

Policy Title	Professional consultancy
Responsible AIU Office (Higher Management/Directorate)	Human Resources Office
Policy Owner (Executive Department/Office)	Human Resources Office
Pertinent Dates	[Dates the policy was created, expired, revised, approved, and became effective.]

I. SCOPE OF POLICY

In normal cases, Human Resources operations for externally funded consultants follow AIU process, procedures and salary scale.

II. POLICY STATEMENT

The Human Resources operations for externally funded consultants is designed to attract and retain talented staff that would help AIU objectives and align Human Resources with AIU's mission and values

III. POLICY STANDARDS AND PROCEDURES

Recruitment:

- In the case of consultants hired to help in the implementation of a project funded by a grant, if the names of the candidates are included in the grants' award documents, then the announcement, interviewing and selection processes will be skipped in the cycle.
- Recruitment cycle will be shortened to 15 working days.
- 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 form, even for managerial positions, except for the Principal Investigator position.

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 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 AIU'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 AIU policy, except if AIU does not allow a merit increase for two consecutive years. In this case, the principal investigators can work on a salary adjustment alternative with Human Resources, providing that the grant's budget can cover this alternative.
- For independent salary adjustment requests, the Principal Investigator should send written justification along with the endorsements of the Dean (if applicable), the Provost and Employee Value Proposition for Administration and Finance to Human Resources for review and assessment. Once the request is approved by Human Resources. The relevant paperwork is issued and the signatures of the Grants Office, Principal Investigator, Dean (if applicable) and Provost are needed.

IV. FORMS/INSTRUCTIONS (if applicable)

Recruitment cycle.

V. CONTACT INFORMATION

[Lists relevant position titles and/or offices who may be contacted by University community members for any questions about the policy.]

Triggered by:	Name	Date	Sig.
Created by:	Name	Date	Sig.
Revised by:	Name	Date	Sig.
Approved by:	Name	Date	Sig.