

Geneva based Non-Governmental Organisations

Labour rights



**Syndicat interprofessionnel
de travailleuses et travailleurs**

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Introduction

Working conditions in non-governmental organisations (NGOs) comprise particular characteristics that are not always present in other professional sectors. The majority of persons who choose to work in such organisations do so in order to promote and defend a cause or certain prized values. Employees closely identify themselves with the organisation and its goals and have an intense involvement in its work.

Given this reality, NGOs often function based on systems that require particular commitment from their employees. The levels of qualification and responsibility of employees in this sector are frequently higher than those of persons working in an equivalent wage bracket in other sectors. Furthermore, paid employees also have to work with colleagues who are not being remunerated by the organisation (volunteers, interns, etc.). Instead of remuneration for their work, such persons in principle receive training, access to information or some form of recognition. All persons working for NGOs expect that their organisations will act in accordance with the values that they promote (non-discrimination, freedom of expression, etc.).

These characteristics, which in principle form the foundations and

strengths of such organisations, can in certain cases become their weaknesses. The shared ideals of persons working for NGOs do not exclude the creation of personal rivalries, divergences of opinion or dishonesty. The good will of persons within an organisation does not prohibit it from breaking certain limits or prevent abnegation from turning into exploitation.

This brochure has been produced in order to illustrate the risks of professional conflicts within NGOs. It is intended for all persons who work in such organisations, and for members of the management or the statutory organs. This brochure aims at providing an overview of labour law in Switzerland, while also giving a number of practical suggestions that may enable the prevention or resolution of tensions within NGOs. Diverse themes are dealt with, including: the inception and termination of contracts; working conditions; and the management of conflicts. Particular attention has been given to the specific situation of foreign workers.

This brochure does not cover these issues exhaustively. Persons requiring more in-depth or specific information are cordially invited to contact the SIT directly.

Entering employment

Individual employment contracts

In Switzerland, contracts may be concluded orally or in writing. Only the following elements must be in written form: the names of both parties, the starting date of the working relationship, the employee's function, the salary and the weekly number of working hours.

Practical advice : *In order to ensure that clear working relations are established between the employer and employee from the beginning, we advise that you request a written contract that contains all pertinent information, notably: the employment start date, the contract duration (limited or unlimited) and the trial period, the location, the annual salary, the number of working hours per week, regulations concerning over-time, holidays, conditions of contract termination, social protection measures (old-age pension, unemployment benefits, accident, sickness, maternity leave...), title, list of specific roles and responsibilities of the employee, legal jurisdiction. If your organisation has personnel regulations guide or is covered by a collective working agreement, request to be provided with a copy.*

Warning

- A contract is only valid if both parties have signed it.
- A fixed term contract can be converted into one of unlimited duration if it is tacitly renewed. After three successive limited duration contracts, the contract is considered as being unlimited in duration.

Consultants

NGOs are increasingly resorting to hiring consultants. A consultant is not necessarily tied to an NGO by means of an employment contract, but more often a consultancy contract based on a specific mandate. This is notably the case if the consultant is allowed to organise his/her work in the manner of his/her choosing. In such cases, the consultant is independent and cannot benefit from labour rights as detailed in this brochure, notably concerning social insurance, work permits and the labour court.

Warning *It is often the case that a consultancy contract under a specific mandate is in fact a "disguised" employment contract. This is notably the case if you are clearly subordinate to the organisation providing the mandate. Such subordination is characterised by three main aspects: a) time – the duty to respect a specific working schedule; b) location – the duty to work in a specific location dictated by the employer; c) hierarchy – the duty to obey orders given by the employer. In such cases, you are in effect bound by an employment contract and can therefore enjoy all rights associated with such a contract.*

Internships

A significant proportion of organisations employ interns, who are persons undergoing training under the supervision of a person in charge of internships. It is important to note that, from a legal stand-point, a non-remunerated internship is only feasible if it is conducted exclusively in the interest of the intern. If, however, the employer is seeking to gain from the services provi-

ded by the intern, the latter has a right to remuneration and is subjected to the same obligations as other employees, notably concerning social insurance and work permits.

