

國立中興大學契約進用職員管理要點

National Chung Hsing University Contract Employee Management Directives

- 98.9.16 第 346 次行政會議訂定通過
September 16, 2009 Formulated and passed at the 346th Administrative Meeting
- 99.5.19 第 352 次行政會議修正通過
May 19, 2010 Amended and passed at the 352nd Administrative Meeting
- 100.3.7 第 360 次行政會議修正通過
March 7, 2011 Amended and passed at the 360th Administrative Meeting
- 100.5.11 第 362 次行政會議修正通過
May 11, 2011 Amended and passed at the 362nd Administrative Meeting
- 100.9.7 第 364 次行政會議修正通過
September 7, 2011 Amended and passed at the 364th Administrative Meeting
- 101.9.12 第 372 次行政會議修正通過
September 12, 2012 Amended and passed at the 372nd Administrative Meeting
- 102.9.4 第 380 次行政會議修正通過
September 4, 2013 Amended and passed at the 380th Administrative Meeting
- 104.4.15 第 391 次行政會議(擴大)修正通過(第 5、12、25 點, 待遇支給表)
April 15, 2015 (Articles 5, 12, 25, and the Salary Scale) amended and passed at the 391st (expanded) Administrative Meeting
- 104.11.18 第 396 次行政會議修正通過(增列第 15 之 1 點, 修正第 16 點)
November 18, 2015 (Addition of Article 15-1 and amendments to Article 16) passed at the 396th Administrative Meeting
- 105.3.23 第 399 次行政會議(擴大)修正通過(第 3、8 點)
March 23, 2016 (Articles 3 and 8) amended and passed at the 399th (expanded) Administrative Meeting
- 105.6.15 第 400 次行政會議修正通過(第 5、8 點)
June 15, 2016 (Articles 5 and 8) amended and passed at the 400th Administrative Meeting
- 105.11.23 第 403 次行政會議修正通過(第 2、9、12、21 點)
November 23, 2016 (Articles 2, 9, 12, and 21) amended and passed at the 403rd Administrative Meeting
- 106.10.18 第 410 次行政會議修正通過(第 9 點)
October 18, 2017 (Article 9) amended and passed at the 410th Administrative Meeting
- 107.6.20 第 416 次行政會議修正通過(第 12 點)
June 20, 2018 (Article 12) amended and passed at the 416th Administrative Meeting
- 107.11.14 第 420 次行政會議修正通過(第 8 點)
November 14, 2018 (Article 8) amended and passed at the 420th Administrative Meeting
- 108.10.9 第 427 次行政會議(擴大)修正通過(第 5、8、12 點及附表)
October 9, 2019 (Articles 5, 8, 12, and the attached tables) amended and passed at the 427th (expanded) Administrative Meeting
- 109.11.11 第 436 次行政會議修正通過(第 5、8、16~28 點及附表)
November 1, 2020 (Articles 5, 8, 16 through 28, and the attached tables) amended and passed at the 436th Administrative Meeting
- 110.11.24 第 444 次行政會議修正通過(第 8、13、23~30 點及附表)
November 24, 2021 (Articles 8, 13, 23 through 30, and the attached tables) amended and passed at the 444th Administrative Meeting
- 111.2.23 第 446 次行政會議修正通過(附表)
February 23, 2022 (Attached tables) amended and passed at the 446th Administrative Meeting
- 111.11.30 第 451 次行政會議修正通過(附件一及附表三)
November 30, 2022 (Attachment 1 and Table 3) amended and passed at the 451st Administrative Meeting
- 112.2.15 第 453 次行政會議修正通過(第 8 點及附表三)
February 15, 2023 (Article 8 and Table 3) amended and passed at the 453rd Administrative Meeting
- 112.10.4 第 458 次行政會議(擴大)修正通過(第 1、12、28 點及附件二)
October 4, 2023 (Articles 1, 12, 28, and Attachment 2) amended and passed at the 458th (expanded) Administrative Meeting
- 113.2.21 第 461 次行政會議(擴大)修正通過(第 5 點、附件四、附表一至附表四)
February 21, 2024 (Article 5, Attachment 4, and Tables 1 through 4) amended and passed at the 461st (expanded) Administrative Meeting
- 113.3.27 第 462 次行政會議修正(附件一至三)

