



# HR Presentation to EDIC students

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# As a PhD student at EPFL ...

... you have two dependencies

Academic

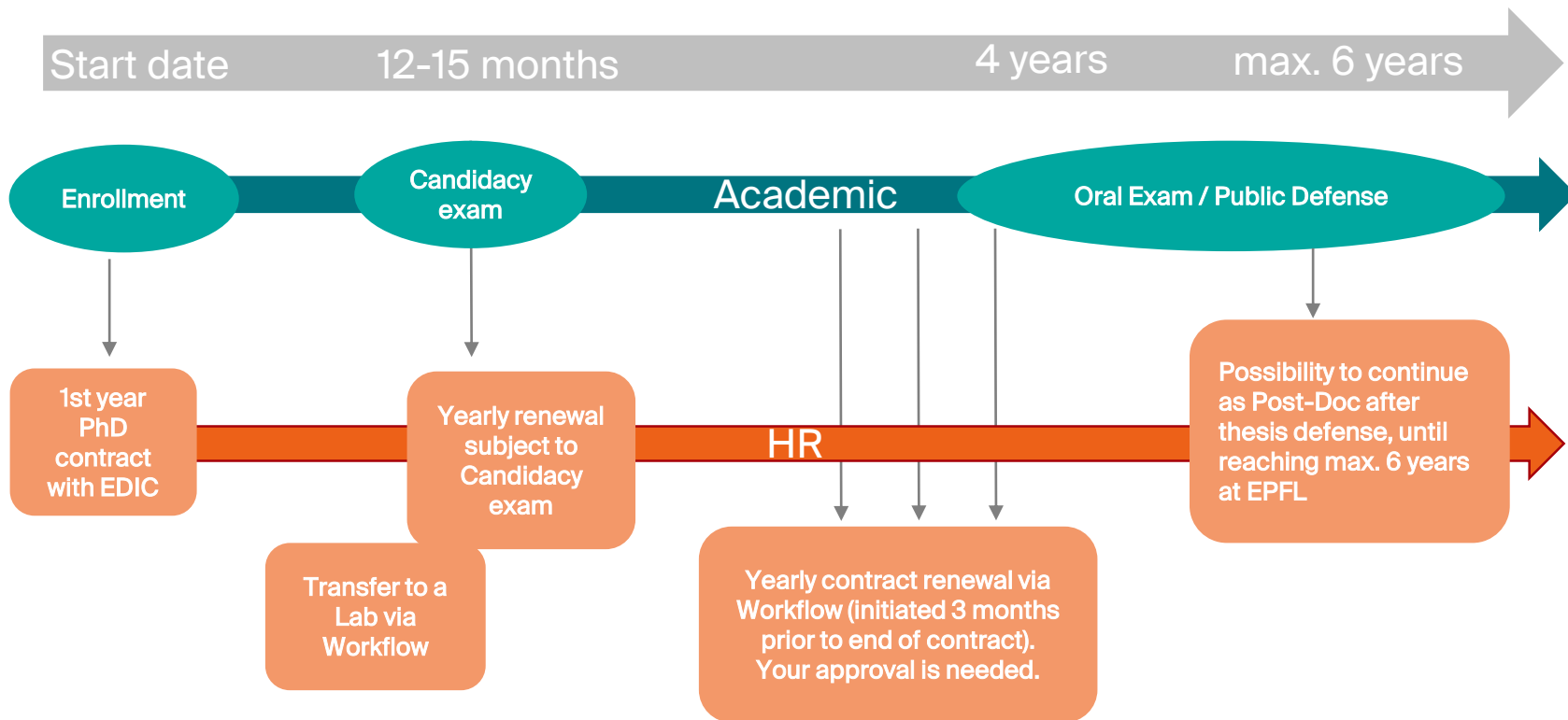


EDIC – doctoral programme  
Student

Human Ressources



Contract of employment  
Employee



- Your PhD contract will be **renewed yearly**, subject to your **thesis progression**.
- It is renewed via an on-line Workflow (WF).
- Your **validation of the WF** corresponds to your acceptance of the contract renewal.
- A change to your job description or change of lab/unit is also triggered through a WF.
- If you receive a WF, please validate it asap.
- Contract renewal also triggers the **renewal of your work permit** (when applicable)



Self-service portal providing a lot of information and documents to Employees

[Bienvenue](#)[HR Online](#)[Inventaire des biens durables](#)[Notes De Frais](#)[SRM Manager](#)

Mes tâches

Workflows

Paramétrage des mails



Reporting



HR Online

Mes bulletins de paie

Affichage de mes bul...



