

Ming Chuan University Staff Members Service Regulations

Revised and Passed at the Administrative Council Meeting on June 10, 2019

General 1 General Regulations

- Article 1. Matters concerning employment, reporting for duty, official leave, holidays, resignation, and handing over of duties of staff members at Ming Chuan University will be dealt with in accordance with these regulations.
- Article 2. Staff members as mentioned in these regulations refer to administrative and technical staff members, and the designation of these positions in accordance with the Ming Chuan University Organizational Code.
- Article 3. These regulations are applicable to Administrative and Teaching Assistants as well as Instructors who are responsible for administrative duties concurrent with their teaching.

General 2 Employment

- Article 4. In the case that the workload requires the hiring of new personnel, units in Ming Chuan University must make an application. Personnel will only be employed after the president has granted approval. Regulations for employment and promotion are dealt with separately.
- Article 5. The probation period for new staff members is three months; only after the probation is period over and candidates have been approved will they be formally employed. Staff members who have been staff members or general laborers for more than three months and who are reemployed are exempted from the probation period.
- Article 6. During the probation period, candidates whose conduct is unsatisfactory, whose service evaluation is unsatisfactory, or whose record proves to be unsatisfactory through the security check will have their employment terminated unconditionally, and salary will be issued only to the date of termination.
- Article 7. The seniority of staff members begins to accrue from the first day of probation. Staff members who have worked as contract employees, security officers, drivers, and general laborers will have their seniority counted from the first day they were employed as full-time employees at the institution.
- Article 8. New staff members must submit the following documents when entering Ming Chuan University:
1. Documentation of education and work experience.
 2. Resume. (It should be personally completed by staff member and include two recent photos.)
 3. Letter of guarantee.
 4. Household Registry Transcript.
 5. Other documents which Ming Chuan University requires.
- Article 9. The guarantor must possess one of the following qualifications:
1. Government employees or instructors.
 2. Manufacturer and business with proof of registration.
 3. Ming Chuan University faculty members who have served for more than three years. (Faculty members may only act as guarantors for two persons.)
- Article 10. Ming Chuan University may require the guarantor to affix their seals. Should the warrantor refuse to affix his or her seal, the guarantor must be changed immediately.
- Article 11. Should employees embezzle public funds, destroy public property, or instigate other problems which cause Ming Chuan University to suffer losses, guarantors must provide compensation.
- Article 12. When guarantors lose their ability to act as guarantors, employees must find another guarantor within one month; those who fail to find another guarantor will be considered to have resigned automatically. But those who are eligible to be retired and or be dismissed with severance pay may do so. Should guarantors wish to be absolved of their responsibilities as guarantors, they must obtain Ming Chuan University's approval. Guarantors will bear responsibility until the employee finds another guarantor.

General 3 Treatment

Article 13. Ming Chuan University staff members will be treated in accordance with the Ming Chuan University Procedures for Salary Payment to Faculty and Staff Members. These procedures are dealt with separately.

General 4 Reporting for Duty

Article 14. Except for official leaves, staff members who are second-level administrators of administrative units and below should report to work during working hours. However, those who have the rank of higher than Assistant Professor are not restricted in this regard.

Staff members are prohibited to take off-campus part-time jobs during working hours.

Article 15. Working hours are as follows:

1. Daytime: 8 am ~12 pm and 1 pm ~5 pm
2. Evenings: 2 pm ~5 pm and 6 pm ~ 10 pm
3. Working and holiday periods during winter and summer vacations are decided at the Administrative Council Meeting.

Unit supervisors must ask the president for approval if employees adjust their working times due to special responsibilities.

Article 16. Staff members must report to work on time and swipe their ID cards before and after work; those who do not swipe their cards and do not request leave will be considered absent without leave.

Article 17. Staff members who swipe their ID cards 15 minutes after work begins will be considered late. (The noon time for swiping cards is between 12 pm to 1:05 pm.). Those early leave for some reason must apply for leave when they arrive at or leave the university, which will be used as the basis for calculating the period of leave.

