



Welcome to the CIG

The guide for new members

Center for Integrative Genomics (CIG)
Bâtiment Génopode
CH-1015 Lausanne

This document refers to and completes the information given on the Welcome Center's website:

<https://www.unil.ch/welcomecentre/en/home/menuinst/sinstaller-en-suisse-1.html>

Titles between brackets indicate that the information is only available on the Welcome Center's website

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Arriving in Switzerland

Registration

In addition to being registered at the municipality, working in Switzerland requires to hold a residence permit.

Residence permit:

If you do not have the Swiss nationality, the Human Resources service (HR) will request the necessary permit for your first contract at the university.

Employees must organize themselves the renewal of their residence permit as soon as they receive a letter from their municipality (a few months before the permit expires).

A scan of the new permit must then be provided to your group secretary who will transfer it to the HR office.

Residence permit: what is it? <https://www.vaud-welcome.ch/-practical-information/practical-information/residence-permit>

Health and accident insurance

Accident insurance (both professional and personal): <https://www.ch.ch/en/accident-insurance/>

As long as you are working at least 20% (part time), the UNIL contracts an insurance for your professional and private accidents from the Bâloise insurance.

In case of accident, contact your secretary as soon as possible. She will help you completing the suitable form to claim the reimbursement of first aid materials and care.

Visitors' insurances:

- External scientific collaborators and guest researchers: their own health and accidents' insurances must cover them in Switzerland and be acknowledged by Swiss authorities via an exemption request, otherwise they have to subscribe to valid relevant insurance(s). Your group secretary can assist you through the procedure.
- Intern: UNIL provides professional accidents' insurance (even for unpaid internships), but the health and non-professional accidents' insurances are on the intern's charge. If non-Swiss nationals, they have to provide a certificate from their foreign insurance which states that treatment received in Switzerland in case of sickness and accidents are taken in charge. If not, interns have to subscribe to valid relevant insurance(s). Your group secretary can provide you information and assistance.

Bank account and payroll taxes

Additional information about your salary:

- The UNIL HR department can only pay salaries onto swiss accounts.
- Download your payslips: <https://www.unil.ch/srh/home/menuinst/infos-administratives/donnees-salariales.html>
- Salaries are paid at the end of the month, at the latest by the 25th.
- Total of deductions = social security deduction + income tax if non-Swiss national (progressive tax rate applies, see payroll example on page 4)

Salary scale for tax withheld at source:

https://www.vd.ch/fileadmin/user_upload/organisation/dfin/aci/fichiers_pdf/21034-10_Broch_employeurs_2019.pdf

Budget

Budget for a flat in Lausanne: (prices vary if furnished, within the city center, spacious flat)

Studios are advertised as "1 pièce" and "1,5 pièces": CHF 1'000

1-bedroom flats are advertised as "2 pièces" and "2,5 pièces": CHF 1'500

2-bedroom flats: are advertised as "3 pièces" and "3,5 pièces": CHF 2'100

N° AVS :
 Edité le :

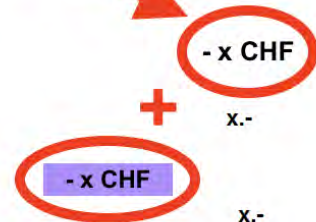
Bulletin de salaire : juillet 2019

Date du versement :
 25.07.2019

Mat.	Tx act.	Salaire annuel	Salaire Cotisant LPP	Niveau	Echelon
	100%			DOC FN B	1

Désignation	Contrat	Eval./Base	Nombre/%	Montant	Total
Sal. Mens. Ass. Taux				X.-	
Ind Ens et rech A				X.-	
BRUT = Gross pay					X.-
Cotis. AVS state-run pension scheme		X.-	5.125 %		
Cotis. AC unemployment contribution		X.-	1.100 %		
PC Fam VD cotisation sal. low-income family contribution		X.-	0.060 %		
Accident non profess. accident insurance		X.-	0.543 %		
RP cotisations Pension fund		X.-	8.000 %		
Charges sociales = social security deduction					
NET = Net pay					
Impôt à la source = Tax withheld at source					
Indemnités et retenues					

= 14,828 %



The amount of the tax withheld at source depends on a progressive tax rate based on your earnings

Net à payer		X.-
		X.-

Accommodation

Finding a place - more options

Request from your secretary to receive the “New housing list” and join the group “Lausanne à louer - bouche à oreille” <https://www.facebook.com/groups/330486193693264/> to receive more offers.

