

Policy Title	HR Operations Policy for Externally Funded Staff
Responsible University Office	Human Resources Office
Policy Owner	Senior AVP for Human Resources
Pertinent Dates	This is an amendment to the HR Operations Policy for Externally Funded Staff dated 2017 Amended on October 30, 2022

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## I. SCOPE OF POLICY

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- a. This is an update to the HR Operations Policy for Externally Funded Staff dated 2017. The policy is revised with the aim of handling challenges faced to recruit & retain staff on externally funded contracts as well as to provide the flexibility needed to meet sponsors' requirements. The amendment covers the allowance for eligible externally funded staff.
- b. Under the current policy, externally funded staff are entitled to an allowance worth 25% of their monthly pay as a compensation for the optional benefits unavailable to them due to lack of grant funding and due to special working conditions, such as working in several Egyptian governorates.
- c. The amendment states that "the Externally funded staff may be offered a monthly allowance up to 50% of gross monthly salary subject to budget availability and prior written approval of the PI. The PI is responsible to seek the sponsor approval if deemed necessary. All other recruitment, employment & compensation procedures will follow the applicable university policies & procedures as well as the current externally funded policy dated 2017".

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## II. DEFINITIONS

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N/A

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## III. POLICY STATEMENT

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This policy amendment covers the allowance offered for externally funded staff. This applies to all sponsored agreements/grants. All PIs/Directors should follow this policy.

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## IV. RESPONSIBILITIES

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**Approvals:** Area Heads/Deans, Principal Investigators, Administrative Directors

**Alignment:** Office of Sponsored Programs

**Budget Availability:** Grant Accounting Office and/or Budget Office as per authorization matrix

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**V. POLICY STANDARDS AND PROCEDURES**

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Externally funded staff may be offered a monthly allowance of up to 50% of gross salary subject to budget availability and prior written approval of the PI. The PI is responsible to seek the sponsor approval if deemed necessary. All other recruitment, employment & compensation procedures will follow the applicable university policies & procedures as well as the current externally funded staff policy.

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**VI. FORMS/INSTRUCTIONS (if applicable)**

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N/A

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**VII. APPENDICES**

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2017 HR Operations Policy for Externally Funded Staff Policy

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**VIII. CONTACT INFORMATION**

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Director, HR Business Partner – Grants at [rmezeini@aucegypt.edu](mailto:rmezeini@aucegypt.edu) ext. 2427\_\_\_\_\_.

## HR Operations Policy for Externally-Funded Staff

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### Policy Statement

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The HR Operations Policy for Externally-Funded Staff is designed to attract and retain talented staff that would help PIs achieve the grants' objectives, meet the donors' requirements and further align HR with AUC's mission and values. For these reasons, creating this policy is vital to offer the flexibility needed to meet donor requirements in terms of budget, timeframe and quality of talents.

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### Reason for Policy/Purpose

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In normal cases, HR operations for externally funded staff follow the AUC process, procedures and salary scale; however, there has been an increasing need over the past two years to provide a space for flexibility in the existing HR system to address unique challenges associated with hiring externally funded staff positions. Therefore, we are forming this policy to set the parameters for these exceptional cases, as detailed below.

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### Who Approved This Policy

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AVP for Human Resources: Sarah Refaat

Date: 12-12-2017

Provost: [Signature]

Date: [Signature]

EVP for Administration and Finance: [Signature]

Date: December 13, 2017

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### Who Needs to Know This Policy

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Area Heads, Deans, Principle Investigators, Office of Sponsored Programs, Grant Accounting Office, Budget Office and Grant offices/centers within the AUC community.

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### Web Address for this Policy

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TBA

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### Contacts

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Responsible University Official: AVP for Human Resources, Ms. Sarah Refaat

Responsible University Office: Human Resources Office

Points of Contact for inquiries related to HR Operations Policy for Externally-Funded Staff:

- Mona Esmail: 02 2615-1991, Email: mona.esmail@aucegypt.edu
- Reham El Mezeini: 02 2615-2427, Email: rmezeini@aucegypt.edu

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## Definitions and Abbreviations

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Term	Definition as it relates to this policy
PI	Principle Investigator (Grant Administrator, as per Award Summary)

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## Policy and Procedures

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### Recruitment:

- If the names of candidates are included in the grants' award summaries, then the announcement, interviewing and selection processes will be skipped in the cycle.
- Recruitment cycle will be shortened to 15 working days (see attached recruitment cycle document for more details).
- New hires can be offered up to a placement of 120% to attract qualified candidates to these short-term employment opportunities, as most of these positions require a scarce combination of talents, skills and experience that is usually overpaid in the market;
- Provost will not sign on the employment requisition forms, even for managerial positions, except for the PI position
- Some positions are waived from the English Proficiency test, as per attached detailed English Exam Waiver policy.

### Benefits:

- **All externally funded staff will receive the following Mandatory Benefits:**
  - Medical insurance (for staff members); the employee will pay for half of the monthly premium and the donor will contribute the other half;
  - Egyptian Social Insurance and/or American Social Security, based on the official stipulated rates;
  - Group Life Insurance (0.435 % of gross salary to be incurred on the donor only)
- **Externally funded staff may receive some or all of the following Optional Benefits (based on staff interest and budget availability in the grant):**
  - Pension Plan (7.2% by employee and 10.8% by donor);
  - Daycare (maximum 5% of employee's monthly salary will be paid by employee and any additional cost to cover AUC's daycare fees will be incurred by the donor);
  - Medical insurance for dependents; the employee will contribute half of the membership fee and the donor will contribute the other half.

### Compensation:

- The proposed high placement will not deprive staff of the right to an additional payment in case of extra assignments



- Externally funded staff are entitled to an allowance worth 25% of their monthly pay as a compensation for the optional benefits unavailable to them due to lack of grant funding and due to special working conditions, such as working in several Egyptian governorates.
- Staff will be granted merit increases, as per AUC policy, except if AUC does not allow a merit increase for two consecutive years. In this case, the PIs can work on a salary adjustment alternative with HR, providing that the grant's budget can cover this alternative.
- For independent salary adjustment requests, the PI should send written justification along with the endorsements of the Dean (if applicable), the Provost and EVP Brian MacDougall to HR for review and assessment. Once the request is approved by HR, the relevant paperwork is issued and the signatures of the Grants Accounting/Budget Office, PI, Dean (if applicable) and Provost are needed.

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### **Forms/Instructions**

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- Recruitment Cycle
- English Exam Waiver

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### **Related Information**

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Not Applicable

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### **Appendices (optional)**

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Not Applicable

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### **History/Revision Dates**

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Origination Date: December, 6, 2017

Last Amended Date: Month, Day, Year

Next Review Date: Month, Day, Year