



## Working hours

### 42 hrs

42 hours week

### 8.4 hrs

8.4 hours of normal daily working time

### 6 a.m. – 11 p.m.

Flexible working hours from 6 a.m. to 11 p.m.  
Start/end of working day can be set according to personal preferences

### ≤ 60% @ home

Employees resident in Switzerland may work from home up to 60% of the fixed weekly workload in consultation with their supervisor.

### 15 min ⌚

A break of 15 minutes is remunerated as part of the daily working time.

### ± 50 h

Independent control of the working time balance between -50 and +50 hours



## Holidays and unpaid leave

### 5 weeks

25 working days:  
> all employees

### 6 weeks

30 working days:  
> middle/upper management  
> Apprentices and  
> employees under the age of 20 and above the age of 50

### 7 weeks

35 working days:  
> middle/upper management above the age of 50

### 24.12.–2.1.

Annual closing:  
> 25./26.12. + 1./2.1. public holidays  
> 27.–31.12. Vacation and/or overstudy reference

### ≤ 6 months

Gruner supports unpaid leave.  
Up to 6 months possible by agreement.



## Salary and other benefits

### 13th month's salary

13 monthly salaries are paid. The 13th month's salary is paid in December.

### Success 3 ×

In the event of a company-wide profit, the employees receive a profit-sharing bonus according to a key with three components:  
> Corporate success  
> Success of the BU  
> Individual target achievement

### Loyalty pays off

5 years of service:  
> ½ month's salary or  
> 7 additional days of holiday

10–45 years of service:  
> 1 month's salary  
> 15 additional days of holiday  
> ½ month's salary and 7 additional days of holiday



## Further education and life situations

### Further education

- > Gruner supports and promotes professional development.
- > Internal training programmes, e.g. for managers and project leaders
- > Employees are entitled to a paid absence of three working days per calendar year for continuing professional development, provided that the training is in the common interest.
- > Individual agreements for longer-term training and further education with the possibility of cost sharing on the part of the employer

### Military/Civil Defence

- 4 weeks within one year:  
> 100% continued payment of wages

- from the 5th week of the year on:  
> 80% of the current salary

### Maternity / Paternity

- > Mothers are paid 100% of their salary for 4 months after the birth of a child
- > Fathers receive paternity leave of 15 days with 100% continued payment of wages.

### Food and travel\*

- > Company cars for business trips and for personal use (billed via salary)
- > E-Bikes for business and private use
- > Business travel by public transport is compensated at the half-fare travel card rate (1st class ticket if the journey time is longer than 45 mins)
- > Reka Card credit of CHF 400 per calendar year (for permanent employees)

\*In accordance with the expense regulations of 01.01.2018

### We convince by quality

As a leading engineering and planning company, Gruner provides a comprehensive range of services for both private and public clients. In the buildings, infrastructure and energy sectors, we advise and support our clients through the whole life cycle from strategic planning through commissioning to the management of buildings and infrastructure. Competence, expertise and many years of experience with complex construction projects are what set us apart.

**True to our vision: building a future worth living in.**

### Gruner in Switzerland

[www.gruner.ch](http://www.gruner.ch)

Aarau, Appenzell, Basel, Berneck, Brugg, Degersheim, Flawil, Fribourg, Köniz, Lucerne, Martigny, Oberwil, Renens, Roggwil, St. Gallen, Solothurn, Stein, Teufen, Wil, Zollikofen, Zug, Zurich

### Gruner International

[www.gruner.ch](http://www.gruner.ch), [www.gruner-deutschland.de](http://www.gruner-deutschland.de)

Austria (Vienna), Georgia (Tbilisi), Germany (Berlin, Cologne, Hamburg, Kiel, Leipzig, Munich, Stuttgart), Serbia (Belgrade), Turkey (Ankara)

### Gruner

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## Insurances

### Sick pay insurance

The employee's continued payment of salary due to illness is covered by a daily sickness benefit insurance policy with a private insurance company. The contributions are shared by the employee and the employer.

