

National Cheng Kung University Attendance Management Directions for Staff Members

Approved in the 632nd supervisory meeting on Feb 14, 2007
Amended and approved in the 659th supervisory meeting on Jul. 16, 2008
Amended and approved in the 814th supervisory meeting on Jan. 15, 2019

Article 1 Purpose: These directions are stipulated for the attendance management of the University's staff members.

Article 2 These directions are applicable to the University's staff members, project staff, deputy, officers, technical workers, maintenance workers, campus security guards, teaching assistants hired under the new system, and teaching assistants who were hired under the old system but have been included in the attendance management system.

Article 3 Regulations on working hours:

(1) Each employee shall work for 8 hours daily and have a 1-hour lunch break, for a total of 9 hours a day. The total working hours per week are 40 hours; each employee shall be granted 2 days off each week. Each unit of the University may implement shift work or other flexible approaches as required.

(2) Daily working time: Each employee shall work during the period from 08:00 to 17:00, with a flexible time shift of 30 minutes (e.g., an employee may clock in between 07:30 and 08:30 and clock out eight hours later between 16:30 and 17:30). To ensure smooth administration and teaching activities under such a flexitime system, each unit shall have at least one employee who complies with a flexible time shift limited to 10 minutes (e.g., such an employee may clock in between 07:50 and 08:10 and clock out eight hours later between 16:50 and 17:10). For special needs, each unit is not restricted by Subparagraph 2 of Paragraph 1 and may adjust the working hours of its employees as long as its availability to teachers, students, and staff members is not affected, administrative efficiency is maintained, and the sum of working hours and break time remains 9 hours a day.

Article 4 Regulations on clock-in and clock-out:

(1) Each employee shall clock in and out once every day on arrival and departure from work. The clock-in time shall be no earlier than 30 minutes before the designated start time; however, this time period is not counted toward the working hours. The clock-out time shall be no later than 30 minutes after the designated finish time. Clock-outs made after the 30-minute buffer shall require a reason and will be reviewed before being approved.

(2) Missed punches for reasons such as forgetting to clock in/out, being away from the University for business, or loss of Internet connection shall be reported by submitting a Missed Punch Application Form on the Online Attendance System for approval by

the supervisor.

- (3) Each employee shall clock in and out of the office at the actual time of arrival and departure. For any instances of others clocking in or out for an employee or other practices that violate relevant regulations (e.g., remote login to the University's clock-in/out system) without the employee actually being in the office at the clocked time found, penalties may be applied to the parties involved.

Article 5 Regulations on leave of absence:

- (1) Please apply for leave (e.g., for business trips or trips abroad) through the Online Attendance System; an employee may leave the University once the application is approved. For sick leave or emergencies, an employee may ask their colleagues, family members, or friends to complete the leave application procedure on their behalf with additional notice provided to the employee's supervisor (or principal investigator).
- (2) Half-day leave:
 - a. Morning leave: The leave period starts from 08:00 to 12:00. An employee taking a half-day leave shall start work from 13:00 on the day and shall not apply flexible working hours.
 - b. Afternoon leave: The leave period starts from 13:00 to 17:00.
- (3) Leave on an hourly basis: The length of leave is calculated according to the actual period of absence; leave of less than 1 hour shall be rounded up to 1 hour.
- (4) An employee who is late or leaves early shall apply for leave of absence according to the actual time of arrival at or departure from the University. The leave shall be applied on an hourly basis; any time less than 1 hour shall be rounded up to 1 hour.
- (5) An employee who needs to leave the office for business shall fill out the Errand Registration Book and ask for the supervisor's approval before leaving.

Article 6 Regulations on overtime:

- (1) Each unit shall exert strict control over working overtime. If working overtime is required for a unit, the supervisor shall designate employees for the required overtime work, who shall then fill out and submit an Overtime Application Form on the Online Attendance System on an hourly basis.
- (2) Overtime hours:
 - a. Overtime compensation for government officials and deputies (contract employees) shall be applied in compliance with the Directions for Overtime Pay in Each Agency. Overtime compensation for officers, teaching assistants hired under the new system, and teaching assistants who were hired under the old system but have been included in the attendance management system shall be applied in compliance with the current directions.
 - b. Overtime compensation for employees to whom the Labor Standards Act is applicable shall be applied in compliance with the Labor Standards Act.
- (3) An employee whose overtime work is approved may apply for compensatory leave on an hourly basis within 1 year from the date of overtime work.

Article 7 Other regulations:

- (1) If meetings occur or working is necessary during a lunch break, the employees shall adjust their break time for the current day, or the supervisor shall arrange shifts among employees on the day as required to allow them to rest in turn.
- (2) If an employee is away on leave for a business trip, on errands, or travel abroad, a deputy shall be assigned to take over their responsibilities to enable the services originally provided by the absent employee to remain available to teachers, students, and other employees.

- (3) The employees shall be fully responsible for their job and shall not be absent without permission.
- (4) For project staff who are away from the University for the purpose of project, who cannot use the Online Attendance System to clock in and out, or who work for a unit that has its own attendance management system (or registration form), the unit they work for shall produce an attendance record of such staff in compliance with the Labor Standards Act and retain it for 5 years. The supervisor of such a unit (or principal investigator) shall be fully liable for all labor disputes or penalties incurred as a result of failure to comply with the regulations.

Article 8 The Personnel Office shall spot-check the attendance of employees in each unit on a sporadic basis and present the obtained attendance records to the president of the University for review.

Article 9 For matters that have not yet been included in these directions, please refer to the University's current attendance regulations and relevant legal regulations.

Article 10 These directions shall be implemented after being approved in a supervisory meeting; any amendments to these directions shall be subject to the same procedure.

※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.