



PERSONALVORSORGE  
PRÉVOYANCE PROFESSIONNELLE  
PENSION FUNDS  
**SWISSPORT**

# PENSION PLAN FOR THE SWISSPORT PENSION FUND

## HOURLY PAY

This document is a translation of the original German text. In all matters of interpretation, the original German shall prevail.

VALID FROM 1 JANUARY 2024

PERSONALVORSORGE SWISSPORT – PRÉVOYANCE PROFESSIONNELLE SWISSPORT – SWISSPORT PENSION FUND



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## 1. REFERENCE TO THE PENSION SCHEME REGULATIONS

This pension plan is part of the Swissport Pension Fund. The pension scheme regulations and further information can be found at [www.pv-swissport.ch](http://www.pv-swissport.ch).

The pension plan regulates the financing as well as the amount of insured benefits for the affiliated employers and their employees in the Swissport Pension Fund.

The pension scheme regulations of the Swissport Pension Fund contain the basics, as well as the general provisions. Adjustments to the pension scheme regulations will also take effect for the pension plan on the date of their entry into force; in the event of inconsistencies, the pension scheme regulations will take precedence.

In order to see your individual pension situation, we refer to your personal insurance certification.

## 2. GROUP OF PERSONS

This pension plan regulates the basic cover for employees

- of the affiliated employers
- on hourly pay

## 3. DECISIVE SALARY

The decisive salary defines which salary components from the employment relationship with the employer are included in Swissport Pension Fund. You can find your personal salary on your insurance certificate.

### Regulations in the Swissport Pension Fund

The following salary components are part of the decisive salary:

- Hourly rate, vacation and holiday share multiplied by the number of hours worked.
- For newly entered insureds, the provisional wage for the first month of employment corresponds to the statutory minimum amount.

### **EXAMPLES**

The following examples of financing and insured benefits refer to a decisive annual salary of CHF 24,000. You can find your personal decisive salary on your insurance certificate.

For a newly entered insured as of 1 February, the following procedure applies:

- February: Decisive salary = statutory minimum amount
- March: Decisive salary = hours worked in February
- April: Decisive salary = hours worked in March etc.
- Verification according to admission to or retention in the Swissport Pension Fund: Mid-year and beginning of the following year



## 4. ADMISSION TO OR RETENTION IN THE SWISSPORT PENSION FUND

The admission to the Swissport Pension Fund takes place if you belong to the defined group of persons. Every new employee on hourly pay is covered.

We check regularly whether the conditions for remaining are still in place. In order to remain permanently in the Swissport Pension Fund, a decisive salary is required that exceeds the statutory minimum amount. This can be seen in the annex to the pension fund regulations.

The entire calendar month is taken into account each month. For employees who join after the first of the month, the month of admission only counts as the first month of employment if the date the employee joins prior to the 16th calendar day of the month they join. Otherwise, the month the employee joins is not counted.

The review of entries is carried out for the first time as of 1 January of the following year for employees who join between April and September. The review of entries for employees who join between October and March is carried out for the first time on 1 July. The decisive salary is extrapolated to an annual salary.

The review of membership is conducted on 1 January and 1 July of each calendar year. If the relevant annual salary for the last 12 months is lower than the statutory minimum amount applicable in the current calendar year, the employee leaves the Swissport pension plan on 31 December or 30 June. In the event of an exit, a new examination is carried out after 6 months on the basis of the decisive salary for the past 12 months. If the decisive annual salary, which is thus extrapolated to one year, is higher than the statutory minimum amount, the admission to the Swissport Pension Fund shall be made on the examination date.

The assessment regarding inclusion in the Swissport Pension Fund in the event of an existing employee changing to an employment relationship on hourly pay is carried out in the same way as for the assessment of newly entering employees.

Employees insured by the Swissport Pension Fund whose salary after they reach age 60 no longer exceeds the statutory minimum amount continue to be insured by the Swissport Pension Fund. Withdrawal from the pension scheme is possible upon written request.

