2. A: Employees classified above Grade 12 are not eligible to receive overtime pay.

Q: What are the regulations regarding allowances for being on Call?

A: Employees in grades 1 through 12, who is requested to be on-call for a minimum of 7 hours in any 24 hours period, shall be entitled to receive from the University a sum of LL 3750 for said hours and LL 750 for every on-call hour thereafter. If the employee actually performs a specific work during the on-call period, the University shall pay in addition, on overtime basis for the number of hours worked.

Q: When am I eligible to receive shift and irregular schedule allowance?

A: Shift and Irregular Schedule Allowance will be paid to employees in salary grades 1 through 12 only when their scheduled hours of work are such that they are assigned either continuously or in rotation to an evening or night shift. To be classified as an evening or night shift the hours of work must fall entirely between 2:00 p.m. and 8:00 a.m. The said allowance shall be considered in all respects as separate and apart from the monthly salary and shall be paid as follows:

a. For a day work grades 1-12, none, with exception of employees whose weekly work schedule (40 hours) includes Saturday and Sunday. All 12a cases will receive an amount of LL 5,000 per shift will be paid.

b. For evening or night shift (any schedule having all hours of work between 2:00 p.m. and 8:00 a.m.) grades 1-12, LL 7500.

Q: When and how much will I receive Service Award Increments?

A: Upon completion of 10, 15, and 20 years of recognized continuous service, employees classified in Grades 1 through 12 will receive 4 percent increases on their current monthly (basic + HCL) salaries. Such increases will be awarded on the anniversary date of the completion of their 10, 15, and 20th years of such service. Upon completion of 25 and 30 years of recognized continuous service, employees classified in Grades 1 through 12 will receive 8 percent increases on their current monthly salaries. Such increments will be awarded on the anniversary date of the completion of their 25 and 30 years of such service.

Q: I’m a manager (above Grade 13) and I spend a lot of extra time at work, am I eligible for overtime?

A: Classified above Grade 13 and spend a lot of extra time at work, am I eligible for overtime?

Q: I’m a manager (above Grade 13) and I spend a lot of extra time at work, am I eligible for overtime?

A: Classified above Grade 13 and spend a lot of extra time at work, am I eligible for overtime?

Q: I’m a manager (above Grade 13) and I spend a lot of extra time at work, am I eligible for overtime?

A: Classified above Grade 13 and spend a lot of extra time at work, am I eligible for overtime?
Plant Engineering Career Ladders

There are currently 15 different Career Ladders available for Plant Engineering different positions. Each career ladder spans a number of grades, with each requiring different level of competencies, language, education and experience. The following table summarizes the available steps (Grades) in each job's career ladder:

<table>
<thead>
<tr>
<th>Ladder Code</th>
<th>Grade 1</th>
<th>Grade 2</th>
<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
<th>Grade 9</th>
<th>Grade 10</th>
<th>Grade 11</th>
<th>Grade 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bldg. 1</td>
<td>Engineer</td>
<td>Assistant</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
</tr>
<tr>
<td>Bldg. 2</td>
<td>Engineer</td>
<td>Assistant</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
</tr>
<tr>
<td>Bldg. 3</td>
<td>Engineer</td>
<td>Assistant</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
</tr>
<tr>
<td>Bldg. 4</td>
<td>Engineer</td>
<td>Assistant</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
</tr>
<tr>
<td>Bldg. 5</td>
<td>Engineer</td>
<td>Assistant</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
</tr>
<tr>
<td>Bldg. 6</td>
<td>Engineer</td>
<td>Assistant</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
</tr>
<tr>
<td>Bldg. 7</td>
<td>Engineer</td>
<td>Assistant</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
</tr>
<tr>
<td>Bldg. 8</td>
<td>Engineer</td>
<td>Assistant</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
</tr>
<tr>
<td>Bldg. 9</td>
<td>Engineer</td>
<td>Assistant</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
</tr>
<tr>
<td>Bldg. 10</td>
<td>Engineer</td>
<td>Assistant</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
</tr>
<tr>
<td>Bldg. 11</td>
<td>Engineer</td>
<td>Assistant</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
</tr>
<tr>
<td>Bldg. 12</td>
<td>Engineer</td>
<td>Assistant</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
</tr>
<tr>
<td>Bldg. 13</td>
<td>Engineer</td>
<td>Assistant</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
</tr>
<tr>
<td>Bldg. 14</td>
<td>Engineer</td>
<td>Assistant</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
</tr>
<tr>
<td>Bldg. 15</td>
<td>Engineer</td>
<td>Assistant</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
</tr>
</tbody>
</table>

