

Terms of Employment for Senior Academic Staff (regular track)

A. **Pension arrangements** – You are entitled to allowances and deductions for a pension fund, from the start of your employment (the pension fund will be the choice of the employee; if the employee does not express his preference for a pension fund, at least one month prior to the start of his employment, he will be added to the University's default fund). For an employee, who works a third of full-time or more, calculated on an annual basis, the monthly allowances for a comprehensive pension fund will be at the following rate: at the university's expense: 7.5% of the salary for pension, 6% of the salary for compensation and a further 2 1/3% of the salary for a compensation fund to supplement the compensation. 7% of the salary at the employee's expense. For an employee who works less than a third of full time, calculated on an annual basis, the monthly allowances for a pension fund will be according to the rates in the Extension Order, dated December 30th, 2007, to the Collective Agreements Law, 5717 – 1957. (The rates can be viewed on the Human Resources internet site). The University's above-mentioned compensation payments will replace the 100% severance pay, as per Article 14 of the Severance Pay Law, 5723 – 1963).

B. **Study fund (Shekels)** – A member of staff who is employed half time or more, calculated on an annual basis, is eligible to join a Study Fund (Shekels) (the default is Excellence Nessuah). The University's monthly payment to the Fund will be at the rate of 7.5% of the employee's salary, and the employee's portion will be 2.5% of his salary.

*For your information, you can, at any time, select, or transfer to, another pension plan or study fund, subject to the provisions of the law and the extension order. [To that end, please contact the academic staff division, Ms. Ira shlemenzon, telephone number 048240596 or via e-mail at: \[ishlemen@univ.haifa.ac.il\]\(mailto:ishlemen@univ.haifa.ac.il\).](#)

C. **Convalescence fees** – Recuperation pay will be paid as follows: for the first year of employment, six days, for the second to ninth years of employment, eleven days, for the tenth to fourteenth years, thirteen days, and from the fifteenth year onwards, fifteen days. The payment for recuperation days will be added to the June salary, according to the VERA (Association of University Heads, Israel) rates, relative to the scope of employment and the length of your employment at the University.

D. **International Scientific Ties Fund** – A dollar fund will be placed at the disposal of the staff, to fund academic activity overseas and in Israel, in order to encourage the development of international scientific ties, and also for the refund of membership fees and professional associations. A member of staff, whose scope of employment is half time or more, calculated on an annual basis, will be eligible for an allowance from the International Scientific Ties Fund.

The size of the allowance from the International Scientific Ties Fund will be in accordance with your rank and the scope of your employment. The annual allowance from the Fund, for a full-time position can be viewed in the information circular on CampusNet, "Information for Senior Academic Staff – Academic Rights – Grants for Staff Members on the regular academic track https://campusnet.haifa.ac.il/dpt/HR/Circular_Info/Forms/AllItems.aspx. The rates are revised annually by the Planning and Budget Committee. The University places the entire allocation at the disposal of the members of staff, at the start of the academic year, or from the date on which the appointment, given to the member of staff, becomes valid.

[For further details, please contact the academic staff division, Iris Winterman, from the Salary Department, telephone number 048240327 or via e-mail at \[iventer1@univ.haifa.ac.il\]\(mailto:iventer1@univ.haifa.ac.il\).](#)

- E. **Sabbatical** – The right to accumulate a sabbatical is granted to a staff member, who is employed at least half-time (1/2) calculated on an annual basis. The accumulation of a sabbatical will be relative to the scope of employment and the length of the appointment. The accumulation starts from the rank of “instructor”, however the right to realize the sabbatical is only possible from the rank of “lecturer / teacher”. For details on sabbatical, you can contact Yarden Alon, of the rector’s office, on telephone 53274. [For further details on the accumulation of a sabbatical, please contact the academic staff division, Iris Winterman, from the salary Department, telephone number 048240327 or via e-mail at \[iventer1@univ.haifa.ac.il\]\(mailto:iventer1@univ.haifa.ac.il\)](#)

Eligibility	Accumulation of sabbatical	Realization of first sabbatical	Realization of further sabbaticals	Air ticket
A year’s (12 months) work on the regular track	2 months	After 4 years of teaching	After 3 years of teaching between the periods	4 years’ teaching. Accumulation of 1 ticket.

