Regulation for coronavirus emergency operations

Continued pay for teaching assistants and employees on an hourly wage

The Rector, on the basis of Art. 9 para. 2 of the ETH Zurich Organisational Ordinance, and the Vice President for Personnel Development and Leadership (interim), on the basis of Art. 11b para. 2 of the ETH Zurich Organisational Ordinance, hereby issue the following regulation:

31 March 2020

Due to the reduction in research and teaching activities, most teaching assistants and employees on an hourly wage will be unable to work their agreed hours by the end of May 2020. The Executive Board wishes to provide these employees with financial security in this challenging time. It obliges professors and supervisors to assume this responsibility and to continue paying wages at a rate of 80% of agreed hours.

Teaching assistants and employees on an hourly wage will receive continued pay of at least 80% of their agreed hours for the months of March, April and May 2020. They will receive this continued pay even if the agreed performance can only be partially rendered, or not at all. The regulation applies regardless of whether the funding is provided through the Rector’s funds, the basic mandate, the budget or from third-party fundings.

Professors and supervisors are responsible for correctly determining the planned and/or agreed hours as a basis, and approving 80% of this sum for payment through workflow. The hours worked and agreed in March should be entered in ETHIS by the deadline for payroll changes in April, and will be paid out in April.

If more hours were worked than agreed, the actual hours worked are to be entered. If hours were worked between February and mid-March 2020, this as a rule will result in continued payment. If, despite an existing employment contract, no hours were planned or worked, generally there will be no continuation of pay. During a semester, teaching assistants are permitted to work a maximum of 15 hours per week.

If teaching assistants are unable work in their agreed unit, they should be deployed to another unit where possible. Teaching assistants who receive continued pay may and should perform services in the helper pool. Teaching assistants who are financed through third-party funding have the option of submitting an application.

The HR personnel managers can help with further information and any questions.

This regulation remains in force until 31 May 2020.

Additional information:

If a call-up for mandatory military or civil defence service or civilian alternative service is made due to Covid-19, the planned assignments as a teaching assistant are to be considered void, as these persons receive EO compensation for these services.

The employment contracts of doctoral students currently remain unchanged for the duration of the contract. Exceptions to this are agreed or planned changes in approach of any kind as well as changes in approach for temporary assignments in teaching also in this semester.