

EPFL



Welcome aboard!

Guide
for new staff
members



Dear colleagues,

I'm very proud to welcome you to EPFL – an extraordinary place where knowledge is cultivated. A university is a unique place to work. We build pillars of knowledge: the knowledge we pass along to our students, the knowledge we create in our labs, and the knowledge that we turn into innovations. This knowledge is also tied to our responsibility towards society, which – thanks to new technologies – is changing faster and in more ways than ever before. By fulfilling our missions, we play an active role in these (r)evolutions, ensuring they benefit everyone. Whatever your new position here, you are now part of this collective effort to make EPFL one of the best universities of science and technology in the world.



© François Wavre | lundi13

Through this shared commitment, our School will achieve its full potential and rise to the challenges of the 21st century, thereby helping to create a more sustainable world. You are now part of a campus community of over 17,000 people – the size of a small town. This guide will show you around your new workplace and give you an overview of the services available to employees. Before long, your colleagues in your lab or unit will be your main source of information, while our Human Resources team is always here to support you too. And very soon, you'll get to immerse yourself in everything that's going on around campus and the hundreds of events held each year, including the annual meeting with EPFL's upper management, the Balélec festival and the Vivapoly campus party. In the meantime, you can find out more about

our incredibly diverse professional ecosystem at www.epfl.ch. The site is available in French and English; EPFL may be home to more than 120 nationalities, but here in the canton of Vaud, the official language is French. Our Language Center offers excellent French classes if this is a concern for you.

Last but not least, my office is open to you several times a month. Please don't hesitate to set up an informal meeting (presidence@epfl.ch).

I'm very happy to have you among us.
Welcome on board!

Martin Vetterli
EPFL President

© Front cover
Jamani Caillet

© Back cover
Catherine
Leutenegger



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Human Resources/Staff
 Training Service
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Our missions: education , research and innovation

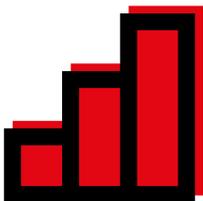
EPFL is one of Europe's most vibrant and cosmopolitan science and technology institutions. Our main campus is in Lausanne, on the shores of Lake Geneva, and we also have sites in Geneva, Neuchâtel, Fribourg and Sion.

Our core mission is **training**  the next generation of top-flight engineers, scientists and architects. We offer students and faculty an innovation-oriented environment equipped with state-of-the-art facilities. Because we believe in learning by doing, all our degree programs place a strong emphasis on lab sessions and hands-on workshops with direct research applications.

EPFL is one of the best **research**  universities in the world. It is home to over 350 laboratories and research groups, each working at the forefront of scientific, technological and social advancement in a broad range of fields, from climate change to digitization and personalized medicine.

The School may be only 50 years old, but it has been a key driver of **innovation**  in Switzerland for more than 20 years. We help to bridge the gap between industry and cutting-edge research in order to address the challenges of the 21st century. On average, two startups are created at EPFL each month, turning the technology created in our labs into real-world applications.

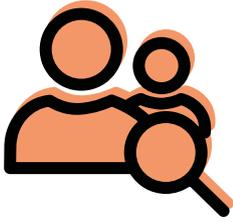
www.epfl.ch/about



Key figures (2019)

- 11,449** students (including **2,199** PhD students), representing over **120** nationalities
- 6,134** employees, including **344** professors and **3,653** scientific staff
- 1,033** Master's degrees and **424** PhDs awarded in 2019
- 371** laboratories
- 116** startups, **25** large companies, **8** SMEs and **17** service companies in EPFL Innovation Park
- 1 million** visitors to the Library
- 260,000** books, and campus-wide online access to **40** databases
- +22,000** scientific journals
- +110,000** ebooks
- 1 billion** close to 1 billion Swiss francs in our annual budget

go.epfl.ch/chiffres



Now it's our turn to welcome you to EPFL

We're very pleased to welcome you aboard and are here to ensure you get settled into this unique, diversified and stimulating work environment. It is our job to help you thrive throughout your career at EPFL and also to safeguard your well-being.

To achieve this, we have dedicated HR managers for each of EPFL's schools and for our central services. We also have other expert teams – such as the staff training service and the salary and pension unit – that are always on hand to help you. In addition, we make sure that HR policies and practices are coherent across the School, and we work to foster collaboration and dialogue among all EPFL entities.

We hope that you will find this guide useful and that it will help you to feel at home here at EPFL.