- F. **Teaching obligation** – A member of the senior academic staff, in a full-time position, on the regular track, teaches eight hours per week.
- G. **Salary tables** – According to the Salary Committee of the Higher Education Institutions.
- H. **Seniority** – A new member of staff, who was previously employed by another university in Israel and/or overseas, at the identical academic rank to that set for him at the University of Haifa, can ask for additional seniority to be recognized, on presentation of suitable documentation, and subject to the approval of the Rector. (The recognition of additional seniority, as stated above, is for salary purposes, only, and will not be recognized for the purpose of other rights that are dependent on seniority).
A member of the academic staff is eligible for advanced seniority pay. The advancement of seniority will be calculated from the date of the eligibility for rank with the addition of the “dragging” of seniority specific to each rank, up to the maximum of seniority rates set for each rank.
- I. **Research increments** – A percentage increment to the salary, which is paid to full-time members of the senior academic staff, for winning research grants, according to the directives of the Planning and Budget Committee. The sum for calculating eligibility: the research increment will be calculated according to the division of the sum won among the entitled researchers, according to the portion of the University’s budget, per academic year, in the period of the grant.
Research Increment A (set in the research grant budget, financed by an external party) – the increment will be financed entirely by money from the research grant.
Research Increment B (not set in the research grant budget, financed by an external party) – only in funds that do not approve a Type A Research Increment. A staff member who has two or more Type A and/or Type B grants simultaneously, will be eligible, during that period, to a 5% Research Increment, over and above his eligibility under any other section, as long as the total of all the grants is higher than \$ 10,000, calculated on an annual basis. In any event, the maximum eligibility for research increments, in respect of all the awards to that researcher will not exceed 50% + 5% of all the multiple projects. [For further details, please contact the Research Authority Sharon ben Simon, telephone number 048249505 or via e-mail at \[ssimon@univ.haifa.ac.il\]\(mailto:ssimon@univ.haifa.ac.il\), or Polly Turk, telephone number 048240549 or via e-mail at \[prazilov@univ.haifa.ac.il\]\(mailto:prazilov@univ.haifa.ac.il\)](#).

- J. **Special University, Academic Grant** – Consists of two parts: a grant for the **detection of one's entire time to the institution**, and a grant for **criteria Academic**, paid to a member of the academic staff who is employed in a **full-time capacity**; the rates are revised, from time to time, by the Planning and Budget Committee. **The Grant for the Devotion of one's Entire Time** to the institution is paid to a member of staff who devotes the greatest part of his time and efforts to teaching, research and academic, administrative activity, in the University. The grant is paid, based on a declaration from a member of staff, who must submit it twice a year – during the month of February, for the period October thru February, and during the month of August for the period from March thru September. The size of the Grant for the Devotion of one's Entire Time, is according to according to the rank of the senior staff member. The **eligibility for the Criteria Grant** is for academic activity outside of the regular activity in teaching and research and is awarded according to criteria determined for this purpose. The reports, by members of staff, on their compliance with the criteria, which grants them this part of the grant, is submitted once a year, prior to the start of the academic year, on their work in the previous year. The size of the Criteria Grant is determined by the rank of the senior staff member. In general, members of staff do not receive an increment for complying with the criteria, in their first year of work, because the payment is made, as stated above, for work performed in the previous year. At the start of their second year of work, members of staff, who are eligible for the Criteria Grant, will report on their work in their first year, and, during the second year, they will receive a double grant.
Retrospective applications, for before the academic year for which reports must be submitted, will not be approved.
Both grants are paid in four monthly payments (a total of eight payments per year). The grants are paid according to the academic staff that comply with the rules of the grant, and according to the completion of the appropriate forms. For further information, please view CampusNet: "Information for Senior Academic Staff – Academic Rights – [Grants for Staff Members on the regular academic track](https://campusnet.haifa.ac.il/dpt/HR/Academi/maanakim_ragil.aspx) https://campusnet.haifa.ac.il/dpt/HR/Academi/maanakim_ragil.aspx
- K. **Additional employment, beyond full-time** – A member of the senior academic staff, who is employed, at the University, in a **full-time capacity**, in all the tracks, will submit an application for additional employment, to be approved by the Rector, after being approved by the Head of Department and the Dean of the Faculty. An application for the approval of additional employment will be submitted to the Head of Department, at least a month before the commencement of the employment, on the application form designated for that purpose. No employment will be allowed without the Rector's approval. [For further details, please contact the Academic Secretariat, Nir Adelsberg, telephone number 048240461 or via e-mail at \[nadelsber@univ.haifa.ac.il\]\(mailto:nadelsber@univ.haifa.ac.il\).](#)
- L. **"Sal Klita" arrangement** – Details regarding the model of the admission basket for members of the senior academic staff, for those admitted starting from the 2023 academic year, will be forwarded near the beginning of the academic year.
- M. **The Rector's Assistance for New Staff** – the possibility of financial assistance will be examined, for covering relocation expenses, from overseas to Israel, on the shortest possible route, and in tourist class, at the lowest price: flight and shipping expenses according to the region of origin. The assistance for fares and shipping will be given as a loan for four (4) years, which turns into a grant on the conditions specified in the Letter of Undertaking that you will be asked to sign. The new members of staff will be informed of the assistance, by means of a circular that will be sent to the deans of the faculties, each year, by the Academic Secretariat. [For further details, please contact the Academic Secretariat, Nir Adelsberg, telephone number 048240461 or via e-mail at \[nadelsber@univ.haifa.ac.il\]\(mailto:nadelsber@univ.haifa.ac.il\).](#)

