A  ABSENCES

Please notify your superior and your unit’s secretariat of any prolonged absence during a day’s usual working hours before leaving the premises.

If a dedicated secretariat isn’t attributed to your unit to answer phone calls in your absence, please make sure that a message on your voicemail states the date of your return or that your telephone is diverted to a colleague or to EPFL’s Telephone Operator (111) with the details of your absence.

If you are not able to read your e-mails during your absence, please make sure that an automatic reply is set up.
As a general rule applying to all EPFL employees, all other absences, such as taking part in congresses, training, business trips, holidays, overtime compensation, special leaves, etc. must be reported one week in advance and duly approved by your superior, using the relevant absence card available from your unit’s secretariat. Alternatively, absence cards are available from the School of Life Sciences’ Administration Office.

Please refer to the “BUSINESS TRIPS” section for this specific procedure.

A Head of Unit is expected to follow-up his/her team members’ holidays and absences. Federal dispositions are available on http://rh-intranet.epfl.ch/Jahia/site/rh-intranet/op/edit/pid/21452.

A ACCREDITATION

The EPFL Institution has introduced an accreditation system (http://accred.epfl.ch), offering an official list of people having access to any EPFL benefit, thus reinforcing computer and infrastructural security on our premises.

The delivery of an access card (Camipro card), e-mails accounts, IT accesses, e-directory inscription or any such need or access will require a proper registration into the School, the management of which is centralized as follows:

Lena Andersson (t3 18 71) : GHI and IB
Sophie Viscolo (t3 53 61) : BMI, ISREC and all SV General Services (Platforms, etc.)

B BIOSAFETY

Prior to starting any lab activity, every new group must notify the opening of its lab to Federal authorities in Berne. Please contact SV’s Biosafety Coordinator, Dr. Stéphane Karlen (t3 20 04); website: http://biosafety.epfl.ch.

Each unit or lab must have a Biosafety Officer, appointed by the Professor in charge, who must declare him or herself to the Biosafety Coordinator. The Biosafety Officer is responsible for the establishment of notifications or authorization requests for any activity implying the use of radioactivity, P2, P3 and animals. The Biosafety Officer is also responsible for the establishment of the unit or lab procedures as well as for training the unit or lab members.

According to Federal rules, any member of staff with an activity in one of our labs must comply with a set of biosafety procedures and regulations. Those are available on our INTRANET (http://svintranet.epfl.ch) under “SECURITE”.

Contact persons:

- Dr. Stéphane Karlen is available for any questions on general security and biosafety as well as for any questions related to radioprotection. Please visit this website: http://biosafety.epfl.ch/
- Dr. Marcel Gyger is available for any questions related to animal handling (t3 42 01).

B BOOKS

SV is testing for the EPFL a “Virtual Library” system. This means that for the time being, there is no dedicated library area our School’s premises. Our Virtual Library should comprise any resource purchased under the EPFL name thus belonging to the School (i.e. public belonging) as well as any resource being part of a professor’s collection purchased prior to his/her arrival at the EPFL and which he/she is ready to catalogue as “in situ consultable material”.

EPFL / School of Life Sciences
The catalogue of the SV resources can be consulted via internet (http://www.nebis.ch/index_f.html). Please contact your unit’s secretariat or Ms Valérie Charbonnier of EPFL’s Central Library for instructions.

Every new resource purchased is to be regularly announced by e-mail to the Central Library (valerie.charbonnier@epfl.ch), indicating clearly the name of the unit and the professor in charge. New resources will then be sent, grouped if possible, by internal mail to Ms Charbonnier at the Central Library to be marked and catalogued, and to be returned to the unit in the best time possible. Ms Charbonnier is alternatively also available to come on our premises a few times a year to update the catalogue in situ.

EPFL’s Central Library (location : http://plan.epfl.ch/index.html?alias=BI&view=73) acquires documentary resources destined to EPFL users or offers distance access to electronic documental resources to all EPFL members. Any means of scientific and technical information is acquired to the EPFL, including all books acquired with EPFL resources. The Central Library can also purchase any resource you propose (http://bcwww.epfl.ch/bc/servies/achats/propositions.html).

B BREAKS

A break of at least 30 minutes during the core working hours of the day must be taken. A break of 15 minutes in the morning and in the afternoon is counted as working time.

B BUSINESS TRIPS

Website : http://voyages.epfl.ch/page58452-en.html

A business trip takes place when a staff member is temporarily occupied away from his/her normal place of work and residence.

Prior to commencement, all business trips require permission from the employee’s superior via the establishment of the form “Demande de Voyage”, announcing the budget foreseen for the trip. Forms are available on internet via a direct “i-monieur access” or via your secretariat.

