



Working at ETH Zurich

Welcome to ETH Zurich

ETH Zurich is a world-famous teaching and research organisation. People from all over the world work together with the common goal of educating young people, making ever further advances into pioneering fields of research, developing new areas and enabling society to benefit from their findings.

People are the focal point of this work: committed, motivated and responsible people who help move ETH Zurich and society forward.

As far as its staff is concerned, the aim of ETH Zurich is to be a responsible employer offering progressive conditions of employment. Cultural variety presents great opportunities for innovation and also allows for valuable exchanges. Different values and ways of thinking among ETH members as well as differences in leadership style help us to recognise our own patterns of behaviour, as well as that of others, and to further our own self-development.

This brochure summarises the conditions of employment and provides information on ETH Zurich's values and ideals.

The members of the Human Resources team regard themselves as partners and advisors to all employees at all levels and will be pleased to answer any queries which you may have.

We, the Human Resources team, are delighted to be able to act as your point of contact and as an exchange partner. The services we provide will help you to successfully manage everyday challenges, overcome hurdles and look to the future.

Piero Cereghetti
Head of Human Resources

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A portrait of ETH Zurich

ETH Zurich is one of the world's leading universities of technology and natural sciences. It is renowned for excellent teaching, ground-breaking research and active implementation of results into practice. ETH Zurich offers its researchers an inspiring working environment and its students an outstanding education.

ETH Zurich was founded in 1855. Today, there are about 20 000 students from more than 100 different countries studying and doing research here, 3 800 of whom are doctoral students. About 500 professors are currently teaching and doing research in engineering sciences, architecture, mathematics, natural sciences, system-oriented sciences as well as management, humanities and social sciences. ETH Zurich regularly figures in international rankings as one of the world's best universities. The fact that 21 Nobel laureates have studied, taught or done research at ETH Zurich underscores its excellent reputation.

Knowledge transfer

Transferring your knowledge into industry and society is one of the university's main goals. This is evident from the fact that around 80 patents are filed every year and that ETH produced about 260 spin-off companies between 1996 and 2012. ETH Zurich conducts research on global issues, thereby contributing to sustainable solutions. Its main focus areas are energy supply, risk management, cities of the future, feeding the world population and human health.

Room for creativity

ETH promotes a culture of enablement. It fosters creativity and supports its employees' innovative ideas. It recognises that diversity of disciplines allows for synthesis of knowledge which opens up new paths to the future. Management, humanities and social sciences are an integral part of its subject range and are indispensable for a comprehensive examination of societal issues.

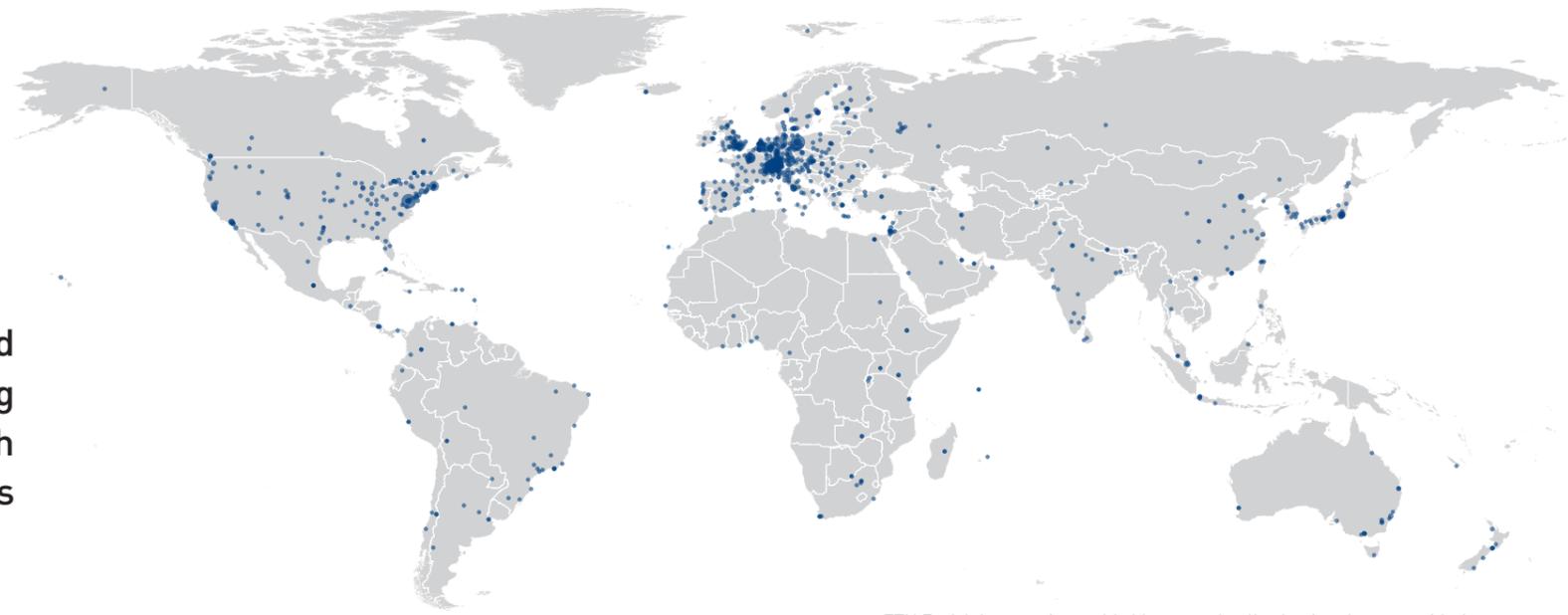
For its cutting-edge and creative teaching and research, ETH Zurich depends on the diverse talents and competencies of all its employees, no matter their gender, age or cultural, religious and social background. Sustainability issues and awareness are incorporated into research, teaching and operations at ETH and are an integral part of university life.

