

Election of the staff pension fund commission

Election of employee representatives for the staff pension fund commission should be conducted in a well organised and transparent manner. These instructions guide you step by step through the election process in the form of a checklist and refer to the available tools. You can, of course, adapt the text templates and select the appropriate text modules.

Element	Contents	Templates
Purpose of the election	An election of employee representatives is necessary when the staff pension fund commission is formed or when a member resigns and needs to be replaced. The election proceeds in the same way in both cases.	-
(Election) of employer representatives	The employer shall appoint its representatives – depending on the size of the company – for example, from members of the Executive Board or other persons related to the company without involving the workforce. Employer representatives do not have to be insured.	-
Employee representative election criteria	The employees elect their representatives from among the insured persons. Members of the Executive Board cannot be elected as employee representatives. Otherwise, there are no guidelines as to who can and cannot be elected as employee representatives. You can specify the criteria yourself. We recommend the following: <ul style="list-style-type: none"> - permanent employment - ongoing employment relationship - In principle, there is no time limit on the period of office. However, we recommend a four-year limit; after that, employee representatives can stand for re-election. 	-
Numbers	To simplify the election process, establish the following points beforehand: <ul style="list-style-type: none"> - How many people should your staff pension fund commission consist of (equal representation of employer and employee representatives)? There are no requirements in this regard. Consider the size of your company and choose the number of members accordingly (for example, in a company with about 100 employees, three employer and three employee representatives each are appropriate). - How many eligible voters are there in total? All employees in your company are entitled to vote, including (existing) staff pension fund commission members. - What is the minimum number of people who should stand for election? As a rule of thumb, there should be at least one alternative for each candidate. - How many votes does a candidate need to be elected? A simple majority, i.e. whoever has more votes than all the others. 	-
Election procedure	Conduct the election online. That has the following advantages: <ul style="list-style-type: none"> - Cost-efficient - Error-free counting - Immediate election result <p>There are numerous free and paid election platforms. Choose the platform that you use at work, that you know or that appeals to you the most. Observe your internal regulations when doing so.</p>	Selection of possible voting tools, overview of functions [1] <ul style="list-style-type: none"> - Microsoft Forms - Google Forms - Typeform - surveymonkey
Set the election dates	Create an election calendar, in which you record all of the dates for the election. Plan the time period required with a buffer for	-

Element	Contents	Templates
	<p>unforeseen events. Also take into account important internal appointments and meetings, holiday periods and public holidays. Experience has shown that the following time periods are necessary:</p> <ol style="list-style-type: none"> 1. Call to stand for election: 14 days from the issue of the call 2. Examination of the candidatures received and preparation of the election profiles: 1 week 3. Announce candidate nominations and send out election invitations: An election period of 14 days has proven to be ideal. 4. Send voting reminders: after 7 days and 5. Notify election results: On the day after the end of the election 	
Voting rules	<ul style="list-style-type: none"> – Only those entitled to vote can vote (all employees incl. [existing] staff pension fund commission members) – Those entitled to vote can only cast their vote once (make sure you set this in your online voting tool in the settings) 	–
Call to stand for election	<ul style="list-style-type: none"> – Publish a call to stand for election, so that candidates stand for election, in all of your internal communication channels: Intranet, Microsoft Teams, newsletter, as a notice in the cafeteria etc. This information should be available throughout the registration period and should be easy to find for all. – In it, give notice of the upcoming election, the role of the staff pension fund commission members, their tasks, competences and responsibilities, the deadline and the election process. – Integrate a registration form, with which interested parties can register for the election. Test this in advance. Make sure that interested parties can only register once and only until the deadline stated. 	Template: <ul style="list-style-type: none"> – Call to stand for election [2] – Registration form for candidature [3]
Interested persons register	Acknowledge each receipt of the completed candidature form with a personal e-mail.	Template: <ul style="list-style-type: none"> – Acknowledge e-mail [4]
Review of the applications	<ul style="list-style-type: none"> – After the deadline, check whether the candidates meet the election criteria. Then notify these persons of your decision. – Obtain the necessary information and photos from the selected candidates so that you can create election profiles of them. 	Template: <ul style="list-style-type: none"> – E-mail to confirm candidature and request information [5] – E-mail to decline candidature [6]
Create election profiles	With the information you have received from the candidates, create the individual election profiles and then compile them into an “election leaflet”.	Template: <ul style="list-style-type: none"> – Election profile [7] – Election leaflet [8]
Voting form	<ul style="list-style-type: none"> – Design the voting form and test it thoroughly. – Ensure that those entitled to vote are correctly entered in the system and can only cast their vote once. – Set up an automatic reply function through which all those who participated in the vote will receive an e-mail with voting confirmation and thanks. 	Template: <ul style="list-style-type: none"> – Voting form [9] – Thanks [10]
Invitation to vote	<ul style="list-style-type: none"> – Publish the “election leaflet” with all of the candidates in your internal communication channels: ideally on the intranet, Microsoft Teams, newsletter, as a notice in the cafeteria etc. – This information should be available throughout the election period and should be easy to find for all. – Send an e-mail/newsletter to all eligible voters, address them personally and invite them to participate in the online voting. Provide clear instructions on how they can cast their vote, including a link to the voting form. – Also instruct supervisors to encourage their teams to participate in the vote. 	Template: <ul style="list-style-type: none"> – E-mail invitation to vote [11]
Monitor the voting process	Keep an eye on the election process to ensure that everything runs smoothly and that no technical problems occur. Respond to any questions or concerns from voters as they arise.	–
Send reminder to vote	Voter turnout increases when eligible voters are reminded to vote.	Template: <ul style="list-style-type: none"> – Reminder to vote [12]