EPFL employees are entitled to be reimbursed for expenses incurred during the exercise of their professional activity, especially outside their usual work place. For this purpose, a reimbursement form, also available from i-moniteur, must be filled in, signed by the beneficiary and approved by the superior (a Professor’s superior being his/her Institute Director). Please consult the complete set of Rules and Regulations concerning business trips and reimbursements (http://www.epfl.ch/administration/sf/telecharger.htm) and in particular Art. 24 al. 2 forbidding the reimbursement of any material submitted to the EPFL Inventory (eg. Computers).

For any questions, please contact your unit’s secretariat, the SV Finance Officer, Ms Sophie Viscolo on t3 53 61 or Ms Dominique Perrin, t3 60 86, attached to EPFL’s Central Accounting Department.

To obtain your own “i-moniteur” login, please ask anna.lucciarini@epfl.ch. Training on “i-moniteur” is available in a general finance course (coupled with training on Infocentre Finance) organized by EPFL’s Central Accounting Department (registration form available on http://infocentre-sap.epfl.ch/Jahia/site/ccsap/op/edit/pid/42630?matrix=1204).

C CAMIPRO

“CAMIPRO” is an access control card to EPFL premises which is attributed to each EPFL employee, student or visitor (see http://sce.epfl.ch/CAMIPRO/). This system allows an automatic opening and closing of certain areas at set times. It allows a permanent control over shut doors under surveillance (sending off an alarm in case of prolonged opening).
This card acts as identity card for EPFL employees, students and visitors. It is therefore PERSONAL and NON-TRANSFERABLE.

The management of doors/card control boxes and card users has been decentralized to a local Manager for each School. Please contact Mr. Cédric Georgès (t 3 96 06) or in his absence Mr. Matthieu Paris (t 3 95 15) for any questions.

“Visitor” cards can also be obtained via Messrs Georges or Paris. Please see under V – Visitors below for more details.

**C CARS (use for professional trips)**

Although Prior to using your own car for professional trips, authorization must be attained via a “Demande de voyage” available from your secretariat or from i-moniteur (see under “Business Trips”, # 5). Reimbursement per Km : CHF 0.60. No reimbursement will be paid unless the appropriate form is supplied to EPFL’s Central Accounting Department. This procedure excludes any petrol reimbursement request.

An alternative to using your own car for professional trips is to book a “Mobility” car. You will find all the details on [http://sgi.epfl.ch/page51275.html](http://sgi.epfl.ch/page51275.html).

**C CARE TAKING**

Should any questions or problems arise within EPFL’s School of Life Sciences regarding hygiene, cleaning or other general maintenance issues, please contact our Concierge, Ms Baxevanidis (t 3 20 65) or our Infrastructure Manager, Ms Laurence Winkel (t 3 95 04).

**C CLEANLINESS**

The work place and equipment are to be tidied before leaving your work place. Please make sure that your work place and the surrounding area are kept clean.

The cleaning staff is only authorized to clean clear surfaces and is not responsible for watering plants, cleaning cupboards, taking any cutlery back to the Cafeteria, replacing empty bottles in the kitchens and cleaning the coffee machines and pots.

In the kitchens and “break” areas, facilities at your disposal (tea and coffee making, fridge, microwave oven or any other offered facility) are provided for staff use. Please make sure that you don’t leave any of the facility you have used or the area you have used it in, in a mess. Please put any washables in the dishwasher if available or wash it up by hand.

**C CONFERENCE ROOMS**

Several conference rooms are available on SV premises. Reservations are managed via our intranet ([http://svintranet.epfl.ch/](http://svintranet.epfl.ch/)), then click on “RESERVATION-LOCATIONS” and choose your room). Please contact Lisa Cepeda (t 3 95 18) or our IT Helpdesk (t 3 96 37) should you require any assistance the first time you want to use this reservation system.

We expect from you to leave all rooms perfectly tidy (tables and chairs pushed into their places, equipment such as beamer and lights duly switched off after use, windows closed, doors locked, any catering items disposed of, etc.). If any abuse or misuse is notified, access to these rooms will be
denied. Any remarks as to the rooms’ equipment may be addressed to our Infrastructure Manager, Ms Laurence Winkel (t 3 95 04).

Should you not find the appropriate room within the SV premises for your event, please contact EPFL’s Information Desk (Ms Klopp t 3 64 19 or Ms Wuilleret t 3 51 26) and they will inform you of all other rooms available on campus.

C CONFIDENTIALITY

SV Visitors are bound to the same confidentiality rules as EPFL staff members.

C CONTRACTS - RESEARCH AGREEMENTS

EPFL’s policy regarding sponsored research agreements aims at promoting research collaboration based on fair competition conditions. Sponsored research agreements define the research programme, budget, rights to the results of the project, etc.

