

Ming Chuan University Procedures for the Reward of Excellent Employees

Passed at the Administrative Council Meeting on April 18, 2011

- Article 1. These procedures were established to stimulate employees' working atmosphere, develop their working potential, and enhance service quality and working performance.
- Article 2. "Employees" in these procedures refers to full-time staff members (administrative staff members and technicians), Teaching Assistants (including Special Program Teaching Assistants), general laborers and skilled laborers.
- Article 3. Employees who have served at this institution for three or more years with an evaluation grade of A for the past three years, and meet one of the following conditions may be recommended as Excellent Employees:
1. Have placed value on administrative affairs, proposed concrete and effective solutions for significant, difficult problems and have concrete evidence to prove this.
 2. Have provided good suggestions for policy, plan or regulations, which were adopted and have excellent concrete evidence to prove this.
 3. Use new methods when completing missions assigned by their superiors or on their own duty and have achieved excellent results
 4. Have handled emergency situations or unexpected incidents well and avoided serious losses.
 5. Have uncovered illegal incident or condition and made a contribution to the safety of the institution.
 6. Have conserved the university budget well and have excellent concrete evidence to prove this.
 7. Have proved to be honest, rejected bribes and served as a role model.
 8. Have accomplished other tasks which have benefited the institution.
- Article 4. Employees who meet one of the following conditions in the past three years may not be recommended as Excellent Employees:
1. Have a blemish on their ethics record within the past three years.
 2. Have been sentenced under national law or administrative punishment within the past three years.
 3. Have failed to report for duty or been punished with reprimand in their daily evaluation within the past three years.
- Article 5. These procedures for the Reward of Excellent Employees will be conducted in accordance with the following:
1. Each unit must nominate candidates fairly and publicly, and must be reviewed by the relevant meeting held within the 1st-level administrative unit. The "Excellent Employees Recommendation Form" must be completed between December 1 to 31 every year, including a statement about the candidate's excellent achievement of approximately two hundred words. Other relevant information and evidence also must be submitted to the Human Resources Division. The competition will be finished by the end of next February.
 2. In principle the maximum quota for the Reward of Excellent Employees is five employees per academic year. If the candidates do not meet the criteria, the institution reserves the right to not award prizes.
 3. Except for special cases, those who have received the Reward of Excellent Employees cannot be re-nominated for three years.
 4. An Excellent Employees Reward Review Subcommittee is established to review the nominations and report the results with relevant information to the president for approval.
- Article 6. The Excellent Employees Reward Review Subcommittee is convened by the Vice President of Academic Affairs with 15 committee members. The president nominates four administrators from

1st level administrative units, two Deans of School, three faculty members without an administrative appointment, three staff members, and two skilled laborers. Terms of the Excellent Employees Reward Review Subcommittee members are one academic year and members are not paid. The committee members may be re-nominated for the appointment when their terms expire.

The Excellent Employees Reward Review Subcommittee resolutions must be reached with at least two thirds or more of the total committee members present and with at least a majority agreement by those members present.

The Excellent Employees Reward Review Subcommittee members must excuse themselves from sessions if they are nominated as candidates of Excellent Employees.

Article 7. Those who have been selected as Excellent Employees will be awarded 20,000 NTD and a certificate at the University Anniversary Celebration.

Article 8. 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.****