HR Presentation to EDIC students

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HR Manager IC

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As a PhD student at EPFL ...

... you have two dependencies

Academic

EDIC – doctoral program
Student at EPFL

Human Ressources

Contract of employment
Employee of EPFL
Enrollment

1st year PhD contract with EDIC

Transfer to a Lab via Workflow

Candidacy exam

Yearly renewal subject to Candidacy exam

Yearly contract renewal via Workflow (initiated 3 months prior to end of contract). Your approval is needed.

Academic

Oral Exam / Public Defense

Possibility to continue as Post-Doc after thesis defense, until reaching max. 6 years at EPFL

Start date 12-15 months 4 years max. 6 years
Self-service portal providing a lot of information and documents to Employees
Contract renewals

- Your PhD contract will be renewed yearly, subject to your thesis progression.
- It is renewed via an on-line Workflow (WF).

Echéance de contrat N°

Système de workflow <noreply@epfl.ch>
To: Bellone Marta

Ressources Humaines

Action souhaitée: Traitement de cette tâche dans l'application SESAME: tâche
Contract renewals

- Your validation of the WF corresponds to your acceptance of the contract renewal (e-signature).

- 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)
Absences

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.

Various reasons / categories for absences :
- Holidays
- Sickness
- Accident
- Personal reasons (moving, wedding, etc..)
Absences

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

Please contact your Lab or EDIC admin assistant in case of questions.

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

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 this year
Holidays / vacation

**Holiday:** an (extended) period of leisure and recreation, when no work is done.

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 program deadlines**, and in accordance with your Thesis director / lab manager.

- Any vacation has to be registered in the absence system **prior** to the absence.
Sickness

- **Sickness**: the state of being ill or unhealthy

- > 3 days of absence, a **medical certificate** is required

- To be uploaded in the system (picture - with your smartphone)
Occupational and non-occupational accidents SUVA

- **Accident**: an event not intended by anyone but which has the result of injuring someone
- Occupational and non-occupational accidents are fully covered by EPFL through SUVA
- In case of accident, an Accident declaration has to be registered - on-line on HR website

**SUVA Occupational and Non-occupational Accident Insurance**

Declare an accident (on-line)

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Declaring an accident

Coverage and benefits
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
- ….
In case of need ...

**Academic matters**

- **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 matters**

- **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..
In case of need ...

Health matters

- **Point Santé**
- -> nurses consultation (free)
- Occupational Health Practioner
- (Médecin du Travail)

External Medical Centers

- **Social consultation @EPFL** -> social counsellors (free)
- **Self Care** – EPFL’s support program -> professional coach
- **Spiritual Care Service / Aumônerie**

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**Welcome to our spiritual care service**

Together, cultivating care, reflection and curiosity

**Centre médical Arcades EPFL**

Pour nous contacter

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Compliance Guide


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HR web pages and main topics

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.

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

HR Main Topics

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

A
- Absences – working time and absence management
- Addresses – changes to be notified
- Ancillary activities
- Annual interview Objectives setting and Feedback
- Arrive at EPFL

B
- Bank Bank/postal account – opening changes to be notified
- Bank/Postal balances
- Benefits for Employees and retirees
- Birth – changes to be notified
- Bonus – Loyalty/benefits bonuses
- Bonuses – special bonuses

C
- CAMPUS – Access card
- Certificates:
  - Medical certificate
  - Salary certificate (for tax purposes)
  - Work certificate
- Change of funding source, working hours or until
- Change of address to be notified
- Child benefits
- Citizen 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)
Social Security in Switzerland – small glossary

- **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