The EPFL assigns to professors (head of the lab) the right to sign research agreements. However, any agreement within which the industrial partner contributes must be approved by EPFL’s Management before signature; this approval is also required for contracts relating to European projects and complementary agreements for CTI projects, but not for FN (Swiss National Science Foundation) grants or standard CTI contracts. Requests for such approvals shall be submitted to the Industrial Relations Office (SRI) which also provides advice and assistance in the drawing up and negotiation of research agreements.

Before crediting the laboratory account, the Financial Service will deduct an overhead percentage (see the complete set of EPFL Rules and Procedures on Research contracts and Technology Transfer http://sri.epfl.ch/webday/site/sri_en/shared/DCRTT-E.pdf for the various rates applied) as will be indicated on the SRI contract approval. No deductions are made on FN grants or on donations (amounts received with no counterpart required).

The SRI is available for all information concerning research agreements, Licensing opportunities, Patents, Licenses, Invention disclosures, Transfer to Start-Ups, etc. (http://www.epfl.ch/sri/Ecollaborateurs.htm). For anyone seeking scientific competences or partners within the EPFL, Alliance is at your disposal (http://www.alliance-tt.ch/).

Please note that a full copy of each new proposal must be stored on the server “grants.epfl.ch” (http://grants.epfl.ch) as soon as it is submitted to the corresponding agency or foundation, including European projects.

C CORE FACILITIES

The School of Life Sciences offers an extensive range of scientific services such as imaging, proteomics, screening, bioinformatics, protein production, flow cytometry, transgenesis, electron microscopy, histology, animal care, etc. For more information, please follow the link http://sv.epfl.ch/page60615.html

D CREDIT CARDS

With the authorization of EPFL’s Central Accounting Department, each SV Institute and, if justified, a single unit, may be entitled to an EPFL “Purchase Credit Card” (as opposed to a personal credit card).
While the preferred purchase for our auditors remains a bill addressed to the EPFL, the following purchases may be done under an EPFL Purchase Credit Card, provided prior written approval by the Head of Unit:

- Subscriptions to seminars
- Small amount orders (max. CHF 1’000.-)
- Certain urgent or exceptional payments

Please contact SV’s Finance Officer, Ms Sophie Viscolo (t3 53 61) for any information.

Prior to any purchase by credit card order, please consult the complete official Directives on http://www.epfl.ch/administration/sf/services.htm#MC.

**D DEPARTURE PROCEDURE**

For any employee leaving the School of Life Sciences, please check with your Unit, Institute or with the Dean’s Office to fill in a departure form releasing you from all contractual obligations. You will be asked among other things to hand in your Lab notebook and records, CAMIPRO access card, keys, etc. Please also return your train pass (abonnement CFF ½ tariff) to the Human Resources.

**D DRINKS**

Tea and coffee making facilities as well as several water fountains are graciously offered and at your disposal in dedicated areas on SV premises (Contact: Your unit’s secretariat). A simple way of showing your appreciation is to keep these areas clean and tidy.

Should these areas get out of control, we shall revert to vending machines with charge.

**D DUTY OF SECRECY**

All staff is sworn to absolute secrecy with regards to all technical, organizational and economic matters which they encounter at EPFL (as stipulated in your employment contract).

This also applies after completion of the term of employment, in so far as the passing on of information to third parties could harm EPFL.

For temporary personnel, please see under P – Personal Commitment below.

**E E-MAGAZINES**

E-magazines available to every EPFL member can be found on EPFL’s Central Library website (http://library.epfl.ch/periodiques/). The School of Life Sciences is currently compiling a dedicated catalogue to its specific fields and any subscription requests are to be addressed to the Finance Officer, Ms Sophie Viscolo.

Web of Sciences, ISI Proceedings, current contents and Derwent Innovations Index can also be consulted under http://www.isiknowledge.com/.

For any further information, please check EPFL’s Central Library website http://library.epfl.ch and contact Ms Viscolo.

**E EMERGENCY NUMBERS**

For any emergency, call t115 (24/7)
SV's Workshop (Equipment)  383 31 (08h00 – 17h00)
(scientific, lab or general equipment failures, leaks, smells, etc.)

General Technical Failure (Building)  34000 (24/7)
(lifts, heating, sanitary installations, access control, etc.)

SV's IT Helpdesk  396 37 (08h00-12h30 – 13h30-17h00)

EPFL's telephone operators  111 (08h00-18h00)

E EMPLOYMENT ISSUES

General

1) According to the Swiss Federal Rules on Swiss Federal Employees, decisional competencies relevant to any employment contract are solely in the hands of the EPFL's Central Human Resources Department, its delegate for SV being Ms Carla Cardoso and the Dean. Your job description or « cahier des charges » constitutes an integral part of your employment contact. Please make sure that you have a signed and approved copy at hand.

