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## Vetsuisse Faculty (VSF)

### Guidelines for Classification of Medical and Academic Positions and Continuing Education Positions at VSF

#### Legal Provisions

§ 21 of the Employment Ordinance of the University of Zurich (PVO-UZH) contains the following principle:

The salaries of University staff are based on the principles and the salary system of general employment law. In exceptional cases, this principle may be set aside.

§ 32 para. 1 PVO-UZH contains the following delegation of competencies to the Executive Board of the University:

<sup>1</sup> **Classification** of University staff is decided by the Executive Board of the University.

<sup>2</sup> [...].

This competence of the Executive Board of the University was delegated to the Human Resources Department with the decision (Verfügung) dated 14 August 2020 based on § 3 para. 2 PVO-UZH in conjunction with § 27 para. 1 and 3 of the Organization Regulations of the Executive Board of the University dated 2 June 2020.



## **General Information**

Students who do a traineeship during their studies must be employed after the compulsory internship. They are employed as trainees.

The compulsory internship is an integral component of the study program and is completed without the intern being employed.

Resident physicians undergoing further training (interns, residents and specialist veterinarians (FVH)) are classified according to their year of training.

For employment as a resident physician or an attending physician, medical duties with patients must make up at least 50% of the relevant employment level. The medical duties must be listed in the job description. If the medical duties account for less than 50%, the person in question will be employed and classified as a teaching and research assistant or a senior teaching and research assistant.

For physicians at the Veterinary Teaching Hospital, the working hours have been 48 per week since 1 January 2021 (until 31 December 2020 = 50 hours per week).

Resident physicians and attending physicians are employed on a temporary basis as these positions are deemed to be further training positions (junior academic positions). Permanent employment is possible under certain conditions (see "Conditions for assignment to a pay category").

The clinic/institute/department is responsible for ensuring that registration in the MedReg register of medical professions is carried out on time and correctly.

Where physicians have a foreign diploma, MEBEKO recognition must be submitted to the Human Resources Department before they take up employment, and at the latest before the end of the trial period.

Irrespective of the position, permanent employment from pay category 24 is only possible with written approval from the Executive Board of the University. An application to this effect must be submitted via the Human Resources Department.



Description of General Employment Classifications

<i>Description of employment classification</i>	<i>Tasks</i>
<b>Intern Student Trainee</b>	Students accumulating their first professional experience during their study program/completing a study traineeship. Does not apply to the compulsory internship, which is an integral component of the study program.
<b>Student Assistant without a Bachelor's degree</b>	Students employed to perform minor tasks in research and teaching.
<b>Student Assistant with a Bachelor's degree</b>	Students employed to perform minor tasks in research and teaching.
<b>PhD Candidate</b>	Junior academic position with general outline of rights and responsibilities: Completion of the PhD thesis mainly during working hours, in accordance with the faculties' general outlines of rights and responsibilities. A higher employment level can be chosen if additional qualification-related tasks are performed.
<b>Teaching and Research Assistant</b>	Junior academic position with general outline of rights and responsibilities: Completion of the PhD thesis in accordance with the faculties' general outlines of rights and responsibilities, support in teaching and research, possibly support in other tasks at the chair if relevant to qualification.
<b>Postdoctoral Researcher</b>	Junior academic position with general outline of rights and responsibilities: Independent management of research projects, co-supervision of Master's theses and possibly PhD theses, support in teaching and research, possibly support in other tasks at the chair.
<b>Senior Teaching and Research Assistant</b>	Junior academic position with general outline of rights and responsibilities: Independent management of research projects, heading a research group, supervision of Master's theses and PhD theses, acquisition of third-party funds, designing/teaching own courses, support in other tasks at the chair.
<b>Academic Associate</b>	<p>Special tasks in a scholarly capacity at a professorial chair, e.g. research, teaching, upkeep of specialized equipment. Generally a permanent position; a temporary position possible in accordance with § 10 PVO-UZH.</p> <ul style="list-style-type: none"><li>• <b>Temporary Teaching and Research Staff:</b> Temporary activities in teaching, research or academic administration that do not correspond to the nature of a junior academic position; e.g. collaboration on research projects, publications or service assignments of the chair. These positions are intended to relieve chairs, departments/institutes, and seminars of work that is not relevant to qualification and which requires little or no professional experience.</li></ul>