How to apply for an apartment

Further information regarding your rights and duties as a tenant and how to apply to accommodations: https://www.bwo.admin.ch/dam/bwo/fr/dokumente/02_Wie_wir_wohnen/27_Infoblatt-Wohnen/informationsblatt/englisch.pdf.download.pdf/anglais.pdf

Living in Lausanne

Public transportation

Simplify the management of your public transportation tickets:

- To travel using public transports, you can get a [SwissPass](#) (all-in-one device) or purchase a Mobilis pass to regularly travel in the Lausanne area. To find out the best travel pass option for you: <https://www.t-l.ch/en/customers/fares-payments/travel-passes-and-tickets/find-the-best-travel-pass>
- Download the CFF-SBB application on your mobile: <https://www.sbb.ch/en/timetable/mobile-apps/sbb-mobile.html>
- If you are going to travel a lot within Switzerland for work, and if getting a half-fare travelcard would make your employer save money on your travel refunds to come, then you may get this paid for you. This has to be discussed with your PI.

Driving

Mobility car sharing:

The use of your personal car for work tasks is not covered by the UNIL. This is why the CIG has a subscription to the Mobility service which allows you to borrow a car (different sizes available) for work purpose and be insured in case of accident. Your PI will then be invoiced the cost of the rent. <https://www.mobility.ch/en/go/how-it-works/>

You may also subscribe directly to Mobility car service for your private use:

<https://www.mobility.ch/en/sign-up-now/overview-subscriptions/>

Emergency numbers










UNIL universal emergency number: call 115 from any landline on the campus or (+41) (0)21 692 20 00 from a mobile.

First-aid kits are available in every CIG secretary office. Standard medicine can only be obtained from a pharmacy (the closest is at the EPFL metro stop).

Safety and security instructions: <https://www.unil.ch/cig/home/menuguid/administration--logistics/working-rules--directives-generales.html>

The General instruction have to be read and signed by all CIG members and visitors working in the Génopode Building. The original document must then be handed over to the safety & security manager (Carlos Luzolo Soba).

UNIL CIG GENOPODE EMERGENCY CALLS

	FIRE Feu	115 004121. 692 .20 .00*
	EMERGENCY Secours, accident, police	115 004121. 692 .20 .00*
	FIRST AIDS Premiers secours	115 004121. 692 .20 .00*
	TECHNICAL SERVICE Service technique	Stéphane Porchet 2410* (24H/24) 2599*
	INTOXICATIONS Centre d'information toxicologique	(0)145
	CIG SAFETY COORDINATOR Coordinateur sécurité CIG	Carlos Luzolo 3951*
	RADIOACTIVE RISKS AND WASTE Risques et déchets radioactifs	Fabienne Lammers 4136* Frederic Preitner 4143*
	BIOLOGICAL RISKS AND WASTE Risques et déchets biologiques	Fabienne Lammers 4136*
	CHEMICAL RISKS AND WASTE Risques et déchets chimiques	Carlos Luzolo 3951*
1 ^{er} 2 ^{ème} 3 ^{ème} 4 ^{ème} 5 ^{ème} Animal facility	FLOOR SAFETY MANAGER Coordinateur d'étage pour la sécurité	Manuel Bueno 3910* Emmanuel Beaudoin 3909* Yann Emmenegger 3986* Maykel Lopes 3926* Mara De Matos 4028* Mathieu Piguet 3912*

*Call from mobile phone 004121 692 20 00

November 2019 CLS

Welcome to the Campus

Interactive map of the campus: <https://planete.unil.ch/plan/> To find your way to any room in any building of the UNIL campus.

Campus card

The Campus card is a library card, ID, electronic wallet in UNIL restaurants and to use UNIL printers, and last but not least: access card to many special laboratories at the CIG.

- If you need accesses to special labs or facilities (CIF, animal facility, metabolism service, radioactivity, P2, etc..) your group secretary and PI will fill a form for you. Your accesses will then be granted by Julie Papet (upon approval of the special accesses' manager when required). You can also contact her if there is an issue with your accesses.
- Use of the campuscard:
 - o Activation of your campus card:
<https://www.unil.ch/campuscard/home/menuinst/valider-sa-carte/borne-de-validation.html>
 - o Lost or blocked campuscard: <https://www.unil.ch/campuscard/bloquer>
 - o Top-up: <https://www.unil.ch/campuscard/payer#comment-utiliser-votre-campus-card-pour-payer>

UNIL web-account and e-mail address

Informatics accesses:

