Table of Contents

[Chapter I General Provisions 2](#_Toc149569542)

[Chapter II Employment 2](#_Toc149569543)

[Chapter III Service Principles 3](#_Toc149569544)

[Chapter IV Working Hours 3](#_Toc149569545)

[Chapter V Leave and Special Leave 4](#_Toc149569546)

[Chapter VI Compensation 8](#_Toc149569547)

[Chapter VII Training, Evaluation, Rewards, and Disciplinary Action 8](#_Toc149569548)

[Chapter VIII Contract Termination 8](#_Toc149569549)

[Chapter IX Retirement 11](#_Toc149569550)

[Chapter X Compensation and Indemnity for Occupational Hazards 11](#_Toc149569551)

[Chapter XI Benefits 12](#_Toc149569552)

[Chapter XII Supplementary Provisions 12](#_Toc149569553)

**National Chung Hsing University**

**Contract Employee Work Rules**

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# General Provisions

1. National Chung Hsing University (hereinafter referred to as NCHU or “the University”) has formulated these Rules in accordance with the *Labor Standards Act* and other applicable laws to clearly define the rights and obligations of labor and management and to boost administrative efficiency.

The standards set forth herein shall not be below the minimum standards stipulated in the *Labor Standards Act*.

1. “Contract employees” as referred to herein is defined as temporary administrative personnel employed in accordance with NCHU’s *Administrative Guidelines* *for* *Contract Employees* (hereinafter referred to as “the Guidelines”) and *Administrative Guidelines* *for* *the College of Agriculture and* *Natural Resources Experimental Forest Administrative Office Contract Employees* (hereinafter referred to as “the Forest Administrative Office Administrative Guidelines”).

# Employment

1. Contract employees shall be employed through an open selection process.

The qualifications requirements, job titles, and employment and on-boarding procedures of NCHU contract employees shall be governed by the Guidelines and the applicable NCHU regulations. The qualifications requirements, job titles, and employment and on-boarding procedures of contract employees of the NCHU College of Agriculture and Natural Resources’ Experimental Forest Administrative Office (hereinafter referred to as “the Forest Administrative Office”) shall be governed by the *Forest Administrative Office Administrative Guidelines*.

1. NCHU shall employ contract employees through written fixed-term or indefinite contracts,

the terms of which shall be in compliance with the applicable provisions of the *Labor Standards Act*.

1. In principle, the University may put new hires on a probation period of up to three months if an agreement is reached with said hires. New hires who pass probation shall be formally employed, with their employment officially starting from the first day of their probation period.

Pursuant to the *Labor Standards Act* and the *Labor Pension Act*, the University may dismiss candidates who are unable to perform their duties, who display unethical behavior, or who do not perform satisfactorily during their probation period. Candidates shall be compensated for their work until the end of their probation period.

# Service Principles

1. Contract employees shall attend to their duties during the stipulated working hours and may not arrive late, depart early, or abandon their post without good reason; they shall also check in and check out every day when arriving and leaving work.

Employees whose job requires special working hours and who have received approval from the University may be exempt from this restriction.

1. Contract employees shall perform their duties, comply with NCHU regulations, and maintain business confidentiality during their employment. They shall also respect the sexual and physical autonomy of others and themselves, and shall not engage in unwanted advances or use coercion or violence to handle sexual- or gender-related conflicts.

If any contract employee is found to have engaged in behavior that constitutes sexual assault, sexual harassment, or sexual bullying, the University shall hold a meeting to deliberate over the matter within one month of becoming aware of the incident/behavior and shall temporarily suspend said employee’s contract; the contract employee shall cooperate with the investigation and patiently await the result. If a violation is verified through an investigation, the University shall immediately terminate the violator’s contract with a written notice should any of the criteria set forth in Article 12, Paragraph 1 of the *Labor Standards Act* be met. All compensation shall be suspended during contract suspension. If a violation is disproved by an investigation, the suspended compensation shall be paid in full within one month.

Contract employees may not violate the University’s intellectual property rights. Violators may be subject to civil and criminal liability and be penalized in accordance with the *Labor Standards Act* and other applicable laws.