2) EPFL’s Directives “Employment of scientific staff” and “Employment of assistants” dated 1st October 2005 are applicable to every staff member having an EPFL employment contract. Please be reminded that a Postdoctoral Fellow can stay for a maximum of 4 years at the EPFL (employment contract renewable yearly). Complete Directives are available on http://cui.epfl.ch/.

3) According to the SV Internal Policy, Full Professors are authorized to hire one scientific staff member on a stabilized contract.

4) No long-term contracts (permanent positions) may be established on the basis of projects externally funded.

5) The shortest employment contract period is six months.

6) You are kindly invited to announce to our HR Manager every person staying in your units (using the form “Proposition d’Engagement – Personnel temporaire” available on http://rh-intranet.epfl.ch/Jahia/site/rh-intranet/op/edit/pid/21691) even if they are not contractually hired by the EPFL. These people (trainees, students, unemployed, etc.) working on our premises without remuneration must be declared to comply with legal dispositions on social security (eg. accident insurance).

Temporary employment subsidized for the unemployed

7) In order to ensure adequate supervision, continuity in the search effort and promoting the re-integration process without however prejudice for the employment market, one person only in such a situation may be temporarily employed per unit for max. 6 months.

Employment of "Civilists " (Service civil)

8) A "civilist" is a Swiss national who, having objected to military service on grounds of conscience, may compensate by carrying out a civilian service in institutions recognized as being in public interest.

"Civilists" may be employed by our units provided that they enroll for 6 months or more.
PhD Students

9) PhD students are remunerated for an amount in francs corresponding to 100% of Class 15 (EPF salary scale). The PhD student is supposed to spend 2/3 of his/her time working on his/her thesis and 1/3 is reserved for teaching activity. For more information, please follow the link: http://rh-intranet.epfl.ch/Jahia/site/rh-intranet/op/edit/pid/21395

Invited Professors and Academic Hosts

10) Please refer to the full Directive dated 1 July 2005 (http://collaborateurs.epfl.ch/webdav/site/collaborateurs/shared/Directives_Profs_invites_E.pdf). An invitation must be proposed by an EPFL professor (full, associate, tenure-track) to the School Dean, accompanied by a letter in support of this proposal and the approval of the Institute Director. The guest’s participation in teaching and research at the EPFL must be described in detail in the supporting letter. The School Dean makes a final decision in accordance with the budget allocated for this purpose if any and sends, on behalf of the EPFL, an official letter of invitation, with a copy to the inviting professor and Human Resources for execution, and Faculty Affairs (VPAA-APR) and the VPRI for information.

Conflict of Interest

11) The interactions of EPFL professors and other staff members with industry, the economy and other institutions are beneficial for both teaching and research. In order to avoid and deal with any conflicts of interest that may result from these interactions, and ensure that such activities are not inconsistent with individual responsibilities towards the EPFL, every EPFL staff member is to apply for permission to exercise any activity or public function performed outside the contractual work relationship to the Dean. Please refer to the Directives setting the principles and rules intended to protect the interests of employees, the EPFL and third parties: http://collaborateurs.epfl.ch/webdav/site/collaborateurs/shared/DirgestconflitAng.pdf

Joint appointments

12) In cases of joint appointments (work in two different institutions), the max. employment rate authorized by the EPFL for those two activities is 100%.

For any questions on the above section, please contact our HR Manager, Ms Cardoso (t3 64 17).

E EXPENSES

Please refer to EPFL’s Travel and Expense Claim Rules, available on https://documents.epfl.ch/groups/p/po/polylex/www/finance/Directive_remboursement_frais.pdf prior to engaging in any expense which you potentially might claim as reimbursement.

For any questions, please refer to your Unit’s Secretariat or to SV’s Finance Officer, Ms Sophie Viscolo.

F FUND RAISING

The Dean’s Office of the School of Life Sciences offers its community the services of a dedicated responsible, Dr. Sacha P. Sidjanski (t3 16 41), who can assist SV labs in their search for any outside
(national and international) cooperation, whether it be with foundations or industrial projects. Please do not hesitate to contact him with any request you may have.

**F FUNDS**

There are two types of funds: Budgetary (Annual Swiss Federal resources) and Third party (pluri-annual resources from third parties or scientific equipment grants from the VPAA). Please check EPFL’s Central Accounting Department’s web pages for a complete set of definitions, rules and procedures, forms etc. [http://www.epfl.ch/administration/sf](http://www.epfl.ch/administration/sf). This department also has a very useful A to Z list ([http://www.epfl.ch/administration/sf/deAaZ.htm](http://www.epfl.ch/administration/sf/deAaZ.htm)).

