

Orientation Event for Doctoral Students

All you need to know about HR (in a nutshell)

Hans-Peter Freitag, VPPL | HR Consulting
September 5, 2024



Topics of today



VPPL Organisation
Your HR Consulting
contacts



Career development
paths for scientists



Contract, salary &
social contributions



Time management



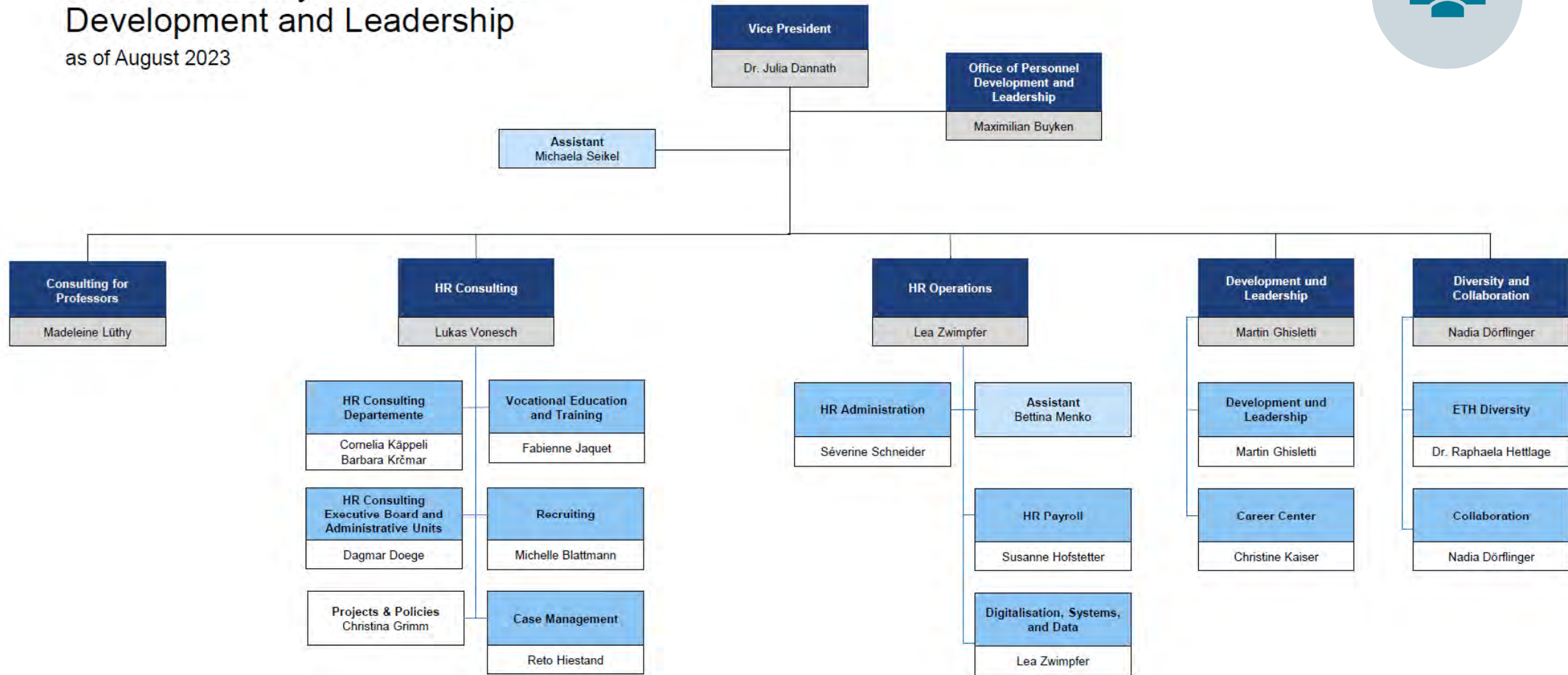
Welcome Center



Consulting, help
and support

VPPL Organisation Chart

Vice-Presidency for Personnel
Development and Leadership
as of August 2023



Your HR Consulting contacts



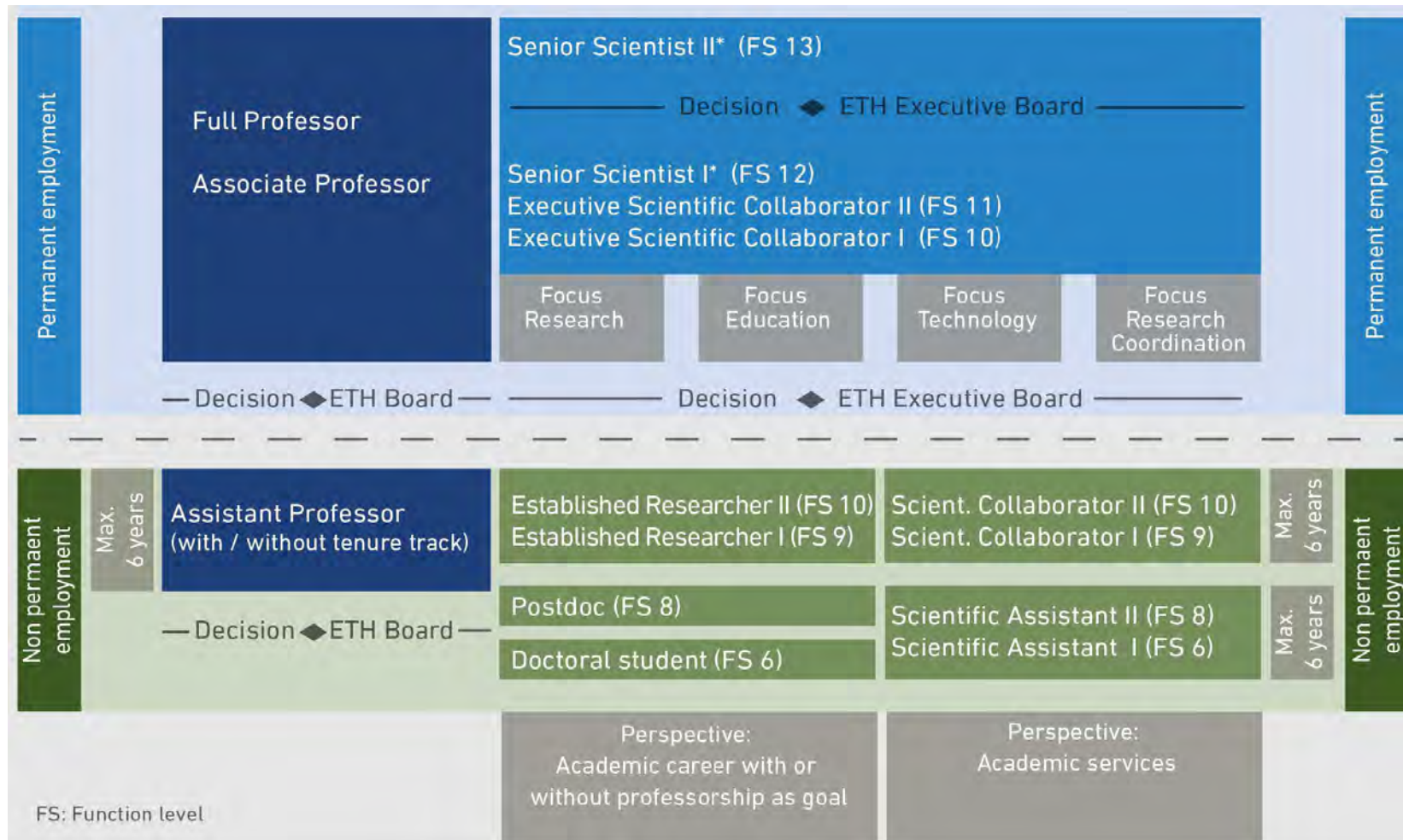
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Engagement PhD and Postdocs – Career path of scientists



* The awarding of the title of Titular Professor requires excellence in research and education. Hence these requirements can only be met with focus «research» and «education». For Senior Scientist II the title of Titular Professor is mandatory.

- PhD = 4.0 years + Postdoc 2.0 years = 6 years (max.) (e.g.)
- PhD = 4.5 years + Postdoc 1.5 years = 6 years (max.) (e.g.)

Lifelong Learning Hub

The Lifelong Learning Hub, or L3H for short, supports ETH employees in integrating continual learning in their daily work, strengthening their social and leadership competencies and maximizing their potential.

L3H at a glance:

- Benefit from practical learning in your everyday work
- Flexibility: work through personalised content at your own pace, in diverse learning formats
- Share experiences and knowledge across the community
- Strengthen your own social and leadership competencies – even if you are not in a supervisory role
- Get involved in the selection of learning content
- Actively shape your professional development and employability
- Open to all employees
- Central platform integrated into MS Teams

Courses for Doctoral Candidates

- Master your Doctorate: Orientation, Workshops and Related Events (ETH Doctoral Administration)



[Lifelong Learning Hub](#)

[Courses for Doctoral Candidates](#)

Contract, salary & social contributions

Doctoral students

Rate	1st year	2nd year	3rd year
Standard	50'700	52'300	53'900
2	54'800	57'200	59'700
3	60'800	64'200	67'500
4	66'800	71'100	75'400
5	72'800	78'000	83'200