1. Based on its operational needs, the University may make changes to the duties or work locations of a contract employee based on the physical ability and skills of the employee, so long as no employment contract is breached, no unfavorable changes are made to the wages and other working conditions of the employee, and the livelihood needs of the employee and their family are considered. Contract employees’ physical ability and skills must be such that they are still able to satisfactorily perform their required duties after their transfer, and their seniority shall be retained. Contract employees may apply for reconsideration. The University shall provide the necessary assistance if the relocated workplace is too far away for the employee concerned.
2. During their employment at the University, contract employees may not hold part-time jobs or teaching positions outside of NCHU that might prevent them from fulfilling their contract obligations without the University’s authorization. If deemed necessary for its operational needs, the University may allow employees to hold part-time positions as NCHU project personnel on a case-by-case basis, so long as such employees’ performance of their primary duties is not negatively affected. The total amount of pay an employee may receive from their part-time position(s) shall not exceed 40 percent of their salary.

# Working Hours

1. Contract employees may work for a maximum of eight hours a day or 40 hours a week during regular working hours.

Once an agreement between labor and management is reached, the University may distribute the regular working hours of the workdays in any four-week period to other workdays, provided that no more than two hours shall be distributed to any of the other workdays.

The arrival and departure times of contract employees may be adjusted to meet the University’s needs once consent is obtained from the individual employees and an agreement between labor and management is reached.

1. The University may extend the working hours of its employees with the approval of the labor management council. Extended work hours (inclusive of regular working hours) shall not exceed twelve hours a day or 46 hours a month. NCHU contract employees who require an extension of their working hours shall fill out an overtime request form and obtain approval from the head of their unit before submitting the form to the Personnel Department for review and verification. The actual number of overtime hours and the amount of overtime pay shall be based on the time card records.

In the event of a natural disaster, accident, or emergency, the University may extend the working hours of contract employees or suspend regular leave, holidays, or special leave if it is deemed necessary that employees perform their work outside of regular working hours. Employees shall receive compensatory leave afterwards and shall receive wages at double the regular rate for work performed during the suspended leave period. The competent authorities shall also be informed of such extensions of working hours at the beginning of the extension or within 24 hours of the event or emergency.

1. Contract employees shall be permitted to take a 30-minute break period after having worked for four continuous hours; provided, however, that such breaks may be rescheduled by the University to be taken within other working hours if a rotation system is adopted or work of a continuous or urgent nature is involved.
2. The University’s female contract workers may not work between the hours of 10:00 p.m. and 6:00 a.m. on the following day. However, this restriction shall not apply if approval is received from the labor management council, the following requirements are met, and it is deemed necessary by the University:
	* 1. The necessary safety and health facilities are provided.
		2. If no public transportation is available, transportation for female workers shall be provided or dormitories arranged.

The provisions of the preceding paragraph shall not apply to female contract workers who are pregnant or who are currently breastfeeding.

1. If a female contract worker needs to breastfeed (through nursing or pumping) her baby of less than two years of age, the University shall grant additional lactation breaks totaling 60 minutes per day in addition to the regular mandated breaks. For overtime work lasting for one hour or more, the University shall grant an additional 30 minutes of lactation breaks to its female contract workers. The aforementioned lactation breaks shall be counted as working hours.

# Leave and Special Leave

1. Contract employees shall have two days off every seven days. One of these days will count as regular leave, while the other is a rest day.

Contract employees who adjust their regular working hours in accordance with Article 10 of these Rules shall have a minimum of two days of regular leave every two weeks and a minimum of eight days off every four weeks consisting of the combined regular leave and rest days. The restriction set forth in the preceding paragraph shall not apply.

Paid leave shall be granted for Labor Day and other holidays and festivals that are designated as national holidays by the Ministry of the Interior and for holidays designated by other central competent authorities. Days off for the aforementioned holidays may be rescheduled once an agreement between labor and management is reached.

