

## HR Operations Policy for Externally-Funded Staff

### Policy Statement

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.

### Reason for Policy/Purpose

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.

### Who Approved This Policy

AVP for Human Resources: *Sarah Refaat*

Date: *12-12-2017*

Provost: *[Signature]*

Date: .....

EVP for Administration and Finance: *[Signature]*

Date: *December 13, 2017*

### Who Needs to Know This Policy

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

### Web Address for this Policy

TBA

### Contacts

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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<b>Term</b>	<b>Definition as it relates to this policy</b>
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