Work and health

A good balance between work and health is important for the creativity and productivity of employees. To help them achieve this, ETH offers a wide variety of sports activities as well as courses on nutrition and flexible work schedules.

Campuses

ETH benefits from Zurich's urban environment. It is closely connected and committed to the city and the canton, contributing to the cultural life of the city and the region and taking urban concerns into account in its enterprises. In addition to the historic main building in the centre of the city, the second campus with state-of-the-art labs on the Hönggerberg is continuously expanding.



ETH Zurich is part of a worldwide network, allowing it to keep up with the latest standards in research and teaching. This map illustrates the great number of partners that ETH professors cooperate with across the globe.



Besides its site in the centre of Zurich, ETH's second campus is located on the Hönggerberg, where more than 10 000 people are working and studying. This is where the Departments of Architecture, Physics, Biology, and Chemistry and Applied Biosciences, among others, are located. A bus route connects the two sites.

Conditions of employment

Progressive conditions of work and employment combined with an open information policy distinguish professional life at ETH Zurich. We expect our management to have a fair and cooperative leadership style as well as strong social and professional skills. We do not tolerate any discrimination, whether on grounds of sex or owing to social, ethnic or religious background. ETH fosters diversity and a culture of cooperation and open exchange between different fields of expertise.

Basic legal principles

All employment contracts at ETH Zurich are subject to public law: the Federal Personnel Act, the Federal Act on the Federal Institutes of Technology (FIT Act), the Personnel Ordinance for the ETH Domain (PO) as well as the Ordinance on the Scientific Personnel of the Swiss Federal Institute of Technology in Zurich.

Employment contract

ETH Zurich employees have individual employment contracts that are signed by both parties, i.e. by the employee and by Human Resources as the employer. The first three months of any employment relationship count as a probation period. The job description is part of the employment contract. It defines the role, duties and requirements of the position and forms the basis for the assignment of the position to the correct function level.

In general, technical, administrative and IT employees have permanent contracts, except in the case of fixed-term projects funded by third parties, fixed-term substitutions and areas that are in the process of being established. The maximum duration of these contracts accords with the legal stipulations. Scientific employees are employed on fixed-term contracts and pursue a predefined scientific career path.

The period of notice for termination of permanent contracts depends on the duration of the employment according to the legal regulations. Fixed-term contracts expire at the end of the term unless they have been extended.

Foreign nationals

Depending on their country of origin, foreign employees must be in possession of a work permit issued by the authorities.

Working time

For full-time employees, the weekly working time is 41 hours. Working time for part-time employees corresponds to the agreed level of employment. Lunch breaks must last a minimum of 30 minutes and do not count towards working hours. However, two daily 15-minute breaks, one in the morning and one in the afternoon, are included in the working time. On days before public holidays, the working time is shortened by one hour.

Holidays

All ETH Zurich employees are entitled to five weeks of annual holiday. Employees under 20 and over 50 years of age are entitled to six weeks of annual holiday. Holidays must be taken during the calendar year in which they are granted. The dates on which holidays are taken must be agreed upon between the employees and their superiors according to the specific operational circumstances. ETH Zurich is closed between Christmas and New Year. Employees can compensate for these free days during the calendar year or deduct them from their outstanding holiday entitlement in agreement with their superiors.

