

Working from home regularly for employees of ETH Zurich

Information sheet | March 2022

ETH Zurich promotes a forward-looking working culture, taking into account the individual needs of its employees. Working from home is a working model that helps staff to strike a balance between their work and their private life.

Working from home involves employees doing some work from their own place of residence rather than on the ETH Zurich premises as specified in their employment contract. This model is based on trust and open dialogue and relies on consideration and cooperation between employees and supervisors. The information below provides a basis for successfully implementing the working from home model at ETH Zurich.

Principles

- Working from home is based on trust and requires employees to exercise a high degree of personal responsibility since they are performing job-related tasks in a private environment.
- Working from home means that ETH employees work from their own home regularly or occasionally but with no change to their contractually agreed workplace.
- As a general rule, all ETH employees who live and work in Switzerland are allowed to work from home regardless of what kind of employment contract they have and as long as operations permit. Find more information about [cross-border commuters and working from abroad](#) (place of work not in Switzerland).
- There is no general entitlement to be allowed to work from home. Supervisors are responsible for making decisions about remote working arrangements.
- The Executive Board of ETH Zurich would like supervisors to facilitate the option of working from home for their employees wherever this is feasible. Exclusive work-from-home arrangements (100% remote) are normally not desirable.

Requirements

- Working from home must be discussed with and approved by the employee's supervisor.
- The employee's tasks, working environment and job design, as well as any operational procedures that apply to them, must be suitable for working from home.
- Working from home may be agreed for a limited or unlimited period of time. If an employee is working from home

for an unlimited period, permission for this can be withdrawn by their supervisor within a reasonable period of at least one month if the criteria for granting permission are no longer met or if there are legal reasons for not allowing the employee to work from home.

General conditions

Legal

The regulations relating to personnel law under the Personnel Ordinance for the ETH Domain ([PO-ETH](#)) apply.

The provisions of the Swiss Employment Act must be complied with, specifically those regarding maximum daily working hours, required rest periods, breaks and regulations regarding night work and working on Sundays. Work from home must be conducted during the usual operating hours.

Working hours for working at home are to be recorded according to the same rules as those used for work at the contractually agreed workplace.

Data security

Employees are responsible for complying with data security requirements, including when they are working from home.

The regulations of the [PO-ETH](#) (professional, commercial and official confidentiality), the ETH Zurich Acceptable Use Policy for Telematics Resources ([BOT](#)) and the [IT Best Practice Rules](#) apply here in particular.

Costs

The existing ETH telematics resources are to be used for working from home, meaning that any infrastructure costs are already covered.

Working environment

- Employees working from home regularly must have access to a working environment in which they are able to work efficiently and maintain their concentration without being disturbed.
- Employees should check their workspace at home in terms of [ergonomics](#).
- A secure and efficient connection with the ETH server environment must be guaranteed at all times.

Availability for contact

Employees must ensure that they can be contacted by e-mail, telephone and/or other technological means during the usual operating hours.

Employees must be present at the ETH workplace on days on which regular meetings and events are scheduled.

Working from home regularly

Employees and their supervisors discuss the options for working from home and agree on the conditions verbally or in written.

We advise employees and supervisors to discuss the employee's experiences of working from home during their annual appraisal interview and to make any necessary adjustments.

Working from home occasionally

For occasional and irregular periods of work outside the ETH workplace, all that is required is a verbal agreement between the employee in question and their supervisor. The aforementioned conditions for working from home also apply to working from home on an occasional basis.

Questions

If you have any questions, please contact your supervisor directly.

Further information

- [Flexible working | ETH Zurich](#)
- [Working from home | ETH Zurich](#)
- [Mobile working | ETH Zurich](#)