



New Faculty

Welcome & Orientation

Human Resources – Benefits

August 23, 2017

American University of Beirut



- HR Department & Benefits Coordinator's Office
 - Location & Office Hours
 - HR Website (Self Service)
- Non-Lebanese Appointees
- Some Benefits & Allowances
 - Policies Governing Travel & Baggage Allowances
 - Annual Leave
 - Life Insurance
 - Educational Allowances
 - Retirement Programs
 - University Health Insurance Plan (HIP)



- **HR Department & Benefits Coordinator's Office:**
 - Office Hours: 8:00am to 5:00pm
 - Monday to Friday
- **HR website:** <http://www.aub.edu.lb/hr/Pages/index.aspx>
 - AUB main page
 - then A-Z
 - then Letter H
 - then Human Resources – Campus Department



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American University of Beirut Human Resources Department (Campus)



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Faculty Resources

- Checklists
 - [New Faculty Recruits](#)

- Guides & Policies
 - [PowerPoint presentation for new Faculty](#)
 - [New Faculty Information Handbook \(PDF Version\)](#)
 - [Academic Policies](#)
 - [Policies on Benefits and Allowances for Academic Personnel](#)
 - [Health Insurance Plan](#)
 - [Retirement Plans \(Plan A, Plan B\)](#)
 - [Highlights on the Personnel Regulations for Academic & Non-Academic Personnel \(PDF Version\)](#)
 - [Duality of Interest or Conflict of Interest](#)
 - [Fraud Policy](#)
 - [Institutional Integrity](#)

- Employment Forms
 - [Academic Application Form](#)
 - [Request for Benefits & Allowances Reimbursement](#)
 - [Conflict of Interest](#)
 - [HIP Excerpts](#)
 - [Declaration Form \(US Citizens, Green Card\)](#)



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- Home
- My HR & Benefits**
- Benefits
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My Personal Info
<ul style="list-style-type: none">❖ HIP Status (Updated Monthly)❖ Employee Contribution Statement of Account (Plan B)❖ Life Insurance Coverage❖ Address and Emergency Contact❖ Online Office/Phone Directory❖ Mobile Number for SMS Communication (Replaced by Address & Emergency Contact)
Forms & Services
<ul style="list-style-type: none">❖ Online Leave Request (Vacation & In Lieu)❖ Leave Request (PDF Form for Home, Special, Research or Without Pay Leaves)❖ Online Certificate Request❖ HIP Forms❖ Educational Allowance Forms❖ Retirement Plan Forms
Policies & Procedures
<ul style="list-style-type: none">❖ Policies on benefits and Allowances for Academic Personnel❖ Benefits for Academics
For Department Heads
<ul style="list-style-type: none">❖ View the Annual Vacation Records for your Department❖ Departmental Training (Training History & Course Registration)

- Non Lebanese Appointees:

The appointment and the continuation of the service of an appointee who is a citizen of a country other than Lebanon is subject to the granting and extension of the appropriate visa and work and residence permits to him/her by the Lebanese Government.

- Work Entry Visa

- http://www.aub.edu.lb/hr/labor_relations/Documents/work_entry_visa.pdf

- Work Permit & Residence Permit

- http://www.aub.edu.lb/hr/labor_relations/Documents/work_residence_permits.pdf



- Some Benefits & Allowances for Academic Personnel:
 - Appointment & Terminal Travel & Baggage Allowances
 - Eligibility: Letter of appointment is for three years and home is not in Lebanon
 - Granted to the appointee, spouse and eligible children (if accompanying appointee or following him/her within 3 months of appointee's arrival)
 - Baggage allowance equal to \$1000 for appointee, \$500 for spouse and \$300 for eligible child.
 - Outfitting allowance is (1) LL.1,500,000 for an appointee accompanied by a spouse or one or more eligible children, and (2) LL.750,000 for an appointee not accompanied by a spouse or any eligible children.
 - Terminal travel will be granted at the end of the last contract of the appointee



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- Annual Leave
 - 3 months vacation for those on 9-month service contract
 - Faculty members on 11-month service contract are entitled to a one month vacation



