

# National Cheng Kung University Directions for Contract Employees Applying for Pay Rate Promotions According to Their Former Service Seniority

Approved in the 473rd Meeting of the Chief Administrators Council on September 8, 1999.  
Amended and approved in the 513rd Meeting of the Chief Administrators Council on June 27, 2001.  
Amended and approved in the 616th Meeting of the Chief Administrators Council on April 19, 2006.  
Amended and approved in the 639th Meeting of the Chief Administrators Council on July 11, 2007.  
Amended and approved in the 650th Meeting of the Chief Administrators Council on February 13, 2008.  
Amended and approved in the 686th Meeting of the Chief Administrators Council on March 3, 2010.  
Amended and approved in the 730th Meeting of the Chief Administrators Council on August 8, 2012.

1. Contract employees of National Cheng Kung University (hereinafter “the University”) with any of the following former levels of service seniority in previous roles may apply for an increase in their salary grade:

- (1) Having obtained service seniority in a job similar in nature to the position to be filled and of the same level in a domestic public agency/institution, public/private university or college, or nonprofit organization approved by the central competent authority.
- (2) Having obtained service seniority in a job similar in nature to the position to be filled and of the same level in an overseas public agency/institution, public/private university or college, or internationally renowned academic/research institution.
- (3) Having obtained service seniority in a job similar in nature to the position to be filled and of the same level in a domestic/overseas private institution of a reasonably large scale.

“Private institutions of reasonably large scale” must have registered with the competent authority and have paid-in capital of more than NT\$40 million or an annual revenue of more than NT\$150 million, or be a general hospital with more than 100 beds and meet the Establishment Guidelines for General Hospitals prescribed by the competent health authority.

2. In the event that an employee’s previous job does not match any condition mentioned in Article 1, he/she may still apply for an advance of one salary grade for every 2 full years of service (for a maximum promotion of five salary grades) if the following conditions are met: he/she possesses expertise and exceptional work experience required by the position to be filled; his/her former agency/institution is registered with the competent authority; and he/she has more than 6 months of experience in each post—all of these must have been reviewed in a meeting of the relevant committee of the University.

3. Being “similar in nature to the position to be filled and of the same level” as stated in the directions shall be determined by the recruiting unit in accordance with the following requirements:

(1) The nature of the employee’s previous job should be similar to the position to be filled and his/her work experience must be a requirement of the position.

(2) The employee’s previous full-time position should be of the same rank as the position to be filled; such recognition is determined by the required education level, qualifications, and remuneration of the employee’s previous post and the position to be filled.

4. Applications for pay rate promotion according to former service seniority approved by the recruiting unit may be counted toward personnel’s present service seniority; however, service seniority of less than 1 year shall not be counted. Employees transferred from National Cheng Kung University Hospital, NCKU Research and Development Foundation, Cheng-Hsing Medical Foundation, or other agencies to the University for conducting the same project are not subject to the aforementioned limitation; that is, their service seniority shall be completely retained and counted toward their service seniority at the University. Upon the consent of the recruiting unit, a contract employee may apply for a pay rate promotion within the highest pay rate of his/her position rank, with an advance of one salary grade for every 1 full year of service at the maximum.

5. Effective date of pay rate promotion based on former service seniority in a private organization: Such promotions shall take effect between the date an applicant’s appointment is approved and his/her arrival at the post. Applicants without valid documents of proof for such an application shall submit the missing documents within 1 month of their arrival; this will ensure the pay rate promotion takes effect retroactively from their arrival date. For those who fail to submit the missing documents within this time limit, their pay rate promotion shall take effect from the date their completed application is approved.

6. Required documents:

(1) [Evaluation Form for Applications of National Cheng Kung University Contract Employees for Pay Rate Promotion According to Former Service Seniority](#) (as attached).

(2) Documents proving educational attainment (e.g., graduate certificate), work experience (e.g., certificate of service or resignation), and employment income. Education and work experience documents in a foreign language must be authenticated by an ROC embassy or another authorized agency. If documents cannot be verified, those signed by the personnel in charge or unit supervisor of the original employing agency/institution/school may be assessed. A Chinese translation of the aforementioned documents of proof must be attached.

(3) Applicants who have worked in a private institution of a reasonably large scale shall attach documents of proof of the company’s paid-in capital or revenues. Documents of such private institutions and overseas public agencies/institutions must be authenticated by an ROC embassy or other authorized agency. Should the applicant fail to verify the documents of proof, those signed by the personnel in charge or unit supervisor of the original agency/institution that employed the applicant may also be assessed. A Chinese translation of the aforementioned documents of proof shall be attached.

7. Should any doubts concerning an application for pay rate promotion based on former service seniority arise, each recruiting unit (i.e., the Personnel Office, Office of Research and

Development, Research and Services Headquarters, and Tainan Hydraulic Laboratory) may report them in a meeting of the relevant committee for review.

8. For cases that must be reviewed in relevant committee meetings, the appointment of contract employees shall be reported to the University's Contract Employee Management Committee for review, whereas the appointment of project research personnel shall be approved by the Promotion Panel for Industry–Academia Cooperation.

9. The directions have been approved by the Chief Administrators Council before implementation. The same shall apply to all amendments to the directions.

※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.