### **Example:**

Examination deadline 1 July

Decisive salary: 12 months from July (previous year) to June

If above the statutory minimum amount:

- Remain or resume participation (with previous vested benefits) in the Swissport Pension Fund

If below the statutory minimum amount:

- No more pension fund affiliation (deductions) from the July salary payment. The existing capital is transferred to a vested benefits account.

Next examination deadline 1 January

Decisive salary: 12 months January to December (previous year)

If above the statutory minimum amount:

- Remain or resume participation (with previous vested benefits) in the Swissport Pension Fund

If below the statutory minimum amount:

- No more pension fund affiliation (deductions) from the January salary payment. The existing capital is transferred to a vested benefits account.



## 5. INSURED SALARY

The insured salary is the basis for the assessment of the contributions as well as the following benefits from the Swissport Pension Fund.

To determine the insured salary for the calculation of the risk benefits defined below in the event of death or disability, the actual annual salary for the 12 months preceding the event less the coordination deduction is used. If the duration is shorter, the actual salary is extrapolated to one year.

You can find your insured salary on your insurance certificate.

### Regulations in the Swissport Pension Fund

- Insured salary = your decisive salary minus the coordination amount
- Coordination amount: 10% of the decisive salary, a maximum of 50% of the maximum AHV

### EXAMPLES

|                                   | <b>Hourly paid<br/>employee</b> |
|-----------------------------------|---------------------------------|
| <b>Decisive salary in CHF</b>     | 24'000                          |
| <b>Coordination amount in %</b>   | 10%                             |
| <b>Coordination amount in CHF</b> | 2'400                           |
| <b>Insured salary in CHF</b>      | 21'600                          |

## 6. CONTRIBUTIONS TO THE SWISSPORT PENSION FUND

The employer and the employees make equal contributions to the Swissport Pension Fund. A distinction is made between savings contributions and risk and cost contributions.

**Savings contributions:** The savings contributions flow into the individual retirement account and, together with the interest, result in the regulatory retirement savings. You can find your individual retirement savings on your insurance certificate. The amount of the savings contributions depends on your age. The savings process begins on 1 January after reaching the age of 19 and ends at the reference age. If you continue to work beyond the reference age, you can choose whether you want to continue paying savings contributions or be insured on a non-contributory basis. You can terminate the savings process at the end of any month and continue the insurance without paying contributions for as long as you are employed, up to a maximum of 70 years of age.

**Risk and cost contributions:** The risk and cost contributions are used to finance disability and death benefits before retirement and to cover the costs of the Swissport Pension Fund.

The contribution deductions are made with a one-month delay. For the first month after admission to the Swissport Pension Fund, the deduction is made at the statutory minimum amount. The deduction in the following months is made on the basis of the decisive salary for the previous month. The contribution payment expires at the end of the leaving month, whereby the relevant salary in the month of exit has no relevance to the salary insured with the Swissport Pension Fund because of the one-month delay in the contribution deductions.



Regulations in the Swissport Pension Fund

- The savings contributions are age-dependent and are a percentage of the insured salary.
- The risk and cost contributions are a percentage of the insured salary.
- The applicable percentages can be found in the following table:

| Age               | Savings contributions |          |        | Risk and cost contributions |          |       |
|-------------------|-----------------------|----------|--------|-----------------------------|----------|-------|
|                   | Employee              | Employer | Total  | Employee                    | Employer | Total |
| <20               | 0.00%                 | 0.00%    | 0.00%  | 1.25%                       | 1.25%    | 2.50% |
| 20-34             | 3.50%                 | 3.50%    | 7.00%  | 1.25%                       | 1.25%    | 2.50% |
| 35-44             | 5.00%                 | 5.00%    | 10.00% | 1.25%                       | 1.25%    | 2.50% |
| 45-Reference age  | 7.50%                 | 7.50%    | 15.00% | 1.25%                       | 1.25%    | 2.50% |
| Reference age-70* | 15.00%                | 0.00%    | 15.00% | 0.00%                       | 0.00%    | 0.00% |

\*with continuation of the savings process.