- Log on to activate your informatics account and email access:
<https://misc.unil.ch/webidm/flow/charte/charte-flow.htm?execution=e1s1&langSite=en>
It enables you to request a parking spot, access your emails, have internet access, use the VPN, the server...
- Email access: To access your emails and set-up automatic replies it is recommended to use: <https://owa.unil.ch/>
- Crypto platform (client VPN to have the campus' connection):
<https://www.unil.ch/ci/fr/home/menuinst/catalogue-de-services/reseau-et-telephonie/acces-hors-campus-vpn/documentation.html>
- MyUNIL: it provides access to personal tools such as a calendar, messaging, descriptions and course materials, the academic file, administrative data (address at the UNIL) and campus card management. In addition, it provides access to news / events management and several collections. <http://wp.unil.ch/infomyunil/?lang=en>
- If you need IT advice or assistance, please contact Laurian Walpen, who is in charge of the IT matters at the CIG on 40 29 (from a UNIL landline) or on Laurian.Walpen@unil.ch.

Parking at UNIL

Enrolment is only possible once the web account is activated. In order to park on the campus on your first day at work, you must activate your web-account AND [order a parking badge](#) to be made available for you at the CIG beforehand. Otherwise, you may park on the Amphimax visitor parking lot (at your expense). The parking's management is dissociated from the CIG department.

Teaching

Participation in teaching (practicals): Corinne Dentan, the secretary for academic affairs at the CIG, will contact you in due time regarding your participation to the lab work training.

Organizational Departments of UNIL (services)

Your first contact is always a member of the CIG who will then relay your request to a contact within the UNIL common services if necessary.

- HR department: your contact for all administrative relative matters is your group secretary.
- IT support: your contact for all IT matters is Laurian Walpen, and if absent the IT department's helpdesk (22.11 from an UNIL landline)
- Building, offices and infrastructure: your principal contacts are your PI and your group secretary.

Coming with your family

Childcare

If you are pregnant or breastfeeding, you must inform both the safety & security manager (Carlos Luzolo Soba) and your PI as soon as possible for health and HR motives:

<https://www.unil.ch/unisep/fr/home/menuinst/sante-au-travail/for-english-speakers/infirmiere-en-sante-au-trava/protection-de-la-maternite-2.html>

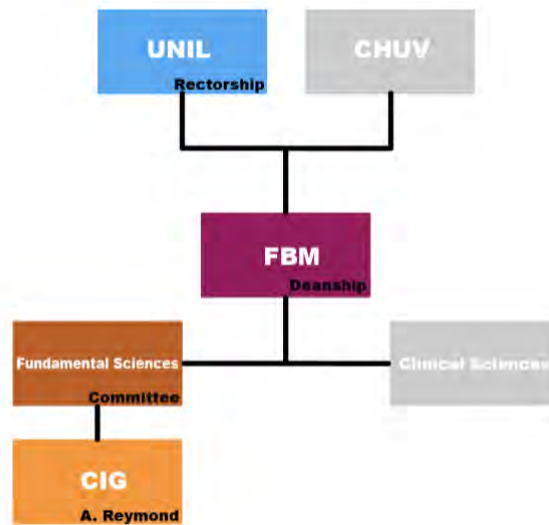
Additional information for parents at the UNIL:

<https://www.unil.ch/familles/en/home/menuguid/employees.html>

Presentation of the CIG

The CIG within the UNIL

The CIG is a department of the fundamental sciences section of the Faculty of Biology and Medicine (one of the 7 faculties of the UNIL).



CIG Group leaders

The Center for integrative Genomics hosts 16 research groups working on a wide range of topics : <https://unil.ch/cig/home/menuinst/research.html>



R. Benton



C. Dessimoz



L. Fajas Coll



C. Fankhauser



P. Franken



M. C. Gambetta



D. Gatfield



N. Hernandez



L. Michalik



A. Reymond



J.-Y. Roignant



S. Soyk



B. Thorens



J. van Leeuwen



N. Vastenhouw



A. Vjestica

The Direction

Decisions are discussed, taken and implemented by 3 bodies:

- Alexandre Reymond
CIG Director

- Direction Committee
 - o CIG Director (elected by the Direction committee every 2 years)
 - o CIG Faculty members
 - o Two representatives of the PhD students and post-doctoral fellows (elected for 4 years)
 - o Two representatives of the administrative and technical staff (elected for 4 years)

- Nicole Vouilloz
Chief operating officer

Assistants' representatives:

PhD students' representatives: Ana Lopez Vazquez and Raquel Alvarez Ocaña

Post-doctoral fellows' representative: Betül Ünlü

Ambizione fellows' representative: Thomas Auer

Admin and Technicians' representatives:

Corinne Dentan & Pascal Cousin

The SAC

The CIG Scientific Advisory Committee (SAC) is a consultative commission of external experts widely recognized for their contribution in the fields of activity of the CIG.

