



Employment conditions for Experienced Projects Graduates

Welcome to CERN!

Below you will find some useful information regarding your contract with the Organization:

Your contract

As an Experienced Projects Graduate, you hold an employment contract with the Organization including membership to the CERN Health Insurance Scheme and to the CERN Pension Fund (you will find further general information on CERN's pension fund on <http://pensionfund.cern.ch/en> and <https://cds.cern.ch/record/2308295>).

All graduates are subject to a probation period of 6 months.

You will receive your contract by email, along with instructions on how to return it signed. Should you need your contract urgently, please inform your HR coordinator.

If you are unable to start the appointment on the date indicated on your contract, you should inform your HR coordinator and supervisor as soon as possible.

Financial conditions The table below summarizes the financial conditions applicable to Experienced Projects Graduates. All amounts are in Swiss Francs (CHF).

Monthly stipend (40 hours per week)	6212 - 6828 CHF (based on your relevant experience after obtaining your highest diploma)
Pension Fund Contribution	718 CHF
CERN Health insurance scheme (CHIS)	302 - 332 CHF (4.86% of basic stipend)
Other benefits if applicable	
Travel expenses reimbursement	See details below
Installation indemnity	See details below
Family allowance upon presentation of marriage or registered partnership certificate or, presentation of child's birth certificate	401 CHF
Child allowance upon presentation of child's birth certificate	479 CHF
Infant allowance	217 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

- **Take Home: the Organization levies an internal tax on the stipends and family benefits paid. The stipend amounts quoted here are the after-tax amount which will be received.**
- There is no stipend review for Graduates. This means that the monthly payment does not change during the course of your contract.
- **Please note that you will NOT get any unemployment benefit from CERN after your contract.**

**Arrival
Entitlements**

Travel Expenses

If you were not resident in the local area or registered at CERN on the date of the selection committee at more than 50% (e.g. as student, associate, USER etc.), you are entitled to travel expenses.

You must make your own arrangements. You will receive a reimbursement on the basis of a travel lump-sum (for you and each member of your family aged 2 and over, 50% of the travel lump-sum for children under 2). Please find attached [the lump sum table](#).

Installation

If you are entitled to the reimbursement of the travel expenses, you will also benefit from an installation indemnity which is a one-off payment when you arrive to help you settle into the local area. The amount is 2842 CHF for you, and if you have family members, 2842 CHF for your partner/spouse or first dependent child, and 50% of this amount for any other dependent child(ren).

Under certain conditions, former students who stayed in the region and who ended their contract with CERN within 12 months of the selection as Graduate, and for who CERN paid the travel expenses when they joined CERN as a student, will also be entitled to installation indemnity.

No action is required before your arrival. The payment will be deposited into your Swiss bank account once it is opened, and no documentation or proof is required.

**Removal
and vehicle
formalities**

Please note that removal expenses are not paid by CERN.

However, under certain conditions, you might be able to benefit from a duty free custom procedure for the import of your belongings to Switzerland or France.

If you need more information, please contact the installation service at least 2 weeks before the foreseen date of your removal to Switzerland or France at:

Installation.Service@cern.ch.

Private insurance

Once you have signed your contract, CERN can provide you with an attestation stating that, as a Graduate, you are insured under the collective Health Insurance Scheme of our Organization. It will allow you to terminate your current Health Insurance contract.

Marriage

If you get married or enter an official registered partnership before your contract starts:

Please inform your HR coordinator. You will be requested to upload a copy of the marriage certificate to the registration form (2nd step).

If you get married or enter an official registered partnership after your contracts starts:

You must complete the EDH document "[Change of family and personal situation](#)" attaching the applicable documents. Please note that the family situation taken into account is that applying when you take up your appointment as member of personnel.

Children

If the child was born before your contract starts:

Please inform your HR coordinator. You will be requested to upload a copy of the birth certificate to the registration form (2nd step).

If the child is born after your contract starts:

You should complete the EDH document "[Change of family and personal situation](#)" attaching the applicable documents.

CERN insurance	You, your spouse/partner and children are covered by the CERN Health Insurance Scheme. 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 an additional contribution.
Medical Service	As an Experienced Project Graduate , it is your obligation to contact the Medical Service (medical.service@cern.ch) upon your arrival. You will be asked to fill in a medical questionnaire. The Medical Service might contact you afterwards for a medical consultation. Please don't forget to do so!
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 Graduate contract.
Final degree	<p>If you expect to receive your final degree in the next few months, please send a temporary attestation from your university or professor to your HR coordinator. The attestation should state e.g., that you passed all exams successfully and that the graduation will take place before your start date or that you have at least handed in your PhD thesis before your start date. Once you obtain your final official degree, it needs to be sent afc.recruitment@cern.ch.</p> <p>Please note that our offer and the stipend level are based on the information that you give in your application form and particularly on successfully completing your degree.</p> <p>In the event that a copy of your degree or proof of your thesis defense date is not produced by the contract start date, it could lead to the withdrawal of our offer.</p>
Integration	Please consult our integration web page: https://hr.web.cern.ch/social-affairs-service-0
Where to live	When working for CERN, you can choose where you would like to live in the local area, France or Switzerland. In case your partner or spouse is joining you, please note for non EU-citizens, there are limitations regarding the possibilities for cross-border working (notably living in France, working in CH). You can find more information here , or from the Swiss state secretariat for migration .