<i><b>Description of employment classification</b></i>	<i><b>Tasks</b></i>
<b>Academic Associate wst</b>	<p>Special high-level tasks in a scholarly capacity.</p> <ul style="list-style-type: none"> <li>• <b>Lecturer – Research:</b> Special tasks in research support/methodology development and teaching. Own research and management of direct reports. Coordinating and steering research group.</li> <li>• <b>Lecturer – Teaching:</b> Special tasks in teaching, delivering continuing education in pedagogy. Own research. Management of direct reports.</li> </ul>
<b>Head of Academic Unit</b>	<p>Heading a unit with multiple reporting academic associates, employees in junior academic positions, and administrative and technical staff. Close cooperation with heads of department/institute. Qualified scientific research work tied to supervision of PhD candidates and teaching.</p>
<b>Resident Physician Resident Physician undergoing further training (intern)</b>	<p>Resident physicians who work in various clinics and departments and undergo further clinical training after completing their state board examination or PhD thesis. Internships may be rotating (Internal Medicine, Surgery, Intensive Care, Radiology, etc.) or specialized, when the interns mainly work in one unit. The internship generally takes 1 to 1.5 years. It is the basic requirement for further training as a resident.</p>
<b>Resident Physician Resident Physician undergoing further training (resident)</b>	<p>Resident physicians who do a specialist further training course after completing their internship. The further training course generally takes three to four years and depends on the specialization. The further training courses are provided as part of the colleges (European or American) that are brought together under the European Board of Veterinary Specialization (EBVS) or the American Veterinary Medical Association (AVMA).</p>
<b>Resident Physician Resident Physician undergoing further training (Specialist Veterinarian (FVH))</b>	<p>Resident physicians who take a multi-year further training course after completing their state board examination or PhD thesis as part of a national specialization. In general, at least one or two years must be taken at a university.</p>
<b>Resident Physician</b>	<p>Resident physicians work independently in clinics after completing their state board examination or PhD thesis. Examining and treating patients (diagnosis, therapy, and documentation), research and teaching according to job description, specialization in a field. Employment as a resident physician is only possible if medical duties make up at least 50% of the relevant employment level.</p>



<b>Description of employment classification</b>	<b>Tasks</b>
<b>Attending Physician</b>	Trained specialists in clinic operations. Independent performance of medical duties in one or more specialist areas, specialist physician working in an area with increased demands/requirements. Management responsibility. Involvement in further training. Specialist medical qualification attained. Employment as an attending physician is only possible if medical duties make up at least 50% of the relevant employment level.
<b>Chief of Service</b>	Heading a department with corresponding technical, nursing and medical staff, deputizing for the senior physician or head of clinic, scientific and consultative duties.



Assignment to Individual Employment Classifications

<i>Description of employment classification</i>	<i>Pay category/ pay level</i>	<i>Conditions for assignment to a pay category</i>
<b>Swiss National Science Foundation (SNSF)</b>	UZH guideline	The classification of positions funded by the SNSF is done in accordance with the provisions and guidelines of UZH.
<b>Third-party Funds</b>	UZH guideline	The classification of positions funded by third parties is done in accordance with the provisions and guidelines of UZH.
<b>Student Assistant without a Bachelor's Degree</b>	10/03 – 11	<p>Student assistants are assigned to pay category 10. The responsible unit (e.g. institute/department) selects a pay level from 03 to 11, depending on the job requirements and tasks.</p> <p>General information:</p> <ul style="list-style-type: none"> <li>- Temporary position</li> <li>- This position is only offered to students (including students who are not matriculated at UZH)</li> </ul> <p>eHR entry (web application for HR tasks): Employee group<sup>1</sup>: MB/SB, P<sup>2</sup>: 154, PK<sup>3</sup>: VSAO</p>
<b>Student Assistant with a Bachelor's Degree</b>	13/03 – 11	<p>A transfer from pay category 10 to 13 must be completed as soon as the Bachelor's degree has been awarded. The responsible unit (e.g. institute/department) selects a pay level from 03 to 11, depending on the job requirements and tasks. The date printed on the diploma or on the provisional confirmation serves as the reference for the transfer to pay category 13. The transfer takes effect the following month.</p> <p>General information:</p> <ul style="list-style-type: none"> <li>- Temporary position</li> <li>- This position is only offered to students (including students who are not matriculated at UZH)</li> </ul> <p>eHR entry (web application for HR tasks): Employee group: MB/SB, P: 155, PK: VSAO</p>

