

# Fondation 2<sup>ème</sup> pilier swissstaffing

## Guide to the main provisions of the TEMP BASIC Pension Plans (valid from 1 January 2025)

### 1. Definitions

**Affiliated Company:**

The employer is a temporary employment company which has signed an affiliation agreement with swissstaffing.

**Foundation:**

The occupational benefits institution insuring the temporary and permanent employees of the affiliated companies of swissstaffing against the financial consequences of retirement, death, and disability.

**Pension Board:**

The highest governing body of the Foundation, responsible for its overall management. The Pension Board is composed of an equal number of representatives of the affiliated companies and of the members. In 2025, the Pension Board comprises six members.

**Administration:**

Aon Switzerland Ltd, a service company, is entrusted with the administration of the Foundation under the oversight and control of the Pension Board.

swissstaffing c/o Aon Switzerland Ltd.  
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2000 Neuchâtel  
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LPP/BVG – LFLP/FZG

LPP/BVG: Federal Act on Occupational Retirement, Survivors', and Disability Pension Plans

LFLP/FZG: Federal Vesting Act

**Savings account / Retirement savings capital**

An account managed by the Foundation and serving to finance a member's retirement benefits. It consists of the savings portion of the contributions paid by the employer and the employee, transfers-in of vested termination benefits (or personal contributions), any allocations decided by the Pension Board, and annual interest credits. Each year and on request, the Administration issues an insurance certificate.

### 2. Membership of the Foundation

All temporary employees who:

- are over the age of 17; and
- have not yet reached the AVS/AHV retirement age;
- earn an hourly wage of more than CHF 10.40, or an annual salary of at least CHF 22'680;
- are not more than 70% disabled, within the meaning of the AI/IV.

### 3. Start of coverage

Coverage starts on the first day of employment:

- if the employment contract is for an indefinite term,
  - if the term of employment is longer than 13 weeks,
  - at the employee's express request,
  - if the employee is responsible for child maintenance,
- or from the date on which,
- within 52 weeks of the last day of the last employment assignment (in accordance with the CBA for staff leasing), the term of employment originally scheduled to last less than 13 weeks is extended beyond the 13th week,
  - an extension of the assignment from the same temporary employment company is agreed, provided the extension and the term of the original assignment added together exceed 13 weeks.

Accident, illness, military or civil service, maternity leave, paternity leave, and care leave do not have the effect of terminating coverage.

### 4. Members' duties on joining

On joining the Foundation, new members must:

- request the transfer of all of their pension assets held with occupational benefits institutions or vested benefits institutions (statutory requirement);
- provide the Administration with the termination statement from their previous occupational benefits institution showing their vested termination payment on leaving, at marriage and at age 50, as well as the LPP/BVG portion, and communicate the particulars of any withdrawals under the encouragement of home ownership scheme, and any voluntary purchases; and
- have their vested termination benefit transferred from their last occupational benefit or vested benefit institution to the Foundation's bank account.

UBS Neuchâtel  
IBAN CH86 0029 0290 5461 3949 H or CCP 80-2-2,  
account no. 290/ 290-546139.49H  
in the name of «Stiftung 2. Säule swissstaffing»

The transfer must specify their full name, AVS/AHV number, and the name of the temporary employment company for which they work.

### 5. Pensionable monthly salary

The pensionable salary insured with the Foundation corresponds to all the remuneration components subject to AVS/AHV contributions as well as the remuneration components listed in Section 5 of the Annexe to the Regulations, less an LPP/BVG coordination amount.

Section 5 of the Annexe also lists the remuneration components that are not taken into consideration in the pensionable salary. These include, in particular, bonuses and other occasional gratuities (which are not guaranteed, i.e. not a salary component) as well as shift-work and overtime pay.

The pensionable monthly salary reported to the Foundation by the affiliated Company is based on the hourly wage.

The maximum annual pensionable salary is CHF 317'520.

#### Pensionable salary calculation example

|   |              |
|---|--------------|
| AVS/AHV contributory salary for the period                            | CHF 5'400.00 |
| excluding any occasional salary components                            |              |
| divided by number of hours worked in the period                       | 160          |
| = hourly wage   | CHF 33.75    |
| Hourly wage less the AVS/AHV contributions                            | CHF 33.75    |
| (max. CHF 41.50)*   |              |
| (*Specific pension plans may deviate from this maximum salary amount) |              |
| Less coordination amount  | CHF 12.10    |
| Insured hourly salary (minimum CHF 1.75):                             | CHF 21.65    |
| Multiplied by the number of hours actually worked during the month    |              |
| Insured monthly salary:   | CHF 3'464.00 |

The "maximum" and "minimum" contributions and the "coordination deduction" are set each year.