Extra hours and overtime

At ETH Zurich, extra hours and overtime are compensated with the equivalent in time off. Extra hours are hours worked, on the order of your superior, in excess of the set weekly number of hours for full-time or part-time employees. Overtime is time worked in excess of the legal maximum working week of 45 hours. In exceptional cases, an employee can be paid for a maximum surplus of 100 hours per year.

Paid and unpaid leave

Paid leave days are granted in special cases such as marriage, fatherhood, moving house or care of the sick. As a basic principle, it is possible to take unpaid leave. It can be granted with the approval of the employee's superior

where operational and organisational circumstances allow. The duration of unpaid leave may not exceed one year.

Maternity leave

Every mother is entitled to four months paid maternity leave when her child is born, irrespective of the length of time she has worked at ETH Zurich. If both the mother and father are ETH Zurich employees, they can share the four months leave between them. Two months parental leave is granted to employees adopting a child under 6 years of age.

Sabbaticals for employees

Employees in management, office and support functions can be granted a sabbatical after multiple years of employment at ETH Zurich. Sabbaticals are intended to benefit the employee's professional, methodological, social and personal development and thus be of use for his or her further activities at ETH Zurich.

Salary system

Function levels

Each function is assigned to one of 15 levels. For each function level a salary band sets the minimum and maximum salary. The salary bands are reviewed annually by the ETH Board and the social partners and adjusted as necessary. The starting salary for administrative and technical employees is based on the required qualifications for the position (job description) and the individual's professional experience. Human Resources assigns the position to the correct function level and determines the annual salary, payable in 13 instalments. The 13th monthly wage is an integral part of the annual salary and is paid at the end of the year (11 of 12 parts in November, one part in December). Scientific employees on the assistant career path are paid at fixed rates payable in 12 monthly instalments. Fixed-term project employees are generally employed at flat-rate fees payable in 12 monthly instalments.

For employees working on hourly pay, the amounts for the paid holidays are included in the wages.

The social security contributions to the AHV (old age insurance), ALV (unemployment insurance), IV (invalidity insurance), EO (income compensations) and NBU (non-occupational accident insurance) are each deducted from gross salary at the set statutory rate.

Salary development

The salary system is an expression of the dialogue and performance-oriented management culture at ETH Zurich. Every year, a personnel interview is held between the employee and his or her immediate superior. This allows

for an open exchange on targets and expectations and also highlights the prospects for future development. The performance assessment arising out of the personnel interview may give rise to a salary increase.

Family allowance

Employees of ETH Zurich with children who are still minors or in education receive family allowances in accordance with the set statutory principles.

Extra premiums for service anniversaries

ETH Zurich honours long-standing employees. After five years of service employees receive additional leave and for every five-year period thereafter they receive additional leave or salary bonuses.

Insurance and pension fund

Occupational pension scheme

Employees of ETH Zurich pay into PUBLICA, the federal pension fund, within the defined contribution plan. The defined contribution plan is the pension scheme in which benefits are calculated on the basis of the contributions paid in and the capital invested (incl. interest). While the amount of the contributions and investments is known, it is not possible to accurately predict the amount of future benefits due to the risks associated with investments and inflation. It is possible to make voluntary savings contributions which will result in higher benefits on retirement or when leaving the employment of ETH Zurich.

Accident insurance

All employees of ETH Zurich with a minimum weekly working time of 8 hours are insured against the consequences of accidents both during and outside work with the Swiss Accident Insurance Company (SUVA). The premiums for insurance against accidents at work are paid in full by ETH Zurich, while premiums for accidents outside work are shared between ETH Zurich (one third) and the employee (two thirds). Health insurance coverage is mandatory and is the responsibility of the employee.

Continuation of salary in the case of accident or illness

If an employee has to take sick leave due to accident or illness, ETH Zurich continues to pay his or her salary up to a maximum of 730 days.

Services and benefits

As a responsible employer, ETH Zurich cares about the wellbeing of its employees and offers them exclusive benefits.

Swiss Railways (SBB) pass

ETH Zurich supports employees who commute to work with public transport. Employees who are employed for at least six months at a level of at least 50% receive a Half-Fare travelcard for free or a contribution of 15% towards the cost of the GA travelcard (Generalabonnement).

Catering

Restaurants, canteens and cafés at various locations offer a variety of different catering options every day. Members of ETH benefit from reduced prices.

Childcare

Every major university city needs a good range of childcare facilities. ETH Zurich and the University of Zurich jointly run the kihz foundation promoting childcare for Zurich's universities. kihz has its own range of childcare facilities, offers information and advice to university personnel, supports and creates networks with other childcare facilities in the university sphere and initiates innovative projects.

