

Please note that this FAQ is for information only.
You can find the List of Useful Websites at the end of the page.

Who is the Human Resources Coordinator for Fellows?

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What is the role of the coordinator?

- Participation in Selection Committee Meetings
- Contracts follow-up
- Point of contact for Fellows from selection to departure

1. MY CONTRACT & EMPLOYMENT CONDITIONS

1.1- What type of contract is it?

As a Fellow, you hold an employment contract with the Organization including membership to the CERN Health Insurance Scheme and to the CERN Pension Fund.

1.2 - Staff Rules and Regulations & the Code Of Conduct

At CERN, you will come under the provisions of the [Staff Rules & Regulations](#). The [Code Of Conduct](#) is intended as a guide in helping us, as CERN contributors, to understand how to conduct ourselves, treat others and expect to be treated.

1.3- What are the standard working hours?

The standard working week is 40 hours. The standard working hours are 8.30 a.m. to 5.30 p.m. with a break of one hour, from Monday to Friday inclusive.

1.4- When can I expect to receive my contract?

It may vary according to the starting date of your appointment and the workload of the services involved. Should you need your contract urgently, please inform your coordinator.

1.5- When I receive my contract, what should I do with it?

You will receive your contract by email. Please print, sign, scan and send it back to us to the following address: hr.contracts@cern.ch

1.5- I am unable to start the appointment on the date indicated on the contract - what should I do?

You should inform your coordinator as soon as possible.

Change of dates should be avoided and are subject to the approval of the Chairperson of the Fellowship Committee.

1.6- I expect to receive my final diploma in the next few months – What should I do?

If you already have a temporary attestation, you should upload the document to your eRT profile "My Profile", "My CV and Documents" and upload the final, official document as soon as you get it.

1.7- What are the financial conditions of the CERN Fellowships in 2018?

For information, the table below summarizes the financial conditions applicable to Fellows in 2017. All amounts are in Swiss Francs (CHF)

Monthly stipend	5185 – 7994 CHF (40 hours per week)
Pension Fund Contribution	752 CHF deduction
CERN Health insurance scheme	4.86% of basic stipend
Other benefits if applicable	
Travel expenses reimbursement	See 3.6 below
Family allowance upon presentation of marriage or registered partnership certificate or, presentation of child's birth certificate	381 CHF
Child allowance upon presentation of child's birth certificate	456 CHF
Infant allowance	206 CHF in addition to the child allowance for children aged less than 3 years
Education fees payment (from the age of 3)	Under certain conditions. Contact: schoolfees.service@cern.ch

Please note that there is no stipend review for Fellows. This means that the monthly payment does not change during the Fellowship.

1.8- When and how is my stipend paid?

Your stipend and additional monthly allowances (where applicable) will be transferred into your Swiss bank account around the 25th of each month. You will be able to open a bank account in Switzerland as soon as you begin your Fellowship contract.

Your contributions to the CERN Pension Fund and the Health Insurance Scheme will be deducted directly.

1.9- I'd like to cancel my own insurance as soon as I start my Fellowship – What should I do?

Once you have signed your contract, [CERN's Attestation Service](#) can provide you with an attestation stating that, as a Fellow, you are insured under the collective Health Insurance Scheme of our Organization.

1.10- I am married/in a registered partnership and I have a child -are they covered by the CHIS?

Yes, they are. Please note that on arrival, you will be required to fill in a declaration of your family situation in which you must specify whether your spouse/partner benefits from any health insurance coverage and/or receives any income deriving from a professional activity. Depending on the situation, you may be asked to pay a [supplementary contribution](#).

2. MY FAMILY

2.1- I will be getting married/entering a registered partnership in the coming months - what should I do?

-If the marriage/partnership is before your contract starts:

You should upload a scan of the marriage/partnership certificate to your eRT profile "My Profile", "My CV and Documents".

