

## INFORMATION FOR NEW EMPLOYEES

WE ARE  
MOVED BY  
WHAT  
MOVES  
PEOPLE

# 1. WARM WELCOME TO THE UNIVERSITY OF LUCERNE!

We are delighted to welcome you as new member of our team. This brochure aims to provide you with an initial overview of the most important information and resources to help you get started at our university.

Together with your employment contract, you have already received an invitation to attend the „**Welcome Day**.“ We encourage you to take advantage of this opportunity to get to know the University of Lucerne better and to network with your new colleagues.

The University of Lucerne is a dynamic research centre located in the heart of Switzerland and Europe. We are internationally connected and maintain a well-established focus on the human sciences. Our university consists of six faculties and two academies, all with a focus on people and their institutions. We value personal exchange and open dialogue, and we warmly invite you to become an active part of our community (see also our [mission statement](#)).

All important information for employees is shared every Thursday through the „**Uni Inside**“ **newsletter**, which is sent to your university e-mail address. Please be sure to read it carefully.

# 2. ACCESS AND INFRASTRUCTURE

Your **workstation** and IT equipment will be set up by the university's IT department. If you need additional software, a headset or a webcam, you may contact the [Helpdesk](#) ([helpdesk@unilu.ch](mailto:helpdesk@unilu.ch); room 4.A13) at any time. Further information can be found in the University of Lucerne's „**IT Resources**“ user guidelines and in the University of Lucerne's „**IT Resources**“ regulations. Both documents will be given to you when you start your new position. If you have any requests regarding furniture, please contact [Facility Management](#) ([hauswart@unilu.ch](mailto:hauswart@unilu.ch); Room E.214).

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You will receive a **key badge** from the Infodesk, which gives you access to the University/PH building and to your office, even outside regular building opening hours. Entry to the building outside regular opening hours is possible via the night access. The special building opening hours can be found on the website. If your workplace is in a different building, you will receive additional access information from the Dean's Office of your faculty or from your supervisor.

Furthermore you need the **key badge** for printing and scanning.

You can create your **digital ID card** for use in the canteen, library, and facilities of the Lucerne University Sports Campus (HSCL) via a web portal.

You can register using your Switch edu-ID. After logging in, your personal data will be displayed in the portal.

You can then either generate your ID card as a QR code or save it to Apple Wallet (iOS) or Google Wallet (Android) via the wallet icon.

Alternatively, a PDF version is available for download. Instructions for creating your digital ID card are available as a PDF guide.

Word templates (including the CD/CI provided) and forms are available in **Docugate** and/or **UNETEntry**.

### 3. GENERAL INFORMATION ON YOUR EMPLOYMENT

As a rule, your employment is **open-ended**. Fixed-term employment relationships are possible, but are generally limited to a maximum of three years (including extensions).

The first three months of the permanent employment relationship are considered a probationary period. The latter can be extended to a maximum of six months by mutual agreement or by decision. At the end of the probationary period, a **probationary period interview** is conducted. This is followed by an annual appraisal and development meeting (Beurteilungs- und Fördergespräch; **BFG**), which aims to recognise the work performed, address strengths and weaknesses, and further develop professional and personal skills. Target agreements are reviewed, and new priorities are set.



UNIQUE IN  
SWITZER-  
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If necessary, support measures are decided. The job description and working model are also discussed. As part of the BFG, you will have the opportunity for a supervisor appraisal.

During the first three months of the probationary period, the notice period on both sides is seven days; thereafter, it is three months.

The job description outlines the general conditions, objectives, tasks and responsibilities of your position, as well as the required professional qualifications and competencies. It must be signed by both you and your line manager and reviewed at least once a year (e.g., during the BFG) to ensure it remains up to date, with amendments made if necessary.

Your working hours are 42 hours per week for a full-time position. The daily working time is 8.4 hours and forms the basis for calculating your working time balance. With a lower percentage of employment, your working hours are reduced proportionately. Working hours include a break of 15 minutes per half day. You must record your working hours in a time recording table and submit it to your line manager each month.

The University offers its employees residing in Switzerland the opportunity to work from any location and at any time (known as mobile-flexible working). These arrangements should be documented in writing at the start of employment or, at the latest, during the probationary period interview. They should also be discussed and reviewed during the annual BFG. Please note the following points:

- In some cases, working hours may be subject to **fixed attendance times**.
- If you are a **cross-border commuter** and would like to work flexibly on a mobile basis, please contact HR.
- If you are planning to **stay abroad for more than four weeks**, please notify the HR department in good time (preferably three months before departure).