You take it for granted that the lights in your office are operational, you have comfortable temperature in your workplace, and the wheelchair is moving smoothly. Rarely we remember that there is a special operations team in AUBMC, working round the clock to ensure these services. They wear green shirts and blue jeans. They are the unknown soldiers, the technicians behind the scene. They are the Plant Engineering Medical Center Department (PEMC).

The basic functions of Plant Engineering Medical Center (PEMC) are to operate, maintain, and improve the Medical Center equipment and related utilities in order to provide a safe and functional facility. The facilities of the Medical Center are comprised of 3 phases totaling 118,000 square meter of built up area, namely:

- Phase I building
- Phase II building
- Phase III complex, consisting of a group of 8 buildings (DTS, Bldg 23, Bldg 56, Dale Home, SML, IFH, UGP and RHSoN)

The PEMC team consists of 106 employees, distributed over different shops. Namely:

- Mechanical Systems: Water, Steam, Medical gases, Pumps, Sanitary fixtures, Reverse Osmosis.
- Finishing Shop: Carpentry, Painting, Tiling, False ceiling, Locksmith, Signage, Wheel chairs, Upholstery, Aluminum joinery & glazing, curtains.
- They also manage and supervise the installation of new assets such as the Pneumatic Tube System and the installation of new elevators in Phase I and SML.

PEMC, and since 2001, executed many in-house projects that contributed to the enhancement of AUBMC, such as Renovation of CSSD, renovation and alteration of the New Women’s Health, renovation of three OR’s, Hematology Unit, Orthodontics Division, Hospital Suites, and the renovation and alteration in the Radiology Department to introduce a new 3T MRI, new CT, new Gamma Camera and a new Fluoroscopy X-Ray Machine.

In addition, PEMC is involved in all Capital Projects by providing technical support at design and construction phases and performing the fine tuning of each renovated site to be habitable by the users, such as Bassile In-patients, New ICU, Neuro ICU, Bldg 56 and Bldg 23.

Moreover, PEMC prepares the sites to receive and install new medical equipment for different departments such as the Radiation Oncology, the Lab Medicine and the Diagnostic Radiology.

Facts & Figures

2087 is the number of AUBMC lifetime non-academic employees.
143 is the number of employees in the largest department (Pathology & Lab Medicine) followed by 102 in Private Clinics.
12.5 is the average years of service of current employees at AUBMC.
18% of AUBMC are in grade 9 (the largest grade), followed by 13% & 12% in grades 5 and 3 respectively.
17 is the average number of warnings (internal and official) given monthly.
937 is the average number of sick leave days taken by AUBMC employees.

You want to request specific figures? Contact us and we will be happy to help.

New Competencies Introduced

As we move forward there is always a need to enhance our competency dictionary to reflect the ongoing changes in order to be aligned with other organizations. We have added three new competencies which reflect our needs and help us in achieving our goals in a more efficient manner. Please find below the three new competencies with their levels:

- **Level 1**: Apply basic principles pertaining to evidence-based practice (EBP)
- **Level 2**: Utilize principles of EBP to improve practice
- **Level 3**: Promote principles of EBP to improve practice
- **Level 4**: Lead / participate in EBP projects to improve care

### 2. Community Service

- **Level 1**: Participate in organization and community activities
- **Level 2**: Support participation in outside activities that provide visibility and involvement for the organization
- **Level 3**: Develop and implement community service strategies
- **Level 4**: Build the engagement and leadership capability of the community

Contact Plant Engineering Dept via:

email: planteng@aub.edu.lb

For any assistance: 24/7 help desk at extension 6510