Employees appointed to positions on the forest management or catering team of the Forest Administrative Office’s Huisun Forest may not work more than 40 hours per week and shall have a minimum of two days of leave (one regular leave and one rest day) every seven days. Flexible work schedules may be arranged as needed in accordance with Article 30-1 of the *Labor Standards Act*. Furthermore, flexible scheduling of holidays, leave, and shifts may be arranged based on the forest’s operational needs once an agreement between labor and management is reached.

1. Contract employees who have served at the University for continuous periods of time shall be granted special leave each year as stipulated below:
	* 1. Three days of special leave shall be granted for service of more than six months and less than one year.
		2. Seven days of special leave shall be granted for service of more than one year and less than two years.
		3. Ten days of special leave shall be granted for service of more than two years and less than three years.
		4. Fourteen days of special leave shall be granted each year for service of more than three years and less than five years.
		5. Fifteen days of special leave shall be granted each year for service of more than five years and less than ten years.
		6. One extra day of special leave shall be granted for each additional year served after the tenth year of service, up to a maximum of 30 days of special leave.

Employee seniority shall be calculated from the date of employment commencement.

Contract employees may decide when to take the special leave mentioned in the preceding paragraph. However, the University may negotiate with employees to make changes to the scheduled leave in the event of urgent operational needs or the personal needs of the contract employee.

The University shall inform contract employees that they may arrange to take special leave when they meet the conditions for such leave as set forth in the preceding paragraph. Wages must be paid for special leave not used by a contract employee by the end of the given academic year or due to the termination of their contract. The University shall record the dates of special leave taken by contract employees and the total amount of wages paid for unused special leave in the payroll roster. The University shall also inform contract employees of this information in writing each year.

1. The types of leave that contract employees are entitled to, and the maximum number of days allowed are as follows:
	* 1. Official leave:
			1. Paid leave granted to employees who are assigned to take a business trip or inspection trip or to undergo training, or who are called up for military service or other legally required activities. Official leave shall be leave with pay, and the length of the leave period shall be based on the actual number of days required.
			2. Employees who have obtained approval from the head of their unit to participate in official examinations related to their position.
			3. Employees on official leave that coincides with holidays shall not be compensated with compensatory leave, but rather shall be paid double the regular rate.
		2. Occupational sick leave: Employees who suffer a disability, injury, or illness caused by occupational hazards shall be entitled to occupational sick leave during the time of their medical treatment and recuperation.
		3. Regular sick leave:
			1. Employees who require medical treatment or a recuperation period due to a non-work-related injury, illness, or physical condition shall be entitled to take regular sick leave according to the following provisions:
				1. Employees are entitled to no more than thirty days of leave for outpatient care in any one-year period.
				2. Employees who are hospitalized are entitled to no more than one year of leave for inpatient care in any two-year period.
				3. The total amount of leave awarded for outpatient and inpatient care shall not exceed one year in any two-year period.

Sick leave used for treatment or recuperation by employees who are receiving outpatient care for cancer (including carcinoma in situ) or by pregnant employees for prenatal care or recuperation from a miscarriage shall count as leave for inpatient care.

