

Ming Chuan University Procedures for Employing and Managing Special Program Staff Members

Appendix to Article 6 Revised and Passed at the Administrative Council Meeting on March 7, 2022,
and effective from January 1, 2022

- Article 1. Ming Chuan University units may hire Special Program Staff Members to assist in university affairs. Matters of employment and management of Special Program Staff Members will be conducted in accordance with these procedures.
- Article 2. Special Program Staff Members as referred to in these procedures refers to staff members who are not full-time employees at Ming Chuan University. Special Program Staff Members will be employed in the following situations:
1. Special Program Staff Members are required to complete temporary tasks within a given period of time or assist with guiding internship or practicum courses..
 2. Special Program Staff Members are required to conduct tasks assigned by off-campus organizations.
 3. Special Program Staff Members are required to take on tasks before the quota for new staff members has been approved.
 4. Special Program Staff Members are required to take over the responsibilities of full-time staff members who take unpaid leave of absence.
 5. Special Program Staff Members are required for the development of the institution, and the employment of these additional staff has been reported and approved.
 6. Special Program Staff Members referred to above will work regular hours.
- Article 3. When making application to hire Special Program Staff Members, each unit must detail the reason, job description, and hiring period on the application. The employment procedure will be the same as for the employment of regular staff members. After approval is granted by the president, the Special Program Staff Members will be hired.
- For all newly-hired Special Program Staff Members, the probationary period should be at least three months of employment with the University. An employee who fails to pass the probation will not be hired. Employees will attain regular employee status if evaluations of his or her work performance prove to be satisfactory. The position title of the Special Program Staff Members will be in accordance with standards for full-time staff.
- Article 4. Employment contracts of Special Program Staff Members are issued primarily on a one-year basis, and those who begin the contract period during the middle of an academic year must be employed until that academic year ends. Special Program Staff Members may not accept teaching duties and other positions. Their further study is limited to a domestic master's program during non-working hours. Violators of this regulation will face termination of contract.
- In principle, those Special Program Staff Members who are advising students in internship programs or practicum courses provide between 12-14 hours per week of guidance.
- Article 5. When hiring Special Program Staff Members, ethics and school cohesion should be maintained. The contract will be halted when the Special Program Staff Member reaches 65 years of age.
- Article 6. The starting salary of first-year Special Program Staff Members will be based on level of education and will be calculated from the first day of employment in accordance with "Ming Chuan University Special Program Staff Members Salary Standard", except for those who do not meet the credentials stated in this procedures or related regulations.
- The responsible unit can follow the administrative procedure and apply to the president for subsidy for Special Program Staff Members if the need arises.
- Article 7. Special Program Staff Members may not request salary adjustment during their contract due to earning a higher degreeen.
- The years of service for Special Program Staff Members who leave their positions and later resume their duties are not cumulative.

- Article 8. Matters concerning reporting for duty, official leave, leave requests, awards and punishments will be dealt with in accordance with Staff Service Regulations and Ming Chuan University Procedures for Assessing the Performance of Faculty and Staff as the basis for consideration of contract renewal. However, matters concerning various leave types and special leave contents and related regulations will be dealt with in accordance with Ming Chuan University Guidelines for Special Program Staff Members Leave Process.
- Article 9. Special Program Staff Members will enjoy the benefits of Labor Insurance, National Health Insurance and Group Insurance, and deposit of retirement funds in accordance with the Labor Pension Act. Regulations outlined in Ming Chuan University Procedures for Retirement, Relief, and Severance of Faculty and Staff will not apply.
- Article 10. The institution will terminate contracts of Special Program Staff Members prior to their original date for the following reasons:
1. Evaluations of work performance of employees on probation are not satisfactory.
 2. Employees have been indolent in their work or who have been negligent in their work.
 3. The reason for hiring Special Program Staff Members has ceased to exist, or the work has finished or decreased in amount.
 4. The period of leave without pay is terminated earlier than expected.
- Article 11. If Special Program Staff Members serve for more than (including) two consecutive years (calculate to July 31 of the current year), and the employee evaluation score of last academic year is A or above, and there are permanent position vacancies, these individuals may have the opportunity to obtain the positions by taking the MCU full-time administrative staff examination. This does not include staff responsible for special case studies due to the needs of each unit, self-employed contract staff members, staff hired through short-term contracts or payment by individual units.
- If Special Program Staff Members are eligible to apply for permanent positions, they must complete the application form and related documentation, then submit to Human Resource Division for further processing. Human Resource Division will select the appropriate candidates for the president to interview regarding permanent employment. Those who are approved and appointed as full-time Clerk will begin with the salary rank in accordance with Ming Chuan University Procedures for Salary Payment to Faculty and Staff Members; the years of service as Special Program Staff are not cumulative.
- If Special Program Staff Members participate in any criminal activities and receive any punishment or repleves during that academic year, they will not be eligible to apply for a permanent position.
- Article 12. Responsible units may renew the contract of Special Program Staff Members one month prior to the end of the contract.
- If the Special Program Staff Members do not receive the notice of renewal prior to the end of the contract, it means the contract will be terminated. If a Special Program Staff Member leaves his/her position during the contracted period, they must submit a resignation notice one month prior to leaving the position. They may leave the position after the responsible unit has reported the case to the president for approval. Those Special Program Staff Members whose job is to provide guidance in internship programs or practicum courses should submit resignations at the end of a semester.
- If the Special Program Staff Members start the resignation process at an inappropriate time and cause damage to the university, MCU reserves the right to file a compensation claim.
- Article 13. When Special Program Staff Members leave their positions, the transfer process will be conducted in accordance with Ming Chuan University Procedures for Transferring Duties.
- Article 14. Upon being passed at the Administrative Council Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.

****In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.****

Appendix: Ming Chuan University Special Program Staff Members Salary Standard

Unit: NT Dollars

Education Rank	5-year College (Two-year Junior College)	3-year College	Bachelor's degree	Master's degree
Rank 5	29,565	31,180	36,110	41,350
Rank 4	28,495	30,210	35,245	40,395
Rank 3	27,540	29,245	34,395	39,320
Rank 2	26,570	28,175	33,530	38,355
Rank 1	25,605	27,645	32,780	37,490