Confidenti...

Payslips

Mon adresse

Gestion de mon adre...



Address

Mes coordonnées bancaires

Gestion de mes coor...



Bank account

Notification d'allocation familiale

Edition d'une notifica...



Family allowances

Certificats de salaire  
Pour vos impôts



Yearly Salary certificate / Attestations

Chargement Camipro sur Salaire  
A l'inscription à ce se...



Absences



Absences

Absences and Presences	My Plannings	Balance and Holiday Entitlement	Profiles	Units Management	Reporting	Help and Support
Unit or Group	<input type="text" value="RH"/>	User	<input type="text" value="i"/>			

If you are not working => you have to inform your lab of any absence.

Any absences from work have to be registered in the system.

Find all the information in the guide [Rules and Regulations concerning Working Time Management \(RGT\)](#)

As you are an **employee** of the Swiss Confederation, you are entitled to 25 days Annual Leave days per full calendar year.

# Holidays

25 days per year, to be taken during the calendar year



Your holiday account should be close to zero at the end of each calendar year.



2 consecutive weeks once a year.

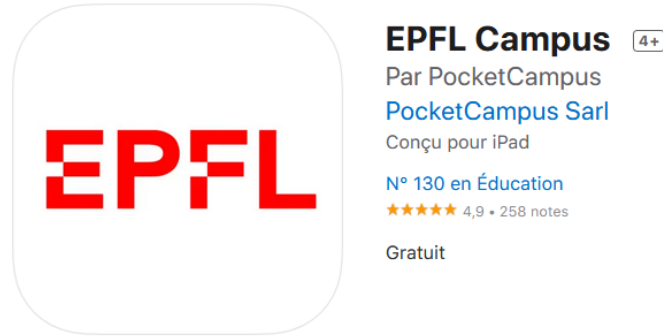
- Make sure you plan your holidays according to the academic year and Doctoral programme deadlines, and in accordance with your Thesis director / lab manager.
- Any vacation / absence has to be registered in the absence system prior to the absence
- Please contact your admin assistant in case of questions.



*NB: 25 days corresponds to a full year. If start / leave date occurs during the year, this amount is pro-rated.  
e.g. contract starts in September =>  $25/12 * 4 = 8.5$  days*

# Sickness / Accident

- > 3 days of absence, a **medical certificate is required**
- To be **uploaded in the system** (picture - with your smartphone)



- Occupational and non-occupational accidents are **fully covered** by EPFL through SUVA
- In case of accident, an Accident declaration has to be done -> contact [Yvan Hürlimann](#)



## Benefits overview – 0

Download this document

Benefits overview for EPFL staff with permanent contract

## Working hours and holidays (for full-time staff)

- 41 hours per week (including legally stipulated breaks)
- 5 weeks' annual holiday (6 weeks up to the age of 20 and after the age of 50) **Salary,**

## social security and pension fund

- EPF salary system in accordance with grids and scales
- Cost of living adjustment and recognition of work experience within the framework of EPF salary system
- Professional accident insurance (paid by EPFL)
- Non-professional accident insurance (paid by employee)
- Family allowances with EPFL support
- Pension fund : supra-obligatory contribution for saving and risk (if salary > CHF 21,330.00)
- Loyalty bonuses (length of service)

## environment

- Day nurseries on the campus
- UAPE & Polykids School
- Emergency childcare
- Financial support for young families

## Mobility

- Free CFF Half Fare travelcard (employment min. duration)
- Regional travelcards : 1

■ [Link to «Benefits document»](#)

Amongst others :

- Free CFF Half-fare travel card, discount for your bus-train-metro tickets
- Access to Training courses, incl. French courses
- EPFL/UNIL Sports Center
- ....