* + - 1. Employees who exhaust their available regular sick leave and personal leave or special leave before recovering may take up to one year of leave without pay. Employees who have still not recovered after one year of leave without pay may be dismissed or be required to retire by the University.
			In the event that an employee’s regular sick leave has exceeded the time limit mentioned in Paragraph 1 of the preceding Article but the employee has not recovered after taking regular leave or special leave, they shall be entitled to a suspension of work without pay for a maximum period of one year.
			2. Employees who take regular sick leave of 30 days or less in any one-year period shall be paid half-pay during their leave. In cases in which Labor Insurance payments do not reach 50 percent of the employee’s salary, the University shall make up the difference.
		1. Menstrual leave: Female contract employees who experience difficulties in performing their work during menstruation may request one day of menstrual leave each month. If the total number of days of menstrual leave used does not exceed three days in a year, said leave shall not count towards the number of days of sick leave used. All additional menstrual leave shall count towards the number of days of sick leave used. Wages for menstrual leave, whether said leave counts towards sick leave or not, shall be paid at half the regular wage rate.
		2. Personal leave: If there are matters that require the personal attention of an employee, personal leave may be granted. Personal leave shall be unpaid and may not exceed fourteen days in one year.
		3. Family care leave: Employees who need to personally take care of a family member for reasons of vaccination, serious illness, or other major incidents shall be entitled to family care leave, which shall be without pay and may not exceed seven days in one year. Family care leave shall also count as personal leave.
		4. Marital leave: Employees are entitled to eight days of marital leave with pay. Marital leave requests must be submitted within three months after the tenth day before the date of marriage.
		5. Bereavement leave: Leave requests may be submitted separately but each must be made within 100 days of the death. Bereavement leave is paid leave.
			1. On the death of a parent, foster parent, step-parent, or spouse, an employee shall be entitled to eight days of bereavement leave.
			2. On the death of a grandparent, great-grandparent, child, or parent-in-law (natural, foster, or step), an employee shall be entitled to six days of bereavement leave.
			3. On the death of a sibling or a grand-parent-in-law, an employee shall be entitled to three days of bereavement leave.
		6. Maternity leave:
			1. Pregnant female contract employees shall be entitled to seven days of pregnancy checkup leave before delivery (can be requested separately and shall not be taken after delivery) and 42 days of maternity leave (holidays not included). Employees who suffer a miscarriage shall be entitled to miscarriage leave (holidays included) of four weeks for miscarriages after the third month of pregnancy, one week for miscarriages between the second and third month of pregnancy, and five days for miscarriages before the second month of pregnancy. Maternity leave and miscarriage leave shall not be requested separately.
			2. If a pregnant employee has been employed for more than six months, they shall be paid regular wages during their maternity leave period; if the period of service is less than six months, they shall be entitled to half of their regular wages.
		7. Paternity leave: Employees whose spouse gives birth shall be entitled to five days of paternity leave with pay. Leave requests can be requested separately and shall be made within 15 days before or after the delivery date (holidays not included).
		8. Unpaid parental leave: Employees who have served for more than six months shall be entitled to unpaid parental leave for raising at least one child under three years of age. Parental leave may be taken until the child reaches the age of three but may not exceed two years. Parental leave for employees caring for two or more children at once shall be lumped together, with a maximum length of two years for the care of the youngest child.
		9. Employees’ attendance bonuses, performance evaluation results, and other aspects of their employment shall not be negatively impacted as a result of their taking special leave, marriage leave, bereavement leave, occupational sick leave, official leave, maternity leave, menstrual leave, or family care leave.

Personal leave, family care leave, sick leave, and menstrual leave may be taken in hourly increments. Marital leave, paternity leave, and bereavement leave must be taken in periods of at least half a day. Pregnancy checkup leave may be taken in hourly or half-day increments depending on the employee’s actual needs but cannot be changed afterwards.

1. Contract employees shall fill out a leave request detailing the reason for and length of leave in advance and submit it to the head of the affiliated unit for approval before leaving work. In case of a medical emergency or other urgent matter, the submission of a leave request may be entrusted to another person. The University may require that supporting documentation be submitted with the leave request.

Contract employees who are away from work during working hours for personal, medical, or business reasons shall complete a leave or business trip request in accordance with the applicable rules. Leave taken for non-business reasons may be taken in half-day (four-hour) increments or full-day (eight-hour) increments.

1. Under any of the following circumstances, a contract employee shall be considered absentee:
	* 1. Leaving one’s post without good reason and without properly completing leave procedures
		2. Failing to return from leave as scheduled
		3. Requests for leave that are confirmed to be fraudulent

Absentee contract employees shall not be paid for days on which they are absent.

1. The attendance and leave management procedures of NCHU contract employees shall comply with the University’s *Guidelines for the Implementation of Flexible Work Arrangements*. The administrative personnel of the Forest Administrative Office shall abide by the Forest Administrative Office’s *Guidelines for the Implementation of Flexible Work Arrangements*.