Practical advice *In order to ensure that clear working relations are established between the employer and the intern, we strongly recommend that a written internship agreement contract is signed. This can include the following points, amongst others: the internship's start date, the duration, the working hours per week, holidays, conditions of contract termination, remuneration and social protection (old-age pension, unemployment benefits, accident, sickness, maternity ...), the internship's objectives and a list of responsibilities. If you are interning at an NGO that does not remunerate interns, as is frequently the case, you should at least ask that you be helped to find funds or a grant to assist in financing your internship.*

Length of the working week (and over-time)

The maximum working hours per week for NGO personnel, according to labour law, are 45 hours. However, in general, individual or collective contracts limit the working week below this level (between 40 and 42 hours per week).

Any working hours beyond the legal maximum that are required in order to complete an activity, at the request of the employer or without the employer prohibiting them, are considered over-time. Working hours beyond those foreseen in the employment contract, but below the 45 hour legal maximum, are in principle compensated either by proportional time off or by financial remuneration including a 25% supplement. Other systems of compensation can, however, be agreed

upon, and necessitate a written accord. Beyond the 45 hour per week mark, all additional working hours must be compensated by the normal salary plus a 25% supplement. The employer is legally obligated to compensate in this way.

Practical advice *Regularly count the over-time hours that you have worked, take time off in compensation or have your employer acknowledge them. During contract negotiations, make sure that you ask for special compensation if you are required to travel as part of your employment.*

Warning *The employee is only supposed to work over-time if there is an abnormal surplus of work and if his/her health and personal life permit it. Even if a contract stipulates that over-time will not be remunerated or compensated in kind, this does not apply to hours beyond the 45 hour maximum per week.*

Right to individual and public holidays

From the age of 20, employees have the right to at least four weeks holidays per year. Holidays are meant for relaxation and rest and cannot be replaced by money unless the person has been dismissed or has annulled his/her employment contract without taking all of his/her holidays.

Geneva has nine public holidays per year : January 1st, Easter Friday and Easter Monday, Ascension, Whit Monday, August 1st, "Jeûne Genevois", Christmas Day and December 31st. These days are remunerated but are not, however, transferable if they fall on a normal day off, such as a weekend.

If you are paid on an hourly basis, your hourly wage must include an

8.33% supplement that corresponds to four weeks holidays (or 10.56% for five weeks).

Salary

In Switzerland, there is no legally defined minimum wage. In the absence of a collective working agreement in an organisation or a profession, the employee and employer negotiate the annual salary. In principle, salaries are paid each month and should be paid at the latest on the last working day of the month. A significant portion of employees receive 13th salaries. The employer is obliged to provide breakdowns of each salary payment. This has to be in a comprehensible form and include: the gross salary, the allowances (over-time hours, travel expenses, family allowances, bonuses, etc.) and the deductions (social insurances, direct tax deductions at source, etc.).

Examples : Salaries can differ greatly between NGOs. Depending on the employee's qualifications, salaries can range from 4'500 CHF to 15'000 CHF per month for a full time post. The "Union syndicale suisse" (www.salaire-uss.ch) has a calculator that shows the range of salaries currently being provided.

Practical advice *During contract negotiations, request the salary scale that is used in the organisation. You should also request an annual review of your salary in order to ensure that it increases in step with inflation of the cost of living and in line with your increased experience. (This can be stipulated in an individual contract, in the organisation's regulations on personnel or as part of a collective working agreement). Do not hesitate to negotiate your salary!*

Warning *In NGOs as in other economic sectors, women tend to receive lower salaries than men. Foreigners also tend to receive less than their Swiss colleagues. In order to avoid any form of discrimination, it is important to ask that the salary scale be available to employees. In order to better defend your interests, it is advisable to avail yourself of your colleagues' salaries !*

Social insurances

Your employer has the duty to insure you and pay the following social insurances. The employer can deduct part of these payments from your salary. (More than 6 % of your gross salary can be deducted to pay for the AVS/AI/APG/AC/Lamat social insurances).