-If the marriage/partnership is after your contracts starts:

You must declare any change in your personal situation by completing the EDH document 'Change of family and personal situation' and uploading the certificate. Your departmental secretariat can provide assistance if necessary.

2.2- I expect a child to be born in the coming months, what should I do?

-If the child is born before your contract starts:

You should upload a scan of the birth certificate to your eRT profile "My Profile", "My CV and Documents".

-If the child is born after your contract starts:

You must declare any change in your personal situation by completing the EDH document 'Change of family and personal situation' and uploading the certificate. Your departmental secretariat can provide assistance if necessary.

3. COMING TO CERN

3.1- How can I find accommodation in the CERN area?

You can search for an apartment or house through (see below “List of useful Websites”):

- CERN; via the [CERN Housing Service](#) and via the [CERN Market](#)
- the local estate agencies
- the local newspapers

You can choose to live in France or Switzerland

The final decision is a matter of personal choice, taking into account family status, financial circumstances and lifestyle preferences.

Geneva is an urban district where public transport is highly developed, whereas nearby France is mainly countryside situated between the Swiss border and the foothills of the Jura Mountains, interspersed with a number of small towns. When living outside Geneva, it is advisable to own a private car.

In case you have not managed to find accommodation before coming to CERN, you can make reservations (at your own expense) in the CERN hostel.

Please note that reservations are accepted 1 month in advance.

3.2- Do I need to obtain a visa before joining CERN?

Nationals of the European Union and the European Economic Space do not need a visa.

If you need a visa [a dedicated service](#) will inform you of the formalities to undertake.

3.3- Do I need a work permit to join CERN?

You don't need a work permit. On arrival, CERN will explain the formalities to be completed to receive the necessary documents delivered by the Swiss and French authorities.

If you already hold a Swiss B or C permit, you will have to exchange it for a special residence permit (legitimation card) delivered by the Swiss Department of Foreign Affairs.

This obligation also applies to any member of your family, except those who are EU/EFTA nationals. At the end of your functions at CERN, if you keep your residence in Switzerland, you (and your family) will need to re-apply for a new B or C permit.

However, the duration of your stay in Switzerland as a CERN member of personnel will not be taken into consideration, for example to obtain a C permit

3.4- Do I need to undergo a medical visit before joining CERN?

This is not necessary. The CERN medical service will contact you soon after your arrival to arrange an appointment.

3.5- What should I do on my first working day?

Contracts start normally on the first calendar day of a month. Should your contract starting date fall on a Saturday or Sunday, or public holiday, your first working day will be the first working day thereafter.

You should first report to The Globe (opposite the reception building 33) at 8.30 am where the entrance formalities will be explained to you.

You will receive a list of things to do and places to go to including instructions to open a Swiss bank account.

You will be invited to an induction session held in the morning; this is a chance for you to obtain useful information and meet the newly appointed Fellows and Staff Members.

3.6- How do I claim reimbursement of my travel expenses and payment of the installation indemnity?

If you are entitled to the payment of your travel expenses, the reimbursement will be on the basis of the cost of a ticket on the least expensive form of public transport (plane or train). You will be asked to provide the tickets used.

If you travel by car you don't have to show anything and you may claim reimbursement on arrival (equivalent to the cost of a ticket on the least expensive form of public transport).

Please note that, in some cases, a return ticket is cheaper than a one way ticket. In this case (only), you should buy a return ticket. In any case, before purchasing a return ticket, please contact your coordinator.

If you are entitled to travel expenses, you are also entitled to an Installation indemnity which is a one-time payment when you arrive to help you settle into the local area (eg for a deposit on an apartment). After your contract starts, you will receive an email with a link to the document with your installation payment. It details the calculation and conditions for the payment. No advance payment is possible.

Please note that you MUST relocate to the local area (i.e. within a 50km radius of CERN to be eligible for travel and installation payments).

3.7- Does CERN reimburse luggage costs?

