

 <p>מכון ויצמן למדע WEIZMANN INSTITUTE OF SCIENCE מדרשת פינברג FEINBERG GRADUATE SCHOOL</p>	Partial internal employment
	Category: Partial and temporary employment
	Compiled by: Dr. Ami Shalit
	Last updated: November 01, 2019

Partial Internal employment

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Masculine nouns and pronouns that are used herein refer to both genders equally.

1. Time dedication policy

As a matter of policy, the Feinberg Graduate School (FGS) does not to allow its full-time students (hereinafter: “students”) and postdocs at the Weizmann Institute of Science (hereinafter: “the Institute”) to work during their studies or training. This limitation is based on the perception that students and postdocs in science are required to devote most of their time and energy to scientific studies and research. However, the FGS will allow students and postdocs to engage in part-time internal employment subject to the conditions detailed below.

2. Definitions

2.1. Part time employment

An employment position limited to a number of weekly work hours, as follows:

- 2.1.1. MSc students: Up to 4 weekly hours.
- 2.1.2. PhD students: Up to 8 weekly hours.
- 2.1.3. Postdocs: Up to 8 weekly hours.

2.2. The applicant

A student or a postdoc applying for part-time employment within the Weizmann Institute.

2.3. The employer

The employer with whom the applicants seeks employment, and which is part of the Institute, and when the salary is paid by the Institute.

3. Basic Requirements

3.1. Work permit in Israel

This procedure applies only to Israeli citizens or holders of a work visa that entitles them to work in Israel. Students and postdoctoral fellows who are not citizens of the State of Israel are allowed to work in Israel only as teaching

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assistants in their institution of study, and only in courses directly related to the subject matter of their studies or fellowship.

3.2. Mentor's consent

The applicant must obtain his/her mentor's consent, following a thorough consideration of possible implications on the progress of the applicant's studies and research.

3.3. Meeting study requirements

The progress of the applicant's studies or training must meet the academic requirements of the FGS.

3.4. FGS approval

It is required to obtain the FGS's approval to the employment.

4. Conditions and Limitations

4.1. Research groups

It is prohibited to be employed by another research or academic institution, as a researcher or a research assistant.

4.2. Scientific departments

A scientific department at the Institute may not employ students or postdocs (whether or not from the department itself).

4.3. Scientific research service departments

4.3.1. Employment will be possible only in the scientific service departments listed below, subject to the following conditions: (A) The head of the applicant's research group is not the head of the department seeking to employ the applicant. (B) The work, service, or position designated for the applicant has no connection to his/her own research, the research by another member of his/her research group, or the research of another research group in the Institute with which the applicant's research group has scientific collaboration.

4.3.2. Department of Life Sciences Core Facilities

4.3.3. Department of Veterinary Resources

4.3.4. Department of Chemical Research Support

4.3.5. Department of Physics Core Facilities

4.3.6. The Nancy & Stephen Grand Israel National Center for Personalized Medicine (G-INCPM)

4.4. Administrative departments

Employment will be possible only in the administrative departments in the Resource Development and Public Relations Division which are listed below:

4.4.1. Department of Hospitality and Conferences

4.4.2. Department of Media Relations

4.5. Educational activities for children and youth

Employment will be possible only in the units listed below:

4.5.1. Davidson Institute for Science Education

4.5.2. Yad Chaim Weizmann

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4.5.3. Schwartz/Reisman Science Education Center

4.6. Concurrent employment

Employment in a body affiliated with the Institute (e.g. Davidson) concurrently with working as a teaching assistant at the FGS will not be allowed, since it is not possible to issue a payment order in the same month for the two employers.

5. The Application procedure

5.1. Consulting with the mentor

Together with the mentor, the applicant will consider the possible implications of employment on the progress of his/her studies, fellowship, and research.

5.2. Submission of an application form

The applicant will complete and sign an application form (see the Appendix), outlining the request. The form, signed also by the mentor, will be submitted to the FGS coordinator who handles the FGS approval procedures. The employment agreement between the applicant and the employer, detailing the terms of the employment – including the job description, the employee's duties, and the scope of the weekly hours of employment – should be attached to the application form.

5.3. First-year MSc students

First-year MSc students (for whom mentors have yet to be appointed) will consult the chair of the teaching committee and secure his/her signature on the application form.

6. FGS Approval

6.1. Discretion

The FGS will consider the application and, if necessary, will submit it for the review and approval of the Vice President for Technology Transfer. At the conclusion of the review process, the FGS will communicate its decision to the applicant and the mentor.

6.2. Approval validity period

The approval is valid for one year only, and its extension requires a renewed application, on a new form.

6.3. Commencing employment

The applicant may not begin to work prior to receiving the FGS approval.

6.4. Canceling the approval

The FGS reserves the right to cancel an approval provided in accordance with the above, if and when it emerges that the employment impairs the applicant's studies and. It is clarified that submitting a request for extending the due date for one of the progress reports or the thesis (except for reasons of sick leave, maternity leave, or military reserve duty) may result in the expiry of the student's external work approval.

7. Employment Agreement

Once the approval is granted, the designated employer at the WIS will contact the Institute's Division of Human Resources in order to arrange the employment of the applicant through the accepted employment agreement at the Institute. A copy of the agreement should be forwarded to the FGS.

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8. **Hourly Wage**

The hourly wage is set according to the Weizmann Institute's current wage table at any point in time.

9. **Appendix**

Application form for partial internal employment