**PERSONAL  
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**Payroll statements:** You will receive your payroll statement electronically via IncaMail. You will receive information on creating an IncaMail account from Human Resources prior to starting employment. To verify your entitlement to family benefits, Human Resources will provide you with the necessary forms. Additionally, if the conditions are met, a special **social allowance** will be granted, which will also be managed by Human Resources.

Employees up to the age of 20 are entitled to 30 working days of holiday. From the age of 21, the entitlement is 25 working days; from the age of 50, it increases to 30 working days; and from the age of 60, it rises to 33 working days. The holidays must always **be taken** in the **current calendar year**. A maximum of five days (corresponding to your employment level) may be carried over to the next calendar year.

Entitlement to **public holidays** is proportional to the level of employment. The public holidays observed in the canton of Lucerne can be found in the timesheet template and on the relevant cantonal website.

For the following events, you are entitled to **paid leave** (proportional to your employment level):

- Civil and religious wedding (your own) 3 days
- Death in your household and/or immediate family 3 days
- Death of a close relative 1 day
- Moving house 1 day

Notify the Human Resources Department of your impending maternity/paternity as early as possible using the designated notification form. In the event of maternity, you are entitled to 16 weeks' paid absence. **Maternity leave** begins at the latest on the day of the birth and at the earliest 2 weeks before the expected date of birth. **Paternity leave** for the birth of your own child is 10 working days (corresponding to your employment level).

**Military, civilian service, civil defence:** You will be paid your full salary during your period of service. You must submit your EO registration card to the Human Resources Department in good time.

**EIGHTY-TWO  
PROFESSOR-  
SHIPS**

Report any incapacity to work due to **illness or accident** to your line manager immediately. If you consult a doctor, please also report occupational and non-occupational accidents (BU and NBU) to Human Resources immediately using the accident report form.

If you work at least eight hours per week, you are insured through the university with SUVA for both occupational and non-occupational accidents. However, if your weekly employment level is less than eight hours, you are only covered for occupational accidents and must arrange separate insurance for non-occupational accidents through your private health insurer. A **medical certificate** must be submitted to the Human Resources Department from the 7<sup>th</sup> day of illness, and from the 4<sup>th</sup> day of an accident.

You will find the statutory provisions of our university as well as university and cantonal regulations and information sheets relating to the university (organisation), studies, staff, operations and quality in our website's **regulations section** (German only) and/or in the relevant **UNETEntry** subfolder.

## 4. IMPORTANT CONTACT PERSONS

To help you get started, we have compiled a list of key contacts and services that can assist you with administrative, organisational and technical matters.

- The **Human Resources Department** will support you if you have any personnel-related concerns (contract, salary, etc.). Changes: If there are any changes to your marital status, bank account, family allowance, change of address, etc., please notify HR promptly: [personaldienst@unilu.ch](mailto:personaldienst@unilu.ch); T +41 41 229 50 30.
- The **IT Helpdesk** will support you with technical questions relating to IT: [helpdesk@unilu.ch](mailto:helpdesk@unilu.ch); T +41 41 229 50 10. Instructions on various topics such as M365, Teams, Zoom or eduroam can be found on the **IT Knowledge Base**.
- The Central and University Library (**ZHB**) Lucerne supports you in all matters relating to research and literature management ([informationskompetenz@zhbluzern.ch](mailto:informationskompetenz@zhbluzern.ch)), publishing in Open Access ([simone.rosenkranz@zhbluzern.ch](mailto:simone.rosenkranz@zhbluzern.ch)) and research data management ([nadja.meyenhofer@zhbluzern.ch](mailto:nadja.meyenhofer@zhbluzern.ch)).

OVER THREE  
THOUSAND  
EIGHT  
HUNDRED  
STUDENTS

- The Administrative and Technical Organisation of the University of Lucerne (ATOL) represents the interests of administrative and technical staff: [atol@unilu.ch](mailto:atol@unilu.ch).

## 5. OFFERS FOR EMPLOYEES OF THE UNIVERSITY OF LUCERNE

Your well-being is important to us. That's why we offer a wide range of programmes to support your health and well-being in your daily working life.

