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Data requirements

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Chapter 1 «Data for the standard model» is based on the Logib guideline of the Federal Office for Gender Equality FOGE (version 2020.4). Detailed information can be found in the guideline.

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1 Organisational entity to analyse

The lowest independent legal unit (according to the commercial register) is to be analysed. This is the unit that is obliged under the employment contract, i.e. pays the salary. It does not include, for example, permanent establishments, branch offices, subsidiaries, business units, etc., unless they have independent legal corporate forms.

2 Persons

All employees who were employed by the company and received a salary in the reference month are to be recorded. This includes members of the management, partners and members of the board of directors who have an employment contract with the company and are operationally active in the company.

Employees with a special employment relationship are included in the data, but specially marked and thus excluded from the analysis so as not to distort the evaluation results.

3 Data for the standard model

The following data is essential to carry out the equal pay analysis according to the standard model of the federal government correctly.

Example of required data

Personal ID	Gender	Birth year	Entry date	Education	Statistical population	Function	Skill level	Professional position	Employment level
1234	1	1998	01.08.2020	6	1	Position 1	3	5	0.8
1235	0	1969	01.10.1998	2	1	Position 2	1	2	1

Personal ID	Hours paid in the reference month	Normal weekly working time	Basic wage	Statutory allowances	13. Monthly wage	Special payments	Nationality	Family status
1234		40	5000	80	416.6666667	1000	CH	0
1235		40	9000	100	1	2000	AT	1

Personal ID	Personnel responsibility	Activity field
1234	0	1
1235	1	0

3.1 Personal data

3.1.1 Personal ID

An unambiguous key for each person. A combination of numbers and letters is possible, although one should not be able to identify the employee (no names or social security numbers).

3.1.2 Gender

Coded gender of the respective person according to the following code

- 0 - Men
- 1 - Women

3.1.3 Birth year

The person's birth year in the format "YYYY", e.g. 1972, 1994

3.1.4 Entry date

Date of the person's entry to the organization in the format "DD.MM.YYYY", e.g. 01.10.1972, 28.08.2020

3.1.5 Education

The effective highest completed level of training corresponding to one of the following definitions (depending on the actual business situation):

<u>Option 1</u>	<u>Option 2</u>
1 - Universities and institutes of technology (Uni, ETH)	1 - Master's degree
2 - University of applied sciences, university of teacher education or equivalent	2 - Bachelor's degree
3 - Higher vocational training with Federal PET diploma, advanced or master craftsman diploma, diploma from a technical college (TS), PET college, engineering college (HTL), business administration college (HWV), art and design college (HFG), Institut d'Études Sociales (IES) or equivalent	
4 - Teaching certificate at various levels: primary teacher's training college (for teaching at pre-school, primary school, art and design, home economics) or equivalent	
5 - Academic baccalaureate, vocational baccalaureate, specialized baccalaureate or equivalent	

- 6 - Completed vocational education and training leading to a federal or cantonal certificate of proficiency, full-time vocational school, upper secondary specialized school, VET programme (Federal VET certificate – EBA) or equivalent
- 7 - In-house vocational training not recognized by the State Secretariat for Education, Research and Innovation (SERI)
- 8 - Compulsory schooling without professional qualification

For degrees received abroad, the code of the equivalent Swiss education should be used.

Certain trainings (e.g. EFZ, Master) and / or part-time trainings (e.g. CAS, MAS) may in some cases be a prerequisite for access to functions with particularly high skill-levels or functions with a higher professional position. The value of the activity performed is reflected in the classification to professional position and skill level if the performance of the activity, not earning the diploma per se, is pay-relevant. If earning the diploma is pay-relevant per se, further education, such as MAS or MBA diplomas, are coded analogously to a master's degree.

3.1.6 Statistical population

Defines which employees are included in the analysis according to the following code

- 1 - “Regular” employment contract (normal case)
- 2 - Apprenticeship
- 3 - Internship¹
- 4 - Expat (employee workplace abroad, contract with Swiss enterprise)
- 5 - Other (e.g. invalidity insurance recipients whose performance in their current job is limited and who thus receive a reduced pay)

Employees with code 1 will be included in the analysis.

Employees with code 2 to 5 will be excluded from the analysis.

3.2 **Function-related data**

3.2.1 Function

The title of the function or job carried out according to the functional specifications.

This field is not directly relevant for the analysis itself but gives useful insights about the plausibility of the division into skill levels and professional positions.

¹ Internships with an educational component (To be distinguished from trainee lawyers and medical doctor trainees, doctoral students, working students, trainees and other career starters, which are all labelled “regular” employees.)

3.2.2 Skill level (qualification level)

Categorization of the functions by the complexity of the tasks performed according to the codes below

- 1 - An activity with the most complex problem-solving/decision-making tasks;
a position that includes extremely demanding and difficult tasks
- 2 - An activity with rather complex technical or practical tasks;
a position that requires very independent and skilled work
- 3 - An activity with tasks that require professional or specialist knowledge;
a position that requires professional or specialist knowledge
- 4 - An activity with simple manual or routine tasks;
a position with simple and/or repetitive activities

For a detailed overview of characteristic tasks per competency level, see the table from the Logib instructions in the separate document *Overview_SkillLevels.pdf*.

Companies whose functions are predominantly associated with the performance of complex or highly complex activities can divide several functions that require a master's degree, for example, into skill levels 1 and 2 in order to best reflect operational reality. Companies whose operational functions are predominantly associated with the performance of simpler activities can also divide several functions that do not require a high level of training into skill level 3 instead of skill level 4.