We wish you all the best in your new position. Please don't hesitate to get in touch if you have any questions or need some guidance.

Your Human Resources team

go.epfl.ch/human-resources



B1 building

© Alain Herzog



© Alain Herzog

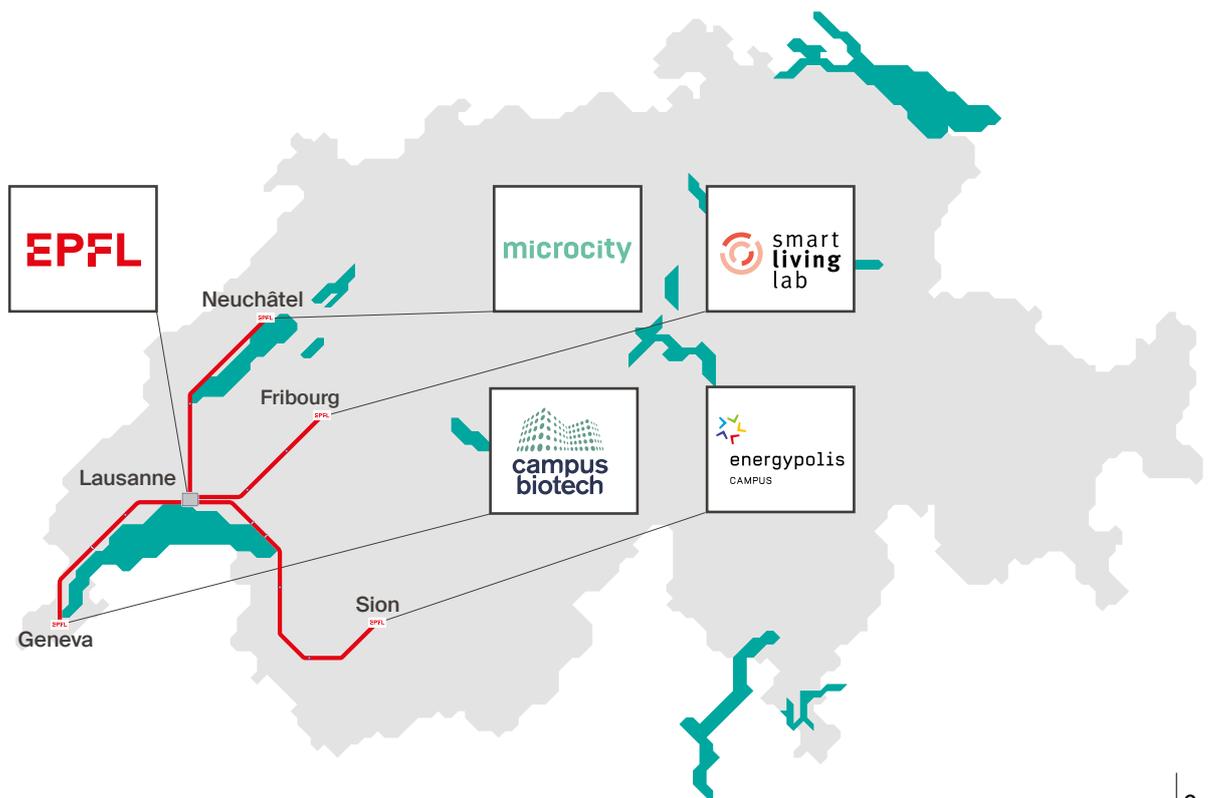
ArtLab
building



One School, numerous sites

EPFL has teaching, research and innovation centers in five Swiss cantons – Vaud, Geneva, Valais, Fribourg and Neuchâtel – and abroad.

www.epfl.ch/about/campus



Welcome aboard!

Energypolis,
Sion



© EPFL

Campus
Biotech,
Geneva



© EPFL

Microcity,
Neuchâtel



© Alain Herzog

Smart
Living Lab,
Fribourg



© Alain Herzog



Working at EPFL

A stimulating work environment

We offer a stimulating work and teaching environment in which you're sure to thrive both professionally and personally. EPFL is a multicultural university, and individual and collective contributions are recognized and encouraged.