- Sports: HSCL offers a diverse programme with a variety of sports activities.
- Music: LucerneCampus Orchestra and LucerneUniversity Choir
- Family: profawo is your main point of contact for advice on balancing family and career. The centre offers services related to childcare and the care of relatives in need of assistance. For further information, please refer to the brochure “Uni and Family.”
- The Psychological Counselling Centre (PBLU) provides support, advice and guidance for dealing with stressful situations and personal challenges. Counselling is free of charge and confidential.
- The University Chaplaincy offers coaching, counselling and pastoral support services: [horizonte@unilu.ch](mailto:horizonte@unilu.ch).
- There are also numerous accredited associations at the University of Lucerne that bring together staff and students with specific interests and concerns.

## 6. COUNSELLING AND CONTACT POINTS

We want a university that is characterised by respectful interaction, an atmosphere of mutual trust and people who behave with integrity in every respect. To uphold these values and deal with any grievances promptly and professionally, we have established advice and contact points that you can turn to if necessary:



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IN SWITZER-  
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## **OMBUDSMAN'S OFFICE**

The Ombudsman's Office may be called upon in the event of a conflict situation involving students or employees which cannot be solved through direct dialogue. The Ombudsman's Office is independent from the university in terms of both staff and organisation and will treat your concerns confidentially unless you agree otherwise in the course of the consultation.

## **SEXUAL HARASSMENT**

### Policy statement on the protection against sexual harassment

The university management encourages you to report incidents - whether they are your own experiences or observations. We take all reports seriously and offer you support.

Counsellors offer advice and support to anyone who has been directly or indirectly affected by sexual harassment: This includes those who experience harassment, those who commit it, managers, those falsely accused, and bystanders.

## **SCIENTIFIC INTEGRITY**

If you have any questions or a conflict situation concerning academic integrity, you may contact the Integrity Officer, Professor Carla Sabariego ([carla.sabariego@unilu.ch](mailto:carla.sabariego@unilu.ch); T +41 41 229 59 17), or the Head of the Grants Office, Anita Soltermann ([anita.soltermann@unilu.ch](mailto:anita.soltermann@unilu.ch); T +41 41 229 51 70).

## **REPORTING OFFICE**

The University of Lucerne also has a Reporting Office where you can report (completely anonymously if you wish) suspected or actual abuse and misconduct by members of the university. Such anonymous reports may also concern incidents for which there are more specific contact points, but which you wish to report confidentially.

## **OFFICE OF EQUAL OPPORTUNITY**

The Office of Equal Opportunity is here to answer your questions related to discrimination, racism, disability and LGBTIQ issues ([chancengleichheit@unilu.ch](mailto:chancengleichheit@unilu.ch)).

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PARTNER  
UNIVERSITIES

## 7. PRINCIPLES OF CONDUCT AND ETHICAL STANDARDS

At the university, we expect all employees to uphold **principles of conduct and ethical standards**. This includes treating others with respect, maintaining academic integrity and fostering an inclusive and diverse working environment. We would particularly like to draw your attention to the following points:

You are required to handle university property entrusted to you (e.g. equipment, materials) **with care** and to notify the responsible person immediately in the event of loss or damage. Private use is only permitted with express authorisation.

With the exception of small, occasional gifts – such as a bouquet of flowers, a bottle of wine or a box of chocolates – you may **neither accept nor solicit any gifts or benefits** (e.g. gifts in kind, discounts) related to your employment.

Gifts must not be of a nature that could impair the fulfilment of your official duties or compromise your independence in decision-making and research.

If you engage in **secondary employment** or hold political office, authorisation is required if it involves working hours and/or may affect your work performance. Please submit a written application for approval of secondary employment to Human Resources, signed by your line manager.

You are also required to comply with the provisions of cantonal and federal **data protection legislation** (SRL 38; SR 235.1).



GET OFF  
TO A  
GOOD  
START !

## FINAL WORDS

We hope you will quickly feel at home with us and find inspiration in the many opportunities your new working environment offers. Our goal is to support your professional development and create a workplace where you can reach your full potential.

If you have any questions or need assistance, please feel free to contact the relevant person.

We wish you a successful start at the University of Lucerne and look forward to an inspiring collaboration! We would be delighted to meet you in person at one of the many **university events**.

# MOVING HUMAN SCIENCES