

# Careers at ETH Zurich

- **Promotion policy up to 31 December 2005**
- **Salary system from 1 January 2006**

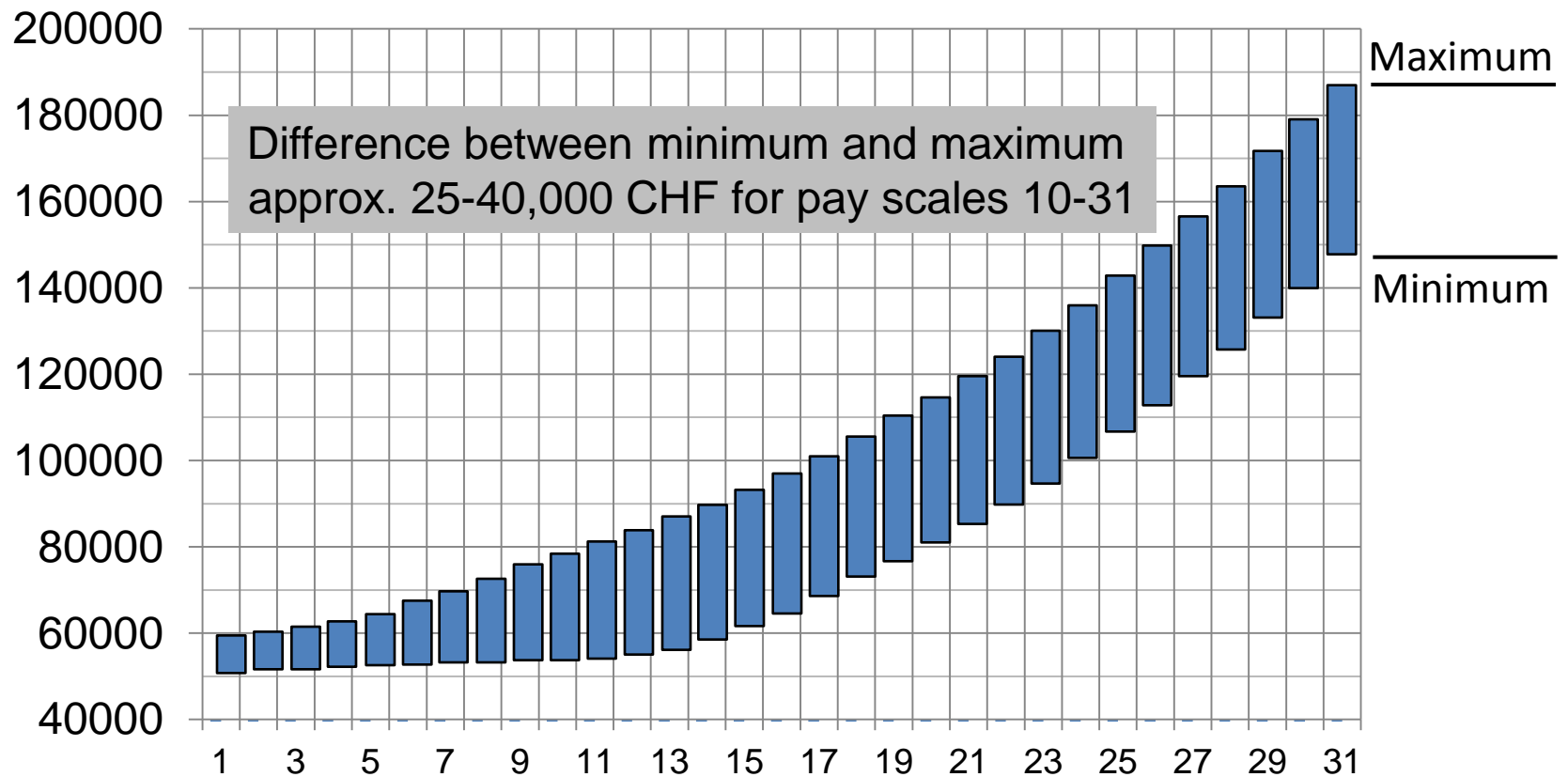


# Promotion policy up to 31.12.2005

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- Thirty-eight pay scales (PS)
  - difference between min./max. pay scale:  
approx. 25-40,000 CHF (PS 10-31)
- Regular pay rises on 1 January up to the maximum for the pay scale
- Promotions on 1.1/1.7 as part of career structure according to official classification
  - new job specification
  - performance assessment 'very good'
- Official job titles (e.g. "Adjunkt")

# Pay scales 1-31



# Promotion policy up to 31.12.2005

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- About 400 promotions per year
- ‘Automatic promotion mechanism’ up to the end of a person’s career
- In 2005, about 65% of employees
  - at the end of their careers and
  - were at the top of their pay scale and
  - for years had only received a rise in accordance with inflation,
  - were informed of their new salary in their payslip in Januar
  - had no official performance review.

