

# Ming Chuan University Procedures for Employee Job Rotation

Passed at the Administrative Council Meeting on October 20, 2014

- Article 1. These procedures are established to promote employees' professional skills, use University human resources effectively, enhance employees' experience and improve service quality.
- Article 2. The employees herein refer to Full-time Employees and special program administrative staff (Special program teaching assistants are not included.).  
Rotation herein refers to rotation within or among first-level units.
- Article 3. Employee Job Rotation is as below:
1. Regular Rotation: Regular rotation takes place once every academic year, in which employees are rotated as reported by the administrator of each unit. Employees who have worked in a unit for more than five years shall enjoy a higher priority for rotation. Employees may apply in writing for job rotation among first-level units.
  2. Random Rotation: The university or any unit may initiate job rotation anytime for the promotion of university affairs
- Article 4. Principles for Regular Job Rotation:
1. Once every academic year, application period is open from April 1 to April 30. First-level units are required to submit employee job rotation documentation, including applications for rotation among first-level units and those to be rotated within second-level units, to Human Resources Division for archiving. Job rotation application form is as attached. Internal job rotation within second-level units may be initiated anytime by unit administrators of each level based on current needs.
  2. Employees who have served in the same unit for five or more consecutive years may personally apply for job rotation among first-level units with Human Resources Division during April when such rotation has been approved by the administrators of both the original and receiving units.
  3. After collecting and archiving all data, Human Resources Division will send the documents for review and report to the President by the end of June for approval and announcement, and the rotation will be effective on August 1<sup>st</sup>.
  4. For each job rotation session, the number of rotating employees shall not exceed one-third of all employees who are qualified for rotation within a unit. For units with fewer than 3 employees, 1 employee may be rotated each time.  
When the number of employees meeting the abovementioned standard exceeds one third of all employees within a unit, job rotation priority will be determined by individual employees' preference and length of service in the unit.
- Article 5. Principles for Random Job Rotation:
1. Human resources of each unit will be adjusted based on the needs for promoting university affairs. Relevant processes are handled by unit(s) as assigned by the President and the Human Resources Division. The job rotation will be effective after being approved.
  2. Units may propose personnel structural adjustment to meet their needs based on organizational readjustment, employee performance, staff changes or alteration in duties and responsibilities. The adjustment must be processed through administrative procedures, which include being approved by first-level administrator, counter-signed by Human Resources Division and relevant units, and reported to the President for approval and announcement.
- Article 6. Employees with special skills, whose specializations are not easily transferable, may report to the president for waiver of job rotation.
- Article 7. Employees who have been rotated to different first-level units and have their achievements recognized by administrators may list this under bonus points on the staff member evaluation form and in consideration for staff promotion.  
Job rotation regulated under these procedures refers to rotation between units or intra-unit

rotation of duties and responsibilities. Promotion of position rank is dealt with in accordance with MCU Staff Members Promotion Procedures.

Article 8. After a job rotation is approved, neither the original unit nor receiving unit may refuse the rotation for any reason. Once an employee has received the personnel adjustment notice, he/she cannot refuse job rotation with the reason that the new post is against his/her will. The employee should carry out duty transfer in accordance with relevant regulations. Those with unclear documentation or unresolved financial matters must settle such affairs or they will be requested to compensate the loss or damage incurred by the University.

Violators will be regarded as not accepting the contract of employment and must begin to process their resignation according to regulations. Those who meet retirement criteria must begin to process their retirement according to regulations.

Article 9. Units with job vacancies must give priority to have special program teaching assistants accept transferred duties or carry out job rotation in accordance with these procedures. Public recruitment is possible only when no suitable employee exists for transfer or job rotation.

Article 10. Upon being passed at the Administrative Council Meeting and approved by the president, these regulations 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.\*\***