



PRACTICAL INFORMATION – New Staff members

Your Human Resources Adviser

As staff member of CERN, you will be followed throughout your career by a [Human Resources Adviser](#) (HRA) who can advise you at any time on any matter or concern you have with relation to your work at CERN.
Your HRA will arrange to meet you shortly after the start of your contract.

Social security: Health Insurance contributions and Pension Fund

The basic salary specified in your offer of employment is subject to deduction of contributions for the CERN Health Insurance Scheme (CHIS): 12.69 % in total, which is split between the member (4.86%) and CERN (7.83%).
For what concerns contributions to the CERN Pension Fund, they amount to 31.6% of your monthly reference salary (your “basic salary” as detailed in your Employment Contract), multiplied by “the C Factor” (which can be calculated on the Pension Fund’s website : <https://cfactorcalculator.web.cern.ch/#en>). These contributions are split between the member (12.64 %) and CERN (18.96 %).

You will receive further details and information regarding the Pension Fund in the month following your arrival at CERN.

- Further general information on CERN’s pension fund: <https://pensionfund.cern.ch/en>.
- Further information on the CHIS: <https://chis.web.cern.ch/>.
 - Benefits details can be found on this [link](#).
- Additional, general information can be found on: <https://cern.ch/hr>.

Further social security information relevant only for Swiss nationals can be found in this [Memo](#).

Travel, Removal and Installation

Eligibility Under Articles R V 1.08, R V 1.19 and R V 1.32 of the Staff Regulations, you may be entitled to travel, removal and installation benefits. To be entitled to all these benefits, you must fulfil the following criteria:

- your current place of residence should be outside a circle with a radius of 70 km of CERN;
- you must establish your new place of residence within a radius of 50 km of CERN.

Please refer to the aforementioned Articles for more detail and, in case of doubt, please contact your HR Adviser.

In the case where you are entitled, the following procedure applies for the payment of: Travel CERN’s travel agent (Carlson Wagonlit Travel) will contact you in due course to make arrangements for issuing the tickets required for the journey.

Please ensure that you have a copy of your contract easily accessible when you enter Switzerland, in the event that the border officials require proof of your employment at CERN.

Should you wish to benefit from the services of a relocation company in the area, you will find a list of various companies in Annex of this document.



Removal

Should you be entitled to a removal allowance, you will find below some important details.

Your family situation Your home station/residence	Recipient of the family allowance	Non-recipient of the family allowance
Member State	60 m ³	40 m ³
Non-Member State	25 m ³	25 m ³

Please note that should the actual volume exceed your entitlement outlined above, you will be required to pay the difference yourself.

The Installation Service asks that you submit three quotations using the [dedicated form](#). Please print this form in three copies and complete, following instructions provided. Then send these estimates by email to Installation.Service@cern.ch, by fax (+41 22 766 9923), or by post to the following address:

CERN - Installation Service
Site Management and Buildings Department
CH - 1211 Geneva 23, Switzerland

You will need to provide these estimates at least 6 weeks before the anticipated date of your removal. Please note that you are also entitled to include storage costs up to a period of 12 months.

The Organization will select the company submitting the lowest bid, taking into account the cost of the removal as well as the cost of insurance for your goods. The Installation Service will then send a letter of confirmation to the selected company, stipulating that the invoice must be sent directly to CERN.

The following items, in particular, are not considered as furniture or personal effects:

- motor vehicles, boats, caravans, aeroplanes, and similar items
- animals
- works of art
- jewellery
- grand pianos, upright pianos or similar items.

Once agreed, you will then arrange all the practical details of the removal with the company directly, such as the date, time and place of pick-up and delivery. Any dispute over damaged goods or other insurance matters must be settled directly between you and the removal company and/or the insurance company.

[Administrative Circular N° 30](#) provides more details on this subject.



Installation The amount of any installation indemnity you may be entitled to is calculated according to the rates and conditions specified in [Annex R A 9 of CERN's Staff Rules and Regulations](#). This indemnity is paid after completion of arrival formalities at CERN.

ANNEX

RELOCATION

We would like to inform you that looking for rental property in and around Geneva and neighbouring France is not always easy because demand is high but available property scarce.

Rental prices are high and the market volatile meaning finding property is a demanding task. Property visits must be arranged quickly and during the opening times of the estate agent, applications must be completed in full and returned promptly to maximise the chance of a positive outcome. It is worth noting that for every available property there are a number of applications meaning the chances of finding something are slim.

It is for these reasons we have selected a list of relocation companies in the region, listed below, to help you in your search. Each of these companies is specialized in finding properties based on your search criteria. We highly recommend you pass via one of these companies in order to make your relocation experience as pain free as possible but ultimately the choice is yours. ¹

Relocation Companies	Phone	Website	Contact E-mail Address
Expat Services relocation	022.920.12.12	www.expat-services-relocation.com	contact@expat-services-relocation.ch
Welcome Service	022.707.61.50	www.welcome-service.ch	gbedat@welcome-service.ch
Crown Relocations	022.775.01.00	www.crownrelo.com	srostan@crowwww.com
Team Relocations	022.593.58.80	www.teamrelocations.com	roberto.coutino@teamrelocations.com
Keller Swiss Group	058.317.11.77	www.kellerswissgroup.com	lea.rohrerdasilva@kellerswissgroup.com
Auris Relocations	022.827.00.03	www.aurisrelocation.com	myriam.gaillard@aurisrelocation.com
Pelichet NLC SA	022.827.80.02	www.pelichet.ch	sbarrois@pelichet.ch
Hello Switzerland	058.356.15.04	www.helloswitzerland.ch	Dhruv.Fornerod@helloswitzerland.ch

¹ Please note that CERN has no commercial agreement with these companies and that CERN does not finance the service on offer by these companies. These services are at your own expense and it is your choice and responsibility to make use of them. If you have a question regarding the installation indemnity, please contact your Human Resources Adviser.