# Salary system from 1 January 2006

- Fifteen functional grades (FG)
  - difference between min./max. functional grade:  
approx. 30-100,000 CHF (FG 1-13)
- Functional job descriptions (catalogue)
- Official performance review
  - overall assessment, objectives, personal development
- Change of functional level
  - review of new function (job description)
- Career path for scientific staff
- Functional descriptions (e.g. Senior Scientist)

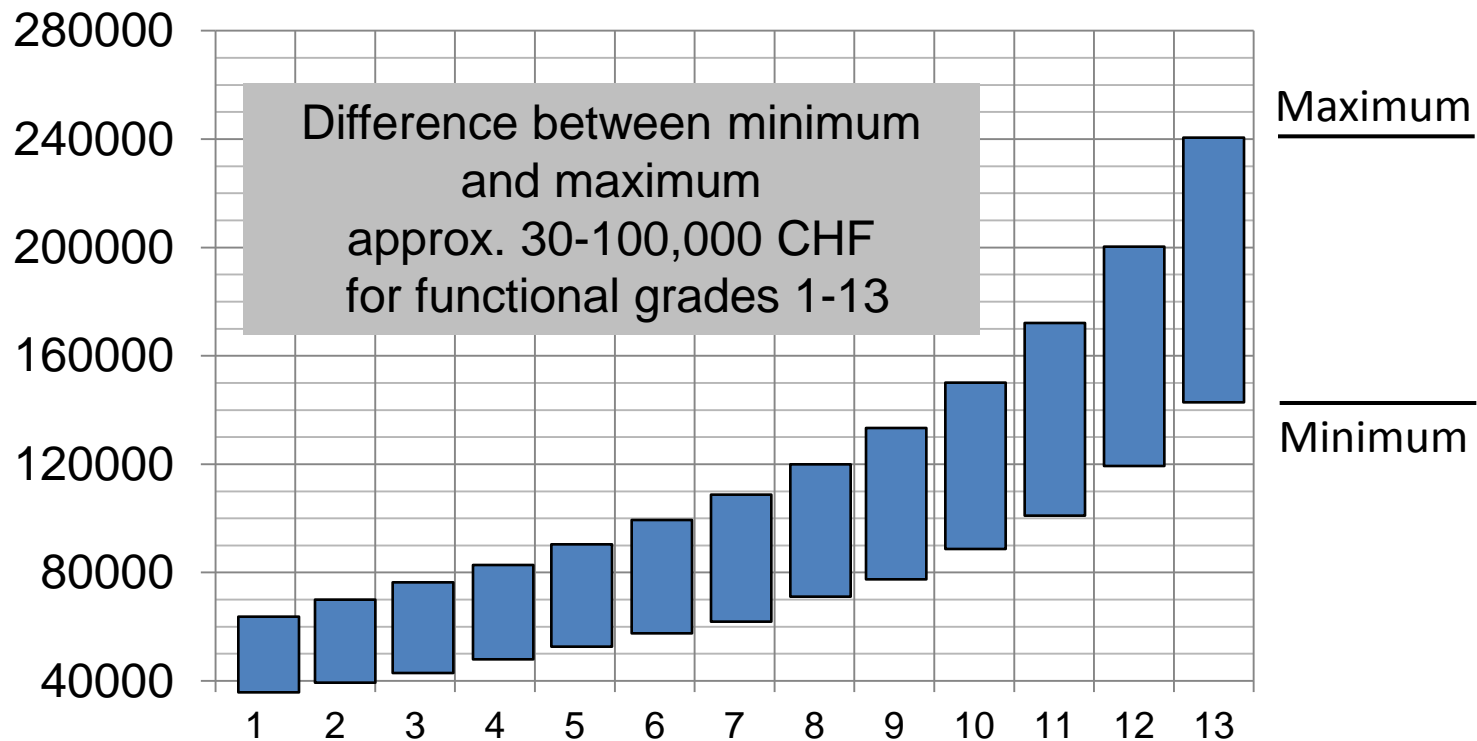
# Salary system from 1 January 2006

- Employees are informed of their new salary from 1 January in a personal letter sent at the end of December

