

Welcome to

AUB

Human Resources Department

أهلاً و سهلاً

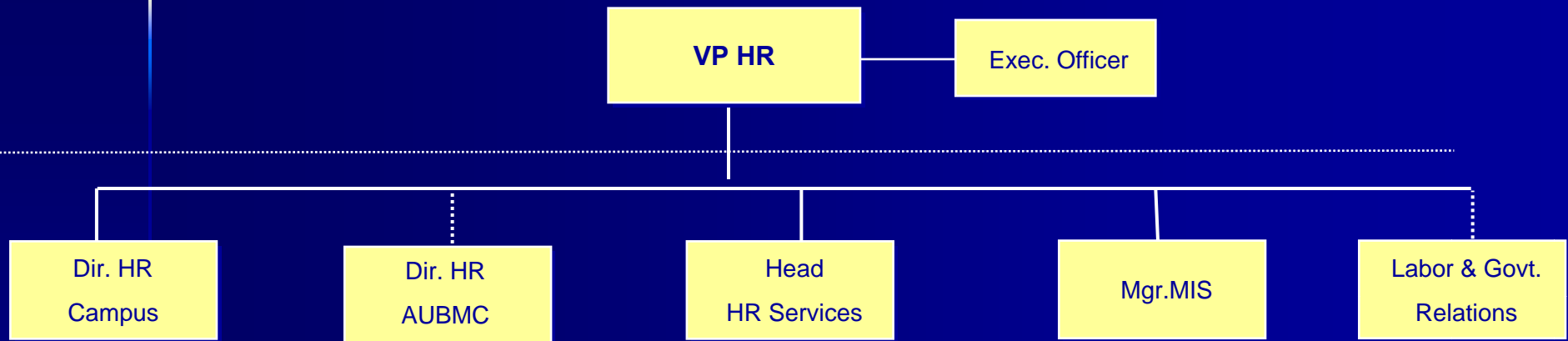
Human Resources Department

College Hall 3rd Floor

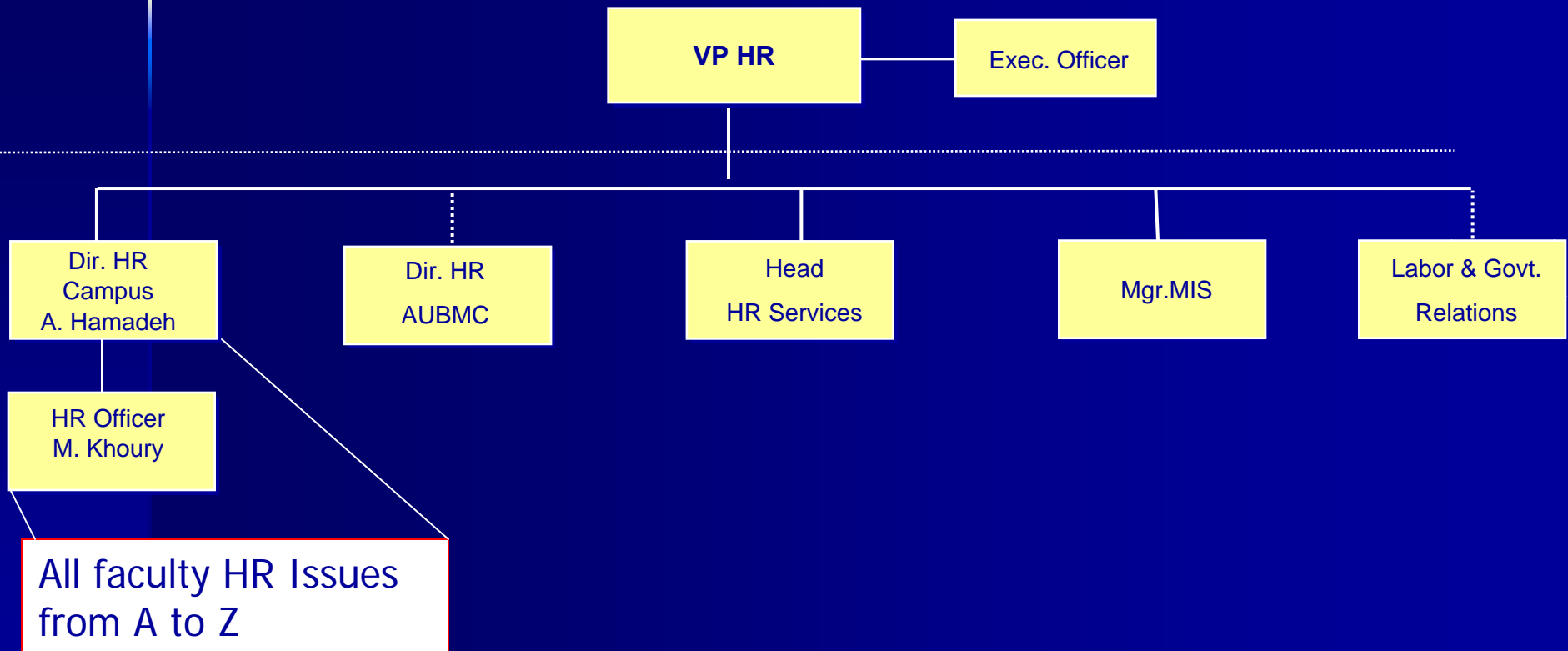
Mission Statement

We deliver increased value to AUB by ensuring that the HR resources, knowledge, support and infrastructure are at the level necessary for the faculty and staff to achieve their institutional objectives.

Organization Design ... HR



Organization Design ... HR



Functions & Responsibilities of HR Department

- *Recruitment & Staffing*
- *Job Classification & Compensation*
- *Benefits Design & Administration*
- *Training & Organization Development*
- *Employee Labor Relations*
- *Government & Personnel Management*
- *Record Management & Information System*

Letter of Appointment

- *Recommendation of Appointment*

Sent by the Dean's Office to HR with the relevant Documents :

- *CV*
- *Copy of Degree*
- *Academic Transcript*
- *Copy of Passport*
- *Medical Exam (to be approved by UHS)*
- *Official Letter of Appointment will be sent to the Appointee upon completion of the employment formalities*

Procedures for Recruitment of Faculty Appointees

- *Standard Formal Offer for Faculty Candidates*
 - *Terms & Provisions of employment*
 - *Benefits & Allowances*
 - *Statement of Policies on Benefits & Allowances for Academic Personnel*
 - *Academic Policies (from AUB Website)*
 - *Retirement Programs (Plan A 'Vanguard' – Plan B)*
 - *Health Insurance Plan (HIP)*

Benefits & Allowances

- *Policies Governing Travel & Baggage Allowances*
- *Educational Allowances*
- *Home Leave Travel*
- *Periodic Paid Research*
- *Annual Leave*
- *Leave Without Pay*

Retirement Programs

- Plan A (Vanguard) :
 - *For US Citizen and Resident Alien Employees*