We understand how important it is to strike the right work-life balance, and we take steps to safeguard our staff members' well-being. These include offering the possibility of working remotely and flexible work hours, and ensuring that all our colleagues are treated equally and with respect.

go.epfl.ch/employment-conditions



© Olivier Christinat

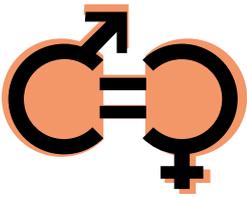


Working at EPFL

Respect

EPFL's strength is rooted in its extraordinary diversity. Our School thrives because we show consideration for one another and do not accept harassment or discrimination. We take all harassment allegations very seriously. All members of the EPFL community must respect the personal dignity and integrity of their colleagues and contribute, through their behavior, to creating a stimulating work atmosphere and a respectful team spirit.

go.epfl.ch/respect



Working at EPFL

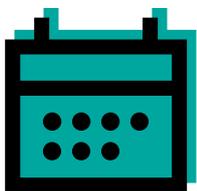
Equal opportunities

Promoting gender equality in research and among our administrative and technical staff is an integral part of our policy of excellence. This is one of the School's priorities and requires a collective effort from all of us. Contact our Equal Opportunities Office to find out what initiatives are in place to encourage diversity and inclusion at EPFL.

www.epfl.ch/about/equality



© Catherine Leutenegger



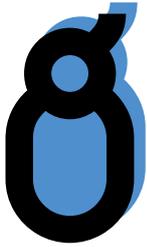
Working at EPFL

Work hours and remote working

The standard full-time workweek is 41 hours, and we provide five weeks of paid vacation (six weeks if you are under 20 or over 50).

We are a responsible employer offering attractive conditions, which is why we encourage remote working as part of our mobility policy for all staff members. Working from home can give you the flexibility you need to manage other aspects of your life. As a general rule, if you are a full-time employee, you can work from home one day per week.

go.epfl.ch/employment-conditions



Working at EPFL

Support for families with children

We know that juggling work and family life can be hard. That's why we provide daycare solutions and schools on campus, with priority given to children of EPFL staff members. We also organize activities for kids during the summer vacation.

As an EPFL employee, you will get an EPFL salary supplement on top of the standard family allowance.

go.epfl.ch/daycare

go.epfl.ch/holidayactivities



© Alain Herzog



Working at EPFL

Our pension fund

We offer a very attractive pension plan with Publica. We, the employer, pay 64% of contributions and you pay the remaining 36%.

www.publica.ch



Working at EPFL

Transport and mobility

EPFL is located at the center of the **Lausanne-Morges urban area** and can be easily accessed by public or sustainable transportation. More than 70% of staff members currently commute to campus using an eco-friendly means of transport. We offer EPFL employees a range of transport-related services.

go.epfl.ch/mymobility



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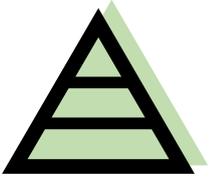
Working at EPFL

Our salary system

We apply the **ETH Domain salary system**, which takes into account your job profile, skills and years of experience. A salary grid with 15 grades covers scientific, support and management positions under open-ended contracts.

A lump-sum wage is used for our scientific staff.

go.epfl.ch/employment-conditions



Developing your skills

Training with us

We encourage all of our staff members to develop their personal and professional skills, and we offer a number of continuing education programs to help them do just that. Here's an overview of some of the in-house training services available to you.

go.epfl.ch/internal-trainings



Developing your skills

EPFL Extension School

The Extension School's courses and programs are taught exclusively online and focus on new technologies. They are available to EPFL staff members looking to develop or hone their skills in the use of digital technologies, data science, coding or IT security.

It is an innovative platform geared towards applied learning, giving you the chance to practice your skills and use what you learn in various hands-on projects.

www.extensionschool.ch



Developing your skills

Language Center

Our Language Center offers courses to help you strengthen your language skills so that you can communicate effectively in a multilingual, multicultural and international setting. We use innovative, learner-centered approaches to help ensure that you are at ease in various settings, whether your goal is to improve your speaking, comprehension, reading or writing skills.

Cultural aspects and independent learning are also key components of our teaching method.

go.epfl.ch/languages



Developing your skills

Continuing education

Our continuing education service offers post-academic training courses, including MBAs, MASs, DASs and CASs, as well as MOOCs.

go.epfl.ch/continuing-education



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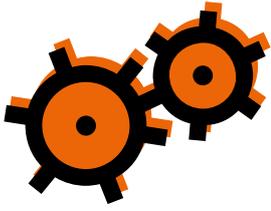


Developing your skills

Staff training

EPFL's Staff Training Service provides hundreds of in-person, online and tailor-made training courses each year in areas such as management, communications, personal efficiency, career management, IT and internal management systems. The cost of these training programs is fully covered by EPFL.

