

Ming Chuan University Regulations Concerning the Probationary Period for Newly Appointed Staff Members

- Article 1. These regulations were established in accordance with Article 5 of the Ming Chuan University Staff Members Service Regulations.
- Article 2. For all newly-hired employees, the probationary period is the first three months of employment with the university. After the three-month period, the employee on probation will attain regular employee status if evaluations of his or her work performance prove to be satisfactory.
- Article 3. When employees fill a vacancy, they are entitled to the salary and benefits commensurate with the position.
- Article 4. Any leave application or off -campus business trips during the probationary period should follow the relevant procedures. The employment will be terminated if employees on probation take sick or personal leaves in excess of the limit.
- Article 5. Employees on probation will have their employment terminated prior to the end of the probationary period if they are involved in a criminal case or charged in a court of law.
- Article 6. With regard to benefits related to promotion or retirement, employees will be credited with a period of service retroactive to the initial employment date. They will also be entitled to the same insurance coverage and compensation as those of regular employees.
- Article 7. The hiring supervisor must fill out the Evaluation Form for Probationary Period of Newly Appointed Staff Members seven days prior to the completion of the period. Once the evaluation is approved by the president and sent to the Human Resources Division, a decision regarding continuing or terminating the employment of the employee will be made.
- Article 8. Upon being passed at the Administrative Council Meeting and approved by the president, these regulations were implemented. Any revision must follow the same procedure.