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Element	Contents	Templates
Notification of the election results	<ul style="list-style-type: none"> – The election results are collected in the respective voting tool and displayed in an up-to-date form at any time. Evaluate them and determine the election winners. A simple majority is sufficient. In case of a tie, a coin toss decides. – Communicate the results one day after the voting deadline through your usual communication channels. Congratulate those elected for their election and thank them for their participation. – Also, thank all candidates personally. – Complete the election record and submit it to Profond. 	Template: <ul style="list-style-type: none"> – Election results [13] – E-mail to an election winner [14] – E-mail to an election loser [15] – Election record
Introduction	After the election, the new member is instructed in their role by the existing staff pension fund commission members (does not apply to the first election of the staff pension fund commission).	Staff pension fund commission landing page
Note	<ul style="list-style-type: none"> – Please adapt the individual steps, as well as the contents of the templates, according to any specific requirements and regulations of your organisation. Information on the subject of the staff pension fund commission can also be found in Profond's Organisational Regulations (Art. 25 and 26).	Organizational Regulations

Selection of possible voting tools (free of charge; overview of functions): [1]

1 Microsoft Forms

Advantages:

- easy integration with other Microsoft products, such as SharePoint and Teams
- user-friendly interface and simple operation
- extensive customisation options for questionnaires
- data analysis and summaries in real time

Disadvantages:

- fewer functions and templates compared to other tools
- limited flexibility to adapt the design
- limited support for advanced logic and conditions

2 Google Forms

Advantages:

- integrated with the Google Drive ecosystem, easy access and sharing
- simple operation, user-friendly
- extensive customisation options for questionnaires and design
- easy integration with other Google tools, such as Google Sheets

Disadvantages:

- the design options could be more extensive
- limited options for advanced logic and conditions
- limited selection of templates compared with other tools

3 Typeform

Advantages:

- modern and appealing questionnaire design
- multiple question types and customisation options
- user-friendly interface and simple operation, advanced logic and conditions for dynamic questionnaires
- extensive integrations with other tools and platforms

Disadvantages:

- the free version offers limited features and monthly response limits
- the loading time may be impaired for extensive questionnaires
- limited data analysis and reporting functions in the free version

4 SurveyMonkey

Advantages:

- extensive template selection for different survey types
- advanced analysis and reporting functions
- integrations with many tools and platforms
- adaptable designs and question options
- option of integrating payment options for surveys

Disadvantages:

- the number of questions and answers is limited in the free version
- the user experience could be improved
- some advanced features are only included in the paid versions

It is important to note that the functions and the advantages and disadvantages of the tools listed may change over time. It is advisable to obtain the latest information directly from the providers in order to make informed decisions.

