

Translation help for contract of employment

This translation has been provided for your better understanding of the contract of employment which is in German. This is not a legal document and makes no claim of completeness.

Contract of employment

Based on the Statutes of the University, the University of Basel agrees on the following terms of employment with

Name

Date of birth

Address

Personnel No / Identifying No

Employee group

Auxiliary assistant

Job title

Tutor

Duties and responsibilities

Details can be found in the job description

Department and division

Faculty / Division of.....

Place of work

Basel

Residency requirement

In principle, employees of the University of Basel must take up residence in Switzerland in order to work at the University of Basel. Cross-border commuters are excluded.

Commencement of contract

XX.XX.XXXX

Duration of employment

The employment contract is limited in time and ends no later than XX.XX.XXXX. Upon expiration of the agreed contract period, the employment contract ends without further notice of termination. The maximum duration of employment is 5 years for auxiliary assistants.

Working hours

Remuneration is paid according to the monthly time reports. A maximum of 624 hours may be worked per year.

Salary

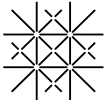
The hourly salary is CHF (incl. share of 13th month pay) and is paid with a leave bonus plus any Family and Maintenance Allowance, should you be eligible, directly into your nominated Swiss bank or post account.

Changes in salary due to cost of living and salary level adjustments as well as any change in allowances will be applied in the salary statement without an official adjustment of the contract.

Deductions from salary

Deductions will be made for the compulsory Swiss Social Insurance, non-occupational accident insurance premiums (if working more than 8 hours per week), withholding tax (when applicable) as well as the Pension Fund contributions according to the Pension Fund regulations.

Changes in the above mentioned deductions from the salary will be applied in the salary statement without an official adjustment of the contract.

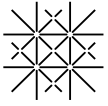


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Pension Fund	<p>The Pension Fund (2nd Pillar) is in accordance with the Pension Fund Regulations for fixed term and temporary employees. Changes in the Pension Fund regulations take effect without an official adjustment of the contract of employment.</p>
Holidays	<p>The vacation entitlement is weeks and is compensated with a surcharge of on the basic salary.</p>
Probation period	<p>The first three months of employment are considered a probation period, during which time both parties can terminate the contract of employment having given seven days' notice in writing.</p>
Notice period	<p>The contract of employment can be terminated in writing by either of the parties at the end of a month with a notice period of one month in the first year of employment and 3 months from the second year of employment.</p> <p>This notice period becomes valid after the probation period has ended.</p>
Confidentiality	<p>The employee is bound by strict confidentiality in matters arising in connection with their professional duties and responsibilities, and which due to their nature or according to particular regulations should not be disclosed. This remains binding even after employment ceases at the University.</p>
Intellectual property	<p>The rights to intellectual property, which has been acquired during employment, are subject to the University's ordinance the „Ordnung über Nebentätigkeiten, Vereinbarungen mit Dritten und die Verwertung von geistigem Eigentum im Rahmen der universitären Tätigkeit“. (Loosely translated: “Ordinance regarding a second form of employment, agreements with third parties and the use of intellectual property while carrying out professional activities at the University”).</p>
Authorisation requirements	<p>Working from abroad within the framework of flexible working (e.g. through home office abroad) requires the prior consent of the supervisor and the Human Resources Department. The regulations of the University must be observed.</p> <p>Taking up of secondary employment or further employment abroad also requires the prior written approval of the Human Resources Department</p>
Liability	<p>Employees who intentionally or grossly negligently breach their obligations under this employment contract and the regulations applicable to the employment relationship shall be liable for such damage within the scope of the statutory provisions. This includes in particular damages arising in the course of the violation of information duties due to changes in social security subordination.</p>



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Matriculation

The matriculation at a University is mandatory.

Caveat

Should a residence permit or a border-crossing permit not be issued or extended, the contract of employment becomes invalid or ends with the expiry of the permit.

Particulars

The Statutes of the University are in its valid version an integral part of the contact of employment. This employment contract is also subject to Swiss law. The place of jurisdiction for any disputes arising from this employment contract is Basel, Switzerland. With their signature, the employee acknowledges and agrees with the contract of employment and the ordinances and regulations of the University of Basel.

Basel, XX.XX.XXXX

Enclosures:

Access to the university network