

Directive concerning the Staff Commission of the Ecole polytechnique fédérale de Lausanne

LEX 1.1.16

15 November 2025

*The Direction of the Ecole polytechnique fédérale de Lausanne,
based on*

Art. 32 of the ETH Act;

Art. 33 para. 4 of the FPA;

Art. 13 of the OPers-EPF;

hereby decrees:

Section I General provisions

Article 1 Purpose

The aim of this Directive is to extend participation rights within EPFL by creating a Staff Commission (hereinafter “StaCo”) representative of all professional bodies. This Commission represents the common interests of all employees working on EPFL campuses.

Article 2 Subject

¹ This Directive governs the constitution, functioning and powers of the EPFL StaCo.

² The Chairperson of the StaCo shall ensure that this Directive is applied and complied with.

Section II Tasks, positioning and competences

Article 3 Tasks of the Staff Commission

¹ The StaCo decides independently on all matters relating to working conditions that concern EPFL staff.

² The StaCo represents the collective interests of the staff of the various professional bodies on all campuses, of the Schools/Colleges, of the Vice Presidents and of the Presidency in a balanced manner.

³ The StaCo may be invited in an advisory capacity to other EPFL discussion forums concerning working conditions.

Article 4 Positioning within EPFL

¹ The StaCo is organisationally integrated into the EPFL Assembly. The Chairperson of the StaCo participates in Assembly meetings in an advisory capacity.

² It may request that the Assembly petition the Direction to have consultation procedures initiated.

³ As an internal body, the StaCo does not have legal personality.

Article 5 Competences of the Staff Commission

¹ The StaCo is a preferred internal partner of the Vice Presidency for Human Development (hereinafter “VPH”) for all collective matters concerning working conditions at EPFL.

² The StaCo transmits the concerns of EPFL staff regarding working conditions to the VPH.

³ The StaCo acts in an advisory capacity on working conditions within EPFL.

⁴ Before consulting the EPFL Assembly or amending policies on working conditions at EPFL, the VPH shall seek the opinion of this internal body.

⁵ The StaCo shall be consulted and may make proposals, in particular with regard to:

- a. policies on working conditions at EPFL
- b. equal opportunities
- c. cost-saving measures with an impact on staff
- d. restructuring processes and unit closures
- e. health and safety in the workplace
- f. health and prevention
- g. training and development programmes
- h. occupational pension plans and social security
- i. promotion and measures related to the results of employee satisfaction surveys.

⁶ The members of the StaCo are elected by simple majority of the members present, whereby a quorum of 2/3 of the elected members must be present.

Section III Constitution, composition and election

Article 6 Establishment of the Staff Commission

¹ The StaCo represents the interests of the three professional bodies (the teaching staff, the scientific staff and the administrative and technical staff) in a balanced manner. The professions included in each body comply with Art. 17 (1) of the Ordonnance du Conseil des EPF sur les écoles polytechniques fédérales de Zurich et de Lausanne (RS 414.110.37).

² The StaCo consists of six elected members (two members per professional body) it shall also have a secretary's office.

³ The elected members of the StaCo elect their President and Vice President by simple majority. Each of the above officers must belong to a different professional body.

Article 7 Members of the Staff Commission

¹ Members must be devoted to the staff's collective interests and demonstrate a commitment to the community.

² Any person who has an employment contract with EPFL or the ETH Board with a minimum employment rate of 40% and who has already worked in that capacity for at least one year may be elected as a member of the StaCo.

³ The members of the StaCo shall be elected for a renewable term of two years.

⁴ Membership ceases when the employment relationship with EPFL or the ETH Board ends.

⁵ To ensure the independence of the StaCo, no one may be a member of both the StaCo and the EPFL Assembly.

⁶ Members of the Direction of the Vice Presidency for Human Development (VPH), as well as persons in a staff management role within the VPH People Experience domain, are not eligible to join the StaCo.

Article 8 Secretariat and office / Support from EPFL

EPFL supports the StaCo in carrying out its activities by providing it with the necessary premises and material resources. This also includes administrative support.

Article 9 Method of election

- ¹ Elections are organised and supervised by the EPFL Assembly.
- ² The lists of electors updated three months before the election act as a reference and are provided by the VPH.
- ³ Elections are held every two years, with voting at the end of June and mandates beginning on 1 September.
- ⁴ The Assembly shall ensure that each election is properly announced.
- ⁵ Following the call for candidates, a minimum period of ten days is given in which to submit applications.
- ⁶ Candidates must be announced ten days before the election.

Article 10 Conduct of elections and replacement

- ¹ All members of a professional body shall constitute that body's electorate and shall elect its representatives.
- ² The candidates with the largest number of votes shall be elected.
- ³ Candidates shall be elected tacitly if the number of candidates is fewer than or equal to two per professional body.
- ⁴ If one single candidate is tacitly elected by his or her professional body, the StaCo secretary's office shall contact the internal associations of the respective body or the whole body if no internal association exists to designate another member of the same body.
- ⁵ If a member resigns, he or she shall be replaced by the next person on the list of candidates from his or her professional body. If there are no other candidates, the StaCo secretary's office shall contact the internal associations of the respective body or the whole body if there is no internal association to designate the replacement.
- ⁶ The Assembly shall ensure that information is disseminated concerning the entire election process. It shall publish the following in particular for each election:
 - a. the regulatory basis governing the election;
 - b. the timetable for the election;
 - c. at the end of the call for candidates, the list of candidates received and accepted;
 - d. at the end of the election process, the names of those elected.

Article 11 Meetings of the Staff Commission

- ¹ The members of the StaCo shall meet at least four times a year.
- ² They are invited by the VPH to annual meetings for the purpose of exchanging and sharing information.
- ³ The StaCo may be asked by the VPH to participate in certain projects related to working conditions.
- ⁴ The Chairperson-elect shall be invited to Assembly meetings on a standing basis.
- ⁵ Time spent on the activities of the StaCo by its members shall be counted as working time to the extent that their mandate requires it and their professional duties permit it.

Article 12 Duty of discretion and confidentiality

- ¹ The members of the StaCo shall exercise their duties with discretion and in a constructive spirit conducive to the defence of collective interests.

² They are obliged to maintain confidentiality with regard to all matters and information that come to their knowledge in the course of their duties.

³ They undertake to comply with these obligations by means of a separate signed declaration.

Section IV Entry into force

This Directive shall enter into force on 15 November 2025.

On behalf of the EPFL Direction:

President:

Anna Fontcuberta i Morral

Director of Legal Affairs:

Simon Brunschwig