Further education and language courses

Further education and training activities related to work or fostering continued employability are supported generously.

At the language centre, which is run jointly by the University of Zurich and ETH Zurich, employees can attend various language courses. The courses reflect the specific linguistic requirements of day-to-day work at the university.

Academic Sports Association (ASVZ)

To help employees balance work and health, the ASVZ offers a wide range of sporting activities. There are over 70 different sports and services available for a low membership fee each semester. Membership is also granted to employees' partners.

Voluntary accident insurance: private supplement

In order to supplement the mandatory accident insurance, ETH employees can take out an additional

private insurance policy at attractive premiums from AXA Winterthur. Among other things, this covers the additional costs of semi-private or private hospital treatment, as well as costs which may arise as a result of an accident abroad and which are not covered by the mandatory insurance. On top of this, it includes benefits in the event of disability or death.

ETH Library

The ETH Library is one of the largest libraries in Switzerland and the main university library of ETH Zurich. In addition, it functions as a national centre of information on natural science. Special emphasis is given to the electronic information resources accessible to employees and students and to other services surrounding publication and archiving, most of which can be used by ETH employees free of charge.

Car rental Europcar

Employees of ETH Zurich benefit from discounts at Europcar car rental for private trips.

CarSharing – Mobility

With the ETH Card, a driving licence valid in Switzerland and proof of residence, ETH employees can test Mobility CarSharing for free for four months and acquire the Mobility annual subscription at a significant discount.

Swiss federal savings bank

Employees of ETH Zurich have the possibility of opening an account offering preferential rates of interest with the Swiss federal savings bank.



ETH Zurich offers its employees a large number of services. Kihz, the foundation for childcare for Zurich's universities, offers childcare information and services. At the ASVZ, employees can choose from over 70 different sports.



Career development

ETH Zurich supports life-long learning. It sees itself as a leading provider of university education in Switzerland and is committed to maintaining the highest international quality standards.

Life-long learning

ETH Zurich actively supports the training and further education of its own employees. Well-educated staff is a core prerequisite for ETH Zurich in meeting the demanding objectives it sets in terms of teaching, research and services. It expects its employees to develop their skills in line with the demands of the employment market and to adapt to change. To this end, ETH Zurich offers a wide range of training schemes. Where needed, external training schemes are supported as well.

Internal courses and advice

New staff with administrative and technical roles become familiar with their employer through the ETH-Start introduction course. An orientation day offers new scientific staff an introduction to their work at the university. In the course of their work, employees will be confronted with new responsibilities, which can be made easier to deal with through further education and training. Here, ETH Zurich provides support with courses covering topics such as "Personal Development and Working Techniques", "Project Management" or "Career". In addition, the Human Resources department also offers individual coaching and support in team and organisational development.

Leadership and management

The demands placed on a manager in a scientific environment are high and very subject-specific. The management of staff demands that, in addition to technical expertise, managers have communication and social skills as well as methodological knowledge. The courses offered by the Human Resources department convey specialist knowledge and core competencies, which help managers to live up to the demands placed upon them in their day-to-day work.

International exchange

As a university education and research institution, ETH Zurich works to maintain its international reputation. Its scientific contributions must stand up to scrutiny from the international research community. This is why ETH Zurich encourages international cooperation in all areas of research

and education. The International Knowledge Base (IKB) gives an overview of the university's international relations. Since the Bologna Reform, students have the opportunity to switch between subjects and universities. ETH Zurich maintains bilateral agreements and programmes with universities in Europe and beyond, which support and promote this exchange. There are numerous opportunities for exchange even for young scientists and lecturers.

The "Tenure Track System" for assistant professors supports talented researchers. This system enables them to continue their scientific career within the framework of an unlimited professorship if they perform well.

From university to industry

ETH Zurich offers a number of services to help students along the path to success. The Student Orientation and Coaching (SOC) unit helps future students choose their study programmes. The Career Centre offers various services to help students and doctoral students embark on their careers and prepare them for the transition into the professional world. The Entrepreneurship Lab (ieLab) brings young talents into contact with experienced coaches who supervise, support, encourage and challenge them on their way to becoming entrepreneurs.

Establishment of a spin-off company

In addition to research and teaching, the commercial application of research results is also one of ETH Zurich's duties. It supports its members in all questions relating to collaboration with industry, inventions, patent applications and the licensing process as well as the establishment of spin-off companies.

Curiosity and a drive for innovation are some of the most important prerequisites in meeting demanding objectives in terms of teaching, research and services. This is why ETH Zurich actively supports the further education and training of its employees as well as the establishment of spin-off companies.