- N. **Exemption from tuition fees** – A member of the senior academic staff is entitled to an exemption from tuition fees for academic studies in institutions recognized for higher education by the Council for Higher Education, for a partner and children. Furthermore, a member of staff is entitled to an exemption from tuition fees, for academic studies, for himself, only at the University of Haifa. The rate of the exemption from tuition fees is relative to the scope of the staff member's job and the period of his employment. [To check your eligibility and to receive the exemption, please contact the academic staff division, Ms. Ronit Richker, telephone number 048240881 or via e-mail at \[rrichker@univ.haifa.ac.il\]\(mailto:rrichker@univ.haifa.ac.il\).](#)
- O. **Travel allowance** – from your place of residence to the University, according to the fares on public transport, up to a maximum of a "Regional, monthly season ticket", or as will be determined from time to time. At the start of your employment at the University, you must send the salary unit, a fares form. Also, if there are changes to your fares to the University, you must send the salary unit, a revised fares form.
- P. **Collective Life Insurance (Risk)** - A member of staff, who is employed **in a capacity of one third of full time or more**, calculated on an annual basis, is eligible to join Clal's collective Life Insurance (Risk). This benefit will be credited to your salary for tax purposes. Forms may be found at "HR Branch Forms" on The Portal. [For further details, please contact the academic staff division, Ms. Ronit Richker, telephone number 048240881 or via e-mail at \[rrichker@univ.haifa.ac.il\]\(mailto:rrichker@univ.haifa.ac.il\).](#)
- Q. **Annual Leave** – You are eligible to 42 calendar days of leave. This leave cannot be accumulated, or exchanged for money, and you are required to use it in its entirety, exclusively during the recess from studies, in the period of your appointment, and subject to approval from the Head of Department.
- R. **Sick leave** - You are eligible to 30 calendar days of sick leave. These sick leave days can be accumulated, but not exchanged for money. Absence through illness, or non-absence, must be reported each month through the internet applications – The Portal. Directives for the report can be downloaded on CampusNet – Organizational Information: "[The Guide to Reporting Sick Days](#)". [Sick notes should be sent the academic staff division, Ms. Ronit Richker, telephone number 048240881 or via e-mail at \[rrichker@univ.haifa.ac.il\]\(mailto:rrichker@univ.haifa.ac.il\).](#)
- S. **Reserve duty** – An employee who serves in the reserves on a normal workday, and performs his reserve duties after working hours, or on his weekly rest day, and/or during his leave, will be paid both his salary and the compensation for his reserve duty. Please give the Salaries Department all the requisite certification and documentation, at the end of your reserve service (the original form 3010) as required by law. You should add a declaration of not being absent from work during reserve service; the form can be downloaded from the [Human Resources Branch Forms](#) on The Portal (under "Academic Staff – Miscellaneous") and should be sent directly to the Salary Department – Academic Staff Section.
- T. **Birth and Parenting Time** – an employee will report to her department, with a copy to the Human Resources Department, no later than the fifth month of her pregnancy. An employee who has given birth, will notify her department of the date of birth, **immediately**, with a copy to the Human Resources Department. The Birth and Parenting Time is 26 weeks (except for exceptions as defined by law), of which 15 weeks are paid. Maternity benefit will be claimed, from the National Insurance Institute, by the Salary Department – Academic Staff Section, telephone number 04 – 824 0404. **It is absolutely prohibited to work during the Birth and Parenting Time.**

- U. **Supplement for mothers** the mother of a child of up to five years old that informed about the child details, is entitled to a supplement in accordance with the salary agreements, relative to the scope of employment and the length of your employment at the University, according to the fares that update from time to time. This supplement is also for fathers of a child of up to five years old that defined by law – according to Senior staff Collective Agreement, Eligibility for men has also been applied, in condition that the spouse is employed and not get this supplement, or in condition that the child is in the sole custody of the father. Receipt of the supplement is subject to signing a declaration form which is sent each year during the month of December. [For further details, please contact the academic staff division, Ms. Ronit Richker, telephone number 048240881 or via e-mail at \[rrichker@univ.haifa.ac.il\]\(mailto:rrichker@univ.haifa.ac.il\).](#)
- V. **University E-Mail Address** – Contact the department's IT coordinator to receive an organization e-mail address. Staff members are required to update their new e-mail address in the staff portal.
- W. **Employee Card** – To have an "Employee Ticket" issued, go to the Print Shop (Eshkol Tower, Floor 0, in the parking lot, and ask for Mr. Moshe Harush). The ticket will be issued on the spot.
- X. **Parking Tag** – You are fully exempt from paying for a parking tag. You can receive your parking tag from the secretariat in the Security and Safety Branch, internal telephone number 04-8240340.
- Y. **Employees' Organization** – The Senior Staff Organization represents the members of the senior staff; internal telephone number 2661. 0.42% will be deducted as Organization Fees. In the event that a member of the senior staff does not wish to be a member of the Organization, he must contact the Organization's secretariat, and make a request. In that case, organizational handling fees will be deducted, at a rate of 0.32%, and he will not be eligible for organizational representation.