Please also never hesitate to contact Ms Sophie Viscolo (t 3 53 61) or Ms Lena Andersson (t 3 18 71) for any questions you may have on financial matters overall.

Each year, the EPFL submits a budget to the Swiss Administration. A credit (no actual cash but a “limit of expenditure” is subsequently attributed and shared throughout the School. Every head of unit is responsible and accountable for every operation giving way to a financial transaction on a budgetary fund (purchasing and service contracts, validation of supplier invoices for payment, travel authorizations and expense requests, budget transfers and book entries).


These Rules and Regulations are binding and fix a working environment, responsibilities and rules enabling a sound, efficient and transparent management of our financial resources.

**G GASPAR**

GASPAR is an IT system offering EPFL members several accesses such as GESTAC (academic management, etc.). For any information, please contact our IT Manager Mr Christophe Panchaud (t3 09 32).

**H HEALTH AND SAFETY AT WORK**

Each new EPFL employee will be asked to follow an introductory course on Health and Safety at Work. Registration to this course takes place when the new employee gets her/his Camipro Card (cf. “C” Camipro Cards).

Depending on specific activities, an entry medical check-up may be required. Each new employee will be contacted by the Biosafety Coordinator to make an assessment.

For any inquiries, please contact Dr. Stéphane Karlen (t3 20 04); web: [http://biosafety.epfl.ch/](http://biosafety.epfl.ch/).

**H HOTELS**

Each year, EPFL signs company contracts with various hotels offering preferential rates. Please consult the current list on [http://www.epfl.ch/RelationsPubliques/intranet/hotels/](http://www.epfl.ch/RelationsPubliques/intranet/hotels/).
Whenever possible, hotels for trips undertaken by EPFL employees should be selected exclusively from this list.

**HUMAN RESOURCES**

**Human Resources**

Carla Cardoso (Head of our faculty’s HR)  
For any contractual questions, advice, assistance and social prevention  
τ3 64 17

Françoise Maneint (HR Assistant)  
For any foreigners’ questions as well as for Visiting Professors  
τ3 50 02

Anne-Lyse Doleyres (HR Assistant)  
For any Pension Fund matters  
τ3 21 44

Ms Carla Cardoso is attached to EPFL’s Central HR Department and detached as SV HR Manager. Her main office is located in the INN Building ([http://plan.epfl.ch/?room=INN%20037](http://plan.epfl.ch/?room=INN%20037)). She is however present in our Faculty on Tuesdays and Fridays (office SV 3512 [http://plan.epfl.ch/?room=SV%203512](http://plan.epfl.ch/?room=SV%203512)). Please do not hesitate to make an appointment with her for any questions whatsoever.

**INFOCENTRE**

“Infocentre”, an interface of SAP R/3 covering HR and Finance Management, is a reporting tool allowing the user, via your Internet navigator, to consult and check any financial data of the unit’s funds (providing your access rights have been approved by your superior). The team “CC-SAP” (Centre de Compétence SAP, link [http://ccsap.epfl.ch/](http://ccsap.epfl.ch/)) in cooperation with EPFL’s Central HR and Accounting Departments, offers training to any person involved with HR or Finance reporting. More details can be found via Ms Anna Lucciarini ([anna.luccarini@epfl.ch](mailto:anna.luccarini@epfl.ch)) or via [http://ccsap.epfl.ch/page25154.html](http://ccsap.epfl.ch/page25154.html).

Please follow the procedure to obtain permission to enter these interfaces:

For Infocentre Finance:  

For Infocentre Personnel:  
[http://admwww.epfl.ch/sp/special/icacces.html](http://admwww.epfl.ch/sp/special/icacces.html)

User manual of “Infocentre Finance”:  

User manual of “Infocentre Personnel”:  
[http://admwww.epfl.ch/sp/special/icinstru.html](http://admwww.epfl.ch/sp/special/icinstru.html)

**INTRANET OF THE SCHOOL OF LIFE SCIENCES**

Address: [http://svintranet.epfl.ch/](http://svintranet.epfl.ch/)

On the SV Intranet (follow the above link or , you will find the following information:

1. A “Reservations” portal offering the possibility to book one of our conference rooms, multimedia equipment, imaging equipment, shared labs and other equipment.
2. A “Security” portal (please refer to B - Biosafety on this document).
3. A “Services” portal offering you more information on our faculty’s IT services, shared labs (P3, “C” lab, FACS, wash rooms, sterilization, waste, etc.) as well as an access to our Central Purchasing Office (SV-CPO or Magasin central).