### Accident insurance

- > SUVA insurance against occupational and non-occupational accidents, fully financed by the employer
- > The supplementary insurance (UVG) covers accident damage in addition to SUVA, in particular:
  - > Continuation of salary, disability, death and medical expenses. The contributions are shared by the employee and the employer.
  - > First class insurance in case of surgery due to accident

### Continued payment of wages in the event of illness/accident

If employees are prevented from working due to illness or accident, they are granted a maximum of **730 days of continued salary payment** per case, irrespective of the years of service, based on the last salary earned.

In the first three full months, the continued payment of wages is **100%**; from the first day of the following month (4th month), the continued payment of wages is **90%** of the last wage earned. Vacation is also only reduced from the **91st day** of illness.



## Employee benefits

### Employee benefits

- > A pension plan managed by Copré collective foundation
- > The savings component is a premium plan and the risk component is a defined benefit plan.
- > The annual salary (13 monthly salaries) is insured, with coordination deduction as of function level 9
- > Risk benefits in % of effective salary:
  - > Widow's, widower's pension 30%,
  - > Disability pension 50%,
  - > Orphan's pension 5% per child.

## Employee benefits far in excess of the statutory minimum

### Retirement credits in % of the insured salary

Age	Savings Basis		
	Employee	Employer	Total
25-29	2.50%	4.50%	<b>7.00%</b>
30-34	2.80%	5.20%	<b>8.00%</b>
35-39	3.20%	5.80%	<b>9.00%</b>
40-44	3.50%	6.50%	<b>10.00%</b>
45-49	4.20%	7.80%	<b>12.00%</b>
50-54	5.30%	9.70%	<b>15.00%</b>
55-59	6.30%	11.70%	<b>18.00%</b>
60+	7.40%	13.60%	<b>21.00%</b>
	Savings Plus		
25-29	3.50%	4.50%	<b>8.00%</b>
30-34	4.00%	5.20%	<b>9.20%</b>
35-39	4.50%	5.80%	<b>10.30%</b>
40-44	5.00%	6.50%	<b>11.50%</b>
45-49	6.00%	7.80%	<b>13.80%</b>
50-54	7.50%	9.70%	<b>17.20%</b>
55-59	9.00%	11.70%	<b>20.70%</b>
60+	10.50%	13.60%	<b>24.10%</b>
	Savings Top		
25-29	4.50%	4.50%	<b>9.00%</b>
30-34	5.20%	5.20%	<b>10.40%</b>
35-39	5.80%	5.80%	<b>11.60%</b>
40-44	6.50%	6.50%	<b>13.00%</b>
45-49	7.80%	7.80%	<b>15.60%</b>
50-54	9.70%	9.70%	<b>19.40%</b>
55-59	11.70%	11.70%	<b>23.40%</b>
60+	13.60%	13.60%	<b>27.20%</b>

### Welcome to Movis

We are your personal employee counselling service. We provide you with professional support and specialist information on personal questions and operational problems. It is important to Gruner AG that employees receive expert support to clarify their situation. This service is free of charge for you.

### We can advise you competently and confidentially on the following topics:

- > **Workplace issues:** conflicts in the workplace, sexual harassment, bullying, discrimination, workplace changes
- > **Personal issues:** family, marriage, partnership, education, death and mourning, taking care of relatives, housing, migration
- > **Health:** Mental illness, somatic illness, addiction, stress, burnout, insecurity and anxiety, dealing with handicap
- > **Finances:** Budget advice, debt burden, social security, retirement

### Contact us

- > Our call centre for telephone consultations, appointments and all other questions: **+41 848 270 270**  
24 hours / 7 days available for you
- > Register online. You can also contact us anonymously here: **www.movis24.ch**

### How we work

- > **Confidential** – The contents of the consultations are strictly confidential.
- > **Professionally experienced counsellors** with the best education and training.
- > **Respectful** – We provide non-discriminatory access.
- > **Immediately** – You will receive a consultation appointment quickly.
- > **In person, by telephone or online** You decide on the form of counselling.



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### WORKING AT GRUNER

## Conditions of employment for employees in Switzerland

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