

# **HR WELCOME SESSION**

## **FOR NEW COLLABORATORS OF THE FACULTY OF SCIENCES**

**BIENVENUE À L'UNIVERSITÉ DE GENÈVE**



# THE HR TEAM IN CHARGE OF THE FACULTY OF SCIENCES

- Pôle Sciences
  - Organization of the HR Division
- Advice in case of conflicts and difficult work situations
  - External mediators
- Health services: employees / students
  - Support RH

# ARRIVING: FIRST STEPS

- New employees from **non EU/EFTA** countries:  
register your arrival at the cantonal migration office (OCPM) and send a scan of the payment receipt to your HR officer who will finalize your contract
- **Doctoral assistants (all) and post-docs (non EU/EFTA nationals only!):**  
Finalize your [enrolment](#) to obtain your login and multiservice card
- New employees **without a salary account in Switzerland:**  
Open a bank account and transmit the references via the [UNIGE portal](#) (tab “Mon UNIGE”, window “GESTION DONNES INDIVIDUELLES”)
- New residents in Switzerland: within 3 month of arrival, choose a health insurance provider - basic health insurance is mandatory and not provided by the employer.  
More information: [Federal Office of Public Health FOPH](#); [Swiss authorities online: health insurance for foreign nationals](#); [Service des assurances maladies SAM, Canton of Geneva \(french\)](#); Sites that allow you to compare tarifs and plans : [comparis.ch \(english\)](#); [www.priminfo.ch](#)
- Take out private liability and household insurance (recommended)

# FIRST STEPS AT UNIGE

- [UNIGE SITE FOR NEW EMPLOYEES](#) (french)
- [WELCOME CENTER](#)
- UNIGE Portal: [Online access to your personal file](#) (french)
- [UNIGE Mobile app](#)
- [Laws and regulations](#) (french)
- [Internal guidelines and administrative procedures](#) (french)
- Language courses :  
[Maison des Langues: courses for students and staff](#)  
[Tandems linguistiques](#)  
[Other sites](#)



# WORKING AT UNIGE: ATTRACTIVE CONDITIONS

- Flexible working hours  
Standard of 40h/week for a full time position
- 5 weeks annual leave (admin. and tech. personnel)  
6 weeks annual leave (research and teaching personnel); paid leave (congés spéciaux) and possibility to take unpaid leave
- A transparent salary policy:
  - UNIGE applies the salary scale of the Canton of Geneva in accordance with the Règlement sur le personnel de l'Université (RPers) (exception: FNS salary scale for doctoral assistants)
- Continuing education offers:
  - research and teaching personnel
  - administrative and technical personnel
- Equal opportunity; Family friendly working conditions: career programs, maternity leave of up to 20 weeks, parental leave (i.e. possibility to reduce work rate for up to 2 years after the birth of a child)
- Special offers for UNIGE employees

# TWO TYPES OF EMPLOYMENT CONTRACTS

## Private law contracts (external funding)

- Non-permanent fixed-term contracts: the contract expires at the end date fixed in the contract
- Early termination only possible if both, employee and supervisor, agree (exception: post-docs, MA, assis., ARE: 2 month notice period for employée)
- Main provisions: Research and teaching personnel (ENS) - french  
Administrative and technical personnel (PAT)-french

## Public law contracts (Canton «DIP» funding)

- Fixed appointment period , renewable (research and teaching personnel) / fixed-term and indeterminate contracts (admin&tech personnel)
- Governed by public law and statutory regulations (Règlement sur le personnel de l'Université (RPers))

UNIVERSITÉ DE GENÈVE  
Contrat individuel de travail de droit privé  
Personnel enseignant

Employeur: Université de Genève  
Faculté des sciences  
Département de physique nucléaire et cosmologie  
Genève, le 31.08.2016

Employé: [redacted]  
[redacted]  
Genève, le 31.08.2016

Le contrat est conclu sous conditions suivantes:

