



Public Law Employment Conditions
(Employment by means of an order)

Dear Madam

Dear Sir

This brochure provides you with an overview of the terms of your employment at the University of Zurich. You will find information on the most important provisions:

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All pertinent forms, laws, and fact sheets concerning your employment at UZH can be found at:
www.pa.uzh.ch



The conditions of employment set out in the Canton of Zurich's personnel policy generally apply to employment at the University of Zurich

Main principle

The employment relationship is governed by the Canton of Zurich's personnel law (Personalgesetz PG) of 27 September 1998, the personnel ordinance (Personalverordnung PVO) of 16 December 1998, and the personnel implementation ordinance (Vollzugsverordnung zum Personalgesetz VVO) of 19 May 1999, as well as by the personnel ordinance of the University of Zurich (Personalverordnung der Universität Zürich PVO UZH) of 29 September 2014.

Trial period

The first three months of the employment relationship are a trial period, during which the employment relationship can be terminated by either party with a notice period of seven days.

No trial period is observed if the current position follows directly after an employment period funded by the National Science Foundation or a third-party fund, or after employment at UZH in a similar or the same function.

Notice period

After the trial period is completed, the employment relationship can be terminated at the end of a given month as follows:

Year of Service	Notice Period	Salary Class 21 or Higher
1 year	1 month	1 month
2 years	2 months	2 months
3 years	2 months	6 months
4 to 9 years	3 months	6 months
10 and more years	6 months	6 months

Years of service are calculated on the basis of the notional starting date, which is not necessarily the starting date of the current term of employment.

Years of service / notional starting date

Various provisions of personnel law are dependent on the years of service, including the notice period, the obligation to pay wages, and the seniority allowance. The notional starting date is the basis for defining the number of years of service. The notional starting date includes all earlier terms of employment at the University of Zurich. Former permanent positions within the Canton up to 30 June 1999 and permanent positions in third-party foundations and Swiss National Research Foundation from 1 January 2004 are also counted.

Salary

The annual salary is paid in either 12 or 13 equal installments. Payment generally is made on the 25th of each month. If 13 installments have been agreed upon, the 13th payment is made in December, or in the month the employee leaves the University (compensation adjusted to a proportional amount).



Secondary Employment / Public Office / Self-Employment

Persons who take on secondary employment, a public office, or self-employment during their period of employment at UZH must report the same to the relevant office.

The combined workload at UZH, secondary employment, public office and self-employment must not exceed 100% in total.

Compensation for meals

The lunch check regulations govern who is eligible to receive lunch checks. The regulations can be found at: www.pa.uzh.ch – under the heading "Lunch-Check".

Family benefits (child and education benefits)

The Canton of Zurich pays the following family benefits:

- **Child benefits:** The minimum child allowance is **CHF 200.-** per month up to and including the month in which the child turns twelve. Afterwards the allowance is **CHF 250.-** per month up to and including the month in which the child turns 16. If the child is unable to work, the allowance will be paid until the child turns 20.
- **Education benefits:** The education allowance is **CHF 250.-** per month and is paid starting the month after the child turns 16 and continued until the child completes their education, at the longest, however, up to and including the month in which the child turns 25.

The sum is always paid in full, regardless of whether the employment relationship is full or part-time. A precondition for receiving the benefits is, however, an annual income of at least CHF 6,960.-. No benefits are paid in the case of a lower income. Employees must apply for benefits using the correct form. It is not permitted to claim an allowance twice. More information is available at: www.svazurich.ch

Vacation

Full-time and part-time employees have the right to a set amount of paid vacation per year:

- Up to and including the calendar year of an employee's 20th birthday,
and as an apprentice/trainee 5 weeks
- From the beginning of the calendar year of an employee's 21st birthday 4 weeks
- From the beginning of the calendar year of an employee's 50th birthday 5 weeks
- From the beginning of the calendar year of an employee's 60th birthday 6 weeks

Pension Fund

All UZH employees are insured in either the BVK or the VSAO pension fund. The pension fund is determined on each individual employee's employment order (*Anstellungsverfügung*). Under certain conditions, the pension funds recognize consensual unions similar to those of marriage, also between persons of the same sex, for partnership and survivor benefits. More information at: www.uzh.ch/cmsssl/pa/de/Vorgesetzte/MA21/Penskasse.html

Illness

Employees who are ill or injured must immediately inform their supervisors of their inability to work. In the case of absence lasting one week or longer, employees must submit a doctor's note. Supervisors may also ask for a doctor's note for shorter absences. If an employee is absent due to illness or injury



for a long period and the date of return to work is uncertain, the employer may arrange a medical examination.

The right to continued compensation is granted as follows to employees who are unable to work due to illness or a non-work-related injury (a contract for private daily allowance insurance is recommended for the first and second year of service):

In 1 st year	100% for 3 months	75% for an additional 3 months
In 2 nd year	100% for 6 months	75% for an additional 6 months
From the 3 rd year	100% for 12 months	

Absences that are less than six months apart are accumulated when determining the continued compensation for a given term. Earlier absences are not taken into account in cases where employees have resumed work and carried out the agreed upon workload for six months.

If the employment relationship ends prior to the official day of payment (dismissal by UZH, the end of a temporary position, in cases of inability to work), the right to continued compensation ends with the date of the employee's final day of work.

Non-work-related injury

See Illness

Only employees who work eight or more hours per week are also insured in the case of non-work-related accidents. As an employer, the University of Zurich receives a daily allowance from the accident insurer (Axa Winterthur) in accordance with the law on accident insurance (Unfallversicherungsgesetz UVG), which corresponds to 80% (max. CHF 148'200.-) of the insured salary.