- Plan B
 - *For Non-US Citizen or Resident Alien Employees*

Health Insurance Plan (HIP)

- *Comprehensive Plan*
- *Optional*
- *Coverage is within AUB Facilities :*
 - *University Health Services (UHS)*
 - *American University Hospital (AUH)*

Non – Lebanese Appointees

- *Work Permit.*
- *Residence Permits .*

[http://staff.aub.edu.lb/~webhr/labor_relations/work & residence permits.htm](http://staff.aub.edu.lb/~webhr/labor_relations/work_&_residence_permits.htm)

Employment

- Complete Employment Formalities** (Room 340, Ext. 2322)
 - Report to UHS for completion of Health Record
 - Sign Letter of Appointment
 - Sign HIP Excerpts
 - Sign US Citizen / Green Card Holder Declaration
 - Sign Conflict of Interest form
 - Get acquainted with the Human Resources website (policies, benefits, forms, ...)
 - Obtain ID Card (contact ID Center, Mr. Jihad Mukaddam, Ext 2376)
 - Open bank account (contact Comptroller's Office, Ext 2484)
 - Make sure you are provided with the W-4 Form for U.S. Citizen or U.S. Green Card (*to be handled through the Payroll Section of the Comptroller's Office, College Hall, 2nd Floor, West Wing, Ext. 2484*)
 - Request to be reimbursed with Benefits Allowances. *Within 10 days, please check with the Comptroller's Office, College Hall, 2nd Floor, Ext. 2450 for the refund of the above allowances.*
 - Complete the formalities of the Work and Residence permits as specified under Attachment I of the Summary Information Guide. (*Provide Personnel Department with five identical pictures.*)
 - If applicable, check with Supply department with respect to shipment of household belongings (Contact Mr. Ziad Yazbek, Ext 2181, or Mr. Richard Fawaz, Ext 2185)
 - Check with Housing Department (Mr. Antoine Chahine Ext. 2120)

