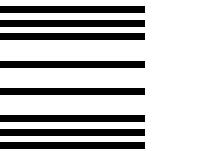


United we are strong!

- Unia campaigns for better employment conditions and important social advances.
- In many of our regions you will find qualified trade union experts who can advise you in your mother tongue about legal matters concerning employment, social security and foreigners.



Die Gewerkschaft.



Geschäftsantwortsendung Envoi commercial-réponse

Nicht frankieren
Ne pas affranchir
Non affrancare

Unia Zentralsekretariat
Weltpoststrasse 20
Postfach 272
CH-3000 Bern 15



Paid leave

- At the death of an employee's spouse, father, mother or child: 3 days
- At the death of a brother/sister or parent-in-law: 1 day
- For the employee's own marriage: 3 days
- For the birth of an employee's own child: 1 day
- For military inspections: 1 day
- For moving (max. once a year): 1 day
- Elected trade union official: 1 day

Sick pay

All employees working at least 12.5 hours per week are insured against loss of earnings as a result of illness. Benefits paid after the third day of illness are equivalent to 80% of the last paid wage (or the average of the previous six months in case of irregular hours) and must be paid for a maximum of 730 days. The first two days constitute the waiting time. Employees who work less than 12.5 hours per week are entitled in the first year of employment to three weeks' sick pay, which increases with the length of service. (The exact benefit period varies depending on the canton. For more details, contact your local Unia office).

Travelling time

Travelling time from one's normal place of work to (other) customer premises is regarded as paid travelling time (working time plus cost of travel). The time spent travelling from home to the normal place of work is not paid. For work at other premises, the time and cost of travel from the normal collection point or, otherwise, from the company offices to the place of performance must be compensated.

Lunch

If the working day amounts to at least six hours and lunch has to be taken outside the normal place of work, a daily allowance of at least CHF 16 must be paid.

Work clothes

Work clothes are provided by the employer. Washing and mending are the responsibility of the employee.

Long-service gift

After 10 years of service and every 5 additional years thereafter, all employees are entitled to receive a long-service gift equivalent to a quarter of the monthly wage.

Who is Unia?

With around 200,000 members, Unia is the largest interprofessional trade union in Switzerland. Besides negotiating collective employment agreements ensuring good wages, social benefits and employment conditions, it also offers a wide range of additional services. We support our members on matters concerning work, social security, vocational training, unemployment and, if necessary, in court. Unia is present in all regions throughout Switzerland – including one near you – and has a well-developed structure, an efficient network of relations, and competent contacts.

Unia Zentralsekretariat

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Unia in your neighbourhood:



The 2016/2017 Collective Employment Agreement for the Cleaning Sector in German-speaking Switzerland governs your conditions of employment

Working hours must always be recorded!

Lots of employees in the cleaning sector complain that their working hours are not correctly recorded and that they are paid less than the hours they actually work.

We have therefore included the relevant labour law article in the new agreement. This expressly states that working hours must be recorded on a daily basis. This can be done electronically or manually noted on a time sheet. The following must be indicated:

- Where the hours were worked
- Time when work started and was completed (e.g. start 07:35, end 12:45)
- Times of any unpaid breaks (e.g. 09:45 - 10:00 break)

As a rule, the employee must sign this time sheet every week. Only sign if the hours are correct.

If the working hours are not recorded or are recorded incorrectly, note down your daily working hours in your calendar and contact Unia.



Validity and qualification levels under the new collective agreement

Area of validity

Applies to all employees up to and including the levels of supervisor («Vorarbeiter/in and Objektleiter/in») in all companies that engage in cleaning work and have more than five employees. Since 2012 the salary conditions also apply to companies with fewer than five employees. The collective agreement also applies to part-time employees, with the exception of young people working during school holidays.

Qualification levels

Maintenance cleaner I: Employees with cleaning jobs in maintenance cleaning up to and including three complete years of service.

Maintenance cleaner II: Employees with cleaning jobs in maintenance cleaning as of the fourth year of service.

Maintenance cleaner III: Employees with cleaning jobs in maintenance cleaning as of the seventh year of service.

Specialist cleaner I: Unskilled employees performing self-contained cleaning work which requires specialist knowledge, up to the end of the fourth year of service.
Specialist cleaner II: Skilled employees or employees with four years' professional experience or with a Swiss certificate of competence («Fähigkeitsausweis») engaged in cleaning tasks that involve specialist cleaning.

Specialist cleaner III: Skilled employees with a Swiss certificate of competence («Fachausweis») or two years' experience after receiving the certificate of competence engaged in cleaning tasks that involve specialist cleaning.

Hospital cleaner I: Employees specialising in hospital cleaning as of the third complete year of service.

Hospital cleaner II: Employees specialising in hospital cleaning, as of the fourth year of service.

Hospital cleaner III: Employees specialising in hospital cleaning, as of the seventh year of service.

The 2016/2017 Collective Employment Agreement

The Collective Employment Agreement for the cleaning sector in German-speaking Switzerland has been revised for 2016 and 2017. All wage-related conditions apply to all businesses in the cleaning sector, irrespective of their size.

Minimum hourly rate

| Category | 2016 | 2017 |
|--------------------------------|-------|-------|
| Maintenance cleaner I | 18.50 | 18.80 |
| Maintenance cleaner II | 18.70 | 18.90 |
| Maintenance cleaner III | 19.00 | 19.20 |
| Specialist cleaner I | 20.40 | 20.90 |
| Specialist cleaner II | 23.05 | 23.30 |
| Specialist cleaner III | 26.50 | 26.80 |
| Hospital cleaner I | 19.25 | 19.50 |
| Hospital cleaner II | 19.65 | 19.90 |
| Hospital cleaner III | 20.05 | 20.30 |

Retention of salary level

If an employee changes employer, he/she is entitled to the same salary level he/she had with the former employer.

13th salary

All cleaning employees are entitled to a 13th monthly salary.



Working hours

The normal working week consists of no more than 42 hours. Overtime must be compensated for by March 31st of the following year. If this is not possible, it must be paid out at a surcharge of 25%.

Annual leave

- 5 weeks or 25 working days up to age 20
- 4 weeks or 20 working days starting in the year of one's 21st birthday
- 5 weeks or 25 working days from age 50 and with at least 5 years of service

Public holidays

Paid public holidays are the Swiss National Day (August 1st) as well as eight cantonal public holidays.

Maternity leave

Maternity leave after confinement amounts to 16 weeks, and the benefit is equivalent to 80% of the last paid wage (or the average over the last six months). Under collective agreement regulations, employees who are not entitled to maternity benefit due to insufficient length of service, hours worked or AHV obligation, are entitled to maternity benefits equivalent to 80% of their wage for eight weeks.

You, too, need a strong partner in your professional life – so join Unia!

- Please tick the relevant box:
 Please send me the **collective employment agreement for the cleaning sector in German-speaking Switzerland**.
 I'd like to ask some questions. Please contact me.
 I'd like to join Unia.
 Please send me documentation about Unia.

| | | | |
|------------|------------------|----------------|--------|
| First Name | Street/House No. | Postcode/Place | E-mail |
|------------|------------------|----------------|--------|