- Fonction: stabilité ou déduct
- Taux d'activité: 75 %
- Le présent contrat est conclu pour la période du 1er septembre 2016 au 31 août 2017
- Trouverez-vous dans une situation particulière, à la date prise en compte, quel que soit le statut, vous êtes tenu(e) de le déclarer à votre employeur.
- Le présent contrat est conclu pour la période du 1er septembre 2016 au 31 août 2017
- Le contrat prend fin, selon une modalité prévue, à la date prise en compte, quel que soit le statut, vous êtes tenu(e) de le déclarer à votre employeur.
- Le contrat est conclu sous conditions suivantes:

Les parties déclarent:

Date et signature de l'employeur: [redacted]  
Date et signature de l'employé: [redacted]

UNIVERSITÉ DE GENÈVE  
Contrat individuel de travail de droit privé  
Corps enseignant

Employeur: Université de Genève  
Faculté des sciences  
Département de physique nucléaire et cosmologie  
Genève, le 31.08.2016

Employé: [redacted]  
[redacted]  
Genève, le 31.08.2016

Le contrat est conclu sous conditions suivantes:

- Fonction: stabilité ou déduct
- Taux d'activité: 75 %
- Le présent contrat est conclu pour la période du 1er septembre 2016 au 31 août 2017
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- Le présent contrat est conclu pour la période du 1er septembre 2016 au 31 août 2017
- Le contrat prend fin, selon une modalité prévue, à la date prise en compte, quel que soit le statut, vous êtes tenu(e) de le déclarer à votre employeur.
- Le contrat est conclu sous conditions suivantes:

Les parties déclarent:

Date et signature de l'employeur: [redacted]  
Date et signature de l'employé: [redacted]

UNIVERSITÉ DE GENÈVE  
Contrat individuel de travail de droit public  
Personnel enseignant

Employeur: Université de Genève  
Faculté des sciences  
Département de physique nucléaire et cosmologie  
Genève, le 31 août 2016

Employé: [redacted]  
[redacted]  
Genève, le 31 août 2016

ACTE DE NOMINATION

Le Recteur sur proposition de la faculté des sciences

NOMME:

Madame Maria Holmann

en qualité de suppléante à la fonction de chargé d'enseignement, à temps partiel (25% en cours)

à la section de biologie de la faculté des sciences

du 1<sup>er</sup> août 2014 au 31 juillet 2015

Le traitement mensuel brut est fixé à CHF 407.00, correspondant à la classe 20, année 0 de la échelle des traitements.

Madame Maria Holmann sera affiliée à la caisse de prévoyance du personnel de l'Etat de Genève. (DPES)

Genève, le 21 mai 2014  
le [redacted]

2 003 108 F 1

UNIVERSITÉ DE GENÈVE  
Contrat individuel de travail de droit public  
Personnel administratif et technique

Employeur: Université de Genève  
Faculté des sciences  
Département de physique nucléaire et cosmologie  
Genève, le 14.10.2016

Employé: [redacted]  
[redacted]  
Genève, le 14.10.2016

Madame:

Vous avez le plaisir de vous informer que pour la période du 1er novembre 2016 au 31 octobre 2017, vous êtes en congé sabbatique.

Fonction: stabilité ou déduct

Taux d'activité: 0 %

Le présent contrat est conclu pour la période du 1er novembre 2016 au 31 octobre 2017

Le contrat prend fin, selon une modalité prévue, à la date prise en compte, quel que soit le statut, vous êtes tenu(e) de le déclarer à votre employeur.

Le contrat est conclu sous conditions suivantes:

- Période de congé sabbatique
- Le présent contrat est conclu pour la période du 1er novembre 2016 au 31 octobre 2017
- Le contrat prend fin, selon une modalité prévue, à la date prise en compte, quel que soit le statut, vous êtes tenu(e) de le déclarer à votre employeur.
- Le contrat est conclu sous conditions suivantes:

Les parties déclarent:

Date et signature de l'employeur: [redacted]  
Date et signature de l'employé: [redacted]



UNIVERSITÉ DE GENÈVE

# TWO SALARY OFFICES

## Private law contracts (external funding)

- [UNIGE Service salaires et assurances sociales](#)