- the old-age pension insurance (AVS) gives you the right to receive a pension following retirement, as well as to payments to family members in the case of your death;
- the invalidity insurance (AI) enables coverage in case of invalidity;
- the loss of earnings insurance (APG) enables coverage of loss of earnings in the case of civil or military service. This insurance also covers maternity indemnities (14 weeks);
- the unemployment insurance (AC) allows for financial benefits in the case of unemployment;
- the maternity insurance (Lamat) prolongs maternity leave from 14 to 16 weeks in Geneva;
- the professional and non-professional accidents insurance (LAA) covers medical and hospitalisation costs in the case of accidents and also provides for daily remuneration in the case of a resultant inability to work;

- the professional provident fund (LPP) gives you the right to further payments during retirement or in the case of invalidity.

Warning : *Your employer is not obliged to insure you for loss of earnings in the case of sickness. If he/she does not insure you, he/she only needs to pay your salary for a limited period in case of illness (three weeks during the 1st year of employment, one month from the 1st to 2nd year, two months from the 2nd to 4th year, and three months from the 5th to 9th year).*

Practical advice : *During contract negotiations, make sure that you ask to be insured for loss of earnings due to sickness (otherwise you can take out a private insurance to cover this); if you are required to travel as part of your employment you should ensure that you are insured against accidents abroad.*

Work permits

In order to work in Switzerland, non-resident foreigners need to obtain a permit to live in the country, which is automatically linked to a work permit. The future employer is tasked with taking all necessary steps with the Cantonal Population Office concerning the permit. Switzerland employs discriminatory criteria in the awarding of such permits. The country provides permits to all persons from the EU and the EFTA that have found a job. However, persons from other countries are only given work permits if the Cantonal Employment Office considers that the economic and employment market as well as other factors permit it.

Warning

- *Working without a permit is illegal and poses numerous legal and practical problems (no social insurance, difficulties in obtaining places to live, etc.).*
- *Furthermore, the employer is responsible for renewing permits, but may delay or otherwise use this power in order to put pressure on an employee!*

	Persons from the EU and EFTA	Persons from other countries
<i>C Permit :</i> Authorisation to live and work in Switzerland.	Is available after 60 months of living in the country. To be renewed every 5 years.	Is available after 10 years in Switzerland (except for U.S. citizens: 5 years). To be renewed every 3 years. With this permit it is possible to change profession and location without a police authorisation.
<i>B Permit :</i> Authorisation to live and work in Switzerland	Valid 5 years. Available upon presentation of a work contract of at least 12 months. Becomes a C Permit after 60 months. (Taxes deducted directly at source).	Valid 12 months if contingencies permit it. To be renewed every year and after 5 years every 2 years. If you leave your job you risk losing the authorisation to live and work in Switzerland. (Taxes deducted directly at source).
<i>L Permit :</i> Authorisation to live and work in Switzerland for less than a year	Valid for the duration of the employment contract (364 days maximum). Renewable without restrictions. Converts to a B Permit after 30 months of living in the country. (Taxes deducted directly at source).	Can exceptionally be renewed one time only. Cannot be converted into another permit type. (Taxes deducted directly at source).
<i>G permit :</i> border commuter permit	Valid 5 years for persons with an unlimited duration employment contract.	Valid 1 year. Authorisation is required for the person to change employment or profession.

During employment

Modification of working conditions

During employment, working conditions can change: changes to the salary scale, the personnel regulations, the list of responsibilities, etc. These changes modify the employment contract and are only possible with your agreement. If you agree to the changes, you should ask for an amendments to the contract. If you do not agree with the changes proposed, you should notify your employer in writing. When such changes affect several employees, remember that it is better to negotiate collectively. Do not hesitate to contact the SIT so that we can assist you in any collective action!

Sick leave

In case you are unable to work due to an illness, you should arrange an appointment with a doctor and obtain a medical certificate that indicates your inability to work. The certificate should then be provided to your employer. In the case of protracted illness, you should send at least one medical certificate per month to your employer. This, in general, will allow your employer to be covered by its insurance and recover all or part of the salary paid to you during your leave.