Complete Benefits Formalities

- Sign HIP Enrollment Request and Authorization or waiver (Room 347, Ms. Hanan Hodeib – Ext 2318)
- Retirement Programs (Room 345, Ms. Najwa Khalaf – Ext 2313)
- Familiarize yourself with :
 - Policies on Academic Appointment, Promotion, and Tenure
 - Policies on Benefits and Allowances for Academic Personnel

HIP enrollment must be finalized within 21 days from date of appointment

University/ Department/ Job Related Information

- Meet colleagues, Chairperson
- Get informed about office/desk location
- Understand department's structure
- Understand department's mission/vision/goals
- Learn about pay rate/ pay days
- Ask for keys
- Ask about University parking facilities / permits
- Ask about telephone system (extension, directory)
- Ask about use of University libraries
- Learn about ordering office supplies
- Activate AUBnet account [online] (if not already done)
- Get acquainted with the Department's website

The Banks in the vicinity of the University with which the University has accounts are listed below:

- **HSBC (Abdel Aziz Street and all branches)**
- **Bank Misr-Liban (Bliss Street)**
- **Bank of Beirut and Arab Countries (Abdel Aziz Street)**
- **Bank Audi (Hamra Street and Bliss Street)**
- **Banque Libano Française (Gefinor Center, Clemenceau)**
- **Bank of Beirut (Gefinor Center, Clemenceau)**
- **BLOM Bank (Hamra Street and Bliss Street)**
- **BankMed (Hamra Street)**
- **Fransabank (Hamra Street)**
- **Arab Bank (Makdissi Street)**
- **Lebanese Canadian Bank (Hamra Street)**
- **Byblos Bank (Abdel Aziz Street)**
- **SGLEB - Société Generale Libano Europeene de Banque (Hamra Street)**

Human Resources WebPage

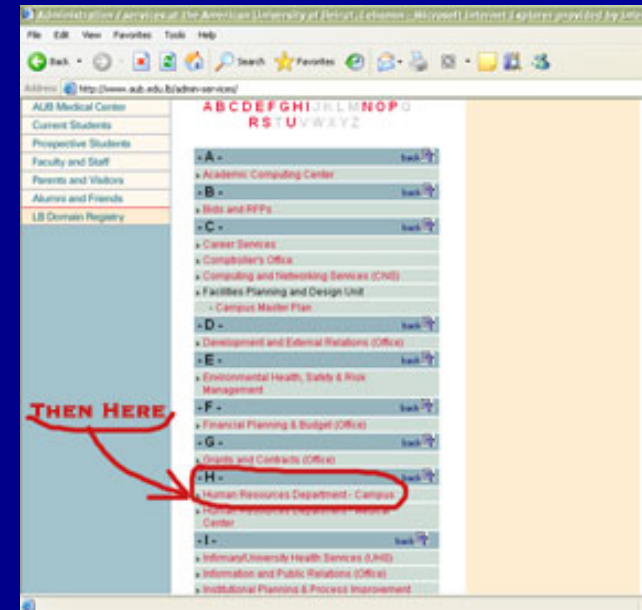
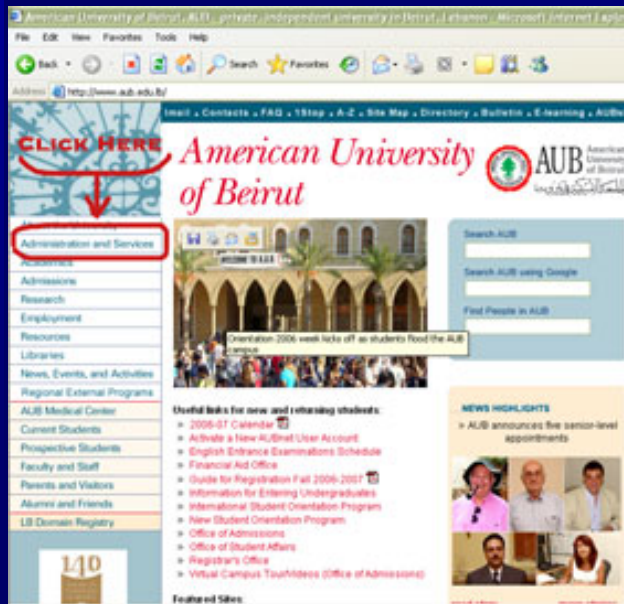
- Please visit HR Webpage at :
www.aub.edu.lb/~webhr/

Or

- by going to AUB WebPage and pointing to
Administration and Services

And then to

Human Resources Department (Campus)



***A copy of this presentation is
available at HR WebPage***