**EXAMPLES (employee contributions)**

| Age 46                                    | <u>Hourly paid employee</u> |
|---|-----------------------------|
| <b>Insured salary in CHF</b>              | 21'600                      |
| Savings contributions in %                | 7.5%                        |
| <b>Savings contributions in CHF</b>       | 1'620                       |
| Risk and cost contributions in %          | 1.25%                       |
| <b>Risk and cost contributions in CHF</b> | 270                         |

The annual values are given in the illustration. The monthly contributions are deducted from your wages.

## 7. RETIREMENT SAVINGS

The savings contributions made by the employee and employer are credited to your individual retirement savings as retirement credits. You can find further regulations on retirement savings in the pension scheme regulations. You can find your individual retirement savings and your retirement credits from the previous year on your insurance certificate.

Regulations in the Swissport Pension Fund

- The retirement credits are age-related and are a percentage of the insured salary.
- Employees and employers share the contributions to the retirement credits equally.
- The applicable total percentages can be found in the following table:

| Age               | Savings contributions |
|-------------------|-----------------------|
| <20               | 0.00%                 |
| 20-34             | 7.00%                 |
| 35-44             | 10.00%                |
| 45-Reference age  | 15.00%                |
| Reference age-70* | 15.00%                |

\* Retirement credits are only credited if the insured person continues the insurance with the savings process.



**EXAMPLES (total savings contributions by employees and employers)**

Age 46 Hourly paid employee

|                                     |        |
|-------------------------------------|--------|
| <b>Insured salary in CHF</b>        | 21'600 |
| Savings contributions in %          | 15%    |
| <b>Savings contributions in CHF</b> | 3'240  |

## 8. VESTED BENEFITS

If you change employer, your retirement savings will be added to the new employer's pension scheme. You can find your individual retirement savings on your insurance certificate.

### Regulations in the Swissport Pension Fund

- When you join, you are required to bring the vested benefits from any previous pension plan into the foundation.
- If you leave before retirement, you are entitled to have your vested benefits transferred to a new pension provider. Please refer to the pension regulations for further details.

## 9. RETIREMENT BENEFITS

The retirement pension is calculated by multiplying the individual retirement savings at the time of retirement by the conversion rate. The retirement pension calculated in this way is paid out until death. If there are children who are entitled to a pension at the time of retirement, a pensioner's child's pension will also be paid.

If a spouse or partner is registered at the time of death after retirement, they will receive a pension until their death. This benefit is known as the reversionary survivor's pension. Life partners only receive a survivor's benefit if the life partnership was known at the time of retirement and the conversion rate with entitlement to a spouse's or life partner's pension was used to calculate the retirement pension.

You can withdraw all or part of your regulatory retirement savings in the form of a lump sum at the time of retirement.

### Regulations in the Swissport Pension Fund

- The regulatory reference age corresponds to the provisions of the AHV. Retirement is possible from the age of 58 and up to the age of 70.
- At the time of retirement, the Swissport Pension Fund determines whether there is a spouse or life partner who is entitled to a pension. This determination is decisive in the selection of the conversion rate to be used.
- The level of the corresponding conversion rates (a conversion rate with entitlement to a spouse's or life partner's pension; a conversion rate without entitlement to a spouse's or life partner's pension) can be found in the annex to the pension regulations.
- The reversionary survivors' pension for insured persons who had a spouse or partner at the time of retirement is 70% of the individual retirement pension. The relevant eligibility condition can be found in the pension scheme regulations.
- The amount of the retired child's pension is 20% of the individual retirement pension. The relevant eligibility condition can be found in the pension scheme regulations.



