



Bern University
of Applied Sciences

Terms of employment

Terms of employment Bern University of Applied Sciences BFH

Valid as of January 1, 2024

Introduction

- 2 This brochure contains important information on the conditions of employment at the Bern University of Applied Sciences (BFH). It is intended as a guide and provides an overview, without claiming to be complete.

More precise descriptions can be found in the legal provisions below and can be accessed at www.belex.sites.be.ch

- Law on the Bern University of Applied Sciences (FaG; BSG 435.411) and
- Federal Ordinance on Universities of Applied Sciences (FaV; BSG 436.811) and
- The Cantonal Personnel Act (PG; BSG 153.01) and
- The Personnel Ordinance (PV; BSG 153.011.1)
- Staff Regulations of Bern University of Applied Sciences

For further information:

- Website BFH: www.bfh.ch/karriere
- Intranet BFH «MyBFH» (accessible only with BFH account): <https://mybfh.ch>
- Personnel office, canton of Bern: <http://www.be.ch/personal>

Appointment

Employment relationship

The employment relationship is based on a work agreement under public law, based on the appropriate provisions in cantonal personnel and university of applied sciences legislation.

Probationary period

The probationary period lasts for a maximum of six months. During this period, employment may be terminated by either party and is subject to the following notification of cessation conditions: 7 days' notice within the first month of employment, then for the remainder of the probation period at the end of each month with one month's notice. If a notice of termination is not issued during the probationary period, the employment contract becomes binding.

Termination of employment

On expiry of the probationary period a permanent or a temporary employment contract can be terminated in writing by either party under observance of the following periods of notice:

- Professors, lecturers, associate lecturers (Art. 32 FaV)
 - Three months' notice effective at the end of a semester (end of January and end of July respectively)
- Assistants (Art. 40 FaV)
 - For a period of employment of up to one year (including any extensions): one months' notice effective at the end of a month
 - For a period of employment of more than one year (including any extensions): two months' notice effective at the end of a month
- Auxiliary staff (Art. 42 FaV)
 - One month's notice effective at the end of a month
- All other staff (Art. 24 PG)
 - Three months' notice effective at the end of a month

A dismissal by the employer must be made by order and must be justified (valid reason or termination of the position). The employment relationship can be terminated without notice by either party if there are good reasons.

A fixed-term employment relationship ends upon expiry of the agreed duration. The right to premature termination is reserved, subject to compliance with the above-mentioned termination notification periods.

Working hours

3

Working hours

The (fixed) working week for full-time employment is 42 hours.

Working hours models

In accordance with the Staff Regulations, the performance agreement model applies to lecturers and research associates who are not just employed for individual lectures. Research associates in salary grades 19 and 20 who work exclusively on research and service projects and provide occasional support with lecturing are excluded.

For all other employees the working time is based on the annual working hours model. Under this system the planned working time is determined on an annual not weekly basis. If employees work over the agreed planned working time, this is credited to the annual working hours balance. Additional time worked can be taken in lieu. When this time is taken in lieu depends on operational circumstances.

At least 20 days of leave must be taken during a calendar year, at least two weeks of which must be taken consecutively. Of the 20 days of leave in each calendar year, at least 10 days of holiday entitlement must be taken. Untaken holiday entitlement is transferred to a long-term account at the end of the year – subject to the minimum leave being taken – so that it can be taken at a later date in larger blocks.

The long-term account is not available to employees on fixed-term contracts.

Working from home

The adoption of the new policy on mobile working underlines Bern University of Applied Sciences' commitment to modern and flexible working practices. BFH's policy is based on cantonal provisions under which the maximum quota of working from home time is 50% of the total working hours. Employees may work from home if operational circumstances allow for this.

