

Ming Chuan University Regulations for Staff Members on Duty

Passed at the Administrative Council Meeting on April 22, 2019

- Article 1. Staff members on duty for holidays:
Taipei Campus: From 8 am to 5 pm.
Taoyuan Campus: From 8:15 am to 5 pm.
- Article 2. Staff members on duty must go on and off duty in accordance with the designated time and are required to swipe their ID cards 3 times (on-duty, noon and off-duty).
- Article 3. The office for staff on duty is the Off-hours Duty front desk of the General Affairs Division on Taipei campus and front desk of Taoyuan General Affairs Section.
- Article 4. If staff members are scheduled for duty but are unable to report for duty due to personal, official or special reasons, please process as follows:
1. If staff members are scheduled for duty but are unable to report for duty due to personal or official reasons, shifts may be switched with other on-duty staff members in advance or one should find other staff members as duty agent to have the shift covered and such switching of shifts should be reported to the Human Resources Division. The staff member who serves as duty agent should acquire unit director's consent (for not interfering regular daily work). Serving as duty agent is limited to once every three months.
 2. If staff members are scheduled for duty but are unable to report for duty due to special reason, they should inform their agent to report for duty.
 3. Those who are late for the shifts must call the responsible staff member of the Human Resources Division. Those who are half an hour or less late for a shift will be punished a Reprimand. However, those who are late for shifts two or more times or for more than a half hour will be considered to have not reported for duty.
 4. Those who are absent from scheduled duty without justifiable reason, or who are late, leave early or leave their post during the shift will be considered to have not reported for duty. However, those who have special reasons may submit the relevant evidence to the Employee Review Committee for review.
- Article 5. In order to ensure sufficient rest, within one month after completing their shift, staff members may claim a make-up day off for time spent on duty in accordance with regulations.
- Article 6. Staff members on duty are responsible for supervising General Laborers (the shifts of General laborers being scheduled by the General Affairs Division); for maintaining campus sanitation; for ensuring that doors are closed, lights turned off, and taps are not leaking; and for ensuring that no one is loitering on the campus.
- Article 7. Staff members on duty should patrol the campus in the company of a General Laborer. If a General Laborer is absent without justifiable cause, report late for duty, leave early, or neglect their work, staff members should exhort the General Laborer, record the details of the incident in the Off-hours Duty Record Book, and submit it to the General Affairs Division.
- Article 8. When major incidents or emergencies take place while staff members are on duty, staff members should immediately deal with the situation. Should staff members be unable to rectify a situation, they should immediately report to their supervisor for further instructions.
- Article 9. Staff members on duty should take care and keep careful records when receiving official documents and general mail. Received documents and mail should be delivered to the Campus Mailroom on the following day.
- Article 10. The receipt of individual mail and official documents addressed to the president should be recorded in the Document Delivery Record. A special delivery person should be arranged so the package or documents can be delivered to the residence of the president.
- Article 11. If staff members on duty encounter important official matters requiring immediate attention during summer or winter recess, they should notify a supervisor in a relevant office of the matter.
- Article 12. Staff on duty should record accidents which occur during the day in the Off-hours Duty Record Book. On the following working day, the record should be submitted to the Human Resources

Division, after which it will be presented to the president for further review.

Article 13. If changes in the schedule are made due to staff members taking leave or other personnel changes, the staff member on the bottom of the Staff ID number list should be automatically filled into the Staff on Duty roster. The Human Resources Division is responsible for notifying the newly scheduled staff member.

Article 14. 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.****