March 27, 2024 (Attachments 1 through 3) amended at the 462nd Administrative Meeting
113.9.4 第 465 次行政會議修正(附表三、四)
September 4, 2024 (Tables 3 and 4) amended at the 465th Administrative Meeting
113.11.27 第 467 次行政會議修正(第 7、12、15、19 點、附件一及六)
November 27, 2024 (Articles 7, 12, 15, 19, and Attachments 1 and 6) amended at the 467th Administrative Meeting
114.5.7 第 471 次行政會議修正(附表三及四)
May 7, 2025 (Tables 3 and 4) amended at the 471st Administrative Meeting
114.10.15 第 474 次行政會議(擴大)修正(第 8、9 點、附件四、附表一至五)
October 15, 2025 (Articles 8 and 9, Attachment 4, and Tables 1 through 5) amended at the 474th
(expanded) Administrative Meeting

- 一、 國立中興大學(以下簡稱本校)因應校務發展需要,依據大學法第十四條第五項規定、「國立大專校院行政人力契僱化實施原則」及教育部「國立大學校務基金進用研究人員及工作人員實施原則」,訂定「國立中興大學契約進用職員管理要點」(以下簡稱本要點)。
- I. National Chung Hsing University (hereinafter referred to as “the University”) has formulated these National Chung Hsing University Contract Employee Management Directives (hereinafter referred to as “these Directives”) in accordance with Article 14, Paragraph 5 of the University Act, the Implementation Rules for the Contractual Employment of Administrative Personnel at National Tertiary Educational Institutions, and the Ministry of Education’s Implementation Principles for Hiring Researchers and Staff with National University Endowment Funds to meet the University’s development needs.
- 二、 本要點所稱契約進用職員(以下簡稱約用職員)所需經費,包含下列:
- II. The funds required for contract employees referred to in these Directives include the following:
- (一) 控留本校編制職員員額或助教員額之經費,並以服務費用列支之經費。
- (I) Funds reserved for the University’s quota-based employees or teaching assistants, as well as funds appropriated under service expenses.
- (二) 本校校務基金自籌經費,即國立大學校院校務基金管理及監督辦法第三條所訂收入。
- (II) Self-raised funds of the University Endowment Fund, i.e., self-raised income as stipulated in Article 3 of the Regulations Governing the Management and Supervision of National University Endowment Funds.
- 三、 本校編制內職員非主管職務或助教員額出缺時,得彈性先行調整單位內部現有職員人力,並就調整後所遺職缺,控留員額改以契約用人方式替代之。
- III. If the University has unfilled openings for quota-based positions for non-supervisory personnel or teaching assistants, units may first flexibly adjust their current staffing setup, and the reserved positions left vacant upon such adjustment may be filled with contract employees.
- 前項控留員額仍保留原配置單位,如約用職員不符用人單位需求,得經行政程序再改以編制內人員進用。本校各單位非主管職務之職員除符合下列情事之一者,得以編制內職員遞補外,應改以約用職員進用:
- The reserved positions referred to in the preceding article shall be retained by the units they are allocated to. If a contract employee cannot meet the requirements of the employing unit, the opening may be filled with quota-based personnel in accordance with administrative procedures. Non-supervisory positions at various units of the University shall be filled with contract employees and may not be filled with quota-based personnel unless the positions meet any of the following criteria:
- (一) 辦理財務安全之出納、及經常辦理採購招標事務之職務。

- (I) Positions that involve financial security and cashier operations, as well as regularly handling procurement and bidding affairs.
- (二) 負責大型機電及營繕工程等攸關建築物使用安全之職務。
- (II) Positions that involve tasks related to large-scale electromechanical and construction and maintenance projects that are critical to the safety of building use.
- (三) 涉及招生及學籍管理之職務。
- (III) Positions that involve matters related to student recruitment and academic records management.
- (四) 負責學制及課務行政之職務。
- (IV) Positions that involve matters related to academic systems and curriculum administration.
- (五) 派免權屬上級機關之人事、會計職務。
- (V) Personnel and accounting positions whose appointment and removal authority rests with a superordinate authority.
- (六) 其他經專案簽奉校長核准得以公務人員、助教遞補之職務。
- (VI) Other positions that may be filled by civil servants or teaching assistants, as approved by the President on a case-by-case basis.

前項各單位編制內職員改以約用職員進用之員額數應符合下列規定：

The number of quota-based positions of each unit that are to be filled by contract personnel as described in the preceding paragraph shall meet the following requirements:

- (一) 一級行政、學術單位：第二點扣除第三點員額數之百分之二十五以上。
- (I) First-level administrative and academic units: 25% or more of the difference in the number of positions for the units set forth below.
- (二) 各學院院辦、各中心或學系各職等編制員額二人以上者：不得少於一人。
- (II) College offices, centers, or departments with two or more positions allocated to quota-based personnel of any rank: No less than one position.
- (三) 學院附屬單位：編制員額百分之二十五以上。
- (III) College-affiliated units: 25% or more of quota-based positions.