<sup>1</sup> M = employment with a monthly salary / S = employment with an hourly wage

<sup>2</sup> P = planned position

<sup>3</sup> PK = pension fund



Description of employment classification	Pay category/ pay level	Conditions for assignment to a pay category						
PhD Candidate	Regulations on Pay (LR) 25	<p>Pay rates for PhD candidates are based on the standards set by SNSF.</p> <p>Pay rates (monthly pay x 12), as of 1 January 2024:</p> <table><tr><td>1st year</td><td>CHF 49,854.85</td></tr><tr><td>2nd year</td><td>CHF 51,444.65</td></tr><tr><td>From 3rd year</td><td>CHF 53,034.40</td></tr></table> <p>From 1 January 2024, the pay rates are based on an employment level of 80%.<sup>4</sup></p> <p>Employment levels for PhD positions can be up to 100%, with corresponding adjustments made to the salary. Any additional salary costs are covered by the responsible unit (e.g. institute, department, chair, or clinic). The yearly pay increase takes effect on the first day of the month in which employment commenced (also if employment began on another day of the month in question).</p> <p>General information:</p> <ul style="list-style-type: none"><li>- Temporary position</li><li>- Three years as a rule</li><li>- Possibility to extend employment by one year, for a maximum total of six years (§ 15 para. 1 PVO-UZH)</li></ul> <p>Years worked as a PhD candidate and teaching and researching assistant are <b>treated as cumulative</b>, regardless of the source of funding.</p> <ul style="list-style-type: none"><li>- Purpose of employment: PhD conferral (§ 10 c para. 2 University Statutes), mandatory matriculation</li></ul> <p>If the employment relationship continues, the employment classification must be changed to that of a postdoctoral researcher (new employment classification) as soon as the doctoral diploma has been issued. The date printed on the diploma or on the confirmation serves as the reference. The transfer takes effect the following month.</p> <p>If it is unclear whether it is the final diploma or a sufficient confirmation, the dean's office must be consulted.</p> <p>The faculty is responsible for determining the validity of doctoral diplomas.</p> <p>eHR entry (web application for HR tasks): Employee group: MO, P: 152, PK: VSAO</p>	1st year	CHF 49,854.85	2nd year	CHF 51,444.65	From 3rd year	CHF 53,034.40
1st year	CHF 49,854.85							
2nd year	CHF 51,444.65							
From 3rd year	CHF 53,034.40							

<sup>4</sup>Further information on the new employment model and its implementation can be found in regulations on the general outline of rights and responsibilities of the faculties for teaching/research assistants and doctoral candidates and under [www.graduates.uzh.ch](http://www.graduates.uzh.ch)  
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Description of employment classification	Pay category/ pay level	Conditions for assignment to a pay category
Teaching and Research Assistant	17/03	<p>Basic category for persons with a university degree/Master's degree but no doctoral degree.</p> <p>New employees are always assigned to pay level 03, regardless of any past professional experience. Professional experience is not considered. Pay raises in recognition of good work are possible (in accordance with cantonal provisions).</p> <p>General information:</p> <ul style="list-style-type: none"><li>- <b>Minimum employment level:</b> 50% from 1 January 2024<sup>5</sup></li><li>- Temporary position</li><li>- Three years as a rule</li><li>- Possibility to extend employment by one year, for a maximum total of six years (§ 15 PVO-UZH)</li></ul> <p>Years worked as a PhD candidate and teaching and researching assistant are <b>treated as cumulative</b>, regardless of the source of funding.</p> <ul style="list-style-type: none"><li>- Purpose of employment: PhD conferral (§ 10 c para. 2 University Statutes), mandatory matriculation</li></ul> <p>If the employment relationship continues, the employment classification must be changed to that of a postdoctoral researcher (new employment classification) as soon as the doctoral diploma has been issued. The date printed on the diploma or on the confirmation serves as the reference. The transfer takes effect the following month.</p> <p>If it is unclear whether it is the final diploma or a sufficient confirmation, the dean's office must be consulted.</p> <p>The faculty is responsible for determining the validity of doctoral diplomas.</p> <p>eHR entry (web application for HR tasks): Employee group: MC/SC, P: 151, PK: VSAO</p>

