

Work

Entering the labour market
Looking for and finding work
Rights and obligations
Unemployment insurance
Recognition of diplomas and validation of experience

Entering the labour market

Your rights to work or set up a business vary, depending on your permit and your reasons for coming to Switzerland. In all cases you must be registered with the social insurance agencies and pay taxes.

Work permits

In general, your application for a work permit is settled when you receive your residence permit.

Normally people who receive a residence permit in Switzerland have the right to work. Who applies for a work permit? Depending on a person's status and the length of their engagement, either the employer or the person themselves makes the application.

If you have any questions about your residence permit and your rights, you can contact the Service de la population (Population Office) (SPOP) and the Service de l'économie et de l'emploi (Economy and Employment Office) (SEE) of the canton of Jura. These services also advise people who do not yet live in Switzerland and wish to work there.

Do you have a B permit (refugee) or an F permit, with or without refugee status? You do not need special permission to work. However, your employer must register the start and end of your employment commitment with the canton, using an official form. They must register it in the canton where you work. Registration is free of charge. This is called the registration procedure.

Are you an asylum seeker with an N permit?

To work, you need authorisation from the Service de la population (Population Office) (SPOP) and the Service de l'économie et de l'emploi (Economy and Employment Office) (SEE).

Are you Swiss? Or do you have a C permit? And you want to start your own business?

In Switzerland, Swiss people and people with a C permit can set up their own business. They do not need permission to do so. They follow the normal procedure.

The canton's Promotion économique (Economic Promotion Office) provides advice and supports people in setting up their own business.

Do you have a different permit? And you want to start your own business?

For people with other permits, the situation is different depending on your permit and residence permit.

Contact the Service de la population (Population Office) (SPOP). This office reviews your project and assesses whether it is robust and feasible. It confirms if the company can be created.

The canton's Promotion économique (Economic Promotion Office) can also advise and assist you in setting up a business and applying for authorisation.

Illegal employment

Everyone who works must have a work permit.

They must be registered with the social insurance agencies. And they must declare their income to the tax authorities. If they do not, they may be punished by law.

We're talking about illegal employment.

If someone is employed illegally, their employer may also be punished by law.

People employed illegally are not covered by accident insurance. And do not pay compulsory social insurance (OASI retirement, AI disability, maternity and unemployment) and will not be entitled to it.

Do you think your employer is not employing you properly? You can contact the Service de l'économie et de l'emploi (Economy and Employment Office) (SEE) using the contact form or the Employment Tribunal.

Work and young people

Generally, young people can work from the age of 15. For small jobs (e.g. for a holiday job), this is permitted from the age of 13.

Adults (parents and employers) need to be careful not to ask young people to do work which is too hard. There are special regulations for working for young people under the age of 18. Hazardous work, night work and Sunday work are prohibited.

Unless such work is part of the young person's vocational training.

Additional information (links, addresses, information sheets, brochures)

www.bonjour-jura.ch/en/work/entering-the-labour-market

Looking for and finding work

To have the best chance of finding a job, it is very important to get a good education. To look for a job you can search on the internet or in the newspapers or apply to a company directly. Your application should include a CV, cover letter and certificates.

What it takes to work

Training is highly valued in Switzerland. Good training is important for almost all professions.

Foreign diplomas are not always recognised .

When looking for a job, work certificates from previous employers are also very important.

Tip: when you leave a job, always ask for a work certificate.

For most jobs, a good understanding of French is an advantage.

Looking for a job

Job advertisements are published in newspapers and on various websites. There are also private employment agencies.

Looking for a job?

You can find support from the Offices régionaux de placement (ORP) (Regional Employment Offices (REOs)). Computers and newspapers are available and staff can give you advice.

Making an unsolicited job application

In Switzerland, it is easy to ask a company either by phone or in writing if there are any jobs available. Even if the company has not advertised a position. This is called making an unsolicited job application.

Applying

Job applications are normally submitted in writing. You can also say: to be a candidate for a job. Your application file (candidate file) must include at least: your curriculum vitae (CV), a cover letter, copies of training certificates and diplomas, and work certificates.

If the employer is interested in your application, they will invite you to a job interview. The job exchange at EFEJ (Espace Formation Emploi Jura) (Job Training Space Jura) in Bassecourt offers free help preparing for applications.

Additional information (links, addresses, information sheets, brochures)

www.bonjour-jura.ch/en/work/looking-for-and-finding-work

Rights and obligations

Employees and employers have different rights and obligations. For example, maximum working hours, holiday entitlement and insurance cover are regulated by law.

The employment contract

Employment contracts are normally signed in writing. But an oral contract is also valid. The rules relating to work can be found in the Code of Obligations. This document sets out the minimum standards (minimum rules) to be respected in employment law. Thanks to this, even people without a written employment contract have rights, and duties too.

The rights and obligations of employees and the obligations of employers

In Switzerland, employees have rights and obligations.

Among the most important are:

- The right to insurance: the employer must register their employees with the social insurance agencies. They must take out accident insurance for them and pay part of the premiums.
- All employees are entitled to a minimum of four weeks of paid holiday (five weeks for young people under the age of 20). This applies even to people who earn an hourly wage or work part-time, depending on their working hours.
- The maximum number of working hours per week is 50. In many professions, it's 45 hours.
- Employees have the right to receive a written certificate of employment.
- Anyone who falls ill receives their salary for a certain period of time.
- Pregnant women and women who have given birth have special rights.
- Employees must perform the work they have accepted themselves.
- They must perform the work with care and protect the interests of their employer.
- To protect the interests of their employer, employees must maintain confidentiality. They must not pass on confidential information learned in the course of their employment (such as trade or trade secrets) to others. This applies even after the end of the contract, if necessary.
- In employment relationships, the employer must protect and respect the personality of their employees. They must look after their health and moral well-being. In particular, they must take care to protect them against sexual harassment.