本校各單位約用職員之設置應符合下列規定：

Appointment of contract employees by the University's units shall meet the following requirements:

- (一) 約用職員F級員額設置比例以不超過全校約用職員百分之四為原則。
- (I) In principle, the percentage of contract employee positions allocated to Grade F personnel shall not exceed 4% of all contract employees of the University.
- (二) E級員額設置比例以不超過全校約用職員百分之三十五為原則。
- (II) In principle, the percentage of positions allocated to Grade E personnel shall not exceed 35% of all contract employees of the University.
- (三) 各一級（含所屬）單位應符合第一款及第二款F級及E級員額設置比例，超出上述比例時應漸進調整單位現有職員人力。但因職務性質特殊，經人力評估委員會通過後，得不受前述設置比例限制。約用職員各職稱之名額百分比及工作職責如附表一。
- (III) All first-level units (and their affiliates) shall maintain compliance with the provisions on the percentage of positions allocated to personnel in Grades E and F stipulated in Subparagraphs 1 and 2. Units that exceed any of the aforementioned percentages shall gradually adjust their current staffing. However, these percentage restrictions shall not apply to personnel approved by the Human Resources Assessment Committee due to the special nature of their positions. For the staff quotas and job responsibilities by contract employee title, see Table 1.

四、各單位人員退離或業務增減，應先人力評估並進行內部工作調整。如確有人力需求，除控留員額改以約用職員方式進用外，其人力評估計畫須經學校審核通過後，依計畫於本校分配經費或各項計畫範圍內支給。約用職員於計畫結束或計畫經費不足時，應經行政程序中止聘僱。

IV. Units experiencing attrition or changes to operations shall first conduct a human resources assessment and make internal operational adjustments accordingly. If there is a confirmed need for human resources, except where reserved positions are filled with contract employees, human resources assessment proposals must be reviewed and approved by the University before being included in budget allocations or project funding in accordance with the proposal. Upon project conclusion or in the event that project funds are exhausted, the contracts of contract employees shall be terminated in accordance with administrative procedures.

五、約用職員之進用，應本人與事適切配合，採公平、公正、公開方式，以陞遷優先為原則，惟視業務需要，得逕簽奉校長核准外補。陞遷及外補作業均由用人單位自訂評審項目及評審標準，併同徵才訊息公告三天以上，並由用人單位聘請適當人選至少五人組成甄審小組辦理甄審，其中一人由本校人事甄審委員會主任委員指派。甄審小組由用人單位主管擔任召集人，辦理面試或業務測驗等事宜。

V. When hiring contract employees, the decision-making process shall be fair, impartial, and transparent, with proper alignment between the individual and the position, and priority given to promotions. However, depending on operational needs, external hiring may be carried out with approval from the President. Both promotion and external hiring processes are to be conducted by the employing units, which shall establish their own evaluation items and evaluation criteria. These, together with the recruitment information, shall be publicly announced for at least three days. The employing unit shall form a selection and evaluation task force of at least five appropriate members, one of whom shall be appointed by the chair of the University's Personnel Selection and Evaluation Committee. The selection and evaluation task force shall be convened by the head of the employing unit, and shall handle matters such as interviews or work competency tests. 陞遷作業包括平調及內陞，年資以在本校擔任約用職員服務年資計算，其資格如下（約用職員陞遷資格條件表如附表二）：

Promotions include horizontal transfers and internal promotions. Seniority shall be calculated based on the length of service as a contract employee at the University. The eligibility requirements are as follows (for the eligibility requirements for promotion of contract employees, see Table 2):

（一）平調：係指跨部門平調，於現職單位任職滿三年者。

(I) Horizontal transfers: Refers to inter-departmental horizontal transfers of employees with at least three years of service in their current unit.

（二）內陞：任同一序列職務滿六年者得申請高一序列之職缺。

(II) Internal promotions: Employees who have served in the same job level for six years may apply for positions in the next higher levels.

各單位辦理外補作業，本校現職約用職員亦得申請之。惟同一部門之同一序列約用職員，不得申請。

Units conducting external hiring may also allow current contract employees of the University to apply. However, contract employees within the same department and job level are not eligible to apply.

