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Preamble

This document defines the human resource management powers of HR managers (RRH), School Deans and finance officers of the Schools and Vice Presidencies respectively, the Vice Presidents, and the President for Central Services at EPFL.

HR managers are responsible for compliance with and application of the general framework provided by the personnel rules and regulations of EPFL, the ETH Board and the Confederation. Particular note should be taken of the key importance of the [Loi sur le personnel de la Confédération \(LPers\)](#), the [Ordonnance sur le personnel du domaine des EPF \(OPers-EPF\)](#) and the [Principes directeurs en matière de personnel](#), the [Ordonnance sur le Corps professoral des EPF](#), the [Directive on Terms of Employment of EPFL Assistants](#) and the [Directive on Terms of Employment of EPFL Scientific Staff](#)

Human Resources is organized as a matrix so that it can provide a client-oriented response within the Schools and Vice Presidencies. Each HR manager is therefore assigned to a particular School/Vice Presidency and works closely with its Dean/Vice President.

Since most Human Resource processes have a direct influence on the salary budget, the predictive management of the salary budget of the Schools, Vice Presidencies or Presidency can only be reliable if there is a maximum amount of information exchange between the President/Vice President/Dean and the HR manager and the finance officer of the School or Vice Presidency (RFF).

If there is a disagreement between the President, Vice President or Dean and the RRH, then Human Resources Management will work closely with EPFL's Direction to find a compromise, in order to ensure enforcement of a consistent and legally compliant Human Resources policy.

The following persons will stand in for others in the event of absence:

Replacements at Direction level are provided for by the *Règlement interne d'organisation de la Direction de l'EPFL*, namely:

- President: Vice President for Academic Affairs (and vice versa)
- Vice President for Innovation: Vice President for Responsible Transformation (and vice versa)
- Vice President for Operations: Vice President for Finances (and vice versa)

The following replacements also apply:

- Dean: Rules and Regulations Concerning the Organisation of EPFL Schools
- Director of Human Resources Department (DRH): Deputy HR Director (DARH)
- RRH, in order of priority: another RRH, GRH if appropriate, DARH, DRH
- Senior HR legal counsel (legal counsel): Another legal counsel or director of legal affairs (DAJ)
- HR generalist (GRH): HR manager (RRH)

1. Decision-Making Powers Regarding Staff

1.1 Rules and Regulations Applicable to Schools and Vice Presidencies (VP)

Type of Action or Decision	Drafting	Recommendation ¹	Decision	Signature
Determination and attribution of functional grade (FG):				
Assistant tenure track professor (PATT); Associate professor; or full professor	Academic Evaluation Committee	Dean to VPA to Direction; Direction	ETH Board	ETH Board
Vice President or non-academic vice President (FG 14)	DRH	Other VPs, DRH	President	President and ETH Board
FG 13 (Non-academic)	Vice President (VP)	DRH	Direction	Vice President
Adjunct professor	Academic Evaluation Committee	Dean to VPA to Direction	ETH Board	Direction
MER	Academic Evaluation Committee	Dean to VPA to Direction	VPA	Direction
FG 10 to 12	Line manager	Dean or VP + RRH	Dean or VP + RRH	RRH
FG 1 to 9	Line manager	RRH	Line manager + RRH	RRH
Creation of post (fixed-term or permanent)	Professor ² or head of unit	RRH/GRH ³	Dean or VP	RRH or GRH ³
Transition from fixed-term to permanent	Professor or head of unit	RRH	Dean or VP	RRH
Hiring and salaries (permanent contracts), incl. modifications:				
FG 10 to 12	Dean or VP	RRH	Dean or VP + RRH	RRH
FG 1 to 9	Professor or head of unit	RRH/GRH ³	Professor or head of unit + RRH	RRH or GRH ³
Hiring/prolongation/contract renewal (fixed-term contract):				
FG 10 and above	School or VP	RRH	Dean or VP + RRH	RRH
FG 1 to 9	Professor or head of unit	RRH/GRH ³	RRH or GRH	RRH or GRH ³
Change of profile requirement, functional grade (promotion):				
FG 10 to 12	Dean or VP	RRH	Dean or VP + RRH	RRH
FG 1 to 9	Professor or head of unit	RRH/GRH ³	Professor or head of unit + RRH	RRH or GRH ³
Bonuses and rewards	Professor or head of unit	RRH	Dean or VP + RRH	Dean or VP + RRH
Change of financing (transfer and control of third-party funds)	Professor or head of unit	RFF/Research Office	Professor or head of unit	Manager of fund debited

¹ Recommendations are requested by the person drafting the official document, who passes them on to the competent person(s) to make the decision. Recommendations are not binding for the latter.

² Apart from exceptions (research associate, head of unit).

³ RRH for CDI and GRH for CDD.