<sup>5</sup> Lower employment level possible for PhD candidates with family care obligations or scholarship holders





<i>Description of employment classification</i>	<i>Pay category/ pay level</i>	<i>Conditions for assignment to a pay category</i>
<b>Postdoctoral Researcher</b>	18/03	<p>Basic category for persons with a university degree/Master's degree and doctoral degree.</p> <p>New employees are always assigned to pay level 03, regardless of any past professional experience as PhD candidates or as teaching and research assistants. Professional experience is not considered. Pay raises in recognition of good work are possible (in accordance with cantonal provisions).</p> <p>A transfer from teaching and research assistant to postdoctoral researcher (from pay category 17 to 18) must be completed as soon as the doctoral diploma or a temporary academic record from the dean's office is issued. The date printed on the diploma or on the provisional confirmation serves as the reference. The transfer takes effect the following month.</p> <p>If it is unclear whether it is the final diploma or a sufficient confirmation, the dean's office must be consulted.</p> <p>The faculty is responsible for determining the validity of doctoral diplomas.</p> <p>General information:</p> <ul style="list-style-type: none"><li>- Temporary position</li><li>- Three years at the most</li><li>- Possibility to extend employment for a maximum total of six years (§ 15 para. 2 PVO-UZH). Years worked as a PhD candidate and teaching and research assistant <b>are no longer carried over to the position as postdoctoral researcher.</b></li></ul> <p>eHR entry (web application for HR tasks): Employee group: ME/SE, P: 153, PK: VSAO</p>



<i>Description of employment classification</i>	<i>Pay category/ pay level</i>	<i>Conditions for assignment to a pay category</i>
<b>Senior Teaching and Research Assistant with or without a Habilitation (venia legendi)</b>	19/03	Basic category for persons with a university degree and a doctoral degree, possibly with higher levels of responsibility, more than two reporting employees, demanding responsibilities or tasks, e.g. as a deputy head of unit or part-time head of administration.
	20	Additional responsibilities compared with pay category 19, e.g. with more than six reporting employees. The Human Resources Department determines the classification on the basis of the job description.
	21 or 22	Exceptional circumstances The Human Resources Department determines the classification on the basis of the job description.  General information: - Temporary position - Three years at the most - Possibility to extend employment by up to three years, for a maximum total of nine years (§ 15 para. 3 PVO-UZH)  Years worked as a postdoctoral researcher are carried over to the position as senior teaching and research assistant. A postdoctoral researcher subsequently employed as a senior teaching and research assistant can remain a maximum of nine years.  New employees are always assigned to pay level 03, regardless of any past professional experience. Professional experience is not considered. Pay raises in recognition of good work are possible (in accordance with cantonal provisions).  eHR entry (web application for HR tasks): Employee group: ME/SE, P: 150, PK: VSAO
<b>Senior Teaching and Research Assistant Ambizione SNSF</b>	20/03	SNSF Promotion of Young Researchers. Yearly pay raises of 1 pay level (starting with basic pay category/level 20/03).  General information: - Temporary position according to the guidelines of the SNSF  eHR entry (web application for HR tasks): Employee group: ME/SE, P: 150, PK: VSAO
<b>Assistant Professor (female) PRIMA SNSF</b>		SNSF Promotion of Excellent Female Researchers. Salary classification as assistant professors, therefore the Professorships Department is responsible.