The Organization will reimburse luggage expenses up to a maximum of 30 kg by CARGO air freight for the journey from the airport from which you leave to the airport to which you travel to take up your appointment. CERN will also reimburse the luggage expenses of members of the family up to a maximum of 30 kg per person.

To obtain this reimbursement, the member of the personnel must submit a receipted invoice from the CARGO service of a passenger transport or freight airline company (e.g. Swiss World Cargo in the case of Swiss International Airlines).

The invoice must show the following information:

- the number of kilos of luggage transported by the carrier;

- the departure and arrival airports,
- any costs arising from import/export formalities and customs duties, and details of any additional services invoiced (e.g. special insurance, etc.).

CERN will reimburse only the cost of air freight. It will therefore not reimburse:

- the cost of delivery (from or to the place of residence) or packaging;
- any costs arising from import/export formalities and customs duties, or
- any additional service.

NB : Any excess luggage recorded at the time of check-in is NOT considered to be air freight.

Consequently, the member of personnel will not be reimbursed for any excess baggage surcharge by an airline company.

3.8- I'd like to follow a French course during my Fellowship –what should I do?

If you would like to follow French courses, please discuss this with your supervisor after starting your Fellowship ideally during the Induction interview that you have with him/her at the beginning of your Fellowship. All training needs should be discussed with your supervisor before you make a request.

CERN provides an extensive [in-house training programme](#). Information on training opportunities and how to enroll will be explained to you during the Induction session on your first day.

4. MY HOLIDAYS AND SOCIAL LIFE

4.1- Is there a calendar of official holidays?

Official CERN holidays are on the CERN website:

<https://home.cern/cern-people/official-communications/2017/12/official-holidays-2018-and-end-year-closure-20182019>

Annual closure of the site of the Organization during the Christmas holidays and days of special leave granted by the Director-General:

The Laboratory will be closed from Saturday 22 December 2018 to Sunday 6 January 2019 inclusive (without deduction of annual leave). The first working day in the New Year will be Monday 7 January 2019.

4.2- Are there any sports clubs at CERN?

There are presently around 50 clubs at CERN covering a wide range of interests: Sports, Arts, Culture, and Science: <http://home.web.cern.ch/cern-people/clubs>

LIST OF USEFUL WEBSITES

Accommodation

When looking for accommodation in the vicinity of CERN, you can contact the on-site CERN hostel cern.hostel@cern.ch for temporary accommodation (a good way to start), or our Housing Service housing.service@cern.ch for assistance in finding longer-term accommodation in Switzerland or France. The official Swiss and French documents issued to you after arrival at CERN replace residence permits for Switzerland and France, and you may choose to live in either of these countries.

Here are a few web sites which you may find useful.

Housing Advertisements (in French)

Geneva	http://www.ghi.ch/
Switzerland	http://www.petitesannonces.ch/
France	http://www.paruvendu.fr/

CERN Housing Service: http://smb-dep.web.cern.ch/en/CERN_Housing

CERN News Market: <https://cern.ch/cern-market/>

You need a CERN computer account to consult the CERN Market. If you do not have one, you may register for external access: <https://account.cern.ch/account/Externals/>

Newcomers: These are nice sites with useful, practical information for all newcomers to the area:

<http://www.cagi.ch/en/.php>
<http://club-cwc-newcomers.web.cern.ch/club-cwc-newcomers/>

- Switzerland

General for Switzerland & the Geneva area (including accommodation - see Market Place):

<http://www.glocals.com>

City of Geneva

<http://www.geneva-city.ch> (the official City of Geneva site - En, Fr, De, It)

General information on Geneva

<http://www.geneva.ch> (En, Fr, De, It)
<http://www.geneve-tourisme.ch> (En, Fr)
<http://www.leman-sans-frontiere.org/>

Geneva-International Guide

<http://www.genevainternational.org/> (home/house-related information - En)

- France

<http://www.cc-pays-de-gex.fr/> (Information on the local French area - Fr)
<http://www.franceguide.com/> (the Official website of the French Government Tourist Office - En)