Holidays, public holidays, leave

4

Holidays

The number of vacation days per calendar year is fixed as follows:

Apprentices	32 days
Up to and including the calendar year in which 20 years of age is reached	28 days
Up to and including the calendar year in which 44 years of age is reached	25 days
From the beginning of the calendar year in which 45 years of age is reached	28 days
From the beginning of the calendar year in which 55 years of age is reached	33 days

Staff in salary group 19 and above are eligible for the next higher holiday entitlement five years earlier.

Public holidays

The following days are granted as public holidays:

- 1st and 2nd January
- Good Friday, Easter Monday
- Ascension Day, Whit Monday
- 1st August
- 25th and 26th December
- Afternoons of 24th and 31st December

Short-term paid leave

Absence from work with pay may be granted on a daily basis under the following circumstances:

- to care for a close family member in the case of illness
- death of a close family member
- one's own marriage
- relocation of one's own dwelling

Maternity, paternity and adoption leave

Female employees are entitled to a 16-week paid maternity leave. After maternity leave, they can continue to work under the same conditions as prior to their pregnancy.

Unless there are significant organisational or operational reasons impeding this, mothers and fathers are also entitled to reduce their previous degree of employment by 20 percent after the birth or adoption of a child. Nevertheless, their degree of employment may not fall below 60 percent.

On the occasion of the birth of a child (multiple births are treated equally), employees are entitled to a paid leave of ten working days. This right applies to employees who are the father or the other parent (the mother's wife) from a legal point of view at the time of birth.

Upon request, male and female employees are entitled to unpaid leave of up to six months in connection with the birth or adoption of a child, provided that normal business operations are ensured.

Illness and accidents

5 Illness and accidents

Employees are obliged to notify their direct superior at once of absences due to illness or accident. A doctor's certificate must be submitted in the following cases:

- Sickness: in case of absences lasting more than five working days
- Accident: from the third day after an accident

In cases of doubt, however, the doctor's certificate can be requested sooner.

Extended salary coverage

Wages are paid during absence due to illness or accident as follows:

- in the first year at 100%
- in the second year at 90%

Accident insurance

Employees of the Bern University of Applied Science are insured against occupational accidents in accordance with the Accident Insurance Act (UVG). The Bern University of Applied Science pays the entire premium for occupational accident insurance and half of the premium for non-occupational accident insurance and for the UVG supplementary insurance.

Reimbursement and allowances

6 Salary grades and classification

Every post is assigned to one of 30 salary grades according to the requirements and responsibilities. A basic salary is fixed for each salary grade with a progression in 80 salary increments. The maximum salary is equal to 160% of the basic salary. On appointment, classification in a specific salary grade is determined on the basis of professional skills and life experience.

Per mille wage contribution

With the exception of matriculated undergraduate assistants, the staff of Bern University of Applied Sciences donate one thousandth of their annual salary (13 monthly salaries, without social allowances) in support of social, cultural and sports facilities (Art. 91 of the Federal Ordinance on Universities of Applied Sciences (FaV).

13th month's salary

The 13th month's salary is paid in two halves, one in June and the second in December. On leaving the BFH during the year, the 13th month's salary is paid out pro rata.

Loyalty bonus

Each member of staff at Bern University of Applied Sciences is entitled to a loyalty bonus of 11 free days on completion of 10, 15, 20, 25, 30, 35, 40 and 45 years of service. On application they may be paid out in part or in full.

Family allowances

Employees of the Bern University of Applied Science are entitled to a child allowance for children up to 16 years of age. This includes the child allowance of CHF 230 per month for children up to the age of 16 and the education allowance of CHF 290 per month for children after the age of 16 until the completion of their education, but not beyond the age of 25. If the child is unable to work, the child allowance is paid until the child reaches the age of 20. The full amount of the family allowances is paid regardless of level of employment.

Care allowance

Employees entitled to family allowances also receive an additional care allowance. It is calculated according to the number of children entitled to an allowance. Based on full-time employment, this amounts to CHF 250 per month for one child entitled to the allowance, a total of CHF 180 for two children, CHF 110 for three children and CHF 40 for four children. Parents with more than four children entitled to allowances do not receive any care allowance. The care allowance is calculated in relation to the level of employment.

