



## Agreement on Mobile Working at UZH

### Preamble

The Guidelines on Mobile Working at UZH are an integral part of any individual agreement on mobile working at the University of Zurich and lay out the long-term handling of mobile working at UZH. Any amendments to the Guidelines on Mobile Working at UZH by the Executive Board of the University automatically translate into equivalent changes in any individual agreements.

### Employee

First name, last name: .....

Personnel number: .....

Function: .....

Function according to job profile from: ..... (date)

Dept./Faculty, Office/CS (UZH): .....

Employment level as of: ..... (date), ..... %

### Line manager

First name, last name: .....

Function: .....

### Approval

..... (First Name, Last Name)  
has received approval from their line manager (undersigned) to regularly engage in mobile working as described below and as desired by the employee (undersigned).

### Scope and Schedule of Mobile Working

The total scope of approved mobile working is based on the employment level stated above.

..... % of the respective employment level<sup>1</sup>

To be specified in addition:

The employee is to carry out mobile working as follows (e.g. for which tasks, which months, weekdays, or times of the day):

.....  
.....  
.....

This agreement becomes void if the employment level of the employee changes. If the employee wishes to continue to work remotely, new and updated mobile working arrangements are to be put in a new written agreement.

<sup>1</sup> According to Art. 7 of the Guidelines on Mobile Working at UZH, as a rule no more than 40% of the respective employment level



**Tasks**

Alternatively:

- Approval of mobile working generally applies to the employee's entire job description.
- Approval of mobile working applies to the following tasks in the employee's job description:

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**Reachability during Mobile Working**

Alternatively:

- The employee must be reachable during their office's/department's usual office hours when working remotely.
- The employee must be reachable as follows when working remotely<sup>2</sup>:  
(e.g. on which days of the week; from xx:xx to xx:xx)

.....

.....

.....

Alternatively:

- This reachability applies to the usual forms of communication used in the office/department.
- This reachability applies to the following forms of communication:  
(e.g. at the phone no. XXXX, by e-mail and on Teams/Zoom)

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<sup>2</sup> 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.



**Place of Work**

Alternatively:

Mobile working is carried out in Switzerland.

Mobile working is carried out abroad at (*address, incl. country*<sup>3</sup>):

c/o: .....  
Street, no.: .....  
ZIP Code, City: .....  
Country: .....

**Special Provisions (in accordance with operational interests and/or the employee's tasks)**

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**Duration and Termination of the Agreement**

Alternatively:

This agreement is valid for an unlimited period of time. It can be terminated by either party at the end of the month with a notice period of two months, or earlier if both parties agree.

This agreement is temporarily valid from (*date*) ..... to .....  
The agreement expires after this date. Any extension or removal of time limits must be set out in a new written agreement.

<sup>3</sup> Mobile working from abroad is only permissible when compatible with the operational requirements of UZH. Any agreement otherwise requires written approval by line managers through the heads of their office/department/institute, clinic or Central Services unit and – for periods of mobile working exceeding four weeks – must be submitted to Human Resources prior to the start of mobile working abroad so that HR can clarify the implications regarding social insurance obligations. Subsequently, this agreement is concluded with the detailed provision regarding mobile working abroad.



Mobile working is carried out taking into account the operational interests of UZH and the tasks of the employee. If the employee's tasks or UZH's operational interests change, the line manager may terminate the agreement prematurely within a reasonable period of time. A new agreement may be set up. The termination is to be put in writing.

Any misuse of mobile working arrangements will result in a review of the arrangements – possibly including the relevant offices/departments – and may result in the termination of said arrangements by the line manager. In such a case, the agreement is considered void.

### **Binding Agreement**

This agreement is signed by the line manager and the employee. A signed copy of the agreement is to be submitted to Human Resources by the line manager to be stored in the employee's file<sup>4</sup>.

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Place, Date

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Signature of Employee

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Place, Date

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Signature of Line Manager

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<sup>4</sup> The line manager will send the signed agreement electronically to the services center of Human Resources (e-mail: [hr.services@pa.uzh.ch](mailto:hr.services@pa.uzh.ch)).