Employees need access to background information in order to do their work. To ensure this, ETH offers various channels such as the web, special events and personal dialogue. At the same time, the university counts on its employees to be proactive in their search for information.

Staying informed

In order to fulfil their performance mandate in teaching, research and knowledge transfer, employees need access to background information. To ensure this, ETH Zurich relies on adequate and up-to-date communication via the web and brochures as well as a lively dialogue between scientists, students and interested third parties in German and English.

ETH Zurich

The main information platform www.ethz.ch gives a comprehensive overview of ETH Zurich's services and activities.

Employment

The main website of Human Resources www.hr.ethz.ch provides information on employment, ETH's core values, working conditions, working environment and personnel development.

In addition, qualified HR specialists are at your disposal for any queries and requests concerning your employment. Furthermore, ETH employees receive qualified support from various specialised offices, including the equal opportunities office (Equal!), the Ombudspersons, the Personnel Commission (PeKo) and the Academic Association of Scientific Staff at ETH Zurich (AVETH).

Comprehensive information on immigration, work permits, insurances and life in Switzerland can be found at www.welcomecenter.ethz.ch. This information is mainly targeted towards doctoral students and postdocs.

ETH media

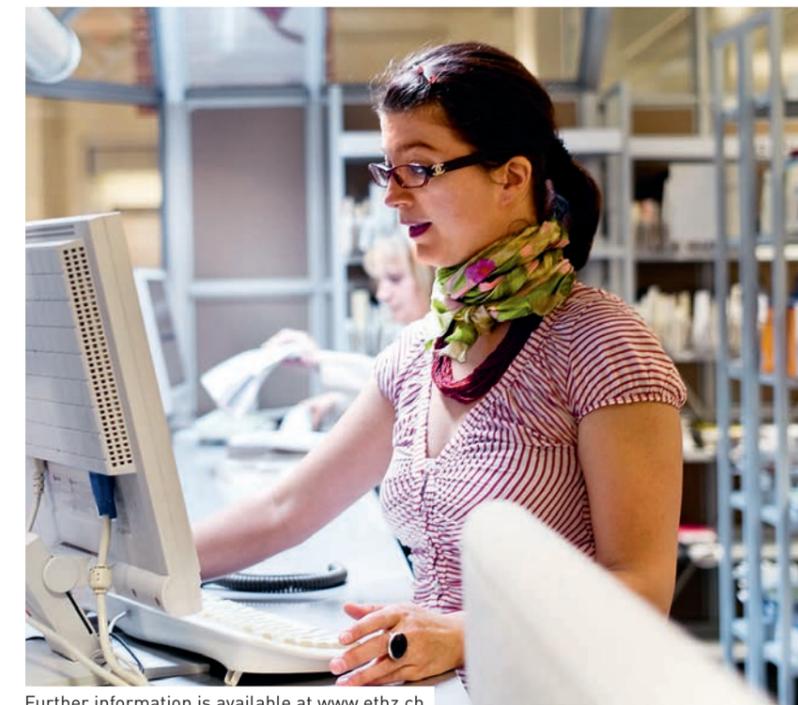
At regular intervals, various media provide news about research, teaching and campus life.

- At www.ethz.ch/news ETH reports on research highlights.
- The ETH Intranet and the quarterly employee magazine "life" keep employees up-to-date about recent internal developments.



www.hr.ethz.ch →

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Further information is available at www.ethz.ch.



ETH Zurich is more than a place of research and education. It also functions as an exhibition and event venue for all kinds of cultural occasions, such as this design exhibition in the historic Semper main building.

Culture and leisure

ETH Zurich offers a wide range of cultural activities and events, from special lectures, art exhibitions and guided tours to concerts, orchestras and choirs. Here is a selection of what ETH offers:

ETH Library

At www.library.ethz.ch you will find everything you need to know about lending services and electronic access.

The graphics collection regularly exhibits artworks and offers themed afternoon tours; see www.gs.ethz.ch. In the "Campus" section of the main website you can find an overview of all the libraries, collections and archives at ETH Zurich.

Music and culture

Those who want to balance their work life with an artistic pursuit will find ample opportunities in orchestras, jazz bands and other vocal and instrumental groups. The "Musikplattform", an association of hobby musicians from ETH Zurich and the University of Zurich, offers support and information. The association is open to all students and employees of both universities. www.ethz.ch/music

Events

More than 400 events take place at ETH Zurich every year. An overview of conventions, symposia, professors' introductory and farewell lectures, evening tours and the "Treffpunkt Science City" science programme can be found on the ETH website's event calendar.

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