go.epfl.ch/sts



Life on campus

The EPFL campus app

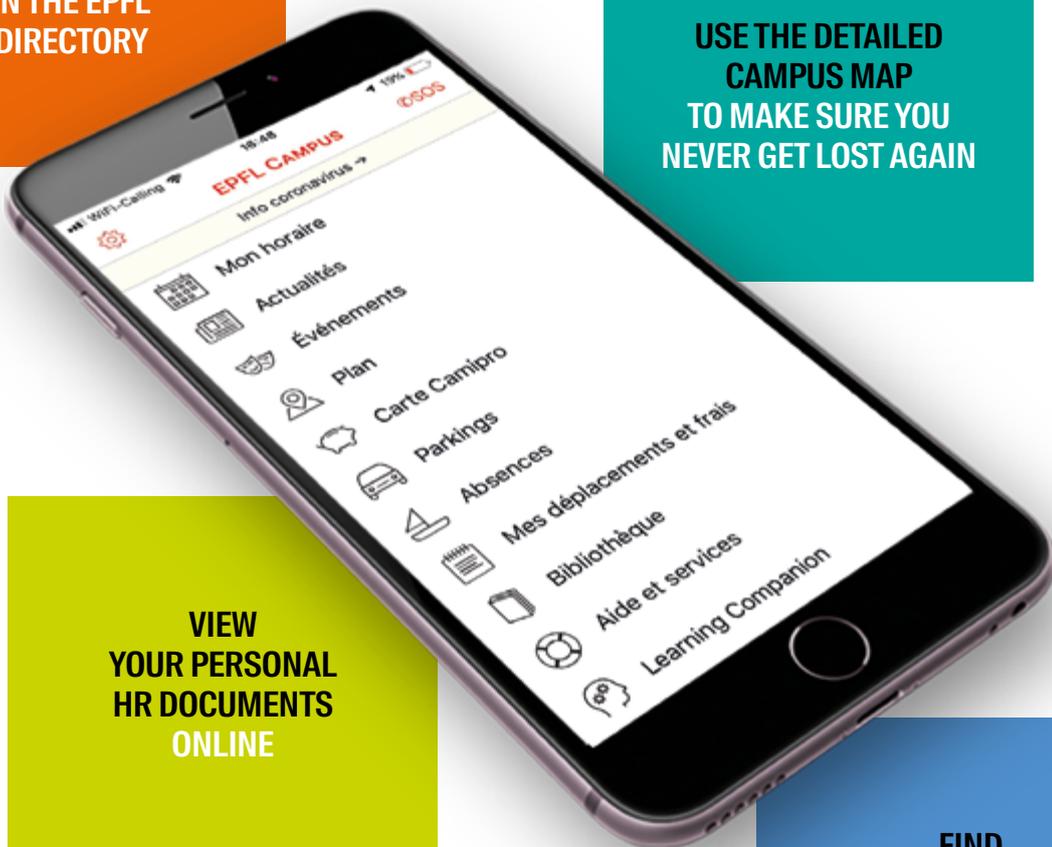
This app provides a wealth of useful information about life on campus, all in one place. You can use the app to find the day's menus, choose where to have lunch, check the balance on your Camipro card, navigate your way around campus, print your documents, browse the EPFL directory – and so much more.

The app is available for iOS and Android and for PCs.

go.epfl.ch/epflcampus-en

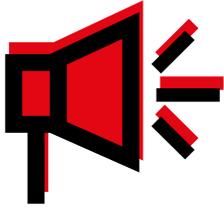
**LOOK UP
COLLEAGUES
IN THE EPFL
DIRECTORY**

**USE THE DETAILED
CAMPUS MAP
TO MAKE SURE YOU
NEVER GET LOST AGAIN**



**VIEW
YOUR PERSONAL
HR DOCUMENTS
ONLINE**

**FIND
THE BEST
LUNCH SPOTS
ON CAMPUS**



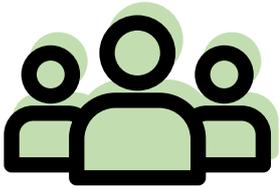
Life on campus

The School Assembly

The School Assembly is a key platform for dialogue within EPFL. It represents the entire EPFL community, which it invites to presentations in order to discuss issues that are under consultation within the School.