Article 18. Staff members who are on duty but leave early without applying for leave will be considered absent without leave for half a day.

Article 19. Staff members who are absent without leave for less than one hour will be seen as being absent for one hour; those who have been absent for less than one day will be seen as being absent for one day. One day is equal to eight hours.

Article 20. Staff members who have been absent without leave for more than seven consecutive days or who are absent without leave for more than seven days during one semester will be dismissed from their positions.

Article 21. Should staff members fail to swipe their ID cards due to official business or other special circumstances, the case will be processed in accordance with the following regulations:

1. Staff members who are temporarily absent while on duty must make up for the absence in accordance with relevant procedures.
2. Staff members who are late for work due to special circumstances which are verified by their unit supervisors, are permitted to apply for makeup leave, but for one day only.
3. Staff members who fail to swipe their ID cards due to special circumstances must explain the details of the case to their supervisors who may request the president's approval. Should this procedure not be followed, the case will go on the employee's attendance record.

Article 22. Should staff members be found to have swiped ID cards for one another, both staff members will be dismissed.

General 5 Business Leave

Article 23. Except for official holidays and official business, Ming Chuan University staff members must make application for leave in accordance with the following regulations. Personal leave application, marriage leave application, and Official Leave application must be made in advance. Makeup leave applications must be made with legitimate reasons within three days. Sick leave application, maternity leave application, and compassionate leave application must be made within three days or employees will be considered absent without leave.

Article 24. Staff members will have their applications processed in accordance with the following regulations:

1. Personal Leave: Staff members who must take care of personal matters are allowed to apply for personal leave of up to 14 days per academic year. Once a staff member's family requires

special care, there are a maximum of 7 days for family care leave per academic year. Additional days must be taken as personal leave. Any days of leave over the personal leave allocation will be deducted from salary on a day-by-day basis.

2. Sick Leave:

- (1) Staff members who need medical treatment or a period of recuperation can apply for up to 21 days of sick leave each academic year. Female staff members are allowed to take one day for menstruation leave per month, which will be counted as sick leave. Those who must take leave for serious illness can use the personal leave when sick leave is exhausted.
- (2) Anyone who cannot recuperate from a serious injury or illness diagnosed by a medical institution or a doctor in a short period of time and female faculty members who require bedrest during pregnancy must obtain documentation from a hospital belonging to the National Health Insurance program. Should the sick leave be used up, personal leave or other annual leave may be applied. After documents are submitted to the president for his/her approval, the staff member may extend the duration of leave for up to six months (The period of leave will not be recalculated from zero when the leave period crosses academic years.). During the extension, the University will issue salary payments only; applicable subsidies will be transferred to the persons who take responsibility for the duties of the person on leave.
- (3) Anyone who cannot recuperate from a serious illness in a short period of time as stated in the preceding item and cannot resume their position when the extension expires may obtain certificate of diagnosis from a public hospital or hospital belonging to the National Health Insurance program (not including clinics and other medical institutions) to submit for the president's approval. The staff member may apply for unpaid leave of absence for up to one year. Those who cannot resume the position when the period expires and are eligible for retirement or discharge with severance pay may follow procedures for severance or discharge in accordance with relevant procedures.

3. Marriage Leave: Staff members who marry will be granted 14 days for marriage leave. In principle, marriage leave must be taken all at once within one month. Aside from the 5 days leave before the marriage registration date that can be granted by the president, it cannot be taken separately.

