

# Conditions of Employment — at PSI

# Welcome to PSI! An overview of the employment conditions at PSI, from working hours to health protection and salary.

## Salary and allowances

### Salary

An annual salary is defined, which is paid in 13 installments. If the employee joins or leaves the company during the course of the calendar year, the 13<sup>th</sup> salary is paid pro rata (usually in November).

Some positions are remunerated in a lump sum, these are paid in 12 monthly salaries, which already includes the 13<sup>th</sup> salary.

### Family allowances

Children up to the age of 16 (in education up to the age of 25) are entitled to an annual family allowance:

CHF 4628.40	1 <sup>st</sup> child
CHF 2944.20	additional child, up to the age of 16
CHF 3336.-	Each additional child, from the age of 16 and in education

If the degree of employment is below 50%, the allowance is determined in accordance with the Swiss Family Allowance Act (FAA) "Schweizerisches Familienzulagegesetz" (FamZG).

## Salary deductions

### OASI/DI/EO

(Old-Age and Survivors' Insurance "Alters- und Hinterlassenenversicherung" (AHV), Disability Insurance "Invalidenversicherung" (IV), fund for loss of earnings "Erwerbsersatzordnung" (EO)) 5,3% of gross salary

### UI (Unemployment Insurance)

"Arbeitslosenversicherung" (ALV)  
1,1% of annual gross salary up to CHF 148 200.-

### Non-occupational accident insurance

"Nichtberufsunfallversicherung" (NBU)  
0,433% of annual gross salary up to CHF 148 200.-

### Daily allowance insurance

"Krankentaggeldversicherung" (KTG)  
0,35% of annual gross salary up to CHF 250 000.-

### Swiss Federal Pension Fund PUBLICA

"Pensionskasse" (PK)  
According to the conditions of Publica. The PUBLICA pension scheme may ask for a medical examination and where necessary may insert an exclusion clause for the supplementary parts of the insurance covering death and invalidity.

### (Withholding) tax

"(Quellen)Steuer"  
According to the regulations of the canton of residence.

## Insurance cover

### Accident insurance

"Unfallversicherung"  
As required by law, all employees are insured against occupational accidents and illnesses. This coverage also extends to non-occupational accidents for employees working at least 8 hours per week.

### Collective UVG supplementary insurance

"Kollektive UVG-Zusatzversicherung"  
A supplementary accident insurance exists in addition to the compulsory accident insurance.

### Daily allowance insurance

"Krankentaggeldversicherung"

During your employment at PSI you are insured for loss of salary caused by illness.

### Health insurance fund

"Krankenkasse"

The insurance of medical expenses in the event of illness is the responsibility of the employee. We refer to the HIA (Health Insurance Act)

"Krankenversicherungsgesetz" (KVG) which applies to all persons (including foreign nationals) residing in Switzerland.

### Continuation of salary

The continuation of payment of the net salary for employees unable to work due



to accidents or illness is a maximum of 730 days, or until the contract expires. In addition to this a comprehensive case management will be offered in collaboration with our insurance providers.

#### Maternity leave

Employees on maternity leave are entitled to 4 months of leave paid at full salary.

#### Paternity leave

Paternity leave also for registered partnerships and adoption. The leave amounts to 20 days at full salary.

## Working hours

Based on a 5-day working week, a full-time employee is expected to work for 41.5 hours per week (includes compensation time between Christmas and the New Year). A lunch break must last for a minimum of 45 minutes.

#### Home office

Working from home is possible up to a maximum of 40% depending on the workload and function.

## Vacation

6 weeks up to the age of 20

5 weeks after the age of 20

6 weeks after the age of 50

## Loyalty bonus

#### 10<sup>th</sup> and 15<sup>th</sup> year of service

11 vacation days or half a month's salary

#### 20<sup>th</sup> and 25<sup>th</sup> year of service

22 vacation days or full monthly salary

## Trial period

3 months, extendable to 6 months for scientific staff with special functions.

## Period of notice

#### During the trial period

- Within the first 2 months 7 days
- From the 3<sup>rd</sup> month 1 month to the end of the following month

#### After the trial period and during an unlimited contract

- Within the 1<sup>st</sup> year of service 1 month to the end of the following month
- From the 2<sup>nd</sup> year of service 3 months to the end of a month

Fixed-term employment can only be terminated by mutual agreement after the probationary period.

## Mobility offers

- Parking spaces are available for CHF 50.- per month, or a mobility bonus of CHF 300.- per year in the form of Reka Rail Checks if you do not use your car
- Free Half-Fare Public Transport Pass "Halbtax" (min. 50% degree of employment and duration of employment of more than 6 months)
- 10% discount on the GA travelcard for business use

## Fringe benefits

- Personnel Restaurant, the 'OASE'
- Extensive internal and external education opportunities
- Nanolino day nursery; Sports club; Employee association

## Health and safety

We consider the health and safety of our employees to be of the utmost importance. Please direct any questions regarding this topic to your line manager.



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