Pension Fund

The Bernese Pension Fund BPK insures the employees of the Bern University of Applied Science against the economic consequences of old age, death and invalidity. Information on membership terms, benefits and contributions is available in the provision of the Bernese Pension Fund (BPK). This and other pertinent information can be consulted at www.bpk.ch.

Staff who belonged to the Bern Teachers Insurance Fund (BLVK) prior to their appointment at Bern University of Applied Sciences remain insured with them.

Professional development

7 Feedback and development interview

The feedback and development interview is an important management tool at BFH. A mandatory feedback and development interview is conducted at least once a year with all BFH employees who satisfy the following criteria: employment with a monthly salary and employment of more than one year. The annual interview is used to take stock of the previous period. New targets and tasks are agreed, and personal development opportunities and steps are discussed.

Training and development

The Bern University of Applied Sciences encourages employees to broaden and deepen their professional and personal skills. If external further education courses are attended, cost contributions and paid leave can be granted; the extent of this support depends on the interest of the proposed development and the degree of employment. The specific conditions are agreed upon with the responsible superior and is based on the guidelines for further training at the BFH ("Richtlinie zur Weiterbildung an der BFH").

Advice and information

BFH Code of Conduct

With this Code of Conduct, the members of the BFH mutually commit to appreciative, respectful and honest behaviour towards each other and towards the public. The Code of Conduct is based on the BFH mission statement and is supported by a basic humanistic understanding. It was elaborated as part of a broad participatory process involving all members of the university. Valid for all BFH staff in the performance of their duties at the university, it documents the behaviour they have a right to expect of each other.

Equal opportunities

Bern University of Applied Sciences views equal opportunities as an important aspect of its institutional culture. It promotes gender equality in practice in all performance areas and is committed to diversity. Bern University of Applied Sciences endorses the promotion and respect for diversity, and to this end systematically uses the potential of its employees and students. The institution also helps balance studies and work with family life and the care of relatives.

Sexual harassment

People at BFH treat each other with respect. Sexual harassment at the workplace will not be tolerated. Offenders are subject to sanctions.

Sexual harassment in the workplace damages a person's character and dignity. It obstructs the provision of equal opportunities in the workplace. Harassment can have an adverse impact on a person's performance and even put their job at risk. People affected by sexual harassment can receive counselling and support from persons of trust (see the intranet «MyBFH» for contact addresses).

Bullying

The physical and mental health of employees and their personal integrity are held in high regard. Therefore, bullying is not tolerated in any form. Those affected or accused have the opportunity to seek advice from an external contact point (see contact addresses).

Health

As an employer, the BFH takes all necessary measures to ensure occupational safety and to protect and promote the health of its employees. In the event of prolonged absence due to illness or accident, employees are supported by the employer.

Counselling Centre Universities of Bern

In difficult professional, health or personal situations, employees of the Bern University of Applied Sciences can contact the Counselling Centre and seek advice or coaching. Its consulting and coaching services, which cover various fields, are confidential and free of charge.

Contact addresses

8

Human Resources

+41 31 848 48 48
hr@bfh.ch

Ausgleichskasse Zweigstelle Staatspersonal

+41 31 633 44 38
info.zsp@be.ch
www.pa.fin.be.ch/de/start/ueber-uns/wir-stellen-uns-vor.html

Bernische Pensionskasse (BPK)

+41 31 633 00 00
info@bpk.ch
www.bpk.ch

Specialist service Equal opportunities BFH

+41 31 848 33 35
chancengleichheit@bfh.ch
www.bfh.ch/chancengleichheit

Counselling Centre Universities of Bern

+41 31 635 24 35
beratungsstelle.bernerhochschulen@be.ch
www.beratungsstelle.bernerhochschulen.ch

Bern University of Applied Sciences

Falkenplatz 24
3012 Bern

Telefon +41 31 848 33 00

office@bfh.ch
www.bfh.ch