

## Information sheet *stay on track* Procedure for hiring the selected relief option

As soon as you receive confirmation from the coordination office that the *stay on track* committee has approved your application, promptly begin the following steps to prepare your relief measure no later than two weeks after receiving confirmation:

### 1. Selection

In consultation with the relevant department/department management, select a person who is suitable for your granted relief option

#### - Relief option: **Research Assistant**

Research assistants at the University of Basel are employed under private law and their roles are clearly defined. The rate is the same for all faculties. The workweek is 12 hours or a maximum of 52 hours per month (equivalent to a 28,57% employment rate). For salary payments, a distinction is made between research assistants without degree and those with bachelor's degree or higher. Students from the University of Basel are recommended for selection.

#### - Relief option: **Project Management Representation**

Due to the limited time frame and small workload, we ask that you prioritize selecting someone who is already employed, qualified for the task, and able to temporarily increase their existing workload. Examples include advanced doctoral students and research assistants. The person hired will not have their contract increased but will receive a fixed rate of 10-15%. The cost for six months or one semester is capped at CHF 6'500 gross, including employer social security contributions.

The final monthly salary of the project management substitute is based on their qualifications and the actual workload reduction, which is between 10 and 15%.

#### - Relief option: **Teaching assignment**

Salary is based on level of qualification and whether travel expenses are incurred. Ideally, the teaching assignment will be equivalent to that of the person being relieved. The assignment includes two hours of teaching per week, as well as preparation, follow-up work, and student supervision. It has proven useful to select individuals from the department or teaching staff who are already known internally (including PDs) in order to ensure a smooth transition for the relieved person. The salary corresponds to LK 18, LS 11.

### **Search for a suitable substitute**

Allow sufficient time for a small job advertisement, if required. Ideally, the person who fills the temporary substitute position for the 6 months or semester is already employed or studying at the University of Basel. Teaching assignments are usually confirmed by the faculty assembly. Therefore, the teaching assignment should be awarded in a timely manner. Please be sure to consult with the person responsible for human resources in your department/division at an early stage.



## 2. Personnel request

### 2.1. Personnel request for research assistant / personnel request for project management substitute

Complete the personnel request with the assistance of the decentralized HR administrator or the manager of your department.

If the selection of a relief worker involves a new appointment, a [personnel request](#) must also be completed together with the [personnel record form](#), in which the following information about the person to be hired is required: bank/postal account details, insurance number, AHV-IV, etc.

The personnel request and personnel record form can be downloaded from the intranet. If you have any questions, please contact Human Resources at the University of Basel.

Please note the following points:

Feld	Kommentar
«Beschäftigungsgrad in %»	The assistant position is paid on a monthly basis. The approved working hours of 12 hours per week correspond to 28,57% employment rate. Please fill in this workload. When substituting for the project manager, you can choose between a workload of 10% or 15%.
Employment period	6 months, starting from the desired date
Kostenstelle / PSP-Element	Enter <i>U.070.1085</i> here
Bemerkungen	Enter <i>stay on track</i> support program here
Gliederungseinheit	Please be as precise as possible
Visum	Signature from you as applicant, in addition, if possible: - Signature from the person responsible for HR / the management of your unit / department and/or - Signature from the department head or their representative



## 2.2. Teaching assignment

Contact the dean's office of your faculty or the faculty management in good time to discuss the procedure for awarding a teaching assignment. The teaching assignment should be approved by the faculty before the end of the current semester.

If you have any questions, you can also contact the Human Resources department at the University of Basel. Please note the following points:

- **Cost center:** The teaching assignment is financed by third-party funding PSP U.070.1085.
- **Scope of teaching assignment:** The approved scope of the teaching assignment is 2 hours per week during the semester
- **Employment period:** Depending on the approved funding:
  - Spring term: 01 February – 31 July
  - Fall term: 01 August – 31 January

## 3. Processing and contract issuance

Personnel applications must be completed and returned as soon as possible:

- **electronically** to the **stay on track coordination office**,  
[stayontrack@unibas.ch](mailto:stayontrack@unibas.ch) (Mariafranca Tassielli)

**Important:** The application will only be processed once all the necessary documents have been received.

The final **employment contract for the research assistant / project management substitute** will be signed by:

- the person employed for the relief option
- a member of the HR Specialists Team1
- the *stay on track* coordination office

The awarding of a **teaching assignment** is documented by a teaching assignment confirmation. This confirmation is sent

- to the person assigned to teaching

The *stay on track* coordination office, Ressort Nachwuchsförderung, receives a copy of the teaching assignment for information purposes.

If you have any questions regarding the hiring of a person for *stay on track*, please contact the Human Resources department.

If you have any questions about how to structure your application, please contact the *stay on track* coordination office.

We wish you a successful period during your relief period.

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