**UNIVERSITÉ DE GENÈVE**  
Service salaires et assurances sociales  
Buletin de salaire  
Novembre 2017  
Référence : 512722

Informations au verso  
Payable dès le : 27.01.2017

Taux d'activité : 70.00  
Ponction : assistant (A2)  
Poids : 0.8823  
Classe/Annuité : 08 /04

Désignation	Éval./base	Nombre/n	Montant	Total
<b>Salaires mensuel</b>			3,557.50	
<b>BRUT</b>				3,557.50
Coll. AVS	3,557.50	5.1250	182.30-	
Coll. AC	3,557.50	1.10	39.10-	
Ass. maternité Quota part	3,557.50	0.0410	1.45-	
Accident non professe.	3,557.50	0.0030	0.00-	
AMP Assurance compl.	3,557.50	0.0270	0.95-	
CFM Cotisations base sal			143.30-	
<b>Charges sociales</b>			490.80-	
<b>NET</b>				3,066.70
Impôt à la source			264.00-	
IMPÔT SOURCE mensuelisé	3,853.95	6.85	264.00-	
<b>Indemnités et retenues</b>			264.00-	
<b>Net à payer</b>				2,802.70
Swiss Post / Postfinance CH9090000000043972640				2,802.70

PAIEMENT DES SALAIRES EN 2017:  
27.01.27.02.28.03.27.04.29.05.29.06.28.07.29.08.28.09.27.10.29.11.21.13

## Public law contracts (Canton of Geneva «DIP» funding)

- [Etat de Genève, Office du personnel de l'Etat, Service des paies et assurances du personnel](#)

REPUBLICQUE ET CANTON DE GENÈVE  
Département des Finances  
Office du personnel de l'Etat  
Compte (IBAN) [REDACTED]  
Provision des sal. : 28.11.2016

Decompte de salaires - Novembre 2016  
A votre disposition  
[REDACTED]

Office du Personnel de l'Etat  
Service des paies  
Rue du Grand 9  
Case postale 3537  
1211 Genève 3  
Heures de travail: 08h00 - 12h00 14h00 - 18h00  
Tél. 022 308 54 00

Code		Libellé	Mont. au nombre	Taux (en centime)	Versements	Retentions
991		Traitement UN			5961.00	
995		Inde	5961.00			
010		Cotisation AVS	5961.00	3.125		300.45
012		Cotisation AC	5961.00	1.100		66.80
013		Assur. maternité	5961.00	0.041		2.45
014		Part. ass. professe.	5961.00	0.003		0.00
015		Cot. transp. comp.	5961.00	0.160		95.50
016		Cot. transp. base sal				401.70
400		Impôt à la source	5961.00	12.270		718.28

Prochaine date de paie : 12 décembre 2016

NET à payer : 1966.50  
Montant net à payer : 1966.50

- [Payment dates](#)
- [Salary slip details](#) (french)
  - [List of social insurance deductions on your salary](#)



**UNIVERSITÉ DE GENÈVE**

# Pension and insurances

- General information about social security in Switzerland:  
[Federal Social Insurance Office \(FSIO\) leaflet](#); [Other FSIO leaflets](#); [FSIO website](#)  
[Leaflet “Swiss social insurance system: Sojourn and departure”](#); [other language versions](#)

The Swiss social security system is divided into five areas:

- old-age, survivors' and invalidity insurance (AVS/AI) (1<sup>st</sup> pillar pension); occupational benefit plan (PP) (2<sup>nd</sup> pillar: UNIGE employees are insured with [CPEG: contacts](#)); private saving plans (3<sup>rd</sup> pillar)
- protection against the consequences of illness and accidents (see next page)
- income compensation allowances in case of service and in case of maternity
- unemployment insurance
- family allowances