4. Maternity Leave:

- (1) Staff members who are pregnant are granted 5 days of prenatal care leave, and are allowed to make separate applications each time; this leave cannot be used post-delivery.
- (2) Staff members who give birth to children are granted 56 days of maternity leave. Those who have been pregnant for more than five months but suffer from miscarriage will be granted 42 days of miscarriage leave; those who have been pregnant for more than three months and less than five months but suffer from miscarriage are granted 21 days of miscarriage leave; those who have been pregnant for less than three months but suffer from miscarriage are granted 14 days of miscarriage leave. Maternity leave and miscarriage leave must be taken all at once and should be applied for when applicant is about to give birth. Maternity leave may be taken when applicant is about to give birth. A certificate from a healthcare institution (or a doctor in isolated areas with limited healthcare facilities) proving the need for maternity leave is required. Persons who take maternity leave first and suffer a miscarriage will receive a miscarriage leave which will be deducted from the days already taken for maternity leave. Staff members who have ectopic pregnancy and must have surgery will be processed based on miscarriage leave. Maternity leave applications can be made separately in the prenatal and postnatal periods.

5. Spousal Maternity Leave: Staff members whose spouses give birth to children will be granted five days of maternity leave to accompany their spouses, and are allowed to make separate applications of a minimum of half a working day each time. Applications are only accepted for the seven-day period (including holidays) before or after the delivery.

6. Compassionate Leave:

- (1) Staff members whose parents or spouse die will be granted 15 days of compassionate leave.
- (2) Staff members whose stepparents or whose spouse's parents die will be granted ten days of compassionate leave.
- (3) Staff members whose great-grandparents, grandparents, spouse's grandparents, spouse's stepparents, or siblings die will be granted five days of compassionate leave.

Compassionate leave may be applied for separately each time but should be completed within 100 days of the death.

7. Staff members who donate bone marrow or organs will be granted leave based on the situation.

8. Official Leave: Staff members who have one of the following conditions are allowed to apply for official leave. The number of leave days granted depends on the actual situation:

- (1) Staff members who are designated to participate in training or lectures relating to duties.
- (2) Staff members who are designated to participate in government-approved educational activities or educational and academic gatherings related to personal duties.
- (3) Staff members who have been approved through special case application to take short-term further studies or investigations abroad.
- (4) Staff members who are called up for military service in accordance with regulations.
- (5) Staff members who are approved to pursue further education during their employment.
- (6) Staff members who require rest or treatment due to official duties. Leave period will be up to three months.

Article 25. Except for marriage leave, extended sick leave, miscarriage leave and maternity leave, the leaves mentioned in the previous article will be granted in addition to official holidays and days which are not regular working days.

Personal leave and sick leave are calculated on an hourly basis whereas family care leave, menstruation leave, maternity leave and compassionate leave must a minimum of a half day in duration.

Article 26. The days of personal leave and sick leave are calculated each academic year. For staff members who have not yet served or resumed their positions at Ming Chuan University for one whole year, the days of personal leave and sick leave are calculated in proportion to the number of months worked, with partial days calculated as one day. Personal leave and sick leave can be taken for one hour per time. The maximum of total times for personal leave and sick leave is 24 times per academic year.

Article 27. Staff members who apply for maternity leave, sick leave, miscarriage leave or pregnancy leave for more than three consecutive days and bone marrow transplantation leave or organ leave applications must submit documentation from accredited hospitals or doctors.

Article 28. When staff members apply for Extended Sick Leave, the leave may extend to the following academic year if the period extends the current academic year.

Article 29. Staff members must find someone to perform their duties before they take leave, consult with the person who will fill in for them personally and complete a leave application forms. The supervisor must coordinate the appropriate person to replace the staff member taking leave. Applications for less than two days are approved by direct unit supervisors; applications for more than three days are signed by unit supervisors, sent to the Human Resources Division and submitted to the president for approval.

The unit administrator of a staff member who serves as duty agent for another staff on maternity leave may submit an official request for duty supplement based on the increased work duty and responsibilities.

Article 30. Staff members who leave their work without making leave application (including holidays) or who do not report back after leave or holidays, or who make leave applications dishonestly, will be considered absent without leave. Should such a situation occur, violators may be punished further.

