



## Fact Sheet

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## Secondary Occupation / Public Office / Self-Employment

### Legal Basis

§§ 53 and 54 of the employment act of the Canton of Zurich (*Personalgesetz PG*), §§ 144 and 145 of the implementation ordinance of the employment act of the Canton of Zurich (*Vollzugsverordnung zum Personalgesetz VVPG*); regulations on holding of public office by University staff of 2 June 2016 (*Reglement betreffend Ausübung eines öffentlichen Amtes durch Angehörige der UZH*); § 5 regulations on permission to pursue secondary occupation, on the charging of dues, and on the annual declaration by professors regarding secondary occupation of 17 July 2008 (*Reglement zur Erteilung von Bewilligungen für die Ausübung von Nebenbeschäftigungen, die Erhebung von Abgaben sowie zur jährlichen Deklaration der Nebenbeschäftigungen bei Professorinnen und Professoren*).

For academic staff, the following provisions also apply: §§ 53–61 employment ordinance of the University of Zurich of 29 September 2014 (*Personalverordnung der Universität Zürich PVO-UZH*).

### Obligation to Inform

In accordance with § 144 para. 2 and § 145 VVPG, UZH employees must **inform** their line manager **in advance** if they intend to pursue secondary occupation, hold public office, or pursue self-employment. This obligation to inform applies to all UZH employees, **including part-time employees**.

The obligation to inform also applies to new employees. Applicants for a position at the University are required to declare any obligations of secondary occupation, public office, or self-employment that they intend to continue or assume.

In principle, the combined level of employment at UZH, secondary occupation, public office and self-employment may not exceed 100% in total.

### Requirement to Obtain Permission

The requirement to obtain permission applies in particular in the following situations:

- If the employee's activities outside UZH involve **demands on agreed UZH working hours**;
- In cases of doubt regarding **conflicts of interest** (compromised fulfillment of the duties of office; incompatibility with the position of UZH employment).

The Human Resources (HR) Department decides whether permission must be obtained; it may also require at a later date and at its own discretion that permission be obtained.

### Permission

Secondary occupation is defined as any activity carried out on an employment or contractual basis outside of the employment relationship with UZH.



Secondary occupation that primarily serves **the interests of the appointment at UZH** is differentiated from secondary occupation that primarily serves the employee's **personal interest**. Each position of secondary occupation must be allocated to one of these two categories. Secondary occupation positions that primarily serve the interests of the appointment at UZH include:

- Positions directly related to the employee's professional activity at UZH;
- Positions that facilitate exchange or enhance professional expertise and experience;
- Positions in fields closely related to the interests of the appointment at UZH.

If none of the above requirements are fulfilled, the activity is considered to be primarily in the employee's personal interests.

The HR Department decides whether the secondary occupation position is in the interests of the appointment at UZH or in the employee's personal interests.

**Further Points of Note:**

- UZH employees have no general entitlement to receive permission to pursue secondary occupation, hold public office, or pursue self-employment.
- Any limits on the duration of permission are decided on a case by case basis (§ 166 VVO).
- UZH employees must advise Human Resources via their line manager of all changes (new appointments, conclusion of appointments, etc.) without delay.