transfer or check**

*** Requests for payment may not be submitted to the
Personnel Department and the Salary Department if the
unit's budget is in deficit.**

**It is the unit's responsibility to check whether the budget is
in deficit before submitting a request for payment.**

THE EUROPEAN UNION

The Marie Curie Research Training Network

The entire process for representatives signed on an employment contract through Marie Curie, is conducted through the Research and Development Authority.

**Deviation from the set amount is not
permissible**

**(For clarification and determination of the amount
- please contact Hani Ben Yehuda).**

The academic unit is responsible for handling the entire hosting process, in coordination with the Absorption Section of the Academic Secretariat.

INSTRUCTIONS FOR FILLING OUT AN APPLICATION TO JOIN THE OGEN PENSION FUND

In order to join the Ogen pension fund, the following documents are required:

- Photocopy of passport.**
- Proof of valid work visa.**
- An additional document bearing the guest's picture and name (e.g. driver's license).**
- A signed declaration form – as an email attachment.**
- A resident of the USA must also fill out and sign a W-9 form – as an email attachment.**

STATEMENT ON THE PERIOD OF STAY

Re: Statement on the period of stay in Israel - Guest Lecturer

Personal Information:

- Guest lecturer 's name: _____ Passport number: _____
- Faculty: _____ Contact person: _____ Telephone number: _____
- Country in which the guest lecturer pays taxes _____
- Budget number for billing _____ Total payment for the period _____.

Period of Stay in Israel (list each month separately)

- Month _____ From date _____ To date _____ Total days of stay in Israel _____
- Month _____ From date _____ To date _____ Total days of stay in Israel _____
- Month _____ From date _____ To date _____ Total days of stay in Israel _____
- Month _____ From date _____ To date _____ Total days of stay in Israel _____
- Month _____ From date _____ To date _____ Total days of stay in Israel _____
- **Bank Account Details:**
- Bank _____ Branch _____ Account number _____

Special instructions about the disbursement of payment: _____

Certification of direct supervisor

- I hereby certify the contents of this document.

Full Name

Signature

Date

Important!!! The original letter of invitation, photocopy of passport and personal details form must be attached