# Accident insurance

## Occupational accident and occupational illness insurance; non-occupational accident insurance

- All employees of the University of Geneva are insured against occupational accidents and illnesses. The insurance premium is paid by the University.
- All employees who work at least 8h/week are also insured against non-occupational accidents. The premium is deduced from their salary. Employees who work less than 8h/week cannot suspend the accident insurance included in their health insurance policy.
- UNIGE's accident insurance provides basic coverage (i.e. common room in hospital). You'll find general information about coverage [here](#).
- Please remember that the accident coverage will automatically stop after 31 days if you no longer receive any salary (unpaid leave, end of contract)
- [UNIGE accident declaration form](#) (to be filled in and transmitted to HR within 48 hours)
- [List of "hazardous activities"](#) that only partially or not covered by the mandatory accident insurance (french)

### Accident prevention:

- [Information about security and safety at work](#) (french)
- [Leaflet on Health and Security for collaborators of the Faculties of Sciences and Medicine](#)

# Work and residence permits

Switzerland has a dual system for the admission of foreign workers.

- EU/EFTA nationals benefit from agreements on the free movement of persons.
- Non-EU/EFTA nationals:
  - Only a limited number of **regular work permits** is issued for management level employees, specialists and other qualified employees
  - Doctoral assistants and post-docs are admitted with a **student status** – they are authorized to work in relation with their studies only



- The office in charge of work and residence permits is the: [Office cantonal de la population et des migrations \(OCPM\)](#)

# Work and residence permits

## Non EU/EFTA nationals:

### Biometric residence and work permit

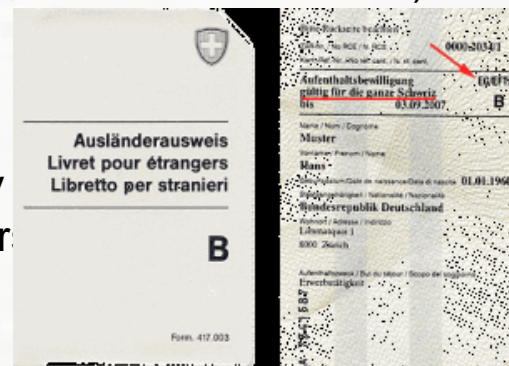
- Short term residence (L permit - )
- Residence (B permit),  
Long term residence «settlement» (C permit)
- further information: [permits](#) / [admission](#)



## EU/EFTA nationals:

### Non-biometric residence and work permit

- Short term residence (L permit – validity of contract, less than 12 months)
- Residence (B permit – validity of 5 years)
- Long term residence «settlement» (C permit – unlimited, to be confirmed every 5 years)
- Cross-border commuter (G permit– validity=validity of work contract if 3 month-1 year, otherwise 5 year)
- further information: [permits](#) / [admission](#)
- [Factsheets Free Movement of Persons](#)



# Work and residence permits

- Delay of 4-6 weeks to issue the permit, after its approval
- Do not forget to send us a **copy of your permit if you receive it at home!**
- Take the necessary steps to **[renew your permit in time](#)** - we recommend to do **this 3 month before expiration!**
- Enrol for e-Démarches: e-Démarches of the administration of the canton of Geneva gives you online access to a number of **[services](#)**. You can e.g. track your work and resident permit applications, or submit a declaration of change of adress: **[On-line inscription](#)**

REPUBLICQUE ET CANTON DE GENEVE

GE.CH

Ge.ch > Population Suivi de demande

POPULATION SUIVI DE DEMANDE

HISTORIQUE

Date de modification	Statut	Description
05.01.2017	Production	Votre demande a été transmise au service en charge de la délivrance des autorisations. A ce stade, un examen complémentaire pourrait encore être effectué.
22.11.2016	A l'examen	Votre demande est en cours d'examen
14.11.2016	Reçue	Votre demande a bien été reçue et transmise au service compétent.

