We wish you a very warm welcome at CERN! Please, take the time to visit the following website and find all the necessary information to facilitate your arrival:

https://hr-dep.web.cern.ch/content/i-arrive

1. CONTRACT

Visas are considered as Associated Members of Personnel. The contract of association is subject to all relevant legislation of CERN, in particular to the provisions of the CERN Staff Rules and Regulations as well as the CERN Code of conduct.

Contracts always start on the first calendar day of a month. If the starting date falls on a Saturday or Sunday, the first working day will be the Monday after.

The contract is subject to a notice period of one month, and resignation will take effect on the last day of a month. You will also have to inform the MAEDI (Ministère des Affaires étrangères et du Développement international) and the French mission here in Switzerland.

2. HOURS OF WORK

The reference working week shall be five days (40h/week) and shall run from Monday to Friday inclusive. The reference working hours are 8.30 a.m. to 5.30 p.m., with a break of one hour for lunch.

3. ALLOWANCE

You will receive a monthly allowance of 4156 Swiss francs, net of taxes (CERN has an internal taxation system). It will be paid around the 25th of each month and you will need to open a Swiss bank account to receive it. Please note that you can open a bank account on arrival.

4. SOCIAL SECURITY

During your stay at CERN, you will be covered by Le Cabinet FILHET ALLARD & Cie (April International). This social insurance is paid by the MAEDI (Ministère des Affaires étrangères et du Développement international) and it includes cover against the financial consequences of illness and accidents, whether professional or non-professional.

Family members can also benefit from the insurance cover providing you choose to live in Switzerland, your spouse doesn’t work in the country (Switzerland) and does not receive any subsistence from an external body. Once you get married, you have 1 month to announce the event to the insurance and provide them with your wedding certificate and a document that proofs that you are living together. If you have already been married before start of the contract, you have 1 month to announce it to the insurance.

5. ANNUAL LEAVE

You are entitled to 2.5 days per month. In addition, CERN is closed during the Christmas period for 2 weeks (without deduction of annual leave). Please note that any leave you have remaining from another CERN status (e.g. as Student or Associate) cannot be transferred to your Fellowship contract.
6. ACCOMMODATION

VI's can live in Switzerland without restriction. As a number of CERN’s installations, accelerators and buildings are located in France in the Pays-de-Gex, VI's are also authorized to live in the French region located between the Jura and the Swiss border from Divonne to Farges.

7. TRAVEL AND LUGGAGE EXPENSES

Entitlement to payment of travel expenses on taking up appointment is subject to the following conditions:

- VI's must reside* over 70 km from CERN (in a straight line) at the time of their appointment.
* the place of residence corresponds to your address on the date of the offer of the contract. This place of residence does not have to be situated on the European territory of a Member State.

Travel fees are reimbursed by CERN based on the cost of a ticket on the least expensive form of public transport (economy class flight or second-class train). VI must make their own arrangements, and claim reimbursement on arrival on production of tickets already used.
The Organization will reimburse luggage expenses:

- up to a maximum of 150 kg;
- by CARGO air freight,
- for the journey from the airport from which the VI leaves to the airport to which he travels to take up his appointment.

To obtain this reimbursement, the VI 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.).

The Organization 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.

8. ARRIVAL AT CERN

A few days before your first day at CERN you will receive information concerning the onboarding session to be held in the Globe of Science and Innovation, with the exact time and other details.

Make sure to contact your supervisor to know his/her office location.

If you require any further information before your arrival and/or during your stay at CERN please do not hesitate to contact me:

Céline Delieutraz
(E-mail: celine.delieutraz@cern.ch / support.via@cern.ch, Tel: +41 22 766 3786)
Human Resources Department

We are happy to meet you and start this amazing adventure with you!