# Compensation

1. The salary criteria for NCHU contract employees shall be in accordance with the Guidelines and the salary scale for contract employees appointed by NCHU. The salary criteria for contract employees of the Forest Administrative Office shall be in accordance with the *Forest Administrative Office Administrative Guidelines* and the salary scales for contract employees appointed by the Forest Administrative Office and the Huisun Forest.

Salaries paid to contract employees shall not be lower than the minimum wage stipulated by the Executive Yuan, and shall be paid from the commencement to the end of employment.

Workers who are unable to attend to their duties due to circumstances set forth in the *Guidelines for Worker Attendance and Compensation in the Event of Natural Disasters* shall not have deductions taken from their wages by the University. Workers who provide service at the request of the University at such times shall be compensated at double the regular rate or with compensatory leave.

1. Contract employees shall receive extra pay for overtime work in accordance with the following criteria:
	* 1. For two hours or less of overtime, the employee shall be paid a minimum of an additional one-third of the regular hourly rate over and above the regular rate.
		2. For two to four hours of overtime, the employee shall be paid a minimum of an additional two-thirds of the regular hourly rate over and above the regular rate.
		3. Employees who are required to perform work outside of their regular working hours due to a natural disaster, accident, or emergency shall be paid double the hourly rate. The University shall pay overtime wages to employees asked to work on rest days. For two hours or less of overtime, the employee shall be paid a minimum of an additional one and one-third of the regular hourly rate over and above the regular rate. For more than two hours of overtime, the worker shall be paid at least an additional one and two-thirds of the regular hourly rate over and above the regular rate.

# Training, Evaluation, Rewards, and Disciplinary Action

1. The University may request that contract employees participate in training and seminars related to their duties for operational reasons. Unless justified and approved, refusal to participate in such training and seminars shall be taken into consideration during regular and annual reviews.
2. Unless otherwise stipulated by law, reviews of contract employees and the rewards or disciplinary action issued shall be in accordance with the Guidelines and the Forest Administrative Office Administrative Guidelines.

# Contract Termination

1. Under any of the following circumstances, contract employees may be terminated without severance pay or advance notice by the University:
	* 1. Entering into the Contract with fraudulent intent that misleads and can harm the interests of the University.
		2. Perpetration of acts of violence or gross insults toward the University’s executive personnel (or their agents) or other NCHU colleagues or any of their family members.
		3. Prior conviction and sentencing that was not suspended or commuted to a fine.
		4. Deliberate vandalism of NCHU property or disclosure of confidential information of the University, thereby harming the interests of the University.
		5. Being absent from work for three consecutive days without good cause, or for a total of six days in any month.
		6. Major breaches of the employment contract or violations of these Rules. Engaging in any of the following activities shall be considered a breach of the employment contract or a violation of these Rules, and an inquiry shall be launched into the facts surrounding serious and substantiated breaches or violations deemed as undermining the safety and order of the University:
			1. Forging the signature of members of upper management or using their seal without authorization, thereby harming the interests of the University
			2. Substantiated cases of losing, altering, or destroying official documents or paperwork.
			3. Participation in assemblies that are severely disruptive to the operations of the University, thereby harming the interests of the University
			4. Substantiated cases of sexual harassment or assault against colleagues in the workplace
			5. Bringing firearms, ammunition, knives, or other illegal contraband to the workplace, thereby threatening the safety of the University
			6. Substantiated cases of jobbery, misappropriation of funds, or acceptance of bribes or commissions
			7. Participation in an organization deemed illegal by the judicial authorities, thereby undermining the safety and order of the University
			8. Substantiated cases of spreading false rumors or inciting slowdowns or illegal strikes that hinder the University's operations
			9. Substantiated cases of drug abuse or theft of the property of NCHU or its employees

Contract termination in accordance with the provisions of the preceding paragraph (except for Subparagraph III) shall be carried out within 30 days after the circumstances become known.

1. Under any of the following circumstances, the University shall give contract employees advance notice of the termination of their contract:
	* 1. Downsizing, merger, or dissolution of a unit
		2. Business contraction
		3. Suspension from work for over one month due to a force majeure event
		4. Reduced need for contract employees and a lack of open positions due to operational changes
		5. Inability to perform duties

Under any of the circumstances listed in the preceding paragraph, contract employees who are laid off shall be issued a certificate of involuntary termination.