For your attention:
A member of the senior academic staff will not be
employed in more than one, standard, full-time
position, in all of the institutions of higher education,
including colleges.

On the internet site of the Rector's office, you can peruse the "[Regulations for Appointments and Promotions](https://www.haifa.ac.il/images/pdf/minuim_vehaalot/takanon_minuim_vehaalot.pdf)":
https://www.haifa.ac.il/images/pdf/minuim_vehaalot/takanon_minuim_vehaalot.pdf

On the internet site of the Human Resources Branch, you can peruse the [Newsletter for the Senior Academic Staff](https://campusnet.haifa.ac.il/dpt/HR/Documents/yedion_academic.pdf):
https://campusnet.haifa.ac.il/dpt/HR/Documents/yedion_academic.pdf

You can visit the internet site for the new members of the senior academic staff, to receive a concise summary of information: <http://campusnet.haifa.ac.il/dpt/HR/NewFacultyMember/Pages/NewFaculty.aspx>

Table with the jobs of the team of the Academic Staff Division

Job	Given and Family Name	Field of activity	E-mail / telephone
Manager of the Academic Staff Division	Ms. Liat Keren-Sahar	In charge of the management of the Academic Staff Division.	lkeren@univ.haifa.ac.il Internal: 52875 External: 04 – 824 0875
In charge of the Senior Academic Staff	Ms. Ronit Abbas	Handling appointments of regular and permanent staff, Integration in science, overseas lecturers, additional employment, individual contracts.	rabas@univ.haifa.ac.il Internal: 52228 External: 04 – 828 8228
Coordinator of the field of Senior Academic Staff	Ms. Inbal Kofman	Assistance in handling appointments of senior academic staff, individual contracts, additional employment, overseas, visiting lecturers and researchers.	ihelfinger@univ.haifa.ac.il Internal: 53367 External: 04 – 824 9367
Junior Academic Staff Officer	Ms. Nora Batas	Handling the appointments of junior staff: teaching fellows, external teachers, research students and teaching assistants and contracts for research assistants in the research networks, overseas, visiting lecturers.	nvozba@univ.haifa.ac.il Internal: 53117 External: 04 – 824 9117
Coordinator of the field of Junior Academic Staff	Ms. Rebecca Shkolnic	Assistance in the handling of junior staff (teaching fellows, external teachers, research students, teaching assistants) and contracted research assistants.	rshoklnic@univ.haifa.ac.il Internal: 52770 External: 04 – 824 0770
Academic rights coordinator	Ms. Ronit Richker	Handling of the University Academic Grant: Criteria, Devotion of Entire Time, Excellence. Sabbatical, exemption from tuition fees, certification, work accidents, assistance with the Rector's decisions on new staff and post-doctorate, absence of teachers, life insurance, addition of dormitories.	richker@univ.haifa.ac.il Internal: 52881 External: 04 – 824 0881
In charge of Rights and Appointments	Ms. Ira Shlomezon	Social benefits (pension, study fund). Handling the academic appointment of teaching staff, teaching instructors and field instructors.	ishlomezon@univ.haifa.ac.il Internal: 52596 External: 04 – 824 0596
Head of the Retirement and Conclusion of Employment Sector	Ms. Tanya Krapchan - Landa	Handling of the retirement process. Handling of exceptional retirement conditions, handling of the rights of retired staff, responsibility for the conclusion of employment set-up in the academic staff.	tlanda@univ.haifa.ac.il Internal: 58227 External: 04 – 828 8227
Coordinator of Employment and Academic Rights	Ms. Tali Blagodarski	Integration of new members of staff, updating personal particulars, letters of appointment, assistance in handling the various services for the academic staff, "Employee Tickets", refund of fares.	traizman@univ.haifa.ac.il Internal: 57254 External: 04 – 614 6254

We wish you a Happy New Year and a Fruitful Academic Year,
Human Resources Branch

Latest revision: June 29, 2023.