## 6. Contributions

The amount of a member's contribution is determined based on their pensionable monthly salary, their age, and the following contribution scale:

| Members' contributions |         |                         |                       |
|------------------------|---------|-------------------------|-----------------------|
| Age <sup>1)</sup>      | Savings | Risk and administration | Total                 |
| 18 to 24               | 0.0 %   | <sup>2)</sup> 0.875 %   | <sup>2)</sup> 0.875 % |
| 25 to 34               | 3.5 %   | <sup>2)</sup> 0.875 %   | <sup>2)</sup> 4.375 % |
| 35 to 44               | 5.0 %   | <sup>2)</sup> 0.875 %   | <sup>2)</sup> 5.875 % |
| 45 to 54               | 7.5 %   | <sup>2)</sup> 0.875 %   | <sup>2)</sup> 8.375 % |
| 55 to retirement       | 9.0 %   | <sup>2)</sup> 0.875 %   | <sup>2)</sup> 9.875 % |

<sup>1)</sup> Age: difference between the current year and the year of birth.

<sup>2)</sup> For plans providing for a minimum disability pension of 30% of the pensionable salary, risk premiums are increased by 0.20% (0.10% Employer / 0.10% employee).  
For plans providing for a supplemental lump-sum death benefit of 100% of the pensionable salary, risk contributions are increased by 0.05% (0.025% Employer / 0.025% employee).

The Company's contribution is equal to that of the member (identical rates to those in the above table).

## 7. Contributions during incapacity for work on ground of illness, accident, military or civil service, maternity leave, paternity leave, or care leave

During these leaves of absence, employees receive income compensation benefits.

For the period during which the Company is obliged by law to continue paying the salary [Section 324a CO/OR (Berne Scale), 329f CO/OR (maternity leave), 329g CO/OR (paternity leave), or 329i CO/OR (care leave)], or if the income compensation benefits are subject to AVS/AHV contributions, the member and employer must continue to pay contributions.

After the statutory salary payment period, contributions are no longer due although members remain insured with the Foundation until they leave (end of contract).

If the illness or accident results in the recognition of a disability by the Federal Disability Insurance (AI/IV), the member and the employer are released from their obligation to pay contributions for the nine months preceding the recognition of the disability by the AI/IV. From that time, the Foundation takes over the contribution payments, in particular by continuing to pay into the member's retirement savings account.

## 8. End of coverage

Coverage ends on the last day of the employment relationship. If the member does not take up work with a new employer, death and disability risk coverage are maintained for one more month.

## 9. Vested termination benefit (on leaving)

Members are entitled to a vested termination benefit (VTB) when they leave the Foundation provided that they have an available retirement savings capital. The VTB is transferred to the member's new occupational benefit or vested benefit institution following the member's instructions.

In the cases listed in the questionnaire, the VTB may be disbursed as a cash payment. Legal restrictions must be observed.

The amount of the VTB corresponds to the member's available retirement savings capital on the date of leaving. The minimum benefits under the LPP/BVG and LFLP/FZG are guaranteed.

Members are issued a termination statement at the latest three months after leaving the Foundation. The statement contains the particulars of the vested termination benefit, the mandatory information to be communicated to their next occupational benefits institution, and a questionnaire concerning payment. The questionnaire must be completed and sent back to the Administration.

## 10. Death and disability benefits

Once all requirements are met, the Foundation may pay the following regulatory benefits:

- a) in the event of disability:
- temporary disability pension calculated based on the projected retirement savings capital and the conversion rate, (or at least 30% of the pensionable salary according to the pension plan chosen by the Employer);
  - disabled member's child's pensions;
  - contribution waiver.
- b) in the event of death:
- spouse's pension or a single lump-sum settlement;
  - orphan's pensions;
  - divorced spouse's pension;
  - lump-sum death benefit for unmarried members and
  - a supplemental lump-sum death benefit payable in any event corresponding to 50% of the pensionable salary (or 100% of the pensionable salary according to the pension plan chosen by the employer).

For the event of their death, members are strongly encouraged to designate to the Foundation a) their (non-registered) partner, if they have one, and b) the beneficiaries under the Regulations. The relevant forms may be obtained from the Administration.

## 11. Claims procedure in case of an insured event

The member or their beneficiaries must report the insured event to the affiliated Company. The Company shall assemble the requisite information and contact the Administration.

The member, or their beneficiaries, are responsible for making available all requisite information for processing the claim.

## 12. Retirement benefits

Upon reaching the AVS/AHV retirement age, the following benefits are paid:

- a retirement pension; or
- at the member's written request to the Administration, a lump-sum retirement capital. In the case of married members, the written consent of their spouse is required (signature certified by a public notary);
- pensioner's child's pensions.

Early retirement is permitted from the age of 60 for men and 59 for women; deferred retirement is possible until the age of 70 by agreement with the Foundation.

Members may apply to open an early retirement account.

## 13. Encouragement of home ownership

Members may withdraw all or a portion of their personal retirement savings capital (subject to restrictions after age 50) to finance a residential property for their own use. The minimum withdrawal amount is CHF 20,000 in accordance with the LPP/BVG.

A withdrawal has the effect of reducing the benefits payable by the Foundation; in this case, members should consider taking out individual supplemental insurance with an insurance company at their expense.

Alternatively, members may also pledge all or a portion of their retirement savings capital (subject to restrictions).

**The Administration is at your disposal for further information.**

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