Do you have doubts about your rights being respected?

You can contact the Service de l'économie et de l'emploi (Economy and Employment Office) (SEE), a trade union or the Conseil de Prud'hommes (Labour Council).

Salary

Swiss law does not set a minimum wage.

But there is one in the Canton of Jura.

In Jura you are not allowed to pay an hourly wage lower than CHF 21.40

Women and men are entitled to the same pay for the same work.

Some collective labour agreements (CLAs) set the minimum wage for work in a sector.

Several sectors of work have signed a collective labour agreement (CLA).

The gross salary is the salary specified in the employment contract.

Net salary is the salary left after deducting social insurance contributions.

Terminating a contract (or ending a contract)

In the event of termination of an employment contract, employers and employees must comply with the notice periods stipulated in the contract.

Immediate termination without prior warning or notice is not permitted. Except in exceptional cases.

If the employer terminates the contract, it is called dismissal.

It is always possible to receive the reasons for dismissal in writing. To do this, you must ask your employer.

Anyone who is sick, has had an accident, is pregnant or has given birth to a child is specially protected against dismissal.

Unjustified dismissals without valid reasons may be brought before the court.

If the employee terminates the contract themselves, this is called resignation.

Resignation may affect entitlement to unemployment insurance (penalty days). They then receive less unemployment money.

Additional information (links, addresses, information sheets, brochures)

www.bonjour-jura.ch/en/work/rights-and-obligations

Unemployment insurance

All employees are insured against unemployment. If you lose your job, you can receive financial assistance for a period of time. To do this, you must register with a regional employment centre (REC). The RECs advise unemployed people and help them find jobs.

Unemployment insurance

All employees must contribute to unemployment insurance (UI). Each month, part of the employee's salary is deducted to pay the UI. That's half of the contribution. The employer pays the other half.

If you lose your job, you receive unemployment benefits from an unemployment fund. The amount of unemployment benefits depends on various criteria.

Are you self-employed?

Then you can't take out unemployment insurance.

Are you unemployed? What should you do?

Are you going to lose your job? Have you lost your job? Then register with the nearest Office régional de placement (ORP) (Regional Employment Centre (REC)) as soon as possible.

Register online on Jobroom.

Tip: Register as soon as you know you are going to lose your job. No later than the first day of unemployment.

The REC will give you information and support you.

Offices régionaux de placement (ORP) (Regional Employment Centres (RECs))

The Office régional de placement (ORP) (Regional Employment Centre (REC)) will advise you and help you find a job quickly.

If you receive unemployment benefits, you have to go to interviews. This is mandatory. The REC also offers training and employment courses or programmes. Some are mandatory and some are not, depending on your personal circumstances.

Not worked in Switzerland yet? And you're looking for a job?

You can register for the REC. You will be given tips on how to write your CV, for example. But you will not receive unemployment benefits.

Additional information (links, addresses, information sheets, brochures)

www.bonjour-jura.ch/en/work/unemployment-insurance

Recognition of diplomas and validation of experience

Foreign diplomas and school-leaving certificates are not always recognised in Switzerland. And for some professions, you need a diploma - it's compulsory. In some cases, it is possible to have your foreign diploma recognised. Is your foreign diploma not recognised? Or are you lacking a diploma? In these cases, you can have your experience validated. This means having your professional and personal experience recognised .

Recognition of diplomas: for regulated professions

Do you have a foreign diploma?

Under certain conditions, you can apply for your diploma to be recognised. If your diploma is recognised, it can be said to be equivalent to a Swiss diploma or certificate of completion of studies.

For some professions (healthcare, education and law), official recognition of your foreign diploma is mandatory to be able to work in Switzerland. These professions are protected.

For example, doctors, nurses, teachers or lawyers.

To have a diploma recognised (going through the procedure for recognising your diploma) a fee is charged.

The reconnaissance.swiss/en website of the Secrétariat d'État à la formation, à la recherche et à l'innovation (SEFRI) (State Secretariat for Education, Research and Innovation (SERI)) explains the procedure to be followed, depending on the profession. It also forwards the contacts in the relevant departments.

Certification of proficiency: for non-regulated professions

For most professions, official recognition is not mandatory to be able to work in Switzerland.

For example, for the following professions: cook, mechanic, computer scientist, graphic designer, adult trainer, etc.

For these professions, you can apply for a certificate of proficiency. This shows the value of your foreign diploma in the Swiss education system. It can also be useful when looking for a job.

The recognition.swiss website of the Secrétariat d'État à la formation, à la recherche et à l'innovation (SEFRI) (State Secretariat for Education, Research and Innovation (SERI)) provides useful information.

Validation of experience

You don't have a diploma?

You can try to get your professional background, professional and personal experience recognised. All of this experience can be recognised as part of a professional diploma (FVD or FVC), or even a full diploma. This process is called validation of experience.

The Centre d'orientation scolaire et professionnelle (Centre for Educational and Vocational Guidance (COSP)) of the Canton of Jura will inform you about this. It will advise you on the process free of charge.

Retaking the certificate of completion of studies

Do you have professional experience but not a recognised diploma or certificate of completion of studies? You can take the Swiss certificate of completion of vocational training.

To retake the certificate, the process depends on your education, work experience and age. In all cases, you must have a good knowledge of French (Level B1/B2).

For more information, contact the Centre d'orientation scolaire et professionnelle (Centre for Educational and Vocational Guidance (COSP)). It's free.

Additional information (links, addresses, information sheets, brochures)

www.bonjour-jura.ch/en/work/recognition-of-diplomas-and-validation-of-experience