NB : You will be asked to identify yourself the first time you wish to login on our INTRANET, filling in a short form. To do so, please follow the above link and click in the zone showed below.

III ILLNESS

Employees are expected to inform their unit’s secretariat immediately if they are incapacitated to work.

As of the third calendar day following the beginning of the incapacity (illness or accident), the employee is requested to present a medical certificate giving the expected duration of the incapacity. The original certificate is to be sent to the HR Department. If this period is exceeded, a new medical certificate is to be presented to the secretariat as well as to the HR Department.

III INVENTIONS
If an invention occurs in the EPFL, its inventor, in as far has he/she is employed by the EPFL, is entitled to a share of the income received by the EPFL as a result of the invention’s commercial exploitation as follows (after deduction of certain expenses):

- one third to inventors
- one third to the laboratory
- one third to the EPFL

For all questions, please check applicable EPFL rules and procedures on http://sri.epfl.ch

I IT

The SV-IT set-up and services are available on our INTRANET http://sv.epfl.ch/index.php?option=com_view&task=view&id=19, then “SERVICES – IT”).

For any unit housed on our premises but not attached to SV, please consult our offer available from our IT Manager Mr Christophe Panchaud (t3 09 32).

NB : Spamming is strictly forbidden

L LABORATORY NOTEBOOK

Every person working in a lab attached to SV should possess a laboratory notebook to report his/her experiences in full. A detailed procedure concerning checks/approvals and signature of the notebook is under the responsibility of your lab’s secretariat.

N NEWSPAPERS AND MAGAZINES

The following newspapers can be consulted in the Dean’s reception area (SV 3808) but should not be taken away into the offices:

24 Heures, AGEFI, Tribune de Genève, Le Temps, Hebdo
FLASH (EPFL’s internal news magazine)
Science
Nature

Should you wish to order any paper publications, please consult your secretariat, who will in turn consult the Central Library (see B – Books here above for more details and E – E-Magazines for electronic subscriptions).

N NOTICE BOARD

The School of Life Sciences’ official Notice Board is located opposite the glassed office area of our premises (http://plan.epfl.ch/?room=sg1310). Announcements, seminars, organization charts, press releases as well as general information are regularly displayed there. Please don’t hesitate to contact the Dean’s office if you would like to see any of your events published.

O OVERTIME

Overtime always requires prior permission from your superior and will be compensated whenever possible by flexitime or holiday. Only under exceptional circumstances will financial compensation be envisaged. In such a case, request to your superior with the approval of the HR Manager must be obtained.
P PARKING SPACES

EPFL Parking Regulations for employees and visitors are available from EPFL’s information desk.

To maintain good neighborhood relationships with other EPFL units, it is very important to respect the plan and not use any unattributed areas. We will not be held responsible for any fines you might get if parked outside these limits or for damages caused to your vehicle if it is in the way or blocking passage (of lorries for example).

For any further details, please contact EPFL’s information desk via Ms M. Anton. Visitor parking cards @ CHF 5.- per day may also be purchased through Ms Anton or your secretariat.

P PUBLIC HOLIDAYS

Please follow the link http://rh-intranet.epfl.ch/Jahia/site/rh-intranet/op/edit/pid/21452 to check the current year’s Dispositions.

P PURCHASES

A) ON ALLOCATED BUGDET FOR RUNNING COSTS AND PRIVATE FUNDS

- **Major IT equipment**
  Any major IT equipment purchase (computers, servers, printers, scanners, screens, etc.) must be registered on our School’s Inventory and **must therefore be handled exclusively by our IT Manager**, Mr Christophe Panchaud (t 3 09 32).

- **Minor IT equipment**
  Any minor IT equipment purchase such as USB keys, peripherals, cables, mouse, etc. which are not to be inventoried can be purchased by every unit for example via EPFL’s E-buying portal (http://achats.epfl.ch/), offering preferred suppliers with EPFL discounts. Please contact your unit’s secretariat for more information.

- **Office supplies**
  An online catalogue is available on via EPFL’s E-buying portal (http://achats.epfl.ch/), offering preferred suppliers with EPFL discounts. Please contact your unit’s secretariat for more information.
  For EPFL printed material such as envelopes or business cards, an accreditation is required to order internally. Please contact either your unit’s secretariat or Sophie Viscolo (t 3 53 61) for more information.

- **Reagents and laboratory supplies**
  The Central Purchasing Office of the Faculty (SV-CPO, Building SV level 0) allows you to order any reagents, laboratory supplies or small lab equipment, either by internal orders (stock of reagents and supplies in the CPO) or by processing your external orders.

  The SV-CPO has already negotiated important discounts on most common reagents and plastic supplies. Please do not hesitate to transmit to the CPO your specials requests.

