

# Ming Chuan University Guidelines for Controlling Staff Member Overtime Work and Make-up Leaves

passed at the Administrative Council Meeting on November 23, 2015

- Article 1. In order to standardize Ming Chuan University staff member overtime work compensation, matters of reasonable make-up leaves (holidays) or overtime work allowance standards will be handled in accordance with these guidelines.
- Article 2. Those referred to in these procedures are staff members who are full-time employees and Special Program Staff members at Ming Chuan University, excluding first- and second-level supervisors.
- Article 3. Staff member overtime work applications must meet the following requirements:
1. Staff members who cannot complete their tasks during regular working hours due to urgent or emergency tasks and must work overtime to complete such affairs, can report to their unit supervisors about their current situations. Upon being approved by the president, overtime work application may be filed.
  2. Overtime work application is calculated on an hourly basis. Overtime work period begins one hour after the end of the regular working period (Day shift from 6pm; night shift from 11pm). In order to apply for overtime work, a minimum of a full hour of work on a given day must be completed during the overtime work period stated above. Overtime work hours will not be counted if the applicants do not work for a full hour during the overtime work period; moreover, additional minutes after a full hour may not be accumulated for another day's application. Overtime work periods during winter and summer breaks are in accordance with regulated working hours.
  3. The maximum overtime work hours for each staff member cannot exceed 4 hours per day; the maximum overtime work hours during holidays cannot exceed 8 hours per day and the maximum overtime work hours cannot exceed 32 hours per month.
  4. Staff members who need to extend their working hours after regular working periods due to urgent matters, specific job descriptions or major project assignments as well as those who exceed the working hours as stipulated in Clause 3, can apply for special overtime cases and report to unit supervisors about their situations. Upon being approved by the president, they may apply for overtime work compensation. However, the overtime work hours cannot exceed 48 hours. Special case overtime applications are not open to Special Program Staff Members.
- Article 4. The restrictions regarding overtime applications for each unit are listed as follows:
1. Staff members, who cannot complete their routine tasks during the regular work period, cannot apply for overtime work compensation. However, unit supervisors may report special case overtime work in the case of any emergency occurrences.
  2. Staff members who provide assistance in various MCU activities and have been compensated by their responsible units with any allowances that are already listed in project budgets, cannot apply for overtime work allowances even if they need to extend their working hours after the regular working period. The allowances referred to in these procedures comprise salary, hourly teaching pay, working pay or other related subsidies.
  3. Staff members who must extend their work hours due to handling assigned non-job description tasks or contract projects (including commissioned projects), cannot apply for overtime work compensation. In principle, they should request the responsible organizations or groups to provide necessary subsidies. However, if there is any problem with receiving such subsidies, the staff members may report to their unit supervisors about the situations. Upon being approved by the president, they may apply for overtime work compensation.
  4. Staff members who are assigned to participate in work-related training, seminars, advanced training etc., during holidays (including MCU holidays) may apply for the overtime work compensation in accordance with Ming Chuan University Guidelines for Domestic and Overseas Business Trip Expense Reimbursement; however, they cannot apply for make-up leaves.

5. Staff members who provide assistance in exams or exam-related tasks will receive payment afterwards, so they may not apply for make-up leave.
6. Staff members who are required to participate in MCU anniversary, graduation ceremony, orientation and other related major campus events cannot apply for overtime work compensation. MCU administrative calendar specifically outlines the approved working days and make-up leave dates.

Article 5. Procedures for Overtime Work and Make-up Leaves Application are listed as follows:

1. For staff members who must extend their working hours by reason of unit supervisors' requests, their second-level supervisors must complete "Overtime Application Form" in MCU e-form system on that day before 12 pm and send to first-level supervisors for approval. Once first-level supervisors approve the completed application, the completed application must be submitted to Human Resources Division for filing on that day before 4 pm. Upon being approved by the president in accordance with the administrative process, which completes the overtime work application process. Late applications will not be accepted.
2. Staff members who are assigned urgent matters by their supervisors must apply for overtime work compensation at the latest on the following day after the work. Late applications will not be accepted.
3. Staff members who must extend their working hours are required to swipe their ID cards upon leaving the office on regular working days. During weekends, individuals who must extend their working hours are required to swipe their ID cards before entering and upon leaving the office. Individuals who must work overtime off-campus are not required to swipe ID cards on campus but need to provide related meeting schedules with the supervisor's signature. Staff members who do not swipe their cards for the overtime work hours cannot apply for make-up leave.
4. If the overtime work hours applied for exceed the actual hours according to ID card swipe, only actual time clock hours will be counted; if the overtime work hours applied for are less than actual time clock hours, only those hours applied for will be counted.
5. In principle, staff members who must extend their working hours will receive make-up leave to ensure that they have time to rest properly. All make-up leaves must be used completely within the month following the overtime work day(s). Moreover, staff members who are approved to apply for special case overtime work must use up all the make-up leave within three months following the overtime work day(s). Late applications for make-up leave will not be accepted and late applicants cannot apply for overtime work allowance instead. However, staff members who cannot use their make-up leaves within the specified time due to other urgent work matters, must first obtain the president's approval on this as a special case, and then apply for overtime work allowance in accordance with Article 24 of Labor Standards Act.
6. Make-up leave application is calculated on a 4-hour basis each time. If staff members did not work a full 4 hours of overtime work for that month, they must apply for make-up leave by actual overtime work hours.

Article 6. Each unit supervisor's supervisory responsibilities:

1. Each unit supervisor must carefully evaluate their staff members' overtime work applications and verify the starting times of the overtime work periods.
2. Each unit supervisor must maintain normal school operations as first priority when arranging staff member make-up leaves; moreover, they must properly allocate adequate personnel depending on the tasks.

Article 7. Upon investigation, if staff members are found to falsely report any overtime work-related matters, they will be severely punished in accordance with staff employee reward/punishment standards and be further assessed on their annual performance evaluation. Furthermore, staff members who violate regulations in a major way will be reported to the Staff Personnel Review Committee for further discipline

Article 8. Upon investigation, if staff members are found to have helped other staff swipe their ID cards

during overtime work period, their employment will be terminated in accordance with Article 22 of Ming Chuan University Staff Members Service Regulations.

Article 9. 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.\*\***