You should be aware, however, that although employers in general have insurance against loss of earnings due to medical reasons, it is possible that your employer may not! This type of insurance is not yet obligatory in Switzerland. An employer that does not have such insurance will only pay an employee who is on sick leave for a limited period, which is conditional on the employment having lasted for more than three months. Before si-

gning a contract you should ensure that it indicates that you are covered by insurance for loss of earnings in the case of sick leave.

Pregnancy and maternity leave

Swiss law includes a series of provisions to protect the health of pregnant women and breast-feeding mothers in particular. These notably concern breaks and work schedules.

Furthermore, after the trial period, it is illegal to dismiss a pregnant woman, as well as during 16 weeks following the birth.

Finally, if you were covered by the AVS insurance during pregnancy and if you worked or were entitled to unemployment benefit for five months during this period, you are entitled to 16 weeks of maternity leave following the birth.

Overworking

The work in NGOs is often highly demanding. NGO employees are frequently highly motivated persons, who are pushed by their employer to show elevated levels of professional and activist involvement in the activities of the NGO. This often results in under-staffed personnel taking on more work and responsibilities than they can realistically manage. As a consequence, employees frequently engage in significant over-time for which they are not compensated by the employer.

Practical advice *Ensure that the personnel regulations or your contract stipulates the number of regular working hours and the system of compensation for over-time. Regularly count your*

hours and have them recognised by your employer. In addition, establish a written list of your activities, responsibilities and roles and have them recognised in writing by your employer. Most importantly: do not wait to burn out or crack before calling for your rights; your employer has the obligation to protect your health and to prevent overworking by the organisation's employees.

Personal attacks

Personal attacks are defined as all forms of violation of the person of an employee, including on : his/her physical integrity, psychological health, dignity...

Personal attacks can take many different forms:

- **Mobbing** is characterised by a series of frequently repeated acts or comments over a relatively long period, by which one or several persons seek to marginalize or even exclude a person in the workplace. The occurrence of mobbing frequently arises as a consequence of an unresolved work conflict (changes in the organisation of work without the participation of the concerned employee(s), changes in management, negative competition between employees). During periods of restructuring, mobbing may also be used by the organisation's hierarchy to test the resilience of staff members in order to get rid of the most vulnerable members thereof.
- **Sexual harassment** constitutes a violation of a person's dignity and intimacy. It is characterised in particular by the fact that it is not desired and is felt as being humiliating and offensive. It may take numerous forms, including: blackmailing, sexist comments, comments on a person's physical aspects or sexuali-

ty, homophobic comments, the posting of pornographic images, and lewd acts or gestures.

- **Racism** is a form of discrimination based on an employee's place of origin, colour, ethnicity or religion. It is characterised by insulting remarks and behaviour, but also by the systematic assignment of the most degrading or dangerous tasks or activities to the targeted employee.

Practical advice *Any form of personal attack is prohibited. The employer is obliged to refrain from any form of personal attack against employees and has the duty to ensure that employees are not subjected to such treatment. In small organisations, it is common that the employer has not designated any person to be responsible for dealing with such problems. In the case of a conflict between an employee and the management, the burden of resolving such issues impartially is placed on the highest organisational bodies (foundation, executive council or committee).*

If you are subjected to such personal attacks, do not allow yourself to become isolated. Discuss the matter with your colleagues. Do they also share your views? Have they witnessed an attack upon your person? Have they also personally been subjected to such attacks?

It is important to write down what is going on in the workplace, notably concrete facts, and to keep all forms of "proof" (e-mails, letters, images, etc.). Do not allow the situation to fester; immediately contact the SIT so that together we can analyse your situation and discuss the different ways in which such attacks can be halted.