  To send orders or to get access to the CPO database, a software application called “Expereact” should be installed on your computer (via the faculty’s IT Manager, Mr Christophe Panchaud (t 3 09 32)). Please call Mr Matthieu Paris at the SV-CPO for utilization training or the creation of a new user profile (t 3 95 15).
You will find most general information on our CPO on our Intranet (location, services, schedules, etc…).

Any external orders not processed via the CPO is under your sole responsibility (no reception or handling by the CPO).

- **Laboratory equipment**
  
  Any order for laboratory equipment over CHF 50'000 CHF has to be approved by the Dean.

### B) ON INSTALLATION BUDGET

Those funds are solely dedicated to the acquisition of basic laboratory equipment. They are submitted to specific and legal rules and handled exclusively by the faculty’s Infrastructure Manager, Ms Laurence Winkel (t 3 95 04).

Purchases over CHF 5’000 are subject to Federal Purchasing Regulations, available from Mr. Jean-Bernard Luther or Ms Laurence Winkel.

Deliveries will be handled by Mssrs Matthieu Paris and Cédric Georges. Please allow reasonable delivery times and contact the above to get the correct delivery address.

### S SALARY

Salary payments are handled by EPFL’s central HR department (Ms Carla Cardoso (t 3 64 17), which are transferred onto the employee’s bank or postal account by the 25th of each month at the latest. In order to ensure that payment is made punctually, all relevant documents must be handed to Ms Cardoso by the 5th of the month.

### S SIGNATURE REGULATIONS

EPFL has a set of Rules and Regulations governing signature competencies for any operation ending in a financial transaction. By definition, the head of unit (professor in charge) has the right to sign for amounts up to CHF 5’000.- on his/her own. Over such amounts, a second signature is required. The head of unit must establish a “Signature Register” which will be recorded for verification purposes. The Register is hence to be sent to Ms Eliette Zingre (VPPL, Pavillon A, EPFL) who will return it promptly to its expeditor. The head of unit may delegate one or more person to sign for specific operations. The delegate’s signature must also be recorded on the Register and sent to Ms Zingre. A copy of the Register is also to be addressed to the Dean’s office.

Full details on these Rules and Regulations are available on the Internet:  

Please do not hesitate to contact Ms Sophie Viscolo (tél. 3 53 61) should you have any questions.

### S SPECIAL LEAVE

EPFL grants employees special leave without deduction from holiday entitlement and without suspension of earnings:
(a) Employee's own wedding
(b) Marriage within the family
(c) Birth of own child
(d) Death in the immediate family
(e) Death of other family member or close friend
(f) Military recruitment or inspection
(g) Own move
(h) Professional examinations
(i) Seeking employment after notice

The duration of a maternity leave is 4 months.


**T TAXI SERVICES**

The local taxi company can be reached by phone on 0800 810 810.

**T TELEPHONES COSTS**

In order to keep telephone costs down, the following motto always applies: **BE BRIEF**!

Private telephone calls are on principle not allowed, except in exceptional circumstances. Appropriate measures will be taken should any abuse be noted.

Mobile phones: Attribution criterion and request forms are available on http://sce.epfl.ch/sce/mobile_GSM.html. The request forms must be signed by the Dean.

**T TELEPHONE INQUIRIES**

The general telephone number of EPFL is 021 693 11 11. A team of operators will assist you Mon-Fri 07h30 – 18h00. To reach the operator from within the campus, just dial 111. Alternatively, use the following link to find a person on the campus: http://www.epfl.ch/cgi-bin/csoldap/

If you need to do a professional international call, the operators will connect you. Should you exceptionally need to do a private international call from your desk, you may also ask the Operator to connect you, but you must indicate that the call is private and you will be billed for it.

Information on your desk phone functions or your voice-mail are available on http://sce.epfl.ch/sce/telecom/.

**T TRAINING**

All information or requests you might have on training (IT, languages, etc.) are to be addressed to your superior, who will contact Ms Carla Cardoso for details.
TRAVEL EXPENSE ADVANCES

In some cases, a travel expense advance can be granted following formal request on the « Travel Request Form » approved by the superior. Advances are transferred onto the employee’s salary account by EPFL’s Central Accounting Department.

VACATION

Permanent employees (fulltime workers) are entitled to 25 days vacation per calendar year. For more information, please consult the current year’s Dispositions on http://rh-intranet.epfl.ch/Jahia/site/rh-intranet/op/edit/pid/21452

Vacation dates must be planned and approved in due time, using your personal Vacation Card available from your secretariat or the Dean’s office.

The purpose of vacation is recuperation. Therefore, two consecutive vacation weeks per calendar year are recommended.

For special leaves such as a wedding or a move, please refer to the EPFL’s policy (http://rh-intranet.epfl.ch/Jahia/site/rh-intranet/op/edit/pid/21453).

