**Eidgenössische Technische Hochschule Zürich**
Swiss Federal Institute of Technology Zurich

*English is not an official language of the Swiss Confederation. This translation is provided for information purposes only.*

**Regulations for emergency operation during the coronavirus epidemic**

# ICT resources[1] for remote working and their reimbursement

**26 March 2020**

*Pursuant to Art. 11b para. 3 subpara. e of the ETH Organisation Ordinance of 16 December 2003[2] and the relevant provisions of the ETH Zurich Acceptable Use Policy for Information and Communications Technology ("BOT")[3]*

*the Vice President for Infrastructure issues the following:*

## Regulations for the use of ICT resources for remote working

### Use of ICT resources that are the property of ETH Zurich

1. Pursuant to BOT Art. 9, employees may temporarily take home ETH ICT resources and use them to work remotely from home. These ICT resources remain the property of the university and must be returned to the employee's workplace at ETH Zurich once normal operations are resumed.

2. Pursuant to BOT Art. 8 bis, para. 4, software licensed by ETH Zurich can also be used in principle by staff working from home. If the software is installed on ETH computers, it can be used for work purposes without restrictions in the remote location. But if the software used for work purposes is installed on a personal computer, potential restrictions imposed by the specific licensing agreement must be observed. The following list provides more information: https://www.softwareinfo.ethz.ch/home-use- software-list/.

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[1] ICT resources include both hardware and software.
[2] RSETHZ 201.021
[3] RSETHZ 203.21

3. Simultaneous use of ETH licensed software on both a personal and work computer is not allowed unless the terms of the licence expressly permit it.

4. The use of ETH Zurich's own ICT resources (including software) for commercial purposes is not permitted.

5. ETH employees are allowed to divert their phone calls from their work extensions to their landline at home or their mobile phone number.

## Reimbursement of ICT costs by ETH Zurich

6. ETH Zurich's ICT resources can also be used by staff working from home. As a rule, the university does not therefore contribute towards the cost of personal ICT resources that an employee purchases in order to be able to work remotely from home.

7. ETH Zurich assumes that all ETH staff already have an Internet connection at home which they can use for remote working. No contributions will be made towards the costs of an existing Internet connection, nor towards the installation of a new connection.

8. In the following exceptional cases, staff may purchase individual ICT resources they need for working from home. This purchase must be approved by their supervisor or line manager and billed as a business expense in accordance with Art. 41 of the Financial Regulations of ETH Zurich (https://rechtssammlung.sp.ethz.ch/Dokumente/245en.pdf):

   a. Headphones for online meetings: these should be ordered from ETH Zurich's Office Supplies Shop. If they are out of stock, line managers may approve the purchase of a set of headphones up to a value of around CHF 50,--.

   b. Webcam for desktop computers with no integral webcam: purchase up to a value of around CHF 60,--.

   c. Printer: if actually needed for work, a printer up to a value of around CHF 150,-- can be purchased, along with the necessary consumables (ink cartridges, paper).

9. Costs for work phone calls can qualify as business expenses. In accordance with Art. 17 of the ETH Zurich Regulations Concerning Business Expenses, claims must be backed up by a list of outgoing calls from the telecom provider. If the employee's private line is charged at a flat rate, there are no additional costs, and no expenses can be claimed.

10. These regulations come into effect on 27 March 2020 and remain in force until they are revoked.

*Vice President for Infrastructure, Ulrich Weidmann*