- Life Insurance
 - Provided by AUB to its full-time active employees
 - Standard Life Insurance (at no cost)
 - Standard life insurance coverage (up to 70 years old -with the exception of “Permanent Total Disability due to Sickness” which ends at the age of 65):
 - 2 x annual basic salary with a minimum of US\$50,000 and a maximum of US\$500,000 (Natural death and disability)
 - 3 x annual basic salary with a minimum of US\$75,000 and a maximum of US\$750,000 (Accidental death and disability)
 - Upgrades (at additional cost to the employee)
 - Regular Upgrade: Additional 1 annual salary for death only
 - Extended Upgrade: Additional 1 annual salary for all risks
 - Multiplied Upgrade: Option to increase the upgrade amount for up to 5 times annual salary for a maximum of \$2,000,000
 - Both coverages, standard and upgrade, will end upon termination of employment



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- Educational Allowances
 - Educational allowances will cover 14 years pre-university level: KGI to grade 12 (High School – Bacc II)
 - Educational allowance is capped at “ACS” tuition level.
 - University education: Undergraduate level. Faculty dependents benefit from free education at “AUB” if accepted and up to the first degree.
 - Outside “AUB” they will be treated similarly to “AUB”.



- Retirement Programs:

- Plan A: US Citizens/Green Card holders

- Optional
 - Minimum employee contribution: 5%
 - Employer contribution (AUB : 10%)
 - Investment carrier: Vanguard (IDX funds & target retirement funds)

- Plan B: All nationalities except US

- Optional
 - Minimum employee contribution: 5%
 - Employer contribution (AUB: 12.5%)
 - Investment carrier: Vanguard
 - Portfolios: Conservative - moderate - aggressive



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- Health Insurance Plan (HIP)
 - Enrollment is optional and should be done within 21 days of appointment or in October.
 - Emergency care → AUBMC – EU or the nearest provider → emergency line: 03 080804 (24/7)
 - Coverage: available services at AUBMC - inpatient, outpatient and maternity.

HEALTH INSURANCE PLAN		MONTHLY PREMIUMS EFFECTIVE April 1, 2012 - US \$									
CATEGORY	CLASS	0 - 19	20 - 29	30 - 39	40 - 49	50 - 59	60 - 65	66 - 75	76 - 80	81 - 85	86 >
HIP	CLI	27	49	69	88	99	113	137	139	142	144
HIP	CLII	15	28	38	49	55	63	77	79	80	80
HIP / NSSF	CLI	16	30	42	54	60	70	84	85	87	88
HIP / NSSF	CLII	9	17	23	30	33	39	47	48	49	49
HIP / NSSF (INPT) - 149	CLI	20	37	51	66	73	85	102	104	105	107
HIP / NSSF (INPT) - 149	CLII	11	21	28	37	40	47	57	58	59	59



Check Comprehensive Summary of Benefits for Academic Personnel (incl. PPRL, Home Leave, Maternity Leave, ...) at:

http://www.aub.edu.lb/hr/benefits/Pages/summary_ac.aspx

- Need information/help related to HR/Benefits? Please feel free to contact us:
 - HR Services (letter of appointment, travel reimbursement): Mrs. Maroussia Khoury, Associate Director for HR Services, ext. 2322, 2300
 - Work & Residence Permits: Mr. Robert Farah, Liaison Officer, ext. 2315
 - Benefits: Mr. Maroun Ghazal, Director of Benefits, and Ms. Hala Bikhazi, Assistant Director of Benefits, ext. 2330 or ext. 2313
 - Life Insurance: Mr. Walid Naja, ext. 2314



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- **If you have any Payroll-related questions, kindly contact Payroll Section – Comptroller’s Office (Mr. Mufid Dagher, ext. 2484)**
 - Location: College Hall, 2nd floor- rooms 212 and 213
 - Bank Accounts: Provide the payroll section with your bank account at one of the banks the University deals with
- **Pay Dates:** Available at the following link:
<http://www.aub.edu.lb/comptroller/Documents/docs/AUB%20PAYROLL%20SCHEDULE%20FOR%202017.pdf>
- **US and Green Card Holders** - Complete W4 form
- **Lebanese Income Tax:** Lebanese and non-Lebanese personnel are subject to Lebanese income tax, which is an incremental withholding tax which is calculated based on net earnings.
- **Self Service:** Accessing your pay-slip and Account receivable balance
<https://mycomptroller.aub.edu.lb>



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PowerPoint Presentat



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Thank you!