

# Employees

## The Employee Council

The Employee Council of the Open University is a body comprising representatives of the management and of the academic and administrative staff. The Council was established to facilitate a dialogue and well-coordinated working relations.

These are some of the issues agreed upon by the Council:

- The requests for more flexibility in the employee evaluation process and for increasing the special bonus given to outstanding employees were granted.
- Containers for collecting batteries were placed on campus.
- Representatives of the Council joined the Open University's Environment Committee.
- The sum of loans provided to employees was increased: agreements were signed with two Banks for favorable loan terms.
- Employees are entitled to choose an external company to check that environmental work conditions on below ground floors meet accepted Ministry of Environment standards.
- Employees received the public sector salary supplement.
- An ATM was installed on campus in Raanana.
- Discussions were held on the influence of the newly established teaching staff organization on the Employee Council and on OUI employees who are not unionized. Several past and present Council members led the process of unification of administrative employees under the framework of the new Histadrut Federation of Workers. As a result, as of September 2009, the Histadrut represents the OUI administrative staff.

## Integrated Computerized System

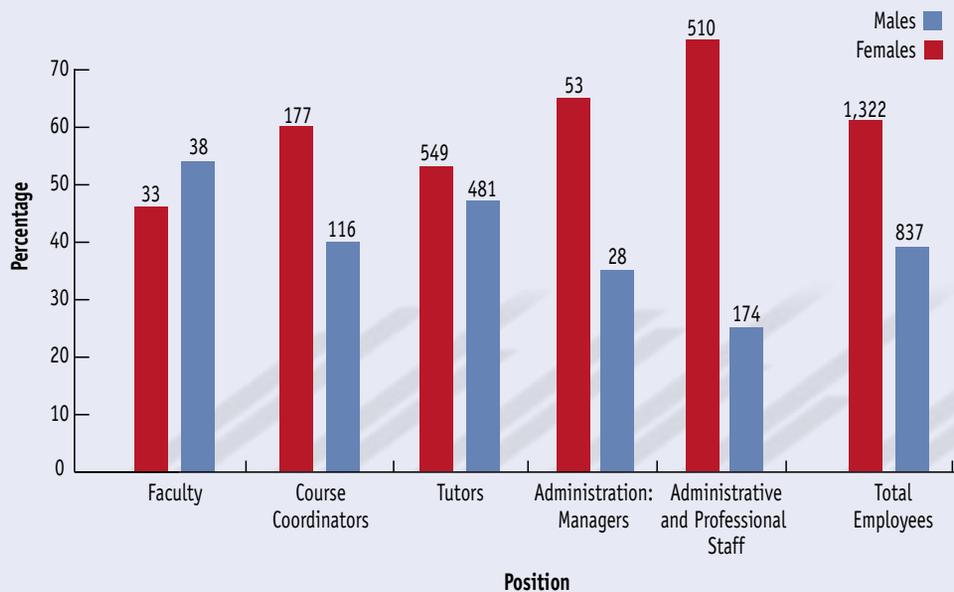
The installation of the **Attendance System**, whereby OUI employees can update their reports through the internet, was completed in 2009. The system's reports will be available to managers and human resource managers by the end of the upcoming year.

The process of installing the **Personal File System** for all employees is in its final stages. Employee files which to date have been held in an Oracle database have been transferred to the Hilan system, and are currently maintained on both systems.

## Organizational Development

- In order to pinpoint and examine causes of difficulties, improve management skills and strengthen proper management, focused activities, such as team-building and creation of in-departmental work teams, were held for the different administrative departments. Norms and work routines were examined, together with the distribution of tasks and responsibilities, as well as mutual expectations. Training processes and workshops were held to improve inter-employee communication and work processes. These activities were implemented as a result of conclusions drawn from the evaluation data of the departments and in response to specific needs of department heads.
- Workshops were held for half of the general administration managers, heads of departments or professionals in charge of employees. The remaining managers will participate in similar workshops during the upcoming year. The process is designed to change role perception and to provide initial management tools.
- Mentoring continued for several academic and administrative managers in order to assist them in taking on their new management positions. This included training in basic management skills, encouraging management potential, assistance in defining goals, meeting challenges and examination of failure-prone behavior patterns, conflict resolution, joint examination of the structure of the department and the roles and methods of achieving goals in order to improve and enhance its functioning.

**Distribution of OUI Employees by Position and Gender, September 2009**



## Employee Evaluation

Administrative employee assessment process was conducted with one-time bonus given to 15% of outstanding employees.

## Summer Day Camp for Employee Children

During the second half of the school summer vacation, a day camp was held at the Raanana Campus for 93 children of OUI employees.

## Employees of Manpower Companies

In accordance with the Manpower Companies Law, which states that an employee shall not be employed more than 9 months by the same company via an employment agency, 87 manpower company employees became salary-paid OUI employees. They were absorbed in various departments: Continuing Studies (19); Information Center (54); Warehouse and Distribution Center (7); Maintenance (4); Registration Center; Registrar Office (1); Dean of Students (1).

## Employees Awarded Academic Degrees

The OUI encourages its employees, especially the academic teaching staff, to continue to postgraduate studies.

This year Shlomo Tarba was awarded a PhD from the Department of Management and Economics of Ben Gurion University of the Negev. The subject of his dissertation was "The impact of national and organizational culture differences and of synergy potential on the choice, implementation and effectiveness of various approaches to integration in mergers and acquisitions".

## Outstanding Online Instructor Competition

For the first time the OUI held a competition for "Outstanding online teacher", as a token of appreciation and reward to course coordinators who maintain high standard course sites, and in order to boost both course site contents and usage.

## Distribution of OUI Employees

The number of employees at the OUI this year totaled 1,129 in 939 positions. Of these, 773 were females (645 positions) and 356 were males (294 positions). The University also employed 1,030 tutors who are paid according to output (549 female and 481 male).