

INFORMATION FOR NEW ACADEMIC STAFF MEMBERS

**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; 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; Room E.214).



SIX FACUL- TIES TWO ACADE- MIES

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

For full-time positions, the standard **working hours** are 42 hours per week, with a proportional reduction for part-time roles. We do not expect our academic staff to work overtime. Therefore, we encourage non-professorial staff to record their working hours using the [time tracking table](#) – even if their supervisor does not explicitly request it. This helps protect against an excessive workload that could jeopardise the timely completion of your qualification thesis.

The University offers employees residing in Switzerland the option to work from any location and at any time (so-called **mobile-flexible working**). Any such arrangements should be agreed upon in writing at the start of employment or, at the latest, during the probationary period interview, and should be discussed or reviewed as part of the annual staff appraisal.



**UNIQUE IN
SWITZER-
LAND**

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).

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 university observes the following public holidays:

New Year's Day (1 January)	1 day
St Berchtold's Day (2 January)	1 day
Good Friday	1 day
Easter Monday	1 day
Ascension Day	1 day
Whit Monday	1 day
Corpus Christi	1 day
Swiss National Day (1 August)	1 day
Assumption Day (15 August)	1 day



**PERSONAL
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All Saints' Day (1 November)	1 day
Immaculate Conception (8 Dec)	1 day Christmas Eve (24 December)
½ day Christmas Day	1 day
Boxing Day	1 day
New Year's Eve	½ day

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.

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 7th day of illness, and from the 4th day of an accident.



EIGHTY-TWO PROFESSOR- SHIPS

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.

- If there are any changes with regard to your marital status, bank account, family allowances, change of address, etc., please notify the **Human Resources Department** promptly: personaldienst@unilu.ch; T +41 41 229 50 30.
- Employees of the non-professorial academic staff (doctoral students, post-doctoral students, academic staff without qualification intentions, teaching and research assistants) may contact Human Resources (personaldienst@unilu.ch; T +41 41 229 50 30) for all questions (e.g. contract, salary, etc.).
- The **Vice President's Office for Personnel and Professorships** supports you as a professor with matters related to personnel law or directs you to the appropriate office, depending on your needs.
- The **Dean's Office of your faculty** will help you with administrative and organisational questions about teaching and research.
- There are numerous opportunities to apply for third-party funding, which can be used to carry out your own research projects or to participate in interdisciplinary research collaborations. Our **Grants Office** provides extensive information on how to successfully prepare third-party funding applications: grants@unilu.ch.
- The **communications department of your faculty** and **University Communications** (unikomm@unilu.ch) will be happy to support you in presenting your research to an interested public.
- The **IT Helpdesk** will support you with technical questions relating to IT:



**OVER THREE
THOUSAND
EIGHT
HUNDRED
STUDENTS**

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), publishing in Open Access (simone.rosenkranz@zhbluzern.ch) and research data management (nadja.meyenhofer@zhbluzern.ch).
- The **Teaching Development Centre** offers advice and training for lecturers on university teaching issues and provides basic university didactics training for prospective lecturers: zentrum.lehre@unilu.ch; T +41 41 229 51 20.
- If you are a member of the academic mid-level faculty, you are automatically a member of the mid-level organisation **MOL**. The MOL represents the academic and professional interests of mid-level academic staff (e.g. doctoral students, postdocs, researchers, lecturers): mol@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.



YOUNGEST UNIVERSITY IN SWITZER- LAND

- The **University Chaplaincy** offers coaching, counselling and pastoral support services: 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:

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; T +41 41 229 59 17), or the Head of the Grants Office, Anita Soltermann (anita.soltermann@unilu.ch; T +41 41 229 51 70).



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PARTNER
UNIVERSITIES**

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).

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.

Professors are required to declare both the existence or non-existence of **vested interests** (§ 40 of the Statutes of the University of Lucerne [Universitätsstatut] of 13 December 2024; SRL 539c) and any **secondary employment**, including its scope and the use of the University's infrastructure (see §§ 13 ff. Personnel Ordinance of the University of Lucerne [SRL 539a]). The President's



PERSONAL ATMOSPHERE

Office will send out an annual request for this declaration.

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

8. SPECIAL PROVISIONS FOR EMPLOYEES PURSUING ACADEMIC QUALIFICATIONS

We place great value on supporting early-career researchers. To help you successfully complete your qualification project – whether a dissertation, habilitation, or an equivalent qualification – specific regulations apply to you, in particular the regulations for research assistants (German only).

Employment for assistants and senior assistants is generally limited to five years. Doctoral students typically work at an employment level of 50%, while senior assistants are usually employed at a slightly higher percentage. This arrangement allows you to dedicate the remaining time to writing your thesis. You are not required to be physically present at the university, nor are you obliged to perform additional tasks for your supervisor beyond your contractually agreed workload. During your working hours, you are also entitled to a so-called “research third,” meaning that tasks unrelated to your academic qualification may not exceed two-thirds of your total working hours. To support your professional development, an **Employment and Training Agreement (AAA)** will be established at the beginning of your employment or within the first three months. This document outlines your tasks, working hours, training and research objectives, supervision arrangements, and available support measures. Based on this agreement, your line manager will conduct a **career discussion** with you at least once a year.

It is important to ensure that you have enough time for your own **qualification work** alongside your part-time employment. Writer’s block and challenges in managing your workload and schedule are common—do not hesitate to seek assistance. The Graduate Academy, Graduate School, and MOL are available to offer support and guidance. Networking with other doctoral and post-doctoral students and engaging in regular exchanges of ideas can also be invaluable.

Research assistants working on externally funded projects – especially those involved in SNSF projects – are generally employed full-time for the duration of the project. If provided for in the project plan, they may also work

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**GET OFF
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START !**

on their qualification thesis within this framework. The length of employment depends on the project's specifications and duration. In SNSF positions, a portion of the working time (usually around 20%) may be allocated to other activities, particularly teaching. Otherwise, most provisions that apply to university-funded positions also apply to project staff.

The University offers a broad range of **funding opportunities** to support your academic career. These include research grants, a teaching award, and continuing education programmes. For guidance on available options, you can contact your faculty or the Grants Office.

If you disagree with your supervisor regarding the content of the **AAA** – whether during its initial creation or any subsequent revisions – or if there are breaches of the agreed terms, you may seek assistance from the Ombudsman's Office, the **Dean**, or the **Vice President's Office for Personnel and Professorships**.

Assistant professors generally have the same rights and responsibilities as full and associate professors. However, like senior academic staff, they are employed on a fixed-term basis – usually with a tenure track – and have a reduced teaching load. For further details, please refer to the regulations on the employment of assistant professors (German only). If you have any questions or concerns, you are encouraged to contact the Vice President's Office for Personnel and Professorships directly.

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