General 6 Holidays

Article 31. Holidays for Ming Chuan University staff members are as follows:

1. Official holidays.
2. Public holidays.
3. Seniority leave.
4. Others.

Article 32. Holidays based on seniority are processed in accordance with the following regulations:

1. Staff members who have served at Ming Chuan University at the end of that academic year for one whole year but less than three years will be granted three days of holiday. One additional day is granted for every year after three years, up to a maximum of 21 days. New staff members who have served less than one year will be granted holiday based on the percentage of months served. Those whose calculation equals less than one day will be counted as one day.
2. Applications for holidays must be longer than two hours in duration. Holiday applications for more than three days must be made half a month in advance; after being signed by a supervisor and approved by the president, the applications must be submitted to the Human Resources Division to be kept on record. Procedures for applications are in accordance with Ming Chuan University leave regulations.
3. In order to avoid excessive holiday applications in the same unit that influence the carrying out of duties, unit supervisors are responsible for arranging holidays in alternation and are authorized to change the dates whenever necessary.
4. Staff members who do not take seniority leave prior to the end of the academic year, July 31, will be considered to have given up their leave. They may not request that the leave be made up, or that overtime be paid.
5. Instructors who take positions as administrators concurrently may also apply for seniority leave. Seniority leave begins from the date the position as administrator was taken.

The seniority and holiday calculation of special program staff members who became permanent staff member in accordance with Article 11 of Ming Chuan University Procedures for Employing and Managing Special Program Staff Members will be calculated from the hiring date as special program staff members of the university.

Article 33. For staff members who have left their jobs but have been reemployed, seniority begins from, the date of current employment and may not be combined with the previous terms of employment.

Article 34. Holiday leave regulations based on years of service in relation to staff members whose unpaid leave of absence periods are concluded are as follows:

1. Leave based on years of service will not be calculated during unpaid leave of absence period. However, a year of service can be combined for the previous and the following year if staff members resume their positions and have served for at least one full year at the end of that academic year.
2. Staff members who apply for unpaid leave of absence and have not used up all their holiday leave days must take all the remaining leave before July 31 in the academic year when they resume their position. Late applications will not be considered.

Article 35. Staff members who are not present during year-end assessment because of leave without pay or illegal activity are not allowed to apply for holiday leave during that academic year or the next academic year.

Article 36. Should important official matters arise or administrative responsibilities appear, staff members must cancel their leave and return to the workplace. The period of leave will be preserved.

General 7 Evaluation; Reward and Punishment

Article 37. The evaluation, along with the reward and punishment of Ming Chuan University staff members will be processed in accordance with the Ming Chuan University Procedures for Assessing the Performance of Faculty and Staff Members. The procedures are dealt with separately.

General 8 Retirement, Relief, and Severance

Article 38. Insurance for staff members will be dealt with according to relevant government insurance regulations.

Retirement, relief, and severance pay for Ming Chuan University staff members will be processed in accordance with the Ming Chuan University Procedures for Retirement, Relief, and Severance of Faculty and Staff Members. The procedures are dealt with separately.

General 9 Resignation and Transfer of Duties

Article 39. Ming Chuan University staff members (including instructors who take positions as administrators concurrently) who retire (or leave their positions), will have their cases processed in accordance with relevant regulations in Ming Chuan University Procedures for Retirement, Relief, and Severance of Faculty and Staff Members. In addition, the Reward of Faculty and Staff Members with Many Years of Service will be given after the president approves the performance. The standards for the payment of the award are as follows. Staff members who have worked for ten years will be issued one month's salary; those who work more than ten years will receive half a month's salary for each five-year period they work; those who work more than 30 years will receive one month's salary for each five-year period they work.

Article 40. Ming Chuan University staff members must submit resignations a month before leaving their positions. Employees are not permitted to leave their positions until replacement staff members have been confirmed and duties transferred. Procedures regarding transfer of duties are dealt with separately.

General 10 Supplementary Regulations

Article 41. Matters not covered in these regulations will be processed in accordance with the Educational Personnel Laws and other relevant Ming Chuan University regulations.

Article 42. Upon being passed at the Administrative Council Meeting and approved 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.****