## Training

- Access to Staff Training Service (STP) catalogue for classroom-based training, hybrid and distance-learning courses
- External training courses (professional skills, languages, certification) and tailor-made training courses for Units
- French courses for non-French-speaking partners of EPFL staff members (campus)

## Sports &amp; Culture

- Access to [EPFL/UNIL Sports Centre](#) at preferential rate
- Wide range of on- and off-campus cultural activities for employees, with more than 3500 tickets for theatres, operas, concerts, exhibitions, dance performances, festivals, etc. available to the EPFL community each year

## Various discounts and advantages

- Advantageous mortgage conditions
- Computer hardware and private laptop support
- Discounts in various shops upon presentation of Camipro card
- Use of mobile phone provided for professional reasons for private purposes (with employee's financial participation)

# In case of need ...

## Academic

- **EDIC team** -> any question related to the Programme, milestones, any academic issues or questions
- **Your Mentor** -> for any questions or guidance during your thesis
- **Your Thesis Director** -> any academic question or topic related to the Thesis

## Human Resources

- **Payroll Specialist** -> any question related to your payslip or payments
- **HR assistant** -> work permit questions, contract renewals, any HR-related question, change of status, etc..
- **HR Generalist or HR Manager** -> any interpersonal issue within your lab, personal issues, advice, etc..

## Support Network

- **Social consultation**  
@EPFL -> social counsellors (free)
- **Self Care** – EPFL's support program -> professional coach
- **Point Santé** -> nurses consultation (free)

## External Medical Centers

The screenshot shows the website for unisanté CHUV, Centre universitaire de médecine générale et santé publique - Lausanne. It features a navigation menu with options like 'Centre médical', 'COVID-19', 'Toutes nos consultations', and 'Médecine générale'. A highlighted section titled 'Centre médical Arcades EPFL' provides contact information: 'Pour nous contacter' with a phone number 'T: +41 21 614 63 63' and an email address 'cm-arcadesepl@ehc.vd.ch'. At the bottom, it indicates 'Consultation de médecine générale' and 'Mon médecin traitant à Unisanté'.



[https://www.epfl.ch/about/overview/wp-content/uploads/2019/12/ComplianceGuideEPFL\\_EN.pdf](https://www.epfl.ch/about/overview/wp-content/uploads/2019/12/ComplianceGuideEPFL_EN.pdf)

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## Human Resources



Here you will find all the information and documents you will need at EPFL, from your first day and until your departure.

There are two ways to navigate through this information: browsing based on your EPFL profile or based on the specific needs you have on a daily basis.



**For Staff Members**



**For Line Managers / Unit Administrators**

<https://www.epfl.ch/campus/services/human-resources/en/human-resources/>

## HR Main Topics

To consult this list faster: Ctrl F and insert the key word you are looking for.

### A

[Absences – working time and absence management](#)

[Addresses – changes to be notified](#)

[Ancillary activities](#)

[Annual Interview Objectives setting and Feedback](#)

[Arrival at EPFL](#)

### B

[Bank – Bank/postal account – opening/changes to be notified](#)

[Bank/Public holidays](#)

[Benefits to Employee and retirees](#)

[Birth – changes to be notified](#)

[Bonus – Loyalty/fidelity bonuses](#)

[Bonuses – special bonuses](#)

### C

[CAMIPRO – Access card](#)

Certificates:

- [Medical certificate](#)
- [Salary certificate \(for tax purposes\)](#)
- [Work certificate](#)

[Change \(of funding source, working hours or unit\)](#)

[Change of address to be notified](#)

[Child benefits](#)

[Civilian Service](#)

[Civil status – changes to be announced, change of name, acquisition of the Swiss nationality or C permit](#)

# Your IC-HR team

- **Eliane Gesseney Laeri** : HR Manager IC School



- **Viktor Taleski** : HR Generalist



- **Soumaya Chebbi** : HR Assistant



- **Isaline Wahli** : Payroll Specialist



- Social Insurances team :