1. The University shall give a minimum of the following advance notice when terminating contract employees:
	* 1. Ten days for employees who have worked continuously for more than three months but less than one year.
		2. Twenty days for employees who have worked continuously for more than one year but less than three years.
		3. Thirty days for employees who have worked continuously for more than three years

Employee seniority as referred to in the preceding paragraph shall be calculated from the commencement of employment.

Contract employees who have received advance notice from the University may request job interview leave, which shall be paid and may not exceed two work days per week. Employees who are terminated without receiving the minimum advance notice stipulated in the first paragraph of this article shall be entitled to wages for the minimum advance notice period.

1. Contract employees may voluntarily terminate their contract without advance notice to the University under any of the following circumstances:
	* 1. The University enters into the Contract with fraudulent intent to mislead in a manner that harms the interests of the contract employee.
		2. A supervisor or their family member or agent commits acts of violence against or grossly insults the contract employees.
		3. The work set forth in the contract is likely to be harmful to the employee’s health, and the University’s measures for safety and health hazard prevention are ineffective, and there is no improvement after notification.
		4. A supervisor, their agent, or a fellow NCHU employee contracts a known contagious disease and there is a possibility that this disease may be spread to other NCHU employees and endanger their health.
		5. The University fails to pay wages in accordance with the employment contract.
		6. The University breaches the employment contract or violates any labor statute, thereby undermining the employee's rights and interests.

Contract employees who wish to voluntarily terminate their employment contract in accordance with Subparagraphs I and VI of the preceding paragraph shall file a request to do so within 30 days after the circumstances become known. However, under the circumstances set forth in Subparagraph VI, a contract employee may file their request within 30 days after the extent of the damage incurred becomes known.

If the University has terminated an agency contract, or if the party suffering from a known contagious disease has received treatment in accordance with health regulations, contract employees may not voluntarily terminate their contract under the circumstances set forth in Subparagraphs II or IV.

1. Pursuant to Article 84-2 of the *Labor Standards Act* and Article 12 of the *Labor Pension Act*, contract employees whose contract is terminated in accordance with Articles 5, 26, and 28 of these Rules shall be entitled to severance pay.

The aforementioned severance pay shall be paid within 30 days of the termination of the employment contract. Contract employees who are departing at the conclusion of their contract shall not be entitled to severance pay.

Contract employees employed by the University prior to January 1, 2008 who wish to collect their termination pay savings may claim the funds in their accounts (principal and interest) contributed by the University and themselves. Employees who do not make a request to collect their termination pay savings shall be issued said pay upon their departure in accordance with the *Regulations Governing the Disbursement of Termination Pay Savings to Employees of Government Agencies and Academic Institutions*.

1. Contract employees who voluntarily terminate their employment contract in accordance with Article 28 of these Rules shall inform the University in writing.

Contract employees voluntarily terminating an indefinite contract shall submit a written request to the University. The minimum advance notice set forth in Article 27, Paragraph 1 shall also apply.

Upon the conclusion of their employment contract, contract employees shall complete the handover of their duties in accordance with the applicable rules.

1. Contract employees may request the issuance of employment certificates during their employment period and may request that the University issue a proof of service record upon the termination of their employment contract.
	* 1. A departing contract employee shall complete the handover of the following:
			1. Financial duties undertaken by the departing employee
			2. Administrative duties undertaken by the departing employee
			3. Pending or unclosed cases
		2. Employees shall personally handle the handover procedures. In the event that an employee is unable to complete the procedures in person, an agent may be appointed to handle the handover procedure in their place with the authorization of the head of the associated unit. However, the employee originally responsible for the matters being handed over shall still bear all responsibilities.
		3. If a contract employee dies (from injury or disease) or is missing or in hiding, the head of the associated unit shall appoint an agent within ten days to complete the handover. However, the employee originally responsible for the matters being handed over shall still bear all responsibility.
		4. Employees who are unable to complete the handover before the stipulated deadline may request a deferral after clarifying the reasons and obtaining approval from their supervisors.
2. If a contract employee breaches their contract or fails to complete the handover procedures in accordance with the applicable rules, thereby causing damage to University property or finances, legal action may be taken depending on the severity of the situation. The employing unit shall fulfill its supervisory duties and bear the relevant administrative responsibility.