3.2.3 Professional position

Degree of leadership responsibility according to the following code

- 1 - Senior management
*Director or involvement in executive management:
Shaping or helping to shape policy at corporate level
Responsibility or joint responsibility for the achievement of the company's goals
Coordination of various management functions
Responsibility for policy and achievement of objectives in a specific area*
- 2 - Middle management
*Management of a department within the company, high level support roles:
Responsibility for the planning and organisation of a specific area
Involvement in the development of long-term action plans*
- 3 - Lower management
*Performance-oriented management of a sub-area, qualified support roles:
Responsibility for carrying out tasks in own area of activity, involvement in planning and organisation*
- 4 - Lowest management
*Supervision of tasks according to specific instructions:
Supervision of work in progress, occasional involvement in planning and organisation*

5 - Employees with no management function

The professional position is primarily derived from the management hierarchy in the company, as usually shown in the company's organization chart. However, there may also be employees without management responsibility who have another specific responsibility. These employees may accordingly be classified higher than professional position 5 (e.g. specialist responsibility; responsibility for human life; responsibility for valuable, tangible or intangible, assets).

3.3 Data on work-time percentage

Depending on whether the persons work on a monthly or hourly wage, one of the fields "employment level" or "paid hours in the reference month" must be filled in. It is not allowed to fill in both fields for the same person.

3.3.1 Employment level

Decimal number between 0 (0%) and 1 (100%), which corresponds to the contractual degree of employment, e.g. with a degree of employment of 80%, 0.8 is recorded.

This field is only filled in for people who work on a monthly salary.

3.3.2 Hours paid in the reference month

Number of hours the person worked in the reference month. Industrial hours are recorded, e.g. if a person has worked 54 hours and 30 minutes in the reference month, 54.5 is recorded.

This field is only filled in for people who work on an hourly wage.

3.3.3 Normal weekly working time (for full-time or 100% employment)

Number of hours a person is supposed to work per week according to the contract (always related to a full-time position or a degree of employment of 100%).

3.4 Pay data

For the pay components, the pro rata amount for the reference month (or one-twelfth of the annual amount) is indicated.

3.4.1 Basic wage

Employees in monthly salary

The basic wage is to be reported according to the agreed working time indicated under "Employment level".

If a person did not receive the full pay for the reference month as a result of unpaid leave, reduced working hours or entry/exit, the pay components must be reported for the full month (so that they correspond to the agreed employment level indicated under "Employment level").²

The gross amount of the basic wage including regular and fringe benefits and participation rights must be entered. Including:

- Employee contributions (compulsory and non-compulsory) to social insurance (AHV/IV, EO, ALV, NBUV, occupational pension plan)
- If available: Regular variable salary components for the reference month (e.g. functional allowances, tips, bonuses for work performed, commissions, revenue sharing, etc.) If this figure varies considerably between months, an average value should be given (one twelfth of the annual amount)
- If available: fringe benefits (wage statement items 2.1-2.3) and participation rights (wage statement item 5), each one-twelfth of the annual amount

Excluding:

- Hardship allowances (allowances for shift work, night work and Sunday work; these are recorded separately in the column "allowances")
- Share of 13th (14th or nth) monthly salary (this is recorded separately in the column "13th monthly salary")
- Special payments such as gratuities or bonuses that are paid irregularly (annually or semi-annually) (these payments are recorded separately in the column "Special payments")
- Earnings from overtime
- Family and child allowances
- Payments for vacations not taken
- Refunds of expenses
- Long-service bonuses
- Short-time work compensation paid by the unemployment insurance

Employees in hourly wage

Enter the basic wage paid in the reference month according to the number of working hours recorded in the "Hours paid in reference month" column. This is calculated by dividing the hours actually worked by the gross target annual working time (i.e. including paid vacations).

Not to be considered:

- Vacation and public holiday compensation
- Share 13th (14th and nth) monthly salary

² This approach accounts as well for complete or partial absences due to illness, accident, maternity, military service, etc.

- Short-time work compensation paid by the unemployment insurance

3.4.2 Statutory allowances

The pro-rata amount (one twelfth of the annual gross amount) of the statutory allowances for night and Sunday work, allowances for paid extra hours/overtime (if applicable) as well as other extra pay for difficult working conditions (e.g. shift work, on-call service, other hardship allowances) shall be entered. This does not include compensation for short-time work.

In case of seasonal fluctuations, the proportional amount (one 12th of the gross annual amount) of the paid out amounts is entered.

3.4.3 13. Monthly wage

To be entered is the pro rata gross amount corresponding to the degree of employment for the reference month (e.g. one twelfth, i.e. 8.33% of the gross wage in the reference month, if the 13th month's wage corresponds to a full month's wage).

3.4.4 Special payments

The gross amount of the special payments for the reference month must be entered (one twelfth of the annual amount, i.e. the special payments made in the last 12 months before the reference date must be entered). Special payments are payments related to work performance and paid out irregularly (e.g. bonuses, gratuities, profit-sharing, other special payments, if recorded in the salary statement³).

4 Data for the extension models

4.1 Personal data

4.1.1 Nationality

The nationality of the person in ISO 3166 ALPHA-2 format, e.g. CH, DE, FR, AT, US

4.1.2 Family status

Coded family status of the person with the following codes

- 0 - Not married / no registered partnership
- 1 - Married / registered partnership

³ The guide to the standard analysis tool (Logib) lists the most common pay components in Appendix 2: Assignment of pay components.

4.2 Function-related data

4.2.1 Personnel responsibility

Coded personnel responsibility of the person with the following codes

- 0 - No personnel responsibility
- 1 - Personnel responsibility

4.2.2 Activity field

Coded field of activity of the person with the following codes

- 0 - Back office
- 1 - Front office

Entire document:

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