

Staff A–Z

We wish you a very warm welcome to the University of Basel!

The following information has been prepared to help you settle into your new working environment as best as possible. It sets out the principal terms and conditions of your employment. For further HR issues, please visit our website (unibas.ch > Universität > Administration und Services > Verwaltungsdirektion > Human Resources).

University of Basel
Human Resources

Absences / Illness

If possible, medical appointments and therapy prescribed by your doctor should be arranged during flexitime. The time taken up by such appointments will be credited as working hours but should not exceed 1/5 of your weekly working hours (in compliance with §26 of the University HR Regulations). In case of illness, you must inform your line manager with immediate effect. If you are absent for more than 4 days due to illness, you are required to submit a medical certificate to your decentral HR officer. Further certificates should also be sent to your HR contact.

Accident Insurance

If you contracted for at least 8 hours per week, you are insured against occupational and non-occupational accidents.

If you are contracted for less than 8 hours per week, you are only insured against occupational accidents and are required to take out non-occupational accident insurance yourself. Accidents suffered on the way to work are considered to be occupational accidents.

Staff members admitted to hospital due to an accident are privately insured (1st class).

Accidents should be reported with immediate effect to the decentral HR officer using the appropriate Accident Report Form (see Forms). The University of Basel accident insurance is:

Basler Versicherung
Police 25/2.381.311-8
Hotline 00800 24 800 800

Anniversaries

Staff are entitled to commensurate recognition after completion of 10, 15, 20, 25, 30, 35, and 40 years of uninterrupted service to the University of Basel. Anniversary gifts are granted irrespective of the level of employment. Gifts are awarded in the form of additional days of leave but staff may also request financial compensation instead. For details, please see the University HR Regulations. Tenured staff will have all years of service prior to their permanent employment fully accredited.

Annual Performance Review and Agreement on Objectives

The “Annual Performance Review and Agreement on Objectives” is an appraisal tool designed to ensure effective staff-management dialogue. The tool is tailored to the needs of higher education institutions and their staff (academic and administrative). It enables staff and management to define staff performance objectives. Further details are available from the Office for Staff and Organisational Development.

Breaks

Staff are granted morning and afternoon breaks of 15 minutes each. Lunch breaks should last at least 30 minutes and are considered as taken.

Cessation of Employment

Fixed-term employment ceases at the end of the stipulated period without notice of termination being given. Permanent employment is terminated either by resignation or dismissal, or by staff reaching retirement age. Employment ceases automatically if staff are entitled to full incapacity benefit.

Changes in Personal Circumstances

Changes in personal circumstances (address, marital status and bank details) should be reported online (see Online Services).

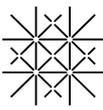
Child Day Care Centre

The University Child Day Care Centre welcomes the children of staff and students. It is located at Herbergsgasse 1. For admissions, please ring +41 61 267 30 20.

Concessions and Discounts

Staff ID cards enable University staff:

- To purchase food and beverages at discounted rates at the following SV outlets: University Refectory, Collegiate Building (Kollegiengebäude), Biozentrum, Physics Building, Jakob Burckhardt House, University Library.
- To benefit from reduced prices at the University Hospital Staff Restaurant (“Centro”) and the “Centrino” Cafeteria; please charge



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your Staff ID at the designated machines before making a purchase.

- To use the wide range of University sports opportunities and sports facilities.
- To use the University Library and its wide range of services.
- To attend language courses tailored to staff needs at the University Language Centre.
- To open an account with the Basler Kantonalbank (no service charges).
- To obtain discounted Mobility Car Sharing trial or annual membership.

The University of Basel maintains collective policies with the insurance companies listed below. Staff are granted reduced premiums for supplementary health insurance.

Sanitas

Postfach 309, 8304 Wallisellen
Telefon 0800 22 88 44 Vertrags-Nr. K004070

CSS

Theaterstrasse 18, 4010 Basel
Telefon 0844 277 277 Vertrags-Nr. 2025937

Swica

Aeschenplatz 2, 4010 Basel
Telefon 0800 809 080 V-Nr. 170/3003/1498797

On our homepage you will find links to these insurances (see Information – Employment A-Z)

E-Mail Account

New staff e-mail accounts are created automatically by University IT Services. Staff will be sent all necessary information by post (see Information).

Employment Certificate

Staff leaving the University are entitled to receive a certificate of employment. Staff may also request certificates to be issued at any time during their employment.

Family Allowance

Family benefits should be claimed using the “Family Allowance Application Form” (see Forms). Benefits decisions are taken by the Family Compensation Fund. Payments are made by the University.

Flexitime

Staff may determine their own working hours in accordance with the University Flexitime Scheme. Flexitime comprises core working hours and discretionary working hours. Exempt from this rule are arrangements made separately between staff and their line managers. Absences for personal reasons should be avoided during core working hours.