Social security contributions for employers

Employment and duration	fixed-term ≤ 3 months	fixed-term > 3 months	fixed-term > 3 months
			indefinite
Annual salary (in CHF)		< 22'050	≥ 22'050
AHV	5.3000%	5.3000%	5.3000%
ALV	1.1000%	1.1000%	1.1000%
FAK contribution rate ¹ (Kt. ZH)	1.0500%	1.0500%	1.0500%
BU	0.0572%	0.0572%	0.0572%
NBU ²	0.2600%	0.2600%	0.2600%
Risk insurance	—	0.6100%	—
PK standard plan ³	—	—	9.40 - 22.55%
PK management plan I ³	—	—	9.40 - 24.40%
PK management plan II ³ plan for professors	—	—	11.25 - 26.25%

[Welcome-center/employment-contract-and-salary](#)

[Information sheet rates and social security contributions.pdf](#)

- The rates for Doctoral students vary between departments depending on the discipline. Salaries are paid in 12 monthly instalments.
- Salary development: Automatically along the scale every year until the maximum of the 3rd year rate.
- Engagement 100% (part-time only in special cases)
- The first contract has a duration of 18 months or 2 years, including the aptitude colloquium after 1 year, with a standard of a 3 months probation period.
- Renewals: Fixed-term contracts for 1 or 2 years.
- No notice period by law; possibility of an early termination: Mutual agreement by both parties (supervisor / employee)
- Social security contributions of gross salary, approx.:
 - Employee: 10 %
 - ETH Zurich: 14.5 %
 - Difference: Pension fund payments (1/3 employee, 2/3 ETH)



Time management

Basis:

- Personnel Ordinance of ETH Domain
- Special regulation for the recording of working time and absences
- Working time; flexible yearly model
- 5 weeks of vacation per year

Scientific Personnel:

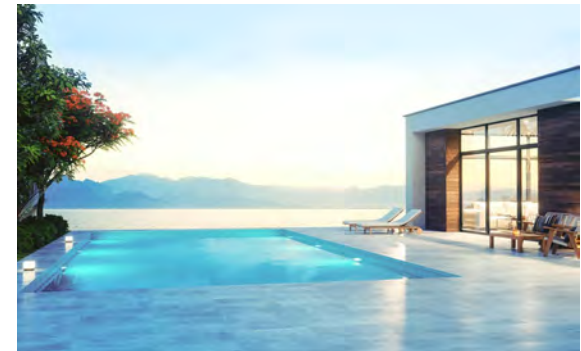
- Duty to only register **absences**
- Negative TM = vacation – illness and accident – maternity / paternity leave - military service - unpaid leave
- Vacation must be consumed in the respective calendar year and 2 weeks must be taken consecutively
- You have to inform your supervisor and get the OK for vacation and attending courses
- Register your absences in the ETH Information- and Support-System (ETHIS)



[Regulations for the recording of working time and absences.pdf \(ethz.ch\)](#)

[Recording working time and absences – Services & resources | ETH Zurich](#)

[ETHIS Help/FAQ – Services & resources | ETH Zurich](#)



Welcome Center

Do you come from another country and will you be working at ETH Zurich?
The ETH Zurich Welcome Center can provide you with non academic information on topics such as immigration, finding accommodation, childcare, and living in Switzerland.

Before you arrive / take up your post	> Arriving in Switzerland	> Employment contract and salary	>
Insurance and pension	> Taxes	> Family	>
Living in Basel	> Living in Zurich	> Language	>
Job search and application	> Services and downloads	>	>

Specific information on doctorates

Information about your studies

Are you a professor at ETH Zurich?
The Office for Faculty Affairs can help you.

Further offers:
– Events organized by the AVETH
– Courses: ↗ learn German
– "Point" the ETH community platform

We will be pleased to receive **your request or feedback** to the Welcome Center's services.



Consulting, help and support

ETH Zurich supports and helps its employees in various areas. It supports its employees in their personal development, continuing education, and helps employees who find themselves in difficult situations or experience inappropriate behaviour, like bullying, discrimination or harassment etc.

Various contact and advice services offer professional and confidential counselling, support and coaching to all employees and students. The duration of the counselling or coaching depends on the assignment or situation. All information is treated confidentially.

Support in case of conflicts, bullying, discrimination and harassment	>	Support with mental challenges	>
Support in the field of development and leadership	>	Case Management	>
Inappropriate behaviour	>	Dealing with misconduct	>
Emergency contacts	>	Collaboration and conflict culture	>

[Support when faced with inappropriate behavior or conflict](#)

[Respect Office](#)

[Ombudspersons and confidants – Staffnet | ETH Zurich](#)

[Clarification Office](#)

