



AlpinTrend

# NEW IN SWITZERLAND

ALL YOU NEED TO KNOW

ERWARTEN  
SIE  
MEHR.

# WELCOME TO SWITZERLAND

Dear employee

We have briefly summarised everything you need to know about working in Switzerland.

## Journey to Lenzerheide

Our AlpinTrend establishments are located in the heart of the Lenzerheide holiday region and can be reached comfortably by bus (Postauto) from Chur in a maximum of a maximum of 30 minutes.

The journey by train from Zurich Airport to Chur takes around 2 hours.

Travelling by car: In winter, **a car with all-wheel drive is a must in the mountains.** Otherwise, be sure to bring suitable snow chains for your car.

## Residence permit

We will apply for your work and residence permit at the respective municipality. **You must be in possession of a valid travel document (ID/passport) and a current passport photo.**

The costs are approximately CHF 100.00.

Links and Info:      [Infos zur Arbeitsbewilligung in Graubünden](#)  
                             [Infos zum Reisedokument](#)

## Banks

If you have a residence permit, you can open a Swiss bank account. Salaries can only be paid into a Swiss bank account.

In the village of Lenzerheide there are several banks to choose from to open an account.

Links and Info:      **Kontoeröffnung Graubündner Kantonalbank \***  
                             **Kontoeröffnung PostFinance**  
                             **Kontoeröffnung Raiffeisen**

\*Opening an account with an ID/passport and a valid contract is also possible without authorisation.

## Insurance sickness & accident

**The employees of the AlpinTrend companies are insured against accidents through their company.** The monthly costs are deducted directly from your salary. The AlpinTrend personnel department will take care of the registration.

**Health insurance is compulsory in Switzerland. Health insurance abroad is not valid.** Swiss health insurance must be taken out. (Exception only in the case of a G permit or registration through the registration procedure Meldeverfahren) **Every employee with a temporary employment contract (seasonal contract) will be insured with ÖKK through his/her AlpinTrend company.** This applies if they do not take out Swiss health insurance themselves. The monthly costs are deducted directly from the salary. The AlpinTrend personnel department takes care of the registration.

Links and Info:      **Versicherungen**  
                             **Krankenversicherung für Ausländer**

## Source tax

Foreign employees pay withholding tax in Switzerland. This tax is deducted directly from the salary. The amount depends on various factors (gross salary, marital status, denomination, place of residence, etc.).

Links and Infos:      **Quellensteuer**

## Employee accommodation

The employees of the AlpinTrend companies are provided with staff accommodation. Allocation is made by Valcasa Immobilien AG, Voa Principala 35A, 7078 Lenzerheide. All rights & duties are regulated in a separate contract with Terms & Conditions and house rules.

The accommodation is located in the immediate vicinity of the place of work and can be easily reached on foot, by bus or by car. It is recommend-ed that every tenant takes out private liability insurance (for rental damage).

The accommodation is furnished and equipped with W-LAN. The costs per month are between CHF 400.00 - CHF 1000.00 per room/ studio per person.

## Swiss German for beginners

The municipality of Vaz/Obervaz (Lenzerheide) regularly offers German courses. The costs are covered by the company, depending on the case.

For further information, please contact the HR department.

## The collective labour agreement in Swiss Hospitality Industry (L-GAV)

The law provides for the possibility of the professional associations of employers and employees jointly defining industry-specific provisions on the conclusion, content and termination of individual employment relationships in a so-called collective labour agreement. In the L-GAV, the social partners regularly review the objectives of their social policy. This is because the agreement is intended to harmonise the changing demands that the market places on employers with the needs of employees for fair and modern social and working conditions.

Links and Infos: **L-GAV**



## Working Times

We have a 43.5 hour week and work a 5 day week, 8.7 hours per day. At least 1 day of rest must be granted per week. The working hours of all employees are monitored with a time clock using fingerprints.

## Vacation and public holidays

Holiday entitlement is 5 weeks per year (35 calendar days per year / 2.92 per month).

The holiday entitlement is 6 paid public holidays per calendar year (0.5 days per month, including bank holidays).

## Wages in Switzerland

The wages in the catering and hotel industry are based on the minimum wages according to the L-GAV. Wages are paid into a Swiss postal or bank account no later than the 6th of the following month. No salary payments will be transferred to foreign accounts or paid in cash.

\* Calculation examples (without guarantee, subject to change):

Text	Percent	from	Allowance	Deduction	Total
<b>Fixed wage</b>	0.00	0.00	<b>3706.00</b>	0.00	0.00
13th month's wage	8.33	3706.00	308.70	0.00	0.00
<b>Gross salary</b>	0.00	0.00	0.00	0.00	<b>4014.70</b>
AHV/IV/EO	5.30	4014.70	0.00	212.80	0.00
ALV	1.10	4014.70	0.00	44.15	0.00
Health insurance	0.00	0.00	0.00	370.00	0.00
Sick pay insurance	0.46	4014.70	0.00	18.45	0.00
Accident insurance	1.22	4014.70	0.00	49.00	0.00
Occupational pensions	7.00	1667.80	0.00	170.00	0.00
Withholding tax	5.85	4014.70	0.00	232.35	0.00
Beverage	0.00	0.00	0.00	85.00	0.00
Food	0.00	0.00	0.00	215.00	0.00
Studio	0.00	0.00	0.00	700.00	0.00
<b>Net wage</b>	0.00	0.00	0.00	0.00	<b>1917.95</b>

## Address

AlpinTrend AG  
Voa Principala 43  
7078 Lenzerheide

You will find us directly on the main street in Lenzerheide, next to the Hotel Lenzerhorn.

## Contact details

### Human Resources department

HR Manager Payroll & Administration | Klaudia Prachar  
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