Sex discrimination

The law on equality prohibits discrimination between men and women. It

permits all persons to defend themselves if they are discriminated against in the following areas: hiring and dismissal, allocation of tasks, remuneration, promotion, etc. In spite of this prohibition, Sex discrimination is still common in Switzerland, notably with regard to the differences in salaries between men and women. If you believe that you are a victim of discrimination, contact the SIT for advice and support concerning actions to be taken to redress this treatment.

Problems relating to NGOs' funding or financial liquidity

Positions in NGOs frequently depend on the availability of funds and fund raising. Employees are called upon to seek funds in order to finance their own positions and a portion of the general finances of the organisation for which they work. This can cause problems when employees are responsible for and sign financial reports linked to their fund raising without being privy to the organisation's entire accounts. Problems arise in general when the organisation's accounts lack transparency and when employees do not have access to the organisation's general expenses (salaries of the management, overheads, etc.).

Furthermore, it may happen that the employer, citing financial problems, pushes for the employees to accept a reduction to their salaries, to their work time or even for them to resign. This can lead to serious frustrations and tensions when the accounts are not transparent.

Practical advice *Before taking on financial responsibilities, ensure that the conditions are made clear to you. What is*

your role, what are your responsibilities, do you have the necessary information available to take these on? Do not take on responsibilities that are not mentioned in your contract or that you cannot carry out. It is vital to ensure that the roles and responsibilities of each party are clearly defined and achievable in practice.

Confusion between the roles and responsibilities of the employer and employee

As demonstrated by the examples above, conflicts in NGOs often arise as a result of the lack of definition of the roles and responsibilities of the members of the organisation: organisations' statutes lack clarity, personnel regulations do not exist and employment contracts are vague. Different organisational organs do not perform in their roles and we frequently find that executive councils, steering committees or other decision-making bodies do not fulfil their role as employers. Further to this, NGO managements make employees take on managerial responsibilities that should remain with the management, and the employees take on responsibilities that are not formally delegated to them. These factors can exacerbate problems in times of conflicts.

Practical advice *Ensure that your list of responsibilities and activities as well as the organisation's internal rules and statutes are clear and that there are defined procedures to be followed in the case of conflicts.*

The termination of employment contracts

Employment contracts can be terminated in a range of ways and for various reasons:

Fixed term contracts

If you are bound by a fixed term contract, termination of the contract takes place automatically at the end of the term as outlined in the contract. In the absence of a valid reason (see dismissals with immediate effect) you cannot resign before this date and your employer cannot dismiss you. In the case of dismissal, your employer is required to pay your salary up until the date contained in your contract. If you continue to work beyond the date contained in the fixed term contract, the contract is transformed into an open-ended employment contract.

Termination of contract by mutual consent between the employer and employees

The employee and employer can, of course, terminate a contract through mutual agreement at any time.

Warning Before signing such an agreement the employee should inform him/herself as to the possible penalties concerning unemployment benefits that he/she may face. Furthermore, ill-intentioned employers may make such offers of agreement in order to escape their duties concerning the payment of salaries during notice periods.

Resignation (open ended employment contract)

An employee can unilaterally terminate a contract by resigning as long as the desire to do so is clearly expressed and the legal notice period is respected. Unless the employment contract or a collective agreement stipulate otherwise, resignations can be tendered orally or in writing. However, it is advisable for questions of evidence to do so in writing. Concerning notice periods, unless a contract or a collective agreement stipulate otherwise, the lengths of periods are as follows :

- during the trial period : 7 days
- during the 1st year of employment : 1 month as of the end of the month
- from the 2nd to the 9th year of employment : 2 months as of the end of the month
- from the 10th year of employment onwards: 3 months as of the end of the month.

Warning Resignations are only valid upon reception; they only take effect from the moment they reach their intended recipients. If an employee is required to give a two month notice period to his/her employer and wishes to leave on the 30th of June, he/she therefore needs to tender the letter of resignation at the latest on April 30th.