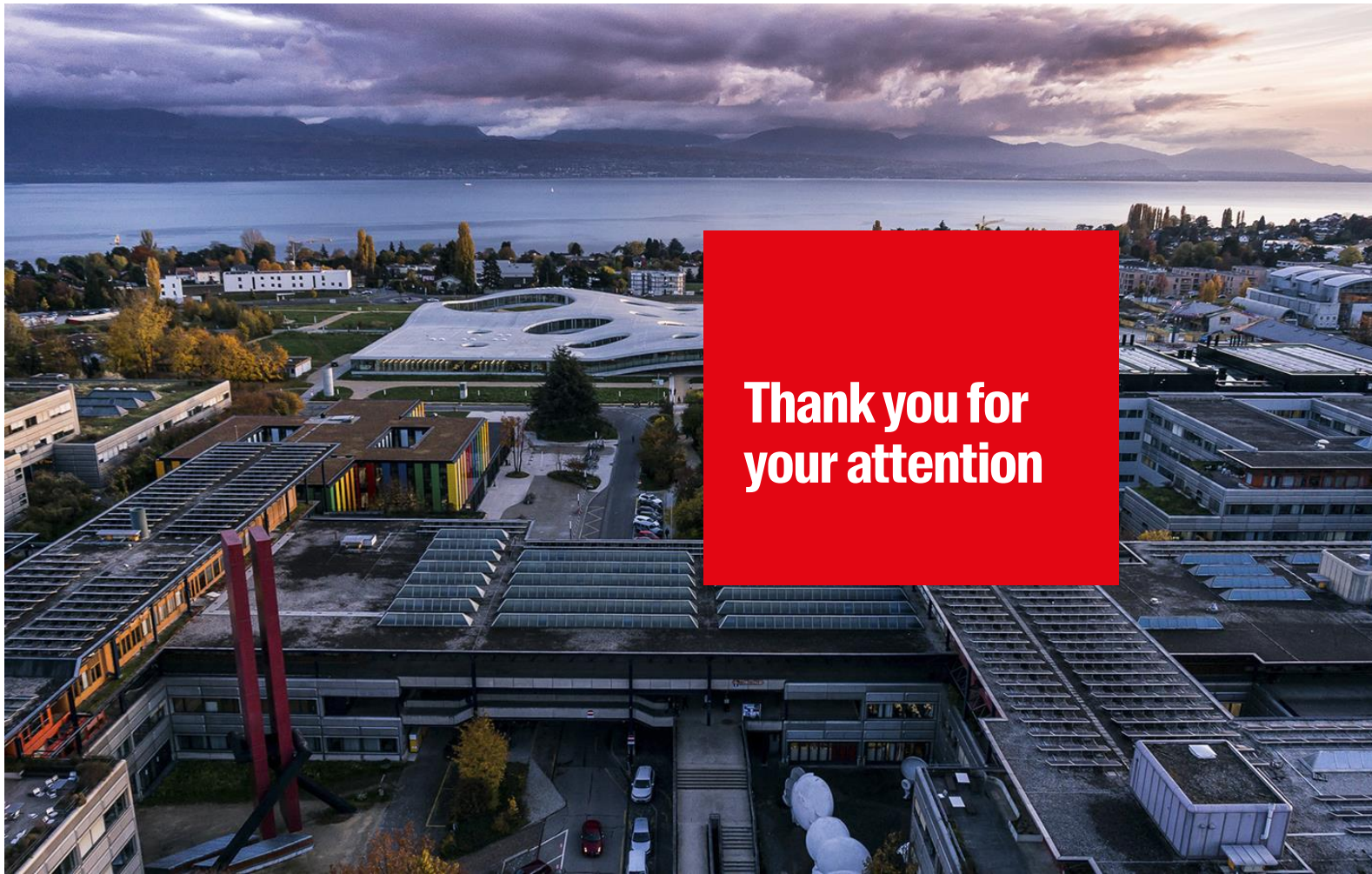
**Eric Vionnet** : Pension Fund (PUBLICA)

**Anthony Capt** : Family allowances / maternity / paternity leave

**Yvan Hürlimann** : Accident declarations (SUVA)

- LaMAL = compulsory **health insurance**, which is individual and individually financed. Covers hospitalization and health care in case of sickness (assurance maladie, assurance de base)
- SUVA = our **accident insurance** company. Covers both occupational and non-occupational accidents in Switzerland and abroad (accidents professionnels et non-professionnels)
- AVS = **Retirement insurance**, compulsory in CH (1er pilier)
- LPP = **Pension Fund** (which is called PUBLICA) (2ème pilier)
- Refund of AVS and LPP contributions when leaving Switzerland, under conditions





**Thank you for  
your attention**