Remind your superior of your approved holiday several days prior to commencement. Has a stand-in been organized?

VISITORS

A polite and helpful attitude towards visitors whom we meet on our premises should be second nature for all of us.

Should any visitor (visiting professors, visiting researchers, trainees, grant holders, etc.) spend a day or more in one of our labs, he or she are required to sign a document entitled “Personal Commitment” (see under P) to protect our interests as far as intellectual property is concerned.

Should a foreign visitor spend more than 8 days on our premises, please ensure that he or she has an appropriate permit, as EPFL will be held liable in case of accident. Please refer to W – Work and Residence Permits below be a foreigner, please see under W – Work and residence herebelow and call our HR Manager, Ms Carla Cardoso (t 3 64 17) or Ms Françoise Maneint (t 3 50 02).

NB: No visitor access card (See under CAMIPRO) will be delivered without a copy of the signed above-mentioned commitment.

Visiting Professors and academic hosts

Please refer to the chapter “EMPLOYMENT ISSUES”, # 10).

WASTE

Environmental protection begins at home … and at work too ! For this reason, we request all employees to separate paper from other waste. Two waste bins should be stationed in each office for this purpose. Were this is not the case, please contact M. Matthieu Paris (t 3 95 15) or M. Cédric Georges (t 3 96 06), who will assist you.
Biological and Radioactive Waste:

1. Waste from P2, P3, C laboratories

   For all information concerning the appropriate protocols for decontamination, storage and elimination, please contact your lab’s Biosafety Officer for P2, the faculty’s Biosafety Coordinator (Dr. Stéphane Karlen, t 3 20 04) or Ms Winkel (t 3 95 04) for P3 and the faculty’s expert in radioprotection for lab.C.

   For training on autoclaves, please contact Ms Geneviève Dayer (t3 16 49).

2. Non contaminated biological waste, glasses and chemicals (such as solvents)


   For all information concerning the appropriate storage and elimination protocols, please contact your lab’s Biosafety Officer or Ms Geneviève Dayer (t3 16 49).

   Appropriate containers for glasses, needles, chemicals and biological waste are available at the faculty’s Central Purchasing Office. Please contact Messrs Paris or Georges for any information.

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**W WEB**

SV’s Webmistress is Ms Michèle Bonnard Giacobino (t3 16 32 or michele.bonnard@epfl.ch). Please contact her upon your arrival for the creation of your website or for any questions you may have.

**Web @ EPFL...‘Step by step’**

(a) Your own profile
- FR ‘http://personnes.epfl.ch/prenom.nom’
- ENGL ‘http://people.epfl.ch/firstname.lastname
- More info on : ‘people.epfl.ch’

(b) Infoscience – ‘[http://infoscience.epfl.ch](http://infoscience.epfl.ch)’
- scientific portal for your publications; publish them first on this interface, then upload some of them (for instance, key publications) in the form of a ‘collection’, on your personal page (A) and/or on your Lab webpage

(c) Lab Webpage
- once the name of your lab has been duly approved by the FSV/EPFL, define a potential ‘url’ (web address) and get in touch with the FSV webmistress to get it (available within 2-4 days)

   You have the choice to host your webpages:
   - on an FSV server → Get in touch with Christophe Panchaud and his team, or
   - edit your page with an easy tool ‘Jahia’ on its appropriate server (see below), or
   - use both : the first one for intranet (whereas Jahia is also possible) and Jahia for the first level web pages or for any information you would like to make available worldwide!

(D) Jahia – ‘[http://jahia.epfl.ch](http://jahia.epfl.ch)’
- a friendly CMS; attend an introduction course first, to gain time!
- Jahia courses available here:
Do not hesitate to get in touch with the FSV IT-group or with the FSV webmistress anytime…..good luck!

**W**

### “WELCOME ON BOARD” PRESENTATION

Every one or two months, EPFL Management invites new EPFL employees to attend a “Welcome on Board” presentation. We highly recommend you to participate.

**W**

### WORK AND RESIDENCE PERMITS

Federal dispositions (Ordinance limiting the number of foreigners in the country) imposes us to request in advance for every foreign member of EPFL personnel, an authorization of work and residence for whatever length of the engagement, whether he or she will be remunerated or not, the status or function of the person. This request is to be addressed to the HR Department, via your HR Manager. For future employees of third countries (outside the EU), all relevant documents should be sent to the HR three months before the starting date. For future EU employees, documents should be sent one month before the starting date.

**W**

### WORKING HOURS

The nominal weekly working time is 41 hours for personnel hired at 100%.

Lausanne, 11.01.2008

Prof. Didier Trono, Dean