

Important Information for temporary employees in the Construction and Logistics Environment
(complementary to our frame work contract)

1. Reporting procedure for contracts under 90 days

EU citizens (except new EU countries) are allowed to work within the first 90 days without an official Swiss working permit. Nevertheless, the employer is obliged to report the contract to Swiss authorities. The employee will receive a copy of this confirmation. Shortly before expiry of the 90 days, the employer applies for the official Swiss working permit.

For this procedure, the employer requires 2 passport photos and a copy of passport or ID. The employee guarantees to provide the employer with the necessary documents.

2. Working Permit

Before expiry of the 90 working days, the employer applies for the working permit.

The working permit applied for is dependent on the residence of the employee.

With a residence within Switzerland, the employer has to apply for an L-Permit. This permit expires after the 1st year. This permit has to be prolonged as well by the employer before expiry.

Employees with a residence in Germany, France or Austria will receive a G-Permit.

3. Tax at source

For the gross salary of non-Swiss employees, it is a duty to pay tax at source.

German residents (commuters) are obliged to pay a fixed amount of 4.5% of their gross salary.

This rule does not apply to employees from France. The following criteria influence the amount of tax at source :

- Cantonal membership of residency
- gross salary earned
- marital status
- children living within same household

If the foreign employee is married and has children, he shall provide a copy of the family registration booklet before receiving the first payroll.

In case we do not receive the document, we will calculate the maximum amount of tax at source a.

Commuters (Germany and France) shall provide the employer with a residency confirmation.

4. Working hours

In Switzerland the average working hours on construction sites during summer time are 44 hours and 40 hours during winter time. The yearly average working hours per day are 8.1. Overtime supplement will be compensated with 25% of gross salary.

For working days on Saturday, supplement will be provided with 25% and on Sunday 50%

5. Lunch-expenses

Lunch or relocation expenses shall be signed by the responsible supervisor.

This rule also applies for all other expenses.

6. Social Insurance

The employee will receive a deduction for AHV, IV, EO, ALV, accident insurance and sickness insurance. All in all approx. 11% will be allocated to Swiss authorities.

Employees in construction will receive an additional deduction called FAR (Flexible retirement program) which consists of 1.7 %

Starting from the 4th month, the employee will also have deductions for (BVG) retirement program.

The deducted percentage is based on the age of the employee.

7. SUVA and insurance for sickness daily allowance

Employees are insured against accidents and sickness. The insurance covers 80% of the basic salary from the 4th day on (you will find detailed information in the framework contract under 15.1 and following).

8. Health insurance

In Switzerland, it is a legal obligation of the employee to take care of a basic health insurance latest 3 months after starting work. There is no need of an additional accident insurance as this is already covered by the employer.

Depending on loan retention (Franchise from CHF 300 up to CHF 2500.- on an annual basis) the costs are between CHF 180.— and CHF 300.--. We highly recommend a health insurance from the first day of work in Switzerland. The insurance has to be completed when being registered in the residential municipality at the latest. The health insurance covers the costs for consultations at the doctor, prescribed drugs, hospital stays and prescribed therapies.

9. Accommodation

It is the employee's responsibility to take care of accommodation. He/she will get supported in finding a flat. We have several contingents of accommodation at our disposal which covers the basic needs. Accommodation costs depend on quality and furnishings and are between CHF 300. — and CHF 1200.—per month. There can be a deposit of a monthly rent demanded by the employer.

After the end of employment, the accommodations have to be handed over clean swept and without delay. Depending on the condition of the flat, there can be a cleaning allowance up to one monthly rent. Also pay special attention to the house rules. Raw infringements will lead to a termination without notice of the flat.

10. Payments in advance

If the employee wants to receive money for his salary in advance, he/she has to get the working reports together with the performed working hours signed by his responsible supervisor at the construction site.

After handing in the working report, he will be given a maximum of 80% of his salary. There are no exceptions. There are fees on payments in advance; credits will not be given.

11. Working reports

The signed working reports are the basis for an efficient salary payment process. The employee is responsible for the correct approval and the right declaration of the construction site.

It would be an advantage to hand in the working reports to the responsible recruiter on a weekly basis. Attention: the declaration of the construction site can change from day to day! Working reports signed in a wrong way cannot be processed and do not authorize the payment of the salary.

12. Absences

When starting work, the employee is responsible for receiving a contact mobile number from the direct supervisor on the construction site. By absences, the supervisor of the construction site is the first person to be informed immediately by the employee.

Additionally, the responsible recruiter has to be informed.

As a second authority, the responsible recruiter must be informed. Non- reported absences or ones reported too late can lead to a termination without notice or can lead to a contract penalty up to 25% of the salary.

The signer declares having read the information and also having understood the content of the framework contract (you will find detailed information in the framework contract and the working contract).