The committee visits the CIG every other year and meets with the department members.

Its principal responsibilities are:

- To advise on scientific objectives and priorities
- To evaluate the outcomes
- To propose means of improving outcomes and visibility
- To propose the acquisition of new technologies or the development of new research and educational activities or services

The list of present members is displayed on the CIG website: <https://unil.ch/cig/sac>

The Scientific Services of the CIG (SSC)

The SSC is the scientific branch of the CIG's central services. It aims at:

- Providing research groups at CIG with scientific & technical support and relevant resources;
- Developing new services to fit users' specific needs;
- Optimizing the acquisition, use and maintenance of internal resources.

A presentation of the SSC addressed to the CIG new members is organized once a year by its manager Frédéric Preitner. Detailed information about this service can be found on its website:

<https://www.unil.ch/cig/home/menuguid/scientific-services.html>

Starting at the CIG

Your work environment

Visit and presentations of the CIG:

Your 1st contact on your 1st day at work is your group secretary. Let her know about your time and day of arrival at the CIG.

Within the first days, your PI and a member of your laboratory will give you a tour of the department.

Within your first weeks of employment, Carlos Luzolo Soba, the safety and security manager, and Julie Papet, the direction secretary, will both give you presentations and of information regarding the organisation of the department. These presentations are compulsory.

Presentation

All new CIG members are announced in the newsletter and on the department's blog: <http://www.genomyx.ch/category/people/> Each post is composed of a picture and details about the past and future research of the new member. Your secretary will request a short text and informal picture from you.

Working space: Your PI decides whether further IT equipment should be purchased.

Administrative and logistical organization

Absences

All types of absences (holiday, sickness, sick child, training, others) should be requested/announced as soon as possible to your PI using the following form before handing it over to your group secretary:

<https://unil.ch/cig/files/live/sites/cig/files/FAQ/Admin/CIG%20Fiche%20absence%20Formulaire.pdf>

Announce of absences have to be done to your PI and secretary as soon as possible.

Seminar rooms and auditoria:

Contact your secretary to book a room.

Purchases and reimbursements:

- In principle, all lab materials should be purchased by the ordering service managed by [Carlos Luzolo](#). The [user manual](#) will guide you through the [ordering system](#).
- All purchases of IT equipment have to be ordered by Laurian Walpen upon approval of your PI.
- Reimbursements: ask your secretary prior any purchase to ensure refund is possible

Visitors carpark: Yellow places near the entrances are reserved to maintenance.

- If you need the intervention of an external company but the vehicle is not branded, an email including the license plate and date of intervention must be sent to stephane.porchet@unil.ch as soon as possible. A free maintenance parking voucher valid on yellow spots will be made available in the morning at the stock and ordering service (“magasin”).
- Vouchers provided by the CIG are only for invited scientific guests. Requests for guest parking vouchers must be sent to cig_magasin@unil.ch
- All other persons visiting the CIG (such as salespersons or CHUV or UNIL employees not subscriber to the carpark) must park on the Amphimax's visitor carpark.

Need some help?

Your secretary, your PI, your academic mentor, the administrator (Nicole Vouilloz) are all there for you.

Information for PhD students

Immatriculation at the UNIL (PhD students): <https://unil.ch/immat/en/home/menuinst/futurs-etudiants/sinscrire.html>

Mentoring: Corinne Dentan will contact you in due time about choosing an academic mentor.

Several doctoral programs are available to choose from:

<https://www.unil.ch/cig/home/menuinst/education/phd.html>

e.g.: Quantitative biology: <https://unil.ch/quantitative-biology/home/menuinst/join-the-qb-program.html>

and Staromics: <https://biologie.cuso.ch/staromics/welcome/>

Additional resources for students: <https://www.unil.ch/sasme/en/home.html>

Annexes

Useful links:

Swiss Confederation website: <https://www.ch.ch/en/>

Canton of Vaud brochure: <https://www.vaud-welcome.ch/Portals/6/Files/Brochure/Broch-170608-bienvenue-anglais-web.pdf>

Difficulties to understand French?