The Assembly also holds monthly meetings with the president, vice presidents, deans, other members of the upper management and, in some cases, unit heads. The Assembly is EPFL's forum, and a true reflection of Swiss-style democracy.

go.epfl.ch/epfl-assembly

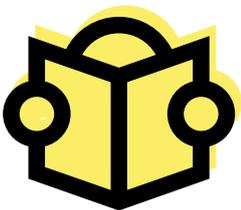


Life on campus

Associations

EPFL is a dynamic community with around 80 student associations and an array of cultural, athletic and social events held each week. The associations are involved in such things as integrating foreign students, developing contacts with companies and organizing volunteer work. They engage in activities as varied as theater improv, sustainable development, role playing, astronomy and climbing. There are also the occasional daytime and evening parties. Between six and eight new associations are created each year.

go.epfl.ch/epfl-associations

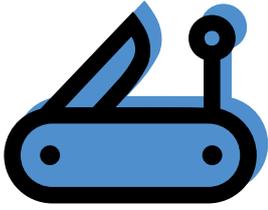


Life on campus

The Library

Located in the Rolex Learning Center, the EPFL Library offers state-of-the-art services to members of the EPFL community. These include help with open-access publication, training, and practical tools for managing research data. As a public library, the collections are available to anyone who is interested.

go.epfl.ch/library



Life on campus

Your Camipro card

Your multifunction Camipro card is your key to campus – it's sort of like your EPFL ID card. It's personalized and contains an electronic chip that gives you access to various functions, perks and services. Among other things, you can use it to open doors to restricted areas, pay for things on campus, borrow a bike and get discounts at shops outside EPFL.

go.epfl.ch/camiprocard

**USE
YOUR CARD
TO ACCESS
RESTRICTED AREAS**

**USE
YOUR CARD
TO MAKE
CASHLESS PAYMENTS
AT SHOPS ACROSS
CAMPUS**



**USE
YOUR CARD
TO ACCESS
EPFL'S 24/7
BIKE-SHARING
SERVICE**

**UPDATE
YOUR CARD
AT A CAMIPRO
BOOTH WHEN
IT EXPIRES OR YOUR
STATUS CHANGES**

**YOUR
SCIPER NUMBER
IS YOUR UNIQUE
EPFL ID
NUMBER**



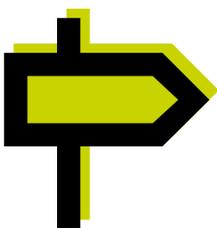
Life on campus Sustainability

EPFL is a leading university when it comes to sustainable development, and the campus itself has been turned into a giant sustainability lab. For example, heating and cooling systems use lake water; we're home to Switzerland's largest urban solar farm; 80% of commuting involves sustainable or shared transport; our recycling rate is 71%; 8,000 reusable plates are in circulation across campus; and we regularly run awarenessraising campaigns and other initiatives for staff members and students.

go.epfl.ch/sustainability



© Jamani Caillet



Life on campus Events

Numerous cultural and sports events take place on campus throughout the academic year. Conferences, scientific events, exhibitions, parties, films – there's no shortage of opportunities to pique your curiosity. Every year, 3,500 tickets for plays, operas, concerts, exhibitions, festivals, and dance and music performances, both on and off campus, are also handed out.

go.epfl.ch/events



Life on campus

Catering and shops

Between our restaurants, cafeterias and food trucks, there's something for all tastes on campus. We are working to reduce our carbon footprint and are involved in two initiatives (Le Castor Freegan and Too Good To Go) to ensure unsold fruit and vegetables do not go to waste. EPFL was also the first Swiss university to introduce reusable cutlery. On campus, you'll find grocery stores, a medical clinic, a pharmacy, a dental office, a hair salon, a post office and two hotels.

go.epfl.ch/cateringshops



© Alain Herzog



Life on campus

Health and safety

Nurses and occupational health specialists are available on site. You can set up a private appointment, get a cardiovascular check-up or a vaccine, and give blood.

go.epfl.ch/health-and-safety



Life on campus Security

We have first responders on site to look after the campus community. The emergency team is available 24/7.

go.epfl.ch/security



© Alain Herzog



Life on campus Sports and wellness

Whether you're an amateur sports enthusiast or a high-level athlete, we have a range of sports facilities on campus, including a woodchip trail, volleyball court, soccer field and gym. The university sports center offers more than 125 different sports, all in an idyllic setting close to Lake Geneva. There are even short lunchtime sessions for those who have to get back to work. Also, the Staff Sports Commission runs events like staff tournaments and hiking trips – they're a great way to get to know your colleagues.

go.epfl.ch/sports