<i>Description of employment classification</i>	<i>Pay category/pay level</i>	<i>Conditions for assignment to a pay category</i>
<b>Academic Associate</b>	From 16	Classification with a Bachelor's degree.
	From 17 – 20	Classification with a licentiate, diploma or Master's degree.
	17 / 03	<p>General information:</p> <ul style="list-style-type: none"> <li>- Temporary position</li> </ul> <p>eHR entry (web application for HR tasks): Employee group: MD/SD, P: 131, PK: BVK</p> <p>Position: temporary teaching and research staff</p> <p>General information:</p> <ul style="list-style-type: none"> <li>- Project-based employment: maximum duration of two years</li> <li>- Master's degree; in exceptional cases PhD</li> <li>- Little or no relevant professional experience</li> </ul> <p>eHR entry (web application for HR tasks): Employee group: MD/SD, P: 139, PK: BVK</p> <p>Standard salary classification: pay category 17 / 03</p> <p>Deviating classifications from pay category 17 / 03 (based on the requirements for the tasks) must be requested from HR Business Partners</p>
<b>Academic Associate wst</b>	21 – 23	<p>Completed university education.</p> <p>The Human Resources Department determines the classification on the basis of the job description. Relevant past professional experience is considered.</p>
	21 – 22	<p><b>Lecturer – research and lecturer – teaching</b></p> <p>Completed university education.</p> <p>The Human Resources Department determines the classification on the basis of the job description. Relevant past professional experience is considered.</p> <p>The position must be approved by the Executive Board of the University (UL). The UL approval must be submitted for the classification.</p> <p>General information:</p> <ul style="list-style-type: none"> <li>- Temporary position</li> </ul> <p>eHR entry (web application for HR tasks): Employee group: MD/SD, P: 132, PK: BVK</p>



<b>Description of employment classification</b>	<b>Pay category/pay level</b>	<b>Conditions for assignment to a pay category</b>
<b>Academic Associate wst</b>	23	<b>Senior lecturer – research and senior lecturer – teaching</b>  Completed university education.  The Human Resources Department determines the classification on the basis of the job description. Relevant past professional experience is considered.  The position must be approved by the Executive Board of the University (UL). The UL approval must be submitted for the classification.  General information: - Permanent position  eHR entry (web application for HR tasks): Employee group: MD/SD, P: 132, PK: BVK
<b>Head of Academic Unit</b>	21 – 23	Completed university education.  The Human Resources Department determines the classification on the basis of the job description. Relevant past professional experience is considered.  General information: - Permanent position  eHR entry (web application for HR tasks): Employee group: MD/SD, P: 130, PK: BVK



Description of employment classification	Pay category/pay level	Conditions for assignment to a pay category								
<b>Resident Physician</b> <b>Description:</b> <b>Resident Physician undergoing further training (intern/resident or Specialist Veterinarian (FVH))</b>  <b>Temporary position</b>	Regulations on Pay (LR) 75	<p>Further training as an intern, resident or specialist veterinarian (FVH)</p> <p>According to the specifications of the Executive Board of the University, the following pay rates apply as of 2024 (monthly salary x 13):</p> <table><tr><td>1st year</td><td>CHF 70,074.53</td></tr><tr><td>2nd year</td><td>CHF 72,877.34</td></tr><tr><td>3rd year</td><td>CHF 75,680.19</td></tr><tr><td>4th year</td><td>CHF 78,483.73</td></tr></table> <p>The higher classification per year of further training is mandatory. Any cost-of-living allowances will be paid.</p> <p>The classification is based on ULB 2017-145.</p> <p>eHR entry (web application for HR tasks): Employee group: MC/SC, P: 123, PK: VSAO</p>	1st year	CHF 70,074.53	2nd year	CHF 72,877.34	3rd year	CHF 75,680.19	4th year	CHF 78,483.73
1st year	CHF 70,074.53									
2nd year	CHF 72,877.34									
3rd year	CHF 75,680.19									
4th year	CHF 78,483.73									



