



Guidelines on Mobile Working at UZH

(of 30 March 2022)

The Executive Board of the University resolves the following based on § 31 para. 4 of the University Act (UniG; LS 415.11):

1. Definition and Purpose of the Guidelines

Mobile working refers to work voluntarily carried out independent of any fixed location – in addition to the work performed at the employee's usual on-site workplaces.

These guidelines lay out the handling of mobile working at the University of Zurich (UZH; hereinafter also: Employer).

2. Basic Principles

As a close-knit research, teaching and services community, UZH is an on-site university with a stimulating campus life. At the same time, UZH is a hub for innovation that utilizes the potential of digitization. When organizing mobile working, the University takes into account the balance between shared interests and expectations and its members' individual work optimization.

As a rule, employees are present at their on-site workplaces for at least 60% of their respective employment levels. Mobile working is possible for workloads that go beyond this if it is compatible with the operational interests and the tasks of the employees. Employees are not entitled to mobile working.

Mobile working is voluntary for all employees and must be agreed with their direct line managers at their request.

The general rules concerning the employees' rights and obligations apply equally to mobile working. Mobile working is considered equivalent to work performed on site at UZH.¹

3. Scope of Application

These guidelines apply to non-professorial academic staff and administrative and technical staff at UZH.

For professors, the provisions regarding on-site presence at UZH during the lecture period apply in accordance with Art. 2 para. 2 of these guidelines; in addition, the provisions on work abroad apply at all times in accordance with Art. 19 of these guidelines. The notification rules for short-term absences also apply.²

4. Validity

These guidelines remain in effect until further notice. The Employer will regularly evaluate the guidelines.

¹ ULB 2021-22 dated 12 January 2021.

² https://www.prof.uzh.ch/en/your_professorship/your_appointment/leaves/shortterm_absences.html



5. Eligible Employee Groups and Type of Work

These guidelines provide the foundation for individual agreements on mobile working between the employees and their direct line managers.

Mobile working is generally available to all employees subject to UZH's operational interests and the employees' tasks.

Line managers at all levels ensure that mobile working matters are handled appropriately and equally in their area of responsibility. They may specify the application of these guidelines in writing.

Mobile working can be applied to a job profile as a whole or to parts thereof. It can be agreed for a limited or unlimited period of time.

6. Consideration of Online Forms of Collaboration

Line managers ensure that employees working remotely remain integrated as part of the team and committed to UZH.

They shape the way in which employees collaborate remotely to sustainably promote the quality of the work performed, team spirit and the well-being of all employees.³

They ensure efficient and effective collaboration between employees working remotely and those on site at UZH.

7. Minimum Requirements for On-Site Presence

As a rule, a workload of at least 60% of the respective employment level is to be carried out on site.

8. Required On-Site Presence

Employees who work remotely must be able to return to their on-site workplace at UZH within 24 hours.

Line managers may at all times request (generally at 24 hours' notice) that employees who work remotely attend important meetings or events in person.

9. Written Agreement

A template for the written individual agreements on mobile working is part of these guidelines (Appendix 1).

Agreements on mobile working must be made in writing as a matter of principle. A copy of the agreement needs to be forwarded to Human Resources to be stored in the employee's file.

Temporary and short-term mobile work requires no written agreement; however, the specifics of the decision as well as the line manager's approval must be documented (e.g. in an e-mail).

All relevant employment regulations apply equally to mobile working as they do to work performed on site at UZH.

10. Work Equipment and Infrastructure for Mobile Working

Infrastructure for mobile working is provided by the employees. If a laptop/notebook is provided by the Employer, it is to be used for the purpose of mobile work.

³ See [Staying Fit and Healthy Working from Home](#).



Whenever possible, work equipment already made available by UZH should be used for mobile working. If possible, the Employer will provide technical equipment to enable employees working on site at UZH and those working remotely to collaborate effectively. Employees are not entitled to receive such equipment.

11. Reimbursement

Mobile working does not result in an entitlement to remuneration of expenses or other compensation.

12. Impact on On-Site Workplaces at UZH

If employees decide to work remotely, their workplaces at UZH can generally be used for desk-sharing, in which individual workstations are used by multiple people at different times. Details are set out in the UZH office concept.

13. Working Hours

Mobile working takes place exclusively on working days between 6:00am and 8:00pm (§ 118 para. 1 of the Implementation Ordinance of the Employment Act [VVO; LS 177.111]). The provisions regarding breaks and the maximum number of working hours continue to apply (cf. § 119 and § 120 para. 2 VVO).

Deviations from these must comply with the relevant provisions of employment law.

Special attention must be paid to the University's duty of good faith and the protection of the employee's health (especially when it comes to working hours, rest periods, etc.).

14. Information and Communication

Employees must ensure that they can be reached from within and outside the University during regular office hours when working remotely (e.g. through MS Teams/UCC/softphone solutions or by diverting calls from landlines to their university or private mobiles). Requirements regarding the employees' reachability are defined by the line manager.

Employees are responsible for informing all their clients and contacts about their reachability and communicating with them in a clear and seamless manner; the required quality of work must correspond to the level of work that is performed on site at UZH.

Line managers are required to ensure transparent information and communication of their individual employees' working arrangements within and outside the team.

15. Data Protection and Information Security

Mobile working is subject to the usual provisions on data protection and information security.⁴

16. Liability

The usual regulations governing employee liability for loss and damage of data and damage of UZH property apply.

The Employer assumes no liability for damage to employees' private infrastructure.

⁴ Cf. in information security (in German): <https://www.zi.uzh.ch/de/staff/it-security/guidelines-and-security-rules.html>



17. (Work) Quality Checks

Quality checks of an employee's work performance are carried out the same way as on site at UZH.

18. Handling of Disruptions during Work

Employees are responsible for creating an environment that is suited to mobile work and enables focused working.

Line managers are required to address the causes of any disruptions in the employees' work performance and find solutions for avoiding such disruptions with the employee in a joint discussion.

19. Place of Work and Working from Abroad

As a matter of principle, mobile working as per these guidelines is only possible in Switzerland.

Mobile working from abroad is only permissible when compatible with the operational requirements of UZH. If employees work from abroad for a period of more than four weeks, Human Resources needs to clarify the implications regarding social insurance obligations.⁵ In awareness of this clarification, employees are required to obtain written approval from the head of their department/institute, clinic or Central Services unit and submit it to Human Resources.⁶ Employees who are subject to social security insurance contributions abroad must document contributions paid abroad and present the relevant documents to UZH.

Details are handled by Human Resources. Exceptions to the requirements described in para. 2 are possible for cross-border commuters.

Professors must contact the Professorships Department to clarify their social security obligations when working abroad.

Appendices

Appendix 1: Template for individual mobile working agreements

⁵ See fact sheet and form on transnational social insurance, <https://www.staff.uzh.ch/en/personal/compensation-insurance/social-insurances.html>

⁶ This is necessary because UZH would otherwise be exposed to significant liability risks.