## *Special regulations*

- Assistants/doctoral students
  - fixed rates for the 1st/2nd/3rd year (based on the National Fund, NF)
- Post-doctoral students
  - fixed rates for the 1st/2nd/3rd year
- Professors are subject to the ETH professors' ordinance

# Functional grades 1-13



# Careers

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## Staff for infrastructure tasks

- Business functions
  - flat hierarchies  
(president, professorship, administrative assistance)
- Technical and IT functions
  - some opportunities in technical areas and IT support groups (ISG)



# Careers

Example: Administrative Assistant

Functional grade



Administrative Officer after training 3

Administrative Officer 4

(additional expertise/practical experience in a specialist area)

Administrative Specialist 5

(e.g. in a professorship office)

Administrative Specialist 6

(e.g. in an institute office)

Administrative Specialist 7

(e.g. in a departmental office)

# Careers

## Scientific staff

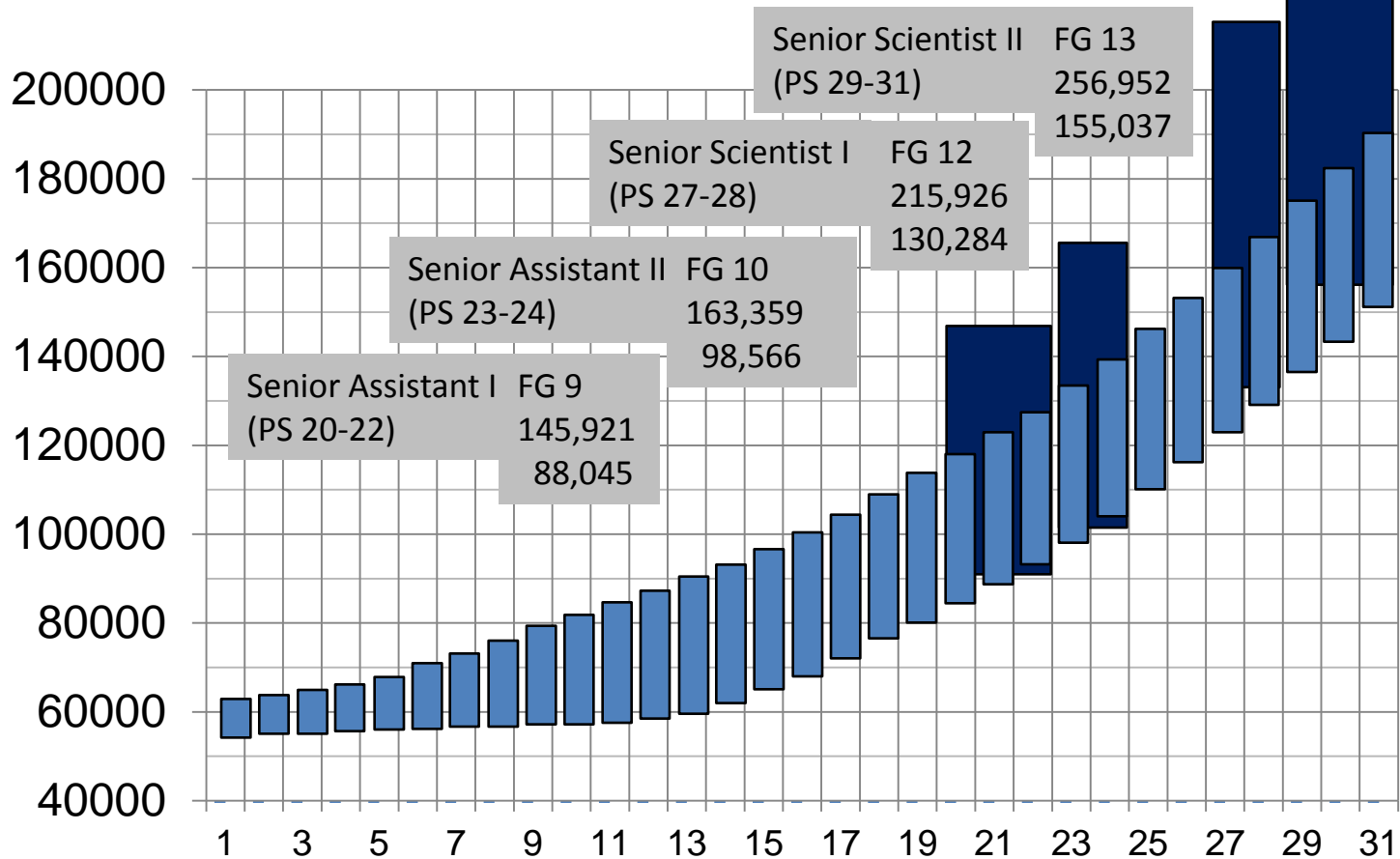
## Functional grade

(extract from the Ordinance for Scientific Staff at ETH Zurich)



Doctoral student	6	(fixed rates)
Post-doctoral student	8	(fixed rates)
Senior Assistant I	9	
Senior Assistant II	10	
Senior Scientist I	12	
Senior Scientist II	13	

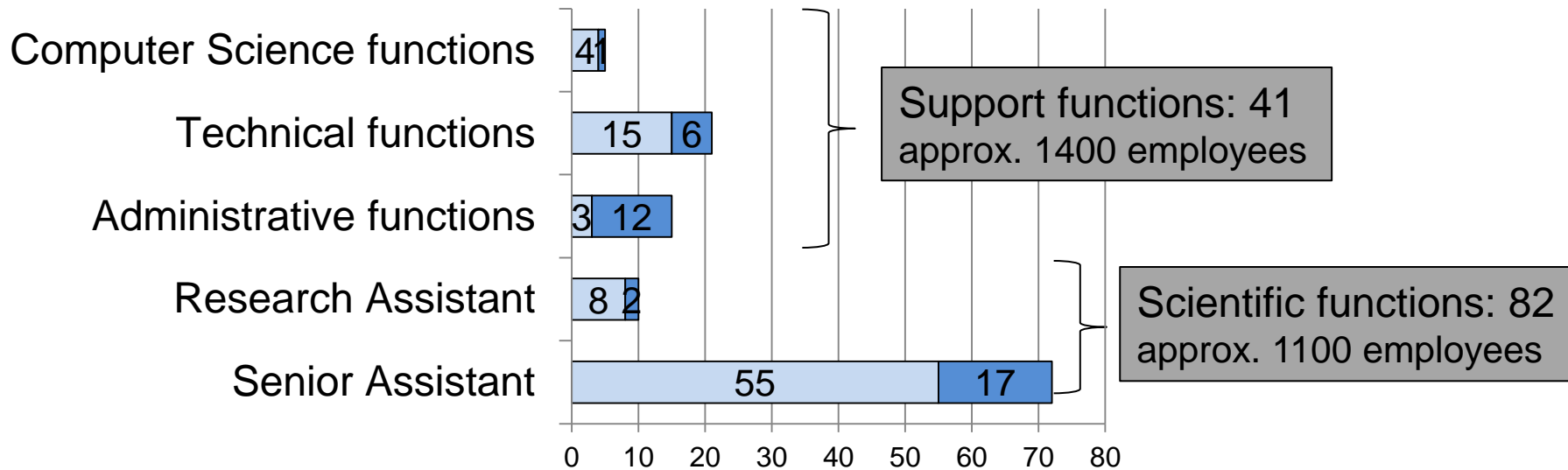
# Career path in the salary system



# Changes of function in 2010 (departments)

excl. PhD ⇨ post-doc **123**

Men Women



Permanent appointments: 9  
approx. 680 employees

8	1
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# Performance review

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Extract from 'Principles of Personnel Management at ETH Zurich'

## **Actively supporting personal development**

I recognise the potential of my staff, work with them to identify possible opportunities for professional and personal development, and give them appropriate tasks and training to stimulate them.

# Further training

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Personal benefits of further training?

## **Art. 5 para. 2 PVO (Personnel Ordinance)**

Employees are expected to undertake further training in accordance with their skills and the requirements of the labour market, and to adjust to any changes.

# Further training

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Objectives of personal further training:

- **to maintain skills to suit the labour market**
- **to be prepared for changes in the workplace**
- **to maintain performance levels**

# Job market

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- Vacant jobs are advertised on the Internet at [www.pa.ethz.ch](http://www.pa.ethz.ch)

## ETH employees

- can apply for these posts
- will be given priority in being invited for an interview
- will have to compete with other candidates