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Call to stand for election [2]

[e.g. on the intranet]

[Title] Become [an employer representative; employee representative] in our staff pension fund commission now

First election

Our staff pension fund commission is looking for members. Are you interested in taking on the important position as an employee/employer representative in the staff pension fund commission? You will find information below that may help you in your decision.

By-election

Our staff pension fund commission is looking for a new member. (At this point we would like to thank [name of retiring member] for their dedicated service).

Are you interested in taking on the important position as an [employee/employer representative] in the staff pension fund commission? You will find information below that may help you in your decision.

Renewal election

The term of office of the members of our staff pension fund commission has expired, which is why they must stand for re-election. If you are interested in taking on the important position as an employee/employer representative in the staff pension fund commission, you can also stand for election. You will find information below that may help you in your decision.

Fundamentals

Occupational retirement benefits are characterised by the idea of social partnership. Companies may sign an affiliation agreement with a BVG/LPP collective foundation with the consent of the workforce. After signing the staff pension scheme contract (affiliation contract), the company is obliged to appoint an equal representation staff pension fund commission. This means that the commission must consist of an equal number of employee and employer representatives.

As a member of the staff pension fund commission, you represent the interests of the employees and your company with regard to staff pension schemes. You are responsible for the organisation and correct administrative implementation of the staff pension schemes in the company and have the following rights and duties:

Rights

- insight into all matters relating to staff pension schemes
- a right to information
- participation in the design of financing and services (e.g. in the event of a change of plan)
- participation in the use of uncommitted funds of the pension fund

Duties

- to inform employees about the organisation, activities and asset situation of the pension fund
- monitoring the administration
- maintaining confidentiality regarding personal data
- carrying out a by-election if a member of the staff pension fund commission resigns

Support

If you need further information on the tasks of the staff pension fund commission, you can find it at [Staff pension fund commission | Profond](#) and in Profond's [organizational rules](#).

We, the current staff pension fund commission members, will be happy to support you in this responsible and versatile task.

[List the names and positions of current members]

Interested staff members are invited to apply by [deadline date].

Stand for election now and fill in the application form [insert link].

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Registration form for candidature [3]

Complete the following form to stand for election as a member of the staff pension fund commission:

[Keep the registration form deliberately brief]

[Note: define all fields as required fields]

- First name
- Surname
- [E-mail address (unless this is automatically captured by the system.)]

Acknowledge e-mail [4]

[subject] Thank you for your candidature

[personal address]

Thank you for standing for election as a member of the staff pension fund commission.
The registration period runs until [deadline].

We will get back to you afterwards and inform you about the further procedure.

[ending salutation]

[sender]

E-mail to confirm candidature and request information [5]

[subject] Your candidature for the staff pension fund commission: Information from you

[personal greeting]

Thank you for standing for election to represent us in the staff pension fund commission.

I am preparing the election, which will take place from [start date] to [end date] as an online vote among our colleagues.

We would like to present all candidates with a picture and election profile in the election documents.
Therefore, I am asking you to fill out or add to the attached form completely.

[e.g. Word form]

[first name] [surname]
[insert photo]
With [our company/organisation] since [date]
Motivation [e.g. Because I will work with joy and commitment for the concerns of my colleagues.]
Employment experience - [e.g. Soon to be 34 years with insurance companies, six of them in collectives. - Part-time Parish President and - former president of a retirement and care home.]
Education - Federal Diploma in Financial Planning - Federal Diploma in Business Management

Please send me back the e-mail/form with the information about you by [date].

Please come to me if you have any questions. Thank you.

[ending salutation]

[sender]

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E-mail to decline candidature [6]

[subject] Your candidature for the staff pension fund commission:

[personal greeting]

Thank you for your candidature. Unfortunately, we cannot consider this candidature for the election because [list reason].


I hope you are not too disappointed and I will be pleased if you will still participate in the election.

Please come to me if you have any questions. Thank you.

