

Rules and Regulations Governing Service Allowances at EPFL

LEX 4.1.5

1st January 2015, status as at 15th March 2021

The Direction of the Ecole polytechnique fédérale de Lausanne,

based on Art. 2, para. 2 and Art. 19, para. 2 of the [Ordonnance du CEPF sur le corps professoral des EPF](#), (Ordinance on ETH faculty),

based on Art. 3, para. 1, and Art. 29 of the [Ordonnance sur le personnel du domaine des EPF](#) (OPers-EPF), (Ordinance on ETH staff),

hereby adopts the following:

Article 1 Authority to grant service allowances

¹ Service allowances for faculty members are granted by the President in coordination with the Faculty Affairs Department.

² Service allowances for any other category of staff are granted by the President, the Vice Presidents or School Deans and College Directors as appropriate and in coordination with the respective HR managers.

Article 2 Conditions

¹ In accordance with Art. 19, para. 2 of the *Ordonnance du CEPF sur le corps professoral*, allowances are granted to faculty members performing additional duties. These include in particular the management of teaching and research units, the management of major projects and chairmanship of major committees.

² In accordance with Art. 29 of the *Ordonnance sur le personnel du domaine des EPF*, an allowance may be granted:

- a. to employees expected to perform particularly exacting duties temporarily without justifying a permanent reclassification to a higher level (para. 1)
- b. to employees performing duties as an additional member of the EPFL Direction (para. 3).

³ The following positions are entitled to an allowance in all cases:

1. Vice President
2. Associate Vice President for Academic Affairs
3. School Dean
4. College Director
5. Section Director
6. Vice Dean
7. Member of the School/College Direction.

⁴ The position and/or additional duties are set out in terms of reference, as complemented by additional clauses and objectives if necessary.

⁵ The indemnity policy¹ to these Rules and Regulations - "EPFL Allowance Policy" - sets out the amounts and method of payment, as well as other functions and special allowances.

¹ Confidential document available from the Human Resources department.

Article 3 Allowance amounts

¹ The maximum allowance amount for faculty members is governed by Art. 19, para. 2 of the *Ordonnance sur le corps professoral*, and the respective amounts tacitly renewed each year are set out in the indemnity policy.

² The allowance amounts for staff members are governed by Art. 29, para. 2 of *OPers-EPF*. The respective amounts are set out in the Internal Control System (ICS) biannual control report.

³ Cumulative allowances are prohibited and the applicable amount is that for the position carrying the highest allowance.

⁴ The annual and monthly amounts are subject to social security and pension fund contributions.

⁵ Allowance amounts are subject neither to cost of living, nor to salary increases.

⁶ The amounts required to cover allowances for positions related to functions within a School/College (School Dean, College Director, Section Director, Member of the School Direction) are an integral part of the relevant School's/College's basic budget.

⁷ The amounts required to cover allowances for positions related to EPFL-wide functions are drawn from central budgets.

Article 4 Quota of beneficiaries

A maximum number of entitled functions is set for the following structure:
by School/College Direction: maximum up to the number of Section Directors and Institute Directors.

Article 5 Notification to the EPFL Direction and to beneficiaries

The EPFL Direction is notified of allowances granted and the beneficiaries receive a decision notifying the grounds, the start and end of the allowance, its amount and method of payment (monthly or annual) and the fund debited, with copy to the administrative services concerned.

Article 6 Allowance withdrawal and review

An allowance may be fully or partly withdrawn or reviewed should the terms for allocation no longer apply in whole or in part, or should the expected services not be satisfactorily performed.

Article 7 External allowances

The recipients of allowances for the performance of duties outside the EPFL shall inform the Human Resources department accordingly. The EPFL Direction reserves the right, based on the amounts allocated and type of activity, to assign all or part of these to the beneficiary or to a unit and/or a fund of the central services.

Article 8 Biannual control

As part of the Internal Control System (ICS), biannual controls are performed by the Director of Legal Affairs, Faculty Affairs (APR) and the Head of the Human Resources department based on the indemnity policy and on the ICS biannual control report (allowances paid).

Article 9 Entry into force

These Rules and Regulations entered into force on 1st January 2015 and were revised on 15th March 2021 (version 1.2).

On behalf of the EPFL Direction:

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