If the daily allowance exceeds the reduced salary rate, payment will be supplemented by up to 80% in accordance with the UVG. Affected employees receive compensation until they are again able to work. After the period in which employees are guaranteed continued compensation expires, only the daily allowance in accordance with UVG is paid. The guidelines for accident insurance for employees of the Canton of Zurich are available at: www.pa.uzh.ch under the heading "Unfall" (accident). The document is in German only.

Please note that UZH employees can conclude a supplementary insurance policy. The registration form is in the appendix of the above-mentioned guidelines, or on page 13 of this brochure.

Work-related injuries and illnesses

In the case of inability to work due to a work-related injury or illness, affected employees will be paid their full salary for 12 months. After the 13th month, payment will be reduced to 80% of the salary. Repeated absences will not be accumulated.

Pregnancy/maternity leave

Employees have the right to paid maternity leave lasting a total of 16 calendar weeks. The leave may begin at the earliest two weeks before the baby's due date. In the case that pregnancy-related problems force employees to stop working early, the last two weeks prior to the actual birth will be counted as part of the maternity leave.



Seniority allowance

After completing 10, 15, 20, 30, 25, 45, and 50 years of service, employees receive 15 days of paid vacation as a return for their service. After 25 years of service, they receive 22 paid days, and after 40 years, they receive 30 days of paid vacation. If an employee so chooses, or if operational factors prohibit a longer absence, the seniority allowance (Dienstaltergeschenk DAG) may be paid as salary.

Right to be heard

All UZH employees have the right to be heard prior to the issue of an order that infringes upon their rights. Before the measure is implemented on the part of a supervisor, affected employees must be informed in a conversation about the changes and be granted the right to issue a formal statement.

Employee assessment / reference letter

All UZH employees have the right to receive a regular assessment of their work and conduct. They may request an interim reference at any time. A final letter of reference will be issued at the latest when an employee leaves UZH.



Social security contributions as of 1 January 2017

Type of social security payment	Employee (E)	Employer UZH (UZH)	Basis of contribution
AHV/IV/EO	5.125 %	5.125 %	Percentage of salary for AHV
ALV	1.10 %	1.10 %	up to 12,350/mo. or 148,200/yr. from 12,351/mo. or 148,201/yr. and higher
ALV additional contribution	0.50 %	0.50 %	
AHV administrative costs		0.20 %	from total of AHV contributions (E + UZH combined)
FAK		1.20 %	Percentage of salary for AHV
NBU	0.376 %	0.376 %	up to 12,350/mo. or 148,200/yr. workload of at least 8 hr./wk.
BU		0.124 %	up to 10,500/mo. or 126,000/yr.
Voluntary supplementary accident insurance	0.300 %		Percentage of salary for AHV
VSAO	The lowest annual salary for admission to the VSAO is CHF 21,150. (adjusted to full-time workload). The coordination deduction for a full-time workload is CHF 24,675.		
	6.00 % (incl. 0.48% risk contribution)	9.00 % (incl. 0.72 % risk contribution)	from the coordinated salary, adjusted according to workload
BVK Version „Standard“	The required earned yearly salary for admission to BVK is CHF 21,150. The coordination deduction for a full-time workload is CHF 24,675.		
	Savings + risk E	Savings + risk UZH	Total contributions E + UZH
18-20 Jahre	0.0 % + 0.8 %	0.0 % + 1.2 %	0.0 % + 2.0 %
21-23 Jahre	4.0 % + 0.8 %	6.0 % + 1.2 %	10.0 % + 2.0 %
24-27 Jahre	5.2 % + 0.8 %	7.8 % + 1.2 %	13.0 % + 2.0 %
28-32 Jahre	6.4 % + 0.8 %	9.6 % + 1.2 %	16.0 % + 2.0 %
33-37 Jahre	7.6 % + 0.8 %	11.4 % + 1.2 %	19.0 % + 2.0 %
38-42 Jahre	8.8 % + 0.8 %	13.2 % + 1.2 %	22.0 % + 2.0 %
43-47 Jahre	10.0 % + 0.8 %	15.0 % + 1.2 %	25.0 % + 2.0 %
48-52 Jahre	10.8 % + 0.8 %	16.2 % + 1.2 %	27.0 % + 2.0 %
53-65 Jahre	11.6 % + 0.8	17.4 % + 1.2 %	29.0 % + 2.0 %
66-70 Jahre	6.0 % + 0.0 %	9.0 % + 0.0 %	15.0 % + 0.0 %
Recapitalization Fees	0.0 %	2.5 %	2.5 %

Key	
AHV	Old-age and survivors' insurance (first pillar)
ALV	Unemployment insurance
BU/NBU	Work-related accident insurance/Non-Work-Related Accident Insurance
BVK	Pension fund of the Canton of Zurich (second pillar)
EO	Regulations on loss of income (loss of income during military service and maternity leave)
FAK	Compensation office (administration of child and education benefits)
IV	Invalidity insurance
VSAO	Pension fund for resident and attending physicians (pillar 2)



Registration for voluntary supplementary accident insurance

Last name/first name

Address

SV no.

Institute/department

With this signature, I confirm I have purchased the voluntary supplementary accident insurance.

The guidelines for the accident insurance policy are available at www.pa.uzh.ch under the heading "Unfall" (accident). The document is in German only.

With this signature, I agree that the premium will be deducted each month from my salary.

Town/city and date

Signature

Please send the completed form to the Human Resources Office.