



## Secondary employment and/or Public office and/ or Self-employment

In connection with your employment at the University of Zurich (UZH), you are obliged to report your secondary employment and/or positions of public office with non-UZH employers and/or any self-employment. Human Resources will contact you if you are required to obtain permission or reach agreements with UZH regarding such activities.

Last name/first name  Position   
Institute/department (UZH)  Employment level (in %)

**Secondary employment and/or**     **Public office and/or**     **Self-employment**  
*(please check where applicable)*

Secondary employment is defined as all activities carried out on an employment or contractual basis outside of the employment relationship with UZH.

Description of secondary employment / public office / self-employment:	<input type="text"/>
Position / duty:	<input type="text"/>
Employer:	<input type="text"/>
Since:	<input type="text"/>
Duration: (permanent position or final date of temporary position)	<input type="text"/>
Average time commitment in hours per year: or employment level (in %) per year:	<input type="text"/>
Annual remuneration: (voluntary if no requirement to obtain permission applies)	<input type="text"/>
Secondary employment / public office / self-employment uses:	<input type="checkbox"/> UZH working hours, no. hours per year: <input type="checkbox"/> UZH infrastructure <input type="checkbox"/> UZH personnel <input type="checkbox"/> None of the above

Date and signature of employee:

The Supervisor (first name, last name)  hereby confirms that from his/her point of view the above-mentioned activities do not compromise the employee's fulfillment of duties at UZH, are compatible with the appointment at UZH, and do not compete with the interests of UZH.

Date and signature of supervisor:

*Send original to Human Resources*



### Important Information

Due to statutory requirements, secondary employment, the holding of public office and self-employment must be reported to and may require the permission of UZH. Moreover, in certain cases there is an obligation to pass on income thus generated applies. Permission may be coupled with additional requirements such as the compensation of working hours used.

Positions of secondary employment, public office, and self-employment that compromise a University employee's fulfillment of UZH duties or that are not compatible with the appointment at UZH are prohibited.

In principle, the combined level of employment at UZH, secondary employment, public office, and self-employment may not exceed 100% in total.

Statutory provisions:

Secondary employment: § 53 of the employment act of the Canton of Zurich (Personalgesetz), § 144 of the implementation ordinance of the employment act of the Canton of Zurich (Vollzugsverordnung zum Personalgesetz). Public office: § 54 of the employment act of the Canton of Zurich (Personalgesetz) § 145 § 144 of the implementation ordinance of the employment act of the Canton of Zurich (Vollzugsverordnung zum Personalgesetz); regulations on holding of public office by University staff (Reglement betreffend Ausübung eines öffentlichen Amtes durch Angehörige der UZH)<sup>1</sup>; § 5 Regulations of secondary-employment (Reglement Nebenbeschäftigung)<sup>2</sup>. For academic staff, the following provisions further apply: §§ 53–61 of the employment ordinance of the University of Zurich (Personalverordnung der UZH)<sup>3</sup>.

**UZH employees must advise Human Resources via their direct supervisor of all changes (new appointments, conclusion of appointments, change in employment level, etc.) without delay.**

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<sup>1</sup> Dated 2 Juni 2016

<sup>2</sup> Regulations on permission to pursue secondary employment, on the charging of dues, and on the annual declaration by professors regarding secondary employment of 17 July 2008 (Reglement zur Erteilung von Bewilligungen für die Ausübung von Nebenbeschäftigungen, die Erhebung von Abgaben sowie zur jährlichen Deklaration der Nebenbeschäftigungen bei Professorinnen und Professoren).

<sup>3</sup> PVO-UZH (dated 29 September 2014).