

# National Cheng Kung University Implementation Regulations for the Recruitment of Project Staff on the University Endowment Fund

Promulgated in the 3rd University Council (postponed) of the 2004 academic year on March 30, 2005

Amended in the 2nd University Council of the 2005 academic year on December 28, 2005

Amended in the 3rd University Council of the 2006 academic year on March 28, 2007

Amended in the 3rd University Council of the 2007 academic year on March 26, 2008

Amended in the 2nd University Council of the 2008 academic year on December 31, 2008

Amended in the 1st University Council of the 2009 academic year on September 30, 2009

Amended in the 2nd University Council of the 2010 academic year on January 5, 2011

Amended in the 5th University Council of the 2010 academic year on July 7, 2011

Amended in the 6th University Council (postponed) of the 2013 academic year on June 25, 2014

Amended in the 1st interim University Council of the 2016 academic year on January 18, 2017

Amended in the 4th University Council of the 2017 academic year on June 13, 2018

Amended in the 195th Administration Council of on March 13, 2019

- Article 1 In response to the needs of university development, the National Cheng Kung University (NCKU) has enacted the Implementation Regulations of the Employment of Project Staff for the Endowment Fund of National Cheng Kung University (hereinafter, the Regulations) in accordance with the Implementation Principles of the Endowment Fund for Teaching Faculty, Researchers, and Staff at National Universities and the Labor Standards Act.
- Article 2 The project staff in this Regulation refers to the contracted staff employed in accordance with the Principles of Personnel Expenses for Staff of National Cheng Kung University to handle administrative works or project planning.
- Article 3 If units or principal investigators intend to employ the aforementioned project staff due to operation needs, they shall follow the administrative procedures stipulated by the competent authorities of each project to apply for approval before processing their employment. The Personnel Office shall handle matters related to personnel management after their employment.
- Article 4 The employment of project staff is contract-based, with their qualifications being determined by each employment unit or project according to their relevant needs. Their review shall be conducted in an open manner. The spouse and relatives by blood and marriage within the third degree of kinship of the heads of agencies shall not be employed as the project staff of the organization or its affiliated organizations. In addition, individuals with the following conditions shall not be employed as project staff:
1. Individuals who are deemed guilty of sexual assault crime under paragraph 1, Article 2 of the Sexual Assault Crime Prevention Act
  2. Individuals verified to have committed sexual assault behaviors by Gender Equality Education Committee in schools or relevant committees established according to the law
  3. Individuals verified to have committed sexual harassment or sexual bullying behaviors by Gender Equality Education Committee in schools or relevant committees established according to the law, which deem it necessary to terminate their contracts and prohibit them from serving as education practitioners for life
  4. Individuals verified to have committed sexual harassment or sexual bullying behaviors by Gender Equality Education Committee in schools or relevant committees established according to the law, which deem it necessary to terminate their contracts and prohibit them from serving as education practitioners for 1 to 4 years
  5. Individuals determined by the competent educational administration to be consistent with that described in subparagraph 2, paragraph 6, Article 9 of the Supplementary Education Act
  6. Individuals determined by the competent educational administration to be consistent with that described in subparagraph 3, paragraph 6, Article 9 of the Supplementary Education Act and shall not be employed for 1 to 4 years
- Article 5 Project staff are hired on a one-year basis. However, projects that are completed within a

year shall hire (employ) project staff according to the actual time required. The contract of project staff shall be renewed until the conclusion of the project based on the continuous needs of the project. Newly hired project staff shall be subject to a three-month probation period, and those with satisfactory performance shall be officially employed upon the conclusion of their probation.

Article 6 During the employment period, project staff shall be supervised and accept works assigned by unit supervisors or principal investigators, are obligated to abide by the Gender Equality Education Act and the relevant regulations of this University and its collaborative institutions, and shall remain fair and neutral while conducting operations. Personnel who violate the relevant regulations and cause damages to the interests of NCKU shall be subject to contract termination.

Article 7 The remuneration of the project staff shall be paid in accordance with the project staff remuneration standards of NCKU (Appendix 1). Personnel employed using the university administrative expense shall be paid in accordance with salary rate standard for university employed personnel (Appendix 2). However, the aforementioned standards do not apply to individuals under the following circumstances:

1. Individuals employed by a commissioned organization shall be remunerated according to the standards established in the contract of said organization. Individuals remunerated in accordance with the original Remuneration Reference for Full-Time Assistants of Research Projects Subsidized by the National Science Council shall be paid according to said reference, and their remuneration shall advance on a yearly basis.
2. Remuneration of project staff shall be reduced in the event of difficulties or reduction in the employment expenses of projects.
3. Individuals with special professional skills or talents who are difficult to acquire shall be remunerated with a higher salary after the approval of a preliminary committee composed of more than three persons from the unit of employment, followed by the approval of the Management Committee of the University Endowment Fund.

Appendix 3 presents the relevant review process.

New project staff shall start from the lowest salary level based on their academic qualifications, and those with exceptional performance after 1 year of employment shall be promoted by one level. The promotion is determined by the unit of employment or the principal investigator. New project staff whose previous seniority meets the years of service stipulated by the Regulations of Seniority-Based Pay Raise Based on the Staff's Previous Employment Seniority in NCKU are eligible for a pay raise within the highest salary range of the staff's position; however, each staff is only eligible for one level of pay raise every year. With the exception of commissioned project units with different regulations, annual bonus is issued in accordance with the relevant regulations on the annual bonus for military, public, and teaching personnel, with the units of employment or principal investigators conducting assessment and issuing the bonus according to the expenses available.