[ending salutation]

[sender]

Election profile [7]

Vanessa Muster

At Profond since 1.1.2020
Motivation Because I will work with joy and commitment for the concerns of my colleagues.
Employment experience <ul style="list-style-type: none">- Soon to be ten years with insurance companies, six of them in collectives.- Part-time Parish President and- former president of a retirement and care home.
Education <ul style="list-style-type: none">- Federal Diploma in Financial Planning

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Election leaflet [8]

[Intranet]



[Title] Vote now for your candidate for the staff pension fund commission!

A while ago we called for people to stand for election to the staff pension fund commission. A number of colleagues responded to this call.

You will find the list of candidates supplemented with information about each person below.

Take a look at the profiles, form your opinion and vote for your favourite candidate using the voting form at the bottom of this page by [deadline] at the latest.

Let's go.

Vanessa Muster	Kevin Specimen	etc.
		
At Profond since 1.1.2020	At Profond since 1.5.2022	
Motivation Because I will work with joy and commitment for the concerns of my colleagues.	Motivation Because I want to stand up for all of us.	
Employment experience - Ten years with insurance companies, six of them in collectives. - Part-time Parish President and - former president of a retirement and care home.	Employment experience - Six years at two agencies - Volunteer at Pro Senectute - Coach of football juniors	
Education Federal Diploma in Financial Planning	Education Media technician	

Have you found your candidate? Then vote now [insert link to the voting form]

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Voting form [9]

Choose your candidate. You have precisely one vote.

[**Note:** define the field as a compulsory field; set it, so that only one choice is possible.]

- Candidate 1
- Candidate 2
- etc.

Thanks [10]

[Your voting tool either sends a thank you e-mail or displays a corresponding message as soon as someone has filled in and submitted the form.]

[subject] Thank you for your vote!

You have submitted your vote successfully. Thank you, because every vote counts.

We will inform you of the results as soon as the election is over.

[ending salutation]

E-mail invitation to vote [11]

[e-mail/newsletter]

[subject] Take part in the staff pension fund commission election now!

[personal greeting]

As already announced [on the intranet], an election is due to take place in our staff pension fund commission. We cordially invite you to participate in this important election and to have a say in the representation in the staff pension fund commission.

The voting will take place from [start date] to [end date]. You can cast your vote electronically at the following link: [link to online voting].

The candidates for the position of employee representative on the staff pension fund commission are [names of candidates]. You can find more information about them on the intranet: [link to candidates' profiles].

We hope for your participation and look forward to a high turnout.

Feel free to contact us if you have any questions.

[ending salutation]

[sender]

Voting reminder to those who have not yet voted [12].

[e-mail/newsletter]

[subject] Reminder: Please take part in the staff pension fund commission election

[personal greeting]

You have not yet participated in the election for the position in our staff pension fund commission. Your vote is of great importance to us and we ask you to participate in the election.

Online voting is still open until [end date]. You can cast your vote at the following link: [link to online voting].

You can find more information about the candidates on the intranet: [link to candidates' profiles].

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We look forward to your participation and thank you for your support. Please contact us if you have any questions or concerns.

[ending salutation]
[sender]

Election results [13]

[e.g. on the intranet]

[subject] Election results for the staff pension fund commission

The voting is closed. Thank you to everyone who voted!

[Name] has won the election and will therefore be the new [employee/employer representative] in our staff pension fund commission.

Congratulations, [name] and a big thank you to the other candidates!
[Picture of the election winner]

E-mail to an election winner [14]

[subject] We have decided the election for the position on the staff pension fund commission in your favour
[personal greeting]

I congratulate you on your election to the staff pension fund commission! We will communicate the election result internally soon.

Your colleagues from the staff pension fund commission will approach you to discuss the next steps.

We wish you every success in your new role!

[ending salutation]
[sender]

E-mail to an election loser [15]

[subject] Result of the election

[personal greeting]

The election for the staff pension fund commission is completed. Sadly, you were not successful on this occasion. We will communicate the election result internally soon.

I hope that you are not too disappointed - maybe it will work out another time.

[ending salutation]
[sender]