陞遷及外補作業經甄審小組甄審，簽請校長核定進用，除正取名額外，得增列候補名額，其名額不得逾職缺數二倍，並得依序遞補原公開甄選職缺，候補期間自甄選結果確定之翌日起算三個月。但候補之名額及期間應同時於對外徵才公告中載明。

Both promotion and external hiring processes must be reviewed by the selection and evaluation task force and submitted to the President for approval. In addition to the

primary selected candidates, a waiting list may be created. The number of waitlisted candidates may not exceed twice the number of openings, and the candidates may be appointed in order to fill the originally announced vacancies. The waiting period begins on the day following the confirmation of selection results and lasts for three months. However, the number of waitlisted candidates and the period of their eligibility shall be specified in the public recruitment announcement.

各單位第四序列以上職缺出缺時，該職缺原係經升級為較高之職稱者，應以次一序列職稱進用。

When a vacancy arises for positions in Level 4 or above, and the position was originally created through a promotion to a higher job title, the vacancy shall be filled with a title one level lower.

第五序列職務統一由學校辦理陞遷及外補作業，不適用第十七點升級規定。

Promotion and external hiring for positions in Level 5 shall be uniformly managed by the University and are not subject to the promotion regulations stipulated in Article 17.

經公開甄選程序由行政單位（含學院）推動本校向中央各部會處局署申請之全校性計畫項下按月支薪聘僱工作人員或公開甄選推動全校資訊化之定期契約資訊技術人員，經任職一年以上，績效優異，得由出缺用人單位簽請成立績效甄審小組審查後，陳請校長核定轉任約用職員。

Personnel who are employed for over one year and who demonstrate exceptional performance may be reappointed as contract employees once they pass a performance review by their employing unit's selection and evaluation task force and receive approval from the President. Such personnel must meet one of the following criteria: a) they were selected through open recruitment procedures and receive a monthly salary from their administrative unit (colleges included) drawn from University-wide projects submitted by the University to the government ministries, commissions, departments, bureaus, or administrations, or b) they are IT staff members selected through open recruitment and employed on a fixed-term contract to promote University-wide digitalization.

本校各級主管之配偶及三親等以內血親、姻親，在其主管單位中應迴避進用。在各該主管接任前聘僱者，應調整至其他單位服務，且調整工作性質為其知能及體力能勝任者，約用職員不得拒絕。

The spouses and relatives within the third degree of consanguinity or affinity of heads at any level of the University shall be disqualified from appointment within the head's unit. If employed prior to the head's appointment, the spouse or relative shall be reassigned to another unit and given tasks suitable to their intellectual and physical capabilities. Contract employees may not refuse such reassignments.

約用職員需符合下列要件：

Contract employees must fulfill the following requirements:

(一) 年齡未滿六十歲。惟有特殊需求者，不在此限。

(I) Being under the age of 60. However, this restriction shall not apply in cases of special need.

(二) 高中（職）以上學校畢業或具有同等學歷。

(II) Holding at least a senior (vocational) high school diploma or an equivalent qualification.

(三) 具有擬任工作所需之知能條件。

(III) Possessing the intellectual abilities needed for the assigned tasks.

(四) 品行端正及對國家忠誠，無不良紀錄及嗜好。

(IV) Demonstrating good conduct and loyalty to the country, with no undesirable records or habits.

(五) 經公立醫院體格檢查，身心健康，體力足以勝任所指派之工作。

(V) Verified as physically and mentally capable of completing the tasks assigned

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in a physical examination conducted at a public hospital.

「事務類」人員之學歷得不受前項第 2 款規定限制。

The restriction set forth in Subparagraph 2 of the preceding paragraph shall not apply to clerical personnel.

七、 約用職員聘用契約內容如下：

VII. The contents of employment contracts for contract employees shall include the following:

(一) 聘用期間。

(I) Period of employment.

(二) 擔任工作內容。

(II) Job duties.

(三) 聘（僱）用期間報酬及給酬方式。

(III) Compensation during the term of employment.

(四) 受聘人違背義務時應負之責任。

(IV) Obligations of the employee in case of breach of duties.

(五) 每年需接受年終考核做為得予續聘(僱)之依據。

(V) Annual performance evaluation, which shall serve as the basis for renewal of employment.

(六) 其他必要事項。

(VI) Additional essential terms.

前項契約書格式(一式五份)如附件一。

The aforementioned contract (executed in five originals) shall conform to the format shown in Attachment 1.

新進約用職員應先予試用，試用期間以三個月為原則。試用期滿經成績考核合格者正式聘僱之，其聘期追溯自試用日起生效。

In principle, newly hired contract employees shall be put on a probation period of three months. New hires who pass performance evaluation shall be formally employed, and their employment shall start retroactively on the first day of their probation period.