Article 8 The working hours of project staff shall not exceed 8 hours per day and shall not exceed 40 hours per week. However, NCKU may adopt rotating shifts or adjust the working hours by mutual agreement based on operational needs. If NCKU requests project staff to extend their working hours due to operational needs, project staff shall complete the overtime application procedure in advance. Salaries for the extended working hours shall not be paid if project staff agrees to take compensatory leave as substitute, and their leave application shall be processed in accordance with the Labor Standards Act, Regulations of Leave-Taking of Workers, Act of Gender Equality in Employment, and the relevant provisions of NCKU. Project staff dispatched on business trips is eligible to apply for travel expenses equivalent to the staff of the same position employed by NCKU. Project staff may undertake additional studies and training during their spare time or through applying for personal and annual leaves without affecting their work, and must report to their unit

supervisors.

- Article 9 Project staff may not hold concurrent teaching or other posts on or off campus during their period of employment to avoid affecting the fulfillment of their contracts. However, this provision does not apply to personnel holding concurrent posts due to operational needs who have been approved by the relevant regulations of NCKU.
- Article 10 Project staff who wishes to terminate their contracts without the need to notify NCKU in advance shall submit a written application in accordance with Article 9 of the Temporary Personnel Work Regulations of NCKU and complete their resignation formalities. NCKU may claim for compensation if the personnel fail to submit the application within the prescribed period and cause damages to NCKU.
- Article 11 Project staff shall enroll in labor insurance, National Health Insurance, and labor pension (Pension Preparation Fund for foreigners) in accordance with the relevant provisions of the Labor Insurance Act, National Health Insurance Act, and Labor Pension Act. Individuals who are ineligible to enroll in the labor insurance may opt to enroll in the General Insurance for International Sci-Tech Cooperation Personnel, with NCKU and the individual covering 65% and 35% of the premium expenses, respectively. The aforementioned expenses borne by the employers shall be allocated from the source of personnel expenditure.
- Article 12 During their period of employment, project staff shall be entitled to the following benefits in accordance with the relevant provisions of NCKU:
1. Protection by the relevant provisions of the Occupational Safety and Health Act.
  2. Application for identification card and vehicle pass of NCKU.
  3. Usage of public facilities such as libraries, computers, network centers, and stadiums in accordance with the regulations of each unit.
  4. Other welfare matters approved by the project.
- Article 13 The severance expenses and pensions of the project staff shall be processed in accordance with the Labor Standards Act and Labor Pension Act. Occupational injury compensation shall be processed in accordance with the Labor Standards Act, Act for Protecting Worker of Occupational Accidents, Labor Insurance Act, and other relevant laws and regulations.
- Article 14 Project staff shall sign a contract during the period of employment, with the contract specifying the rights and obligations of the staff such as the employment period, remuneration standard, working hours, leaves, assessment, reward and punishment, welfare, insurance, retirement, severance, occupational injuries compensation, and resignation.
- Article 15 The Regulations shall apply to the project staff who are employed using the endowment fund of NCKU instead of private funding unless otherwise stated.
- Article 16 Matters not mentioned herein shall be processed in accordance with the Implementation Regulations of the Endowment Fund for Teaching Faculty, Researchers, and Staff at National Universities, Temporary Personnel Work Regulations of NCKU, the Announcements for Universities Handling the Notifications and Inquiries of Contracted Employees, Labor Standards Act, Labor Pension Act, and other relevant laws and regulations.
- Article 17 The Regulations shall be implemented following the approval of the University Endowment Fund Management Committee and the Administration Council, and the same applies to its amendment.

Review Process for Writing Off Flexible Compensation at National Cheng Kung University Project Staff

Staff category	Intended increase for flexible compensation	
Doctoral level project staff	Less than NT\$10000	More than NT\$10000
Postgraduate level (or lower) project staff	Less than NT\$5000	More than NT\$5000
Review process	<p>Authorized by the University Endowment Fund Committee (hereinafter, the Committee), approved by the employment unit through the preliminary review for effective employment, and sent to the Committee for future reference.</p>	<p>After a candidate passes the preliminary review of the employment unit, the Personnel Office informs three committee members to conduct a committee group review. The flexible compensation of candidates who are approved by all three members shall then be effective from the date the candidates pass the preliminary review of the unit of employment, and the relevant documents are submitted to the Committee for future reference. For candidates who do not receive the full approval of the Committee, the relevant documents are submitted to the Committee for review, and the date of approval by the Committee is considered the effective date.</p>

Note: For employees who write off their flexible compensation as Designated Contribution, the employment unit shall first file a request for approval to explain the reason, and the opinions of the Personnel Office (personnel regulations), Accounting Office (write-off regulations), and Office of Finance (contribution acceptance regulations) are processed. After the approval of the university president, the request for approval is processed according to the abovementioned review process.

※The English translation thereof is for reference only and the Chinese version shall always prevail in case of any inconsistency between the Chinese version and the English translation thereof.