Group Policies (December 2014)

Vacations
1. Vacation leaves should be approved at least one month in advance, except for emergencies (see point 2).
2. In case of an emergency (e.g. accident, death in the family, sick child, etc), a leave can be taken immediately without prior approval. Please notify me when the situation permits.
3. If you are ill (especially with communicable diseases), a sick leave should be taken.
4. If you are working from home, do make sure that you can be contacted through the usual modes of communication (email, phone, etc).

Tips: I prefer that if you could coordinate your vacation leaves with my conference travels or holidays.

On Performance Evaluation
1. Your research performance will be evaluated every six months. The evaluation meeting will take place during our regular 1 on 1.
2. The evaluation shall be based on your accomplishments, such as (1) concrete, publishable results from your research, (2) research publications, including journal articles and/or conference presentations, (3) teaching, if applicable, and (4) service provided to the group.
3. The performance will be categorized under three categories: (A) exceed expectation, (B) meet expectation, and (C) below expectation.
4. The result of the evaluation will be communicated to you.

Group facilities (computers)
1. Please take ownership of group facilities and treat them as such (with proper maintenance and use).
2. Rules for the use of general facilities, such as refrigerator, coffee machine and microwave, will be posted individually on the device.
3. Do not use group facilities for illegal activities, such as downloading illegal software and/or media.
4. Do not install illegal software on any of the group computers.

On consumables
1. Each member should arrange to get his/her own card for internal ETHZ purchases.
2. Purchase of an item above CHF100 should be communicated and approved by Rudi.
3. Valid purchases are meant for consumables related to research and/or group activities.
4. Support for courses (e.g. language, summer course) maybe available based on financial situation of the year.