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## **Directives Concerning the employment of spouses, partners and relatives at ETH Zurich**

dated 11 June 2013 (as per 1 April 2018)

*The ETH Zurich Executive Board,*

pursuant to Art. 2 Para. 3 Ordinance of the ETH Board concerning personnel in the Swiss Federal Institutes of Technology Domain (Personnel Ordinance for the ETH Domain, PVO-ETH) dated 15 March 2001<sup>1</sup> and Art. 2 of the Decree for the Faculty of the Federal Institute of Technology ETH<sup>2</sup>,

*hereby decrees:*

### **1. Job announcement**

- 1.1 As a general rule, open positions at ETH Zurich are advertised<sup>3</sup>. Exceptions are defined in these directives.
- 1.2 ETH Zurich can exceptionally decide not to advertise an open position
  - a) when a temporary scientific position is concerned (assistants and doctorands);
  - b) when a temporary administrative/technical position is concerned;
  - c) when a position which is filled by an ETH-employee or someone having just finished his/her apprenticeship at ETH Zurich is concerned;
  - d) if the success of the negotiations with a candidate for a faculty position depends on the promise of ETH Zurich to also offer a position for the spouse/partner (dual career spouse/partner) and as long as the qualifications and selection criteria as defined in cl. 2.2.2 of these directives are observed.

## **2. Employment of spouses, partners and relatives**

### **2.1 Basic principles**

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<sup>1</sup> SR 172.220.113

<sup>2</sup> SR 172.220.113.40

<sup>3</sup> Art. 14 PVO-ETH

- 2.1.1 In order to prevent a conflict of interest or potentially perceived conflict of interests by third parties, employees of ETH Zurich (collaborators and superiors) including professors who are married with each other or live with a partner are to be employed in such a way as to prevent them being directly sub- or super-ordinated. The same applies to people related by marriage or up to a second-degree relative<sup>4</sup>.
- 2.1.2 They are further to be employed in another area i.e. generally in another Department and/or unit in central administration<sup>5</sup> than their spouse/partner. Fake constructions are not allowed.
- 2.1.3 If two employees of ETH Zurich marry or form a couple, their employment situation has to be changed so as to be in line with cl. 2.1.1, likewise when temporary positions are being prolonged. If the question of sub- or super-ordination becomes relevant due to a change of the personal circumstances, the employees concerned are obliged to immediately inform the personnel manager in charge and the Office for Faculty Affairs respectively.
- 2.1.4 People responsible for personnel matters at ETH Zurich inform the employees and the candidates applying for positions at ETH Zurich about these directives. Consequently, the people concerned are asked to inform the personnel manager and staff members of the Office for Faculty Affairs respectively about dual career issues.
- 2.1.5. Confidential information which the dual career couple gains in the context of their respective duties at ETH Zurich are to remain confidential and are not to be disclosed to the partner.

## **2.2 Selection and employment procedure**

- 2.2.1 Spouses and partners of employees of ETH Zurich and other persons who are related to each other as defined in cl. 2.1.1 and who are looking for a job at ETH Zurich have to apply for advertised positions and to go through the standard hiring process.
- 2.2.2 The qualification and selection criteria apply for these persons in the same way as they apply for any other candidate who is applying for a position.
- 2.2.3. The hiring procedure is to be carried out in an open and transparent way.
- 2.2.4 The employments obey the relevant law governing regulations in the ETH Act<sup>6</sup> (Federal Act on the Federal Institutes of Technology), in the Personnel Ordinance for the ETH Domain<sup>7</sup> and in the Ordinance of the scientific staff at ETH Zurich (Verordnung über das wissenschaftliche Personal der ETH Zürich<sup>8</sup>, German

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<sup>4</sup> Version according to the decision of the Board of ETH of 27 March 2018, in force since 1 April 2018

<sup>5</sup> Version according to the decision of the Board of ETH of 27 March 2018, in force since 1 April 2018

<sup>6</sup> SR 414.110

<sup>7</sup> SR 172.220.113

<sup>8</sup> RSETHZ 516.1

version only). For scientific positions, the employment contract is always temporary.

- 2.2.5 When deciding on an employment of a spouse/partner of an ETH-employee or of other relations as defined in cl. 2.1.1, the persons concerned have to abstain from voting.

### **2.3. Extraordinary regulations**

- 2.3.1 A financial contribution of the President for the temporary employment according to cl. 1.2. lit. d is subject to the individual negotiations during the hiring process of the new professor. As a general rule, it is only granted if all involved parties (department/s and institute/s) equally participate in the financial agreements; furthermore a financial contribution of the President is only granted for up to two years. As a general rule, the negotiation of a financial participation of the President at a later time is excluded.
- 2.3.2 Once the financial participation granted by the President expires, the section hiring the spouse/partner is asked to fully finance the continued employment of the dual career spouse/partner.
- 2.3.3 Partners who are not employed at ETH Zurich are neither granted a guest status nor a work place. Except from this rule are docents (Lehrbeauftragte), but Art. 2.1.2 applies mutatis mutandis<sup>9</sup>.

### **2.4. Temporary arrangements**

- 2.4.1 Employments of people which were made before 1 April 2018 under the old guidelines (in particular with respect to art. 2.1.2) remain unchanged, as long as no internal reasons or other serious aspects require that the employment needs to be changed<sup>10</sup>.
- 2.4.2 If internal reasons or other serious aspects exist, the personnel manager in charge and the Office for Faculty Affairs respectively are to be contacted<sup>11</sup>.

## **III. Entry into force**

These Directives enter into force on 1 July 2013.

President: Ralph Eichler

General Secretary: Hugo Bretscher

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<sup>9</sup> Added based on the decision of the Board of ETH of 27 March 2018, in force since 1 April 2018

<sup>10</sup> Added based on the decision of the Board of ETH of 27 March 2018, in force since 1 April 2018

<sup>11</sup> Added based on the decision of the Board of ETH of 27 March 2018, in force since 1 April 2018