Rules and Regulations Governing Service Allowances at EPFL

LEX 4.1.5

1st January 2015, status as at 1st January 2017

The Direction of the Ecole polytechnique fédérale de Lausanne,
based on Art. 2, para. 2 and Art. 19, para. 2 of the Ordonnance du CEPF sur le corps
professoral des EPF, (Ordinance on ETH faculty),
based on Art. 3, para. 1, and Art. 29 of the Ordonnance sur le personnel du domaine des EPF
(OPers-EPF), (Ordinance on ETH staff),
hereby adopts the following:

Article 1 Authority to grant service allowances

1 Service allowances for faculty members are granted by the President in coordination with the
Faculty Affairs Department.

2 Service allowances for any other category of staff are granted by the President, the Vice
Presidents or School Deans and College Directors as appropriate and in coordination with the
respective HR managers.

Article 2 Conditions

1 In accordance with Art. 19, para. 2 of the Ordonnance du CEPF sur le corps professoral,
allowances are granted to faculty members performing additional duties. These include in
particular the management of teaching and research units, the management of major projects
and chairmanship of major committees.

2 In accordance with Art. 29 of the Ordonnance sur le personnel du domaine des EPF, an
allowance may be granted:

a. to employees expected to perform particularly exacting duties temporarily without
justifying a permanent reclassification to a higher level (para. 1)

b. to employees performing duties as an additional member of the EPFL Direction
(para. 3).

3 The following positions are entitled to an allowance in all cases:

1. Vice President
2. School Dean
3. College Director
4. Section Director
5. Vice Dean
6. Member of the School/College Direction.

4 The position and/or additional duties are set out in terms of reference, as complemented by
additional clauses and objectives if necessary.

5 The indemnity policy 1 to these Rules and Regulations - “EPFL Allowance Policy” - sets out the
amounts and method of payment, as well as other functions and special allowances.

Article 3 Allowance amounts

1 Confidential document available from the Head of Human Resources
1 The maximum allowance amount for faculty members is governed by Art. 19, para. 2 of the *Ordonnance sur le corps professoral*, and the respective amounts tacitly renewed each year are set out in the indemnity policy.

2 The allowance amounts for staff members are governed by Art. 29, para. 2 of *OPers-EPF*. The respective amounts are set out in the Internal Control System (ICS) biannual control report.

3 Cumulative allowances are prohibited and the applicable amount is that for the position carrying the highest allowance.

4 The annual and monthly amounts are subject to social security and pension fund contributions.

5 Allowance amounts are subject neither to cost of living, nor to salary increases.

6 The amounts required to cover allowances for positions related to functions within a School/College (School Dean, College Director, Section Director, Member of the School Direction) are an integral part of the relevant School's/College’s basic budget.

7 The amounts required to cover allowances for positions related to EPFL-wide functions are drawn from central budgets.

**Article 4 Quota of beneficiaries**
A maximum number of entitled functions is set for the following structure:
by School/College Direction: maximum up to the number of Section Directors and Institute Directors.

**Article 5 Notification to the EPFL Direction and to beneficiaries**
The EPFL Direction is notified of allowances granted and the beneficiaries receive a decision notifying the grounds, the start and end of the allowance, its amount and method of payment (monthly or annual) and the fund debited, with copy to the administrative services concerned.

**Article 6 Allowance withdrawal and review**
An allowance may be fully or partly withdrawn or reviewed should the terms for allocation no longer apply in whole or in part, or should the expected services not be satisfactorily performed.

**Article 7 External allowances**
The recipients of allowances for the performance of duties outside the EPFL shall inform Human Resources accordingly. The EPFL Direction reserves the right, based on the amounts allocated and type of activity, to assign all or part of these to the beneficiary or to a unit and/or a fund of the central services.

**Article 8 Biannual control**
As part of the Internal Control System (ICS), biannual controls are performed by the General Counsel (GEC), Faculty Affairs (APR) and the Head of Human Resources (DRH) based on the indemnity policy and on the ICS biannual control report (allowances paid).
Article 9  Entry into force
These Rules and Regulations were approved on 15th December 2014 by the EPFL Direction and come into force on 1st January 2015. Status as at 1st January 2017.

On behalf of the EPFL Direction:

President
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General Counsel
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