Dismissals (open ended employment contracts)

As with employees, employers can also unilaterally terminate employment contracts. Employers are not

bound to provide any specific motives to justify dismissals. The law does not differentiate between the employer and employee and therefore does not take into account the fact that the employee is economically dependent on his/her employer. This being the case, the employer is bound by the same rules concerning dismissals as those that apply to an employee with regard to resignation:

- clarity of communication;
- respect of the notice period;
- dismissals are subject to reception by the intended recipient.

In the case of dismissals, employers frequently free employees from their obligation to work during the notice period. In such cases, the employees are required to leave the organization but salary payments are still required during the notice period.

Warning

- *In the case of dismissal, do not forget to demand compensation for hours of over-time or for holidays still due to you.*
- *If your organization dismisses more than 10 persons during the same month, it constitutes a collective dismissal. In such cases, the employer must follow a special procedure. It is vital to immediately inform the SIT if you find yourself in such a situation.*

Dismissals during specific periods

Following the trial period, employers cannot dismiss an employee if the latter is unable to work as the result of an accident or for other medical reasons, for 30 days during the 1st year of employment, for 90 days during the 2nd to 5th year of employment, or for 180 days as of the 6th year of employment. Furthermore, employers cannot dismiss a woman during pregnancy or

during a 16-week period following the birth of her child.

Wrongful and/or arbitrary dismissals

In Switzerland, very few motives for dismissals are considered as being wrongful or arbitrary. A dismissal can be considered to be in violation of the employee's rights if the employee in question can prove that he/she was dismissed for one of the following :

- for reasons related to his/her person (age, gender, nationality, colour, marital status);
- for reasons relating to the exercising of rights enshrined in the constitution (political or religious convictions, freedom of expression and opinion, freedoms of assembly and/or demonstration...);
- for membership in a trade union or for activities related to labour rights;
- for claiming rights stipulated in the employment contract.

Even if a tribunal recognizes the wrongful or arbitrary nature of a dismissal, it cannot order that the employee be reinstated in the organization, but can order the organization to pay indemnities.

Dismissals with immediate effect

Employers and employees can terminate contracts with immediate effect in the case of "just motives". Such motives are required to be based on facts that have a destructive effect on the trust required to continue with a working relationship. Examples include: cases of theft; refusal to pay part or all of a salary; grievous harm to the person (sexual harassment), etc. If the employer terminates the contract with immediate effect citing just motives, the

employee immediately loses his/her right to a salary. If the validity of a dismissal with immediate effect is challenged, the burden of proof concerning the alleged acts resides with the party claiming the just motive.

Warning *if you intend to challenge a dismissal with immediate effect, you should do so as quickly as possible. Do not hesitate to contact the SIT!*

The right to unemployment benefits

In the case of loss of employment, employees have a right to unemploy-

ment benefits, as long as they have contributed to the AVS/AC insurance for 12 of the preceding 24 months. However, in certain cases, the employee can face temporary suspension of the right to unemployment benefits, notably in the case of resignation or dismissal with immediate effect.

Warning *These rules only apply to Switzerland. If you reside in France, you do not have a right to unemployment benefits if you resign or are dismissed with immediate effect.*

Conflicts with employers

Individual conflicts

If you are in conflict with your employer, the first thing to do is to explain, preferably in writing, the reasons for your disagreement to your employer. If at all possible, it is then best to attempt to negotiate the matter. Following each meeting concerning the disagreement, write down what was said. If you are able to reach an amicable settlement of the dispute, it is prudent to suggest that any decision be put in writing.

If such a settlement is not possible, contact the SIT for information on what to do. We will then, together, be able to identify your rights and the options for action that are available to you. Such action could include measures taken by the union, external mediation, denunciations to the OCIRT (the Cantonal Office for work inspection and relations) or to the commission charged with overseeing your collective working agreement, or legal action be-

fore the labour court (tribunal des prud'hommes).

Collective conflicts

When disputes with your employer are not restricted to your individual case, the first thing to do is to meet with the other affected colleagues in order to discuss and decide on a course of action in order to resolve the conflict. Establish a common set of demands and request a meeting with the employer to settle the dispute by means of a letter signed by all concerned persons.