Core: Monday – Friday 09.00 – 11.00
14.00 – 16.00

Discretionary: Monday – Friday 06.00 – 09.00
11.00 – 14.00
16.00 – 20.00

Excel sheets for logging working hours are available online (see Documents)

Gifts

Staff are strictly prohibited from accepting gifts of any kind and from assuming or claiming any kind of advantage or benefit for themselves or for any third party in connection with their employment. Exempt from this rule are items of small value.

Job Description

A current job description should be available when new staff take up their position. Job descriptions should contain the key duties and responsibilities to be performed by the new staff member.

Online Services

Please visit the University homepage to access our online services. Use the same user name or e-mail address and password you use to log into your PC.

Pension Funds

The Canton of Basel-Stadt Pension Fund is responsible for administering the pension accounts of permanent staff. Staff are pensioned at the age of 65. This rule applies to male and female staff. Permanent staff may take early retirement from the age of 60.

The Canton of Basel-Landschaft Pension Fund is responsible for administering the pension accounts of fixed-term staff. Staff are pensioned at the age of 65. Fixed-term staff may take early retirement from the age of 58.

Public Holidays

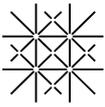
The University Rectorate issues a list of public holidays for each calendar year (see Information).

Residence Certificate

If you are a German or French cross-border commuter, you are required to submit two copies of your residence certificate (“Attestation de résidence”) every year to the HR Back Office. If you fail to provide this certificate, applicable law requires the University of Basel to deduct the full amount of withholding tax from your salary.

Salary Payments in Case of Accident and Illness

In case of accident or illness, staff who have completed their trial period will continue to receive their salary for the entire duration of their employment (max. 730 days).



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Salary Statements

Salary statements may be viewed online and printed as required (see Online Services). Statements will no longer be sent out by post.

Sexual Harassment

The University of Basel condemns and strictly prohibits any form of sexual harassment. Staff affected by sexual harassment at their workplace should contact the designated trusted person (see Regulations).

Termination of Employment

Staff may terminate their employment without giving reasons. Notice of termination must be given in writing. Letters of resignation should be sent to HR.

The University reserves the right to terminate employment at the end of a trial period. Notice of termination must be given in writing. The reasons for termination must be stated if these reasons are important. Termination reasons for staff contracted under public law are set forth in the University HR Regulations. Staff contracted under private law are subject to the Swiss Code of Obligations (OR).

Both parties may terminate employment by mutual consent.

During trial periods, employment may be terminated by either party within a period of notice of 7 days.

Following the completion of the trial period, the employer (= University of Basel) may not terminate employment in any of the following cases: staff performing compulsory military service; staff who have suffered accident or illness due to no fault of their own (in the first year of service, for a period of 90 days; from the second year of service, for a period of 180 days); during pregnancy and for the first 16 weeks after childbirth; staff contributing to relief efforts abroad.

Work Permits

Foreign nationals must hold a valid residence- or cross-border commuter's permit. Staff are responsible for submitting a copy of this document to HR.

Workplace Conflicts

Staff experiencing severe conflicts at their workplace should contact the University Office for Staff and Organisational Development. Questions concerning employment law should be addressed to HR Consulting.

Please visit the University homepage for downloadable forms and further information about the issues listed below:

Forms

Dokumente > Für Mitarbeitende > Personal > Formulare für Mitarbeitende

- Employee Family Allowance Application Form
- Accident Report Form
- Maternity Benefit Application Form
- Flexitime Recording Sheet (Excel)

Information

Informationen für Mitarbeitende > Anstellung >

- Working Hours & Holidays
- Pay Scale Classification & Salaries
- Resignation & Termination of Employment
- Insurance & Old-Age Provision
- Employment A-Z
- Staff ID & Concessions

Informationen für Mitarbeitende -> Mitbestimmung & Gruppierungen

- University Groups

Dokumente > Für Mitarbeitende > Personal > Informationen

- German Tax Regulations (for German cross-border commuters)
- Many other information sheets and leaflets

Ordinances

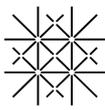
Dokumente > Rechtserlasse > Personal > Ordnungen

- Human Resources Regulations
- Salary Regulations
- Secondary Employment Regulations
- Research Staff Regulations
- Pension Fund Regulations

Regulations

Dokumente > Rechtserlasse > Personal > Reglemente

- University Policy on Information Technology Use and Access
- Sexual Harassment Guidance



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Human Resources

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HR Back Office ☎ +41 61 207 00 14

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Salary cost charging
Filing & archiving

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Faculty of Law
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Faculty of Humanities
Faculty of Business and Economics
Faculty of Psychology
Rectorate and Administration
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