## EXAMPLES

You can find your expected retirement pension on your insurance certificate. To calculate the expected retirement pension (extrapolation in the insurance certificate), the effective annual salary for the 12 months preceding the event, minus the coordination deduction, is used. If the duration is shorter, the actual salary is extrapolated to one year.

|   | with entitlement | without entitlement |
|---|------------------|---------------------|
| Retirement savings in CHF at the age of 65 after regular retirement | 200'000          | 200'000             |
| <b>Conversion rate</b>  | 4.96%            | 5.54%               |
| <b>Retirement pension in CHF</b>                                    | 9'920            | 11'080              |
| Reversionary survivor's pension in %                                | 70%              | 0%                  |
| <b>Reversionary survivor's pension in CHF</b>                       | 6'944            | -                   |
| <b>Pensioner's children's benefits in CHF</b>                       | 1'984            | 2'216               |

## 10. DISABILITY BENEFITS

In the event of disability, you will receive a disability pension. The degree of disability is fundamentally based on the degree of disability determined by the federal disability insurance scheme. The disabled person's retirement savings will continue to be managed and augmented by the savings contributions. The contributions no longer have to be paid by the person concerned (exemption from contributions). The disability pension runs until the reference age is reached and is then replaced by the statutory retirement pension. In the event of disability after the reference age, retirement benefits are due.

If there are children who are entitled to a pension, a disability child's pension will also be paid. The relevant eligibility condition can be found in the pension scheme regulations.

You can find your individual disability pension on your insurance certificate. Further regulations can be found in the pension scheme regulations.

### Regulations in the Swissport Pension Fund

- The full insured disability pension corresponds to the anticipated retirement pension, but is at least 40% of the insured salary.
- The full insured disabled child's pension is 10% of the insured salary.

## EXAMPLES

|  | Hourly paid employee |
|--|----------------------|
| <b>Insured salary in CHF</b>             | 21'600               |
| Disability pension in %                  | 40%                  |
| <b>Disability pension in CHF</b>         | 8'640                |
| Disability child's pension in %          | 10%                  |
| <b>Disability child's pension in CHF</b> | 2'160                |



## 11. DEATH BENEFITS

In the event of death before you receive a retirement pension, your entitled survivors will receive a pension. Your spouse, life partner and orphans are considered eligible survivors. In the event of death after receiving a retirement pension, the death benefits of a retirement pensioner are due in accordance with Art. 9 of this pension plan. You can find your individual benefits in the event of death before retirement on your insurance certificate.

In the event of partial retirement, the survivor's benefit is calculated in accordance with both this article and Art. 9 of the pension plan, provided the reference age has not yet been exceeded.

If the savings process is continued after the reference age, the retirement pension to which the insured person would have been entitled at the time of death is calculated on the basis of the conversion rate with entitlement to a spouse's or partner's pension. The spouse's or partner's pension amounts to 70% of this retirement pension.

If there are no pension beneficiaries, a lump-sum death benefit is paid out.

### Regulations in the Swissport Pension Fund:

- The amount of the pension for the spouse or life partner is 70% of the insured disability pension.
- The eligibility requirements are set out in the pension scheme regulations.
- The notification/proof of a life partnership is mandatory.
- The orphan's pension is 10% of the insured salary.
- The lump-sum death benefit corresponds to a maximum of the individual retirement assets plus voluntary purchases to the foundation without interest. Further details on the amount of the lump-sum death benefit and on the beneficiaries are set out in the pension scheme regulations.

### EXAMPLES

|   | <b>Hourly paid employee</b> |
|---|-----------------------------|
| <b>Disability pension in CHF</b>            | 8'640                       |
| pension for spouse or partner in %          | 70%                         |
| <b>pension for spouse or partner in CHF</b> | 6'048                       |

## 12. INDIVIDUAL PURCHASE OF PENSION BENEFITS

In addition to the regular contributions, you can make purchases into the foundation on a voluntary basis. These purchases can be deducted from your income in your tax return.

To calculate the maximum individual purchase into pension benefits, the effective annual salary earned in the 12 months preceding the event, minus the coordination deduction, is used. If the duration is shorter, the actual salary is extrapolated to one year. You can find your indicative maximum individual purchase amount on your insurance certificate. In the case of a planned purchase, the foundation will be happy to inform you of the maximum amount on request.

This pension plan comes into force on 1 January 2024.

Opfikon, 10 November 2023

Swissport Pension Fund

VALID FROM 1 JANUARY 2024