Type of Action or Decision	Drafting	Recommendation	Decision	Signature
Change in employment level	Professor or head of unit	RRH/GRH, ⁴ RFF/Research Office	Professor or head of unit	RRH or GRH ⁴
Paid leave, educational leave ⁵	Professor or head of unit	RRH	Dean or VP + RRH	RRH
Unpaid leave	Professor or head of unit	RRH/GRH ⁴	Professor or head of unit + RRH	RRH or GRH ⁴
Warning or other managerial measure	Line manager	RRH/legal counsels	Line manager + RRH	Line manager + RRH
Resignation	Employee	RRH/GRH ⁴ + professor or head of unit	Not applicable	RRH or GRH ⁴
Dismissal/departure agreement (incl. suspension of employment relationship)	Professor or line manager	RRH/legal counsels	Dean or VP + RRH	Dean or VP + RRH

1.1.1. Special Rules and Regulations Applicable to Professors, Faculty Affairs (APR) Powers

Type of Action or Decision	Drafting	Recommendation	Decision	Signature
Recruitment ⁶	School	School Committee, Dean	EPFL Committee, VPA or President	ETH Board
Renewal	School	Dean	Dean	ETH Board
Promotion ⁶	School	School Committee, Dean (according to LEX 4.2.1 and LEX 4.2.2)	EPFL Committee, VPA or President	ETH Board
Sabbatical leave	Professor	Dean + head of section	VPA	VPA (vice President for Academic Affairs)
Resignation	Professor	Dean	VPA + President	ETH Board

1.2 Lawsuits Involving Employees

Please refer to [LEX 1.13.1](#) *Règlement de compétences en matière de procédures devant les instances administratives, civiles et pénales*

⁴ RRH for CDI and GRH for CDD.

⁵ Directive on Terms of Employment of EPFL Scientific Staff, Art. 7.

⁶ Recruitment and promotion follow this process: School's Academic Committee → ad hoc committee: evaluation and comments to Dean → Dean approves → proposal to VPA → President (+ to the Direction for full professors): proposal to ETH Board → ETH Board: decision.

2. Financial Resources Managed by Human Resources and Their Structure

2.1 Structure of the Funds

VPs/ Schools	Designation	Funds	Use
VPO	Salaries (centrally funded)	3029.012	Staff occupying centrally funded posts
VPO	Rewards – admin.	3029.013 ⁷	Bonuses and rewards for exceptional performance
VPO	Auxiliary salaries	3029.010 ⁷	Replacement during maternity leave, prolonged absence and one-off support (MATMAL)
VPO	Non-centrally funded salaries	30290.11 ⁷	Apprentices' salaries
VPO	Social security costs (centrally funded)	0058-98	Employer's total social security contribution
VPO	CFF Travelcards	0058-2 ⁷	Payment of CFF GA Travelcards and Half-Fare Travelcards
VPO	Professor pension fund buyback	0058-5 ⁷	EPFL contribution to pension fund buybacks of professors from abroad
VPO	Publica admin costs	0058-7 ⁷	Publica admin cost payments
VPO	Mobility associated campuses	0058-9 ⁷	Transport costs according to agreement with EPFL employees transferred to associated campuses
	Other irregular employees	6029.018	Interns before, during and after their studies, Master's internship, etc.
VPA	Lecturers	6029.009	
	AE/AC	6029.011	Student assistants/construction assistants/temporary assistants
VPA	PI/HA	6029.016	Visiting professors/academic guests
Schools	SNSF doctoral student salary supplements	6029.040	Multi-center budgetary funds

2.2 Budgetary Allocation Authority

Budgetary Resources	Responsibility	Structure/Authorized Person
Salaries	Preparation of budget	The President decides the total budgets of the Schools and VPs. The specific budgetary allocation (incl. salaries) is decided within each School/VP, then entered in SAP by the VPF.
	Allocation of total budgets to Schools/Central Services	President
	Distribution within School/Central Services	Dean/vice President, RRH and RFF
	Budgetary control of salary budget, predictive management	Dean/vice President, RRH and RFF
Bonuses	Determination of budget	President, based on proposal from VPO + DRH
	Allocation to Schools/Central Services	President, based on proposal from VPO + DRH
	Distribution within School/Central Services	Dean/vice President + RRH + RFF
	Decision based on proposal	Dean/vice President + RRH
Auxiliary salaries	Determination of budget	VPO + DRH

Note:

The above rules and regulations also apply to staff attached to the Presidency, with “President” being replaced by “Vice President”.

For the VPO, the Vice President and the DRH must ensure that the four-eyes principle is followed.

⁷ Centralized funds at HR for the benefit of all of EPFL.

3. Internal Control Systems ICS

3.1 ICS – Management Controls

Type of Control	Supervision	Control	Signature
Budgetary control of salary budget	DRH 1	Head of Payroll and Social Insurance 2	1 = DRH 2 = Head of Payroll and Social Insurance
Financial control of third-party funding	DRH 1	RRH and RFF 2	1 = DRH 2 = RFF

4. Final Provision

4.1 Entry into Force

This Directive, which entered into force on 1 October 2003, was amended on 15 March 2021 and 15 March 2022 (version 2.0)

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