Things to note *collective actions are generally very delicate operations. In such cases, we urge you to call upon the SIT. We can offer you a meeting location and can assist you throughout the process, either by intervening directly or by providing advice. We could also, together, discuss the different options available to you.*

Collective rights

Collective working agreements

A collective working agreement (CWA) is an agreement that has been negotiated by one or several labour unions with one or more employers in order to establish minimum norms for all salaried employees in an organization or sector. Without derogating from actual laws, CWAs can enable more favourable rights for employees and establish new norms where there are gaps in the law. For example, CWAs can establish maximum limits on the working week to 40 hours, a minimum wage or a salary scale that applies to all employees, paternity leave or even the right to an annual break in order to receive training by a labour union.

CWAs typically include provisions for the resolution of individual or collective disputes. The parties to the agreement establish organs, such as commissions, that are empowered to settle disputes under the terms of the CWA and periodically renegotiate elements comprising the CWA itself. In Geneva's local non-governmental sector, including some NGOs with international scope, some CWAs already exist. However, much remains to be done. Do not hesitate to contact the SIT if you are seeking to negotiate the establishment of a CWA in your organization.

Representation of workers

In Switzerland, the federal law on information and consultation within enterprises establishes fundamental rights for workers:

- the right to have representation of personnel;
- the right for the personnel's representatives to be informed in good time and without omission concerning all elements necessary for their effective defence of the workers' common interests;
- the right to participate in the following issues: safety in the workplace and health protection; or collective dismissals.

Workers' representatives represent all workers : those who have joined a union and also those who have not.

Warning *While representatives can be very useful, they can also be manipulated by the management into only partially carrying out their representation mandates. It is therefore of primary importance to ensure that such a mandate is carried out democratically (under a precise mandate, with sharing of information, etc.).*

Practical information

Social insurance :

Caisse cantonale genevoise de compensation AVS-AI-APG

54, rte de Chêne
1211 Genève
Tél. 022 718 67 67
www.ccgcavs.ch

Office cantonal de l'emploi (chômage)

6, Glacis de Rive
case 3938
1211 Genève 3
Tél. 022 546 36 66
www.geneve.ch/emploi

SUVA caisse nationale accident

12 Ami-Lullin
1207 Genève
Tél. 022 707 84 04
www.suva.ch

Residence and work permits :

Office de la main d'oeuvre étrangère

35, rue des Noirettes
case 1255
1211 Genève 26
Tél. 022 388 74 00
www.geneve.ch/permis/

Office cantonal de la population

Route de Chancy 88
1213 Onex
Tél. 022 546 48 88
www.geneve.ch/ocp/

Centre d'accueil de la Genève Internationale

Villa "La Pastorale"
106, Route de Ferney
1211 Genève 20
Tél. 022 546 14 00
www.cagi.ch

For further information:

Contact the SIT labour union and also refer to the following legislative texts :

- the Labour Law;

- the "Code des obligations";
- and any collective working agreements that concern your employment sector.

Join the SIT labour union and its NGO committee, in order to know, defend and extend your labour rights !

The SIT labour union is an association of workers who have united to defend their rights and interests. One of the SIT's specialised committees is dedicated to the defence of NGO workers' rights and interests.

What are SIT's objectives?

- To defend and ensure respect of workers' rights.
- To guarantee decent working, living and salary conditions.
- To act against injustices.
- To strengthen unity and solidarity.

What does the SIT do?

- SIT organizes workers to defend their rights.
- SIT negotiates and signs collective working agreements.
- SIT defends workers' rights in labour courts.

- SIT manages an unemployment benefits fund.
- SIT intervenes with the State to improve social legislation.
- SIT informs and counsels workers.
- AND conducts many other activities !

Who are our members ?

Men and women from all professions and economic sectors, of all nationalities, regardless of their age or status. The SIT is funded entirely by its members. Join us!

You have a question or a problem ? We have a solution !

Our offices are open to respond to all of your questions on Mondays and Thursdays between 14:00 and 17:00.

If you are a member of the union you can also arrange meetings with us by telephone (022 818 03 00).