# Retirement

1. Contract employees who meet any of the following criteria may apply for voluntary retirement:
	* 1. The employee reaches the age of 55 and has worked for 15 years.
		2. The employee has worked for more than 25 years.
		3. The employee reaches the age of 60 and has worked for ten years.

The University may require a contract employee to retire under any of the following conditions:

* + 1. The employee reaches the age of 65.
		2. The employee is unable to perform their duties due to a disability.
1. In addition to enrollment in the Labor Insurance, Employment Insurance, and National Health Insurance programs as stipulated, contract employees shall make monthly contributions to their pension accounts.

The monthly Labor Pension contributions for contract employees that the University is responsible for may not be less than 6% of the monthly wages of said employees. Contributions shall be made in accordance with the Monthly Contribution Classification of Labor Pension as promulgated by the central government agencies.

Contract employees may voluntarily contribute additional sums up to a maximum of 6% of their monthly wages, to their pension account. The contribution rate may be adjusted at most two times a year.

1. The criteria and claims procedure for the disbursement of pension funds shall be in accordance with the *Labor Standards Act* and the *Labor Pension Act* and their enforcement rules.

# Compensation and Indemnity for Occupational Hazards

1. Pursuant to the *Labor Standards Act* and its enforcement rules, the University shall compensate contract employees for death, injury, disability, or illness resulting from occupational accidents. If the University has already paid compensation for an accident in accordance with the *Labor Insurance Act* or other applicable laws and regulations, the University may deduct the compensation already paid.
2. The statute of limitations for compensation claims as set forth in Article 36 is two years from the date of entitlement.

The right to receive compensation shall not be prejudiced by the severance of service by any contract employee, nor shall it be used for transference, assignment, set-off, attachment, mortgage, or guarantee.

1. The survivors of a contract employee who dies from a non-work-related accident shall be entitled to Labor Insurance death benefits and an indemnity in a lump sum equal to three months’ wages. This compensation shall be paid to survivors in the order set forth in the *Civil Code*.

# Benefits

1. Contract employees may enjoy the following benefits during their employment in accordance with NCHU regulations:
	* 1. Identification card and vehicle access pass.
		2. Health and medical services.
		3. Participation in campus clubs, Lunar New Year Gatherings, and birthday parties.
		4. The Library, Computer and Information Network Center, sports facilities, and other public facilities of the University may be utilized in accordance with the rules stipulated by the responsible unit.
		5. Enrollment in the Labor Insurance, Employment Insurance, and National Health Insurance programs. The University shall pay the insurance premiums and handle the disbursement requests in accordance with the *Labor Insurance Act*, *Employment Insurance Act*, and *National Health Insurance Act*.
		6. Business travel expenses paid for in accordance with the Domestic Business Travel Expense Reimbursement Table for Employees of Central Government Agencies.

# Supplementary Provisions

1. In order to strengthen the University’s relationship with contract employees and boost work efficiency, NCHU shall hold regular meetings to review the work, life, and benefits of contract employees.

Contract employees may file complaints against violations of their rights with the University’s Employee Grievance Committee. The accepting unit shall respond to complainants within 30 days to inform them of the outcome or status of their complaints.

Contract employees may file complaints against workplace sexual harassment with the Personnel Department via phone at 04-22840673, via fax at 04-22870485, or via email at people@dragon.nchu.edu.tw.

1. The University shall handle any issues that arise due to statutory changes, unaddressed matters herein, or matters that involve other rights and obligations of contract employees based on operational needs and in accordance with the applicable statutes and regulations.
2. These Rules shall become effective after passage in the University’s labor management council and after submission to the competent authorities for approval and reference. The same shall apply to future amendments.