Some instant translators (application for smartphone) can help you:

<https://www.guidingtech.com/8653/guide-to-goole-translate-language-tools/>

Other duties:

Further information on your moving: <https://www.ch.ch/en/moving-switzerland/>

Moving your belongings: <https://www.ezv.admin.ch/ezv/en/home/information-individuals/personal-property--students--holiday-homes--getting-married-and-/importation-into-switzerland.html>

Entering a motor vehicle: <https://www.ch.ch/en/importations-cars-switzerland/>

Other taxes:

Customs: Importations of goods to Switzerland is strictly controlled. Consult the customs' website prior to both professional and personal import: <https://www.ch.ch/en/swiss-customs/>

Taxes:

- Information on swiss federal and cantonal taxes : <https://www.vd.ch/index.php?id=1000036>
- Tax simulator: <https://www.ch.ch/en/tax-calculator/>
- Tax on radio and TV (applies as long as you have internet access)
<https://www.serafe.ch/en/>
- Dog regulation and tax: <https://www.ch.ch/en/dog-tax/>
- Tax at source (correction possible by March 31 every year), to adjust your situation:
<https://www.vd.ch/themes/etat-droit-finances/impots/pour-les-employeurs/impot-a-la-source/personnes-imposees-a-la-source-sourciers/>

Insurances:

Further information on liability insurance: <https://www.ch.ch/en/personal-liability-insurance/>

Useful tips to find your way around Lausanne:

Download the offline map of Lausanne area on your mobile (Google maps):

<https://www.cnet.com/how-to/how-to-use-google-maps-offline-on-ios-android/>

Free wifi:

- Hotspots in the town center : <http://www.lausanne.ch/en/thematiques/services-industriels/particuliers/energies-et-reseaux/citycable/Wi-Fi-public-gratuit.html>
- Public libraries: <http://www.lausanne.ch/en/thematiques/culture-et-patrimoine/culture-a-vivre/bibliotheques-lire-a-lausanne/bibliotheques/adresses-et-horaire/adresses-bibliotheques.html>
- All tourism offices in Lausanne: <https://www.lausanne-tourisme.ch/en/Z5636/tourism-offices>
- Eduroam: to get wifi on the campus <https://www.unil.ch/ci/wifi-en>

State and private pension plans

How is the system organized?

1st pillar: AVS (state pension)

2nd pillar: LPP (pension fund)

3rd A and 3rd B pillars (private pension plans)

Guide: https://www.bsv.admin.ch/dam/bsv/en/dokumente/englisch_swiss_socialinsurancesystemsojourninswitzerlandanddepart.pdf.download.pdf/englisch_swiss_socialinsurancesystemsojourninswitzerlandanddepart.pdf

Leaving the CIG

Unemployment benefit

Information regarding your eligibility to unemployment benefit is available on the Confederation website: <https://www.ch.ch/en/foreign-nationals-unemployed-switzerland/>

The HR department will mail you a letter to inform you ahead of the end of your contract.

You may then contact [the Regional Employment Center \(ORP\)](#) of your town to get assistance in the process of searching for another job.

You must:

- Start looking for a new job while you are working out your notice period. If you are employed on a limited term contract, you are required to start looking for work three months before the end of your employment contract. If you do not meet this obligation, your benefits will be reduced.
- Be sure to keep all documentation related to your job search, such as job offers, applications and rejection letters. You will need to present them to your Regional Employment Center counsellor.
 - o The work certificate is a legal Swiss document provided by the HR office at the end of the employment contract. It is a truthful and benevolent reference which completes your application file for benefits but is also required to apply for job offers in Switzerland. It will be useful if:
 - you will be unemployed at the end of your contract and you want to request unemployment benefits
 - you do not wish to pursue a career in academia but want to pursue an alternative career in Switzerland

In these 2 cases, please request a work certificate from your PI a month before the end of your contract

- o The recommendation letter is written by your PI, at your request, to attest of your performance and give an opinion about your scientific project and your capacities to fulfil it.

Checklist for your last working day

- Remaining paid holidays have to be taken before the last working day
- Inform your lab secretary of your last day at work. She will inform Julie Papet about when your campuscard access must be cancelled
- Laptop contracts for assistants: the laptop belongs to the CIG if the employment lasts less than 3 years
- Indicate to your secretary a new email and postal address to contact you if needed.
- Keep your campuscard as it will be reused if you work again at the UNIL within the 18 following months.
- Your email address will automatically remain valid for 6 months
- Return your locker key to your secretary
- Return any Genopode key to your secretary
- Leave your working space tidy and cleaned
- Inform the safety manager of what needs to be discarded or given away on your bench. He will give you the procedure to follow depending on the products
- This guide informs you about what to do with your “UNIL 2nd pillar”, also named employer’s pension fund :
https://www.bundespublikationen.admin.ch/cshop_mimes_bbl/8C/8CD4590EE41EE8BAB52B2761762284.pdf (assistants and students contribute to the Retraites Populaires while the PIs and PAT pay contributions to the CPEV)