Description of employment classification	Pay category/pay level	Conditions for assignment to a pay category
<b>Resident Physician</b> <b>Description:</b> <b>Resident Physician</b>  <b>Category 19 – 21</b> <b>Temporary Position</b>	19	Entry position after completion of study program. Without professional experience, the candidate is classified from preliminary level A2. For classifications with an hourly wage in pay category 19, 48-hour week, the following pay rates apply as of 2024: 19/01 = CHF 48.25 gross 19/02 = CHF 49.08 gross 19/03 = CHF 49.92 gross
	20	Examining and treating patients (diagnosis, therapy and documentation). Duties are generally performed under guidance or supervision. Increased degree of independence and responsibility. Involvement in training. Must have completed a residency and/or specialist veterinarian training (FVH). At least three years' experience of medical duties.
	21	Independent performance of medical duties in one or more specialist areas. Specialist physician working in an area with increased demands/requirements. Management responsibility. Must have completed a residency and successfully passed the examination (diplomate title). At least three to five years' experience of medical duties.  General information: - Temporary position - Six years as a rule - Possibility to extend employment up to nine years (§ 15 a para. 1 PVO-UZH) A permanent position is possible if the tasks mainly involve the provision of services. Permanent positions must be approved in writing by the directorate and the dean. The following criteria apply: <ul style="list-style-type: none"><li>- The planned permanent employment of a resident physician makes an essential contribution to maintenance of operations</li><li>- The employee provides a service</li><li>- The necessity of a permanent position is evident in the job description</li></ul> eHR entry (web application for HR tasks): Employee group: MC/SC, P: 123, PK: VSAO



Description of employment classification	Pay category/pay level	Conditions for assignment to a pay category
<b>Attending Physician</b> <b>Description:</b> <b>Attending Physician</b>  <b>Pay category 21 – 24</b> <b>Temporary Position</b>	21 / from 01	Qualification as diplomate and or specialist veterinarian (FVH). PhD mandatory.
	22 / from 01	Qualification as diplomate and or specialist veterinarian (FVH). PhD mandatory. Increased level of responsibility. Professional experience as attending physician desirable.
	23 / from 01	As for pay category 22, plus several years of professional experience (Two to four years) as an attending physician and management responsibility or responsibility for and involvement in specialist further training or project management.
	24 / from 01	<p>As in pay category 23, plus a large amount of professional experience (four to eight years) as an attending physician Habilitation and/or PhD required. Deputization for head of clinic.</p> <p>General information:</p> <ul style="list-style-type: none"> <li>- Temporary position</li> <li>- Three years as a rule</li> <li>- Possibility to extend employment by up to nine years.</li> </ul> <p><b>Years worked as a resident physician are carried over to the position as attending physician.</b>  <b>The upper limit of 15 years (resident and attending physician combined) must not be exceeded (§ 15 a para. 2 PVO-UZH).</b></p> <p>A permanent position is possible if the tasks mainly involve the provision of services. Permanent positions must be approved in writing by the directorate and the dean. The following criteria apply:</p> <ul style="list-style-type: none"> <li>- The planned permanent employment of an attending physician makes an essential contribution to maintenance of operations</li> <li>- The employee provides a service</li> <li>- The necessity of a permanent position is evident in the job description</li> </ul> <p>Permanent position from level 24 is only possible with written approval from the Executive Board of the University.</p> <p>eHR entry (web application for HR tasks):  Employee group: ME/SE, P: 122, PK: VSAO</p>



<i>Description of employment classification</i>	<i>Pay category/pay level</i>	<i>Conditions for assignment to a pay category</i>
<b>Chief of Service</b> <b>Description:</b> <b>Chief of Service</b>  <b>Pay category 25 – 26</b> <b>Permanent</b> <b>Position</b>	25  26	<p>For employment as a chief of service, the conditions for classification as an attending physician (pay category 24) must have been fulfilled.</p> <p>Responsible for the relevant clinic/department.</p> <p>Change of pay category possible due to professional experience and taking into account the size of the clinic/department to be managed.</p> <p>Permanent position from pay category 24 is only possible with written approval from the Executive Board of the University. An application to this effect must be submitted via the Human Resources Department.</p> <p>eHR entry (web application for HR tasks): Employee group: MD/SD, P: 121, PK: BVK</p>