RETOUR

# Taxes

The salary offices will deduce taxes directly from your salary (Withholding Tax/taxation at source – “impôt à la source”) if you are :

- a foreign national with a permit other than C (permis d'établissement)
- a Swiss or foreign national working at UNIGE and residing outside of Switzerland (**more details (french [here](#))**)

## Employees subject to taxation at source:

It is important that you fill in a new declaration each time there is change in your personal situation (new address, marriage, birth, etc.) and send it to your HR officer

["Impôt à la source" online declaration form for 2017](#)

[English print version](#)

[Other languages \(print form\)](#)

## Employees subject to taxation at source with both, a private and a public law contract :

Each salary office will deduce the withholding tax separately. The taxes deduced will be less than the total amount due at the end of the year. You will have to pay arrears when leaving the Canton of Geneva. We strongly recommend that you fill in the [rectification form](#) sent to you at the end of each year (online version available via [e-démarches](#)) to avoid having to pay an important sum when leaving.

You'll find the English version of the rectification form, as well as a guide [here](#).

The AFC provides a [Calculator](#) ‘impôt source’ of the AFC (single person: barème A0) to estimate your taxes

**Year 2017**  
Département des finances  
Administration fiscale cantonale  
Service de l'impôt à la source

**Declaration for the collection of taxation at source**  
Please hand to your employer

The Internet version of this form, available at the address [www.ge.ch/impots/iso-13](http://www.ge.ch/impots/iso-13), contains a guided data entry procedure and determines whether an adjusted collection scale is applicable.

**Identification of the employee**

Surname: \_\_\_\_\_ Forename: \_\_\_\_\_  
Address: \_\_\_\_\_  
N° AVD13: 7 5 6 \_\_\_\_\_ Date of birth: \_\_\_\_\_  
Years of birth of child (ren) aged under 18 at 31 December 2017: \_\_\_\_\_  
Living in a free union:  yes  no  
Carries on an activity 100%:  yes  no  
Receives income from a single employer (in Switzerland or abroad):  yes  no  
Spouse receives income in Switzerland or abroad:  yes  no  
If yes: In Geneva  in another canton in Switzerland  abroad

**Determine your family situation and mark a cross in the appropriate box**

Single, divorced, widower, separated legally or de facto, no dependent children. Scale: A0  
 Living in a free union (partners), with children from the current union or without children. Scale: A0  
 Separated legally or de facto, with dependent minor child(ren) in alternate custody.  
 Single, divorced, widower, separated legally or de facto, living alone with minor child(ren) (single parent family)  
 Living in a free union (unmarried cohabitation) with minor dependent children from a previous union.  
No. of minor dependent children:  1  2  3  4  5  
Scale: H1 H2 H3 H4 H5  
 Married taxpayer whose spouse has no income in Switzerland or abroad.  
No. of minor dependent children:  0  1  2  3  4  5  
Scale: B0 B1 B2 B3 B4 B5  
 Married taxpayer whose spouse has an income in Switzerland or abroad.  
 Married taxpayer whose spouse is an international civil servant, working for an organisation (listed under point b) overseas.  
No. of minor dependent children:  0  1  2  3  4  5  
Scale: C0 C1 C2 C3 C4 C5

**Income to be taken into account:**  
- Income from an employed or self-employed gainful activity  
- Income earned in compensation (unemployment, illness, accident, etc.)

**Notes:**  
1. If a claim is made within the statutory time limits (normally 31 March 2018) under the conditions specified in the «Directives concernant l'imposition à la source», the Cantonal Tax Administration (AFC) determines whether the «if married with dependent family members» scale can be granted to one of the parents/partners.  
2. Married or «registered partners» within the meaning of the Federal Law of 18 June 2004 on registered partnerships between persons of the same sex. Please note that individuals with a signed civil partnership contract do not enter this category.

Employee's signature: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_.2.0\_\_\_\_\_  
This declaration must be handed to your employer

24.05.2014



# OTHER LINKS

- Bureau de l'intégration des étrangers  
[Welcome to Geneva guide](#)  
<http://ge.ch/integration/nouvel-arrivant>  
<https://www.ge.ch/bienvenue-a-geneve/welcome.asp>
- Geneva Welcome Centre - Centre d'Accueil de la Genève Internationale CAGI  
<http://www.cagi.ch/en/home.php>
- Association des frontaliers  
<http://www.frontalier.org/>