試用期間不能勝任工作、品行不端或試用成績不合格者，本校得依勞動基準法及勞工退休金條例相關規定停止聘僱，薪資發至停止試用日為止；原簽訂契約應自停止試用日起失其效力，該停止進用之約用職員不得有其他之要求。

Pursuant to the Labor Standards Act and the Labor Pension Act, the University may terminate the employment of candidates who are unable to perform their duties, who behave in an unethical manner, or who fail the performance evaluation. Candidates shall be compensated for their work until the termination of their probation period. The originally executed contract shall expire at the end of the probation period. Dismissed contract employees may not make additional demands.

八、 約用職員之待遇支給表如附表三。A級至 D級薪資採學歷敘薪，E級及 F級薪資採職務敘薪。新進約用職員依其進用職稱及所具基本學歷之最低薪級起薪，大學以上學歷薪資以D類級別最低薪級起薪，至最高薪級止。其於最高學歷後曾任本校與擬任職務相當、性質相近之專任年資，且成績優良者，每滿一年提敘一級，最高以提敘三級為限，學歷與經歷重複時，須擇一採計。但因職務性質或經費來源考量等特殊情況，得專案簽請約用職員待遇審議小組審定，陳請校長核定後，不受支給表之限制。諮商心理師及臨床心理師待遇支給如附表四，自第一級起敘。社工師及通過大專校院特殊教育專業資格認定之輔導老師待遇支給如附表五，自第一級起敘。

VIII. For the salary schedule of contract employees, see Table 3. Employees in Grades A through D shall be assigned a salary based on their academic credentials; salaries of employees in Grades E and F shall be based on the specific job they are hired for. The salaries of newly hired contract employees shall be based on both their appointed position and highest level of education. For example, employees with a university degree or above

shall be assigned a starting salary of the lowest salary step under Grade D, with a salary cap at the highest step under Grade D. In addition to the level of education, the seniority of contract employees who previously served in a full-time position of similar capacity and nature at the University and who demonstrated outstanding performance shall also be taken into consideration: promotion by one additional salary step may be granted for each year of service, up to three salary steps. However, only either educational background or work experience may be taken into consideration, not both. However, in special circumstances such as those involving the nature of the position or the source of funding, the remuneration of a contract employee may be submitted to the Contract Employee Compensation Review Task Force for special review. Upon approval by the President, such remuneration shall not be subject to the limits prescribed in the salary schedule. Counseling and clinical psychologists shall be assigned the salary set forth in Table 4, starting from Step 1. The salary for social workers and counselors who have obtained professional qualification certification in special education at colleges or universities shall be provided in accordance with Table 5, starting from Step 1.

約用職員持有有效期限內之政府機關核發之技能檢定證照或政府機關委託民營機構核發之技術專長證照，且上開證照經用人單位審核與執行職務間具相關性並能提高工作技能水準，得檢具證明文件申請支領專業能力技術加給，支領期間不得超過證照有效期限。申請專業能力技術加給，除原已支領者外，均以第一級支給，且每二年須提專業能力服務績效送約用職員待遇審議小組審查其支給額度，約用職員待遇審議小組審查時，得依其績效核予增減或維持其支給額度；約用職員服勤時間須三班輪班者，得由用人單位視經費狀況發給特殊出勤加給。

Contract employees who hold valid government agency-issued technician skills certificates or technical expertise certificates issued by government agency-commissioned private institutions may present supporting documents to apply for the professional competency technical bonus. The aforementioned certificates need to be reviewed by the employing unit for their applicability to improving the employee's work proficiency and their relevance to task performance; the certificates must also be valid at the time of disbursement of the bonus. Applicants for the professional competency technical bonus, unless already receiving the bonus, shall be assigned the bonus amount listed under Step 1, and shall submit their professional competency performance report to the Contract Employee Compensation Review Task Force every two years for review on their bonus amount. Depending on the performance of the employee, the task force may decide to increase, decrease, or maintain the assigned bonus amount. Contract employees whose duties require working on a three-shift rotation schedule may be granted special shift bonuses depending on the financial situation of the employing unit. 前項技術加給之支給、調整職稱、以學歷改支薪級及本校工作年資提敘，本校約用職員待遇審議小組於每年五、九、一月前召開會議審議，審議通過並自校長核定後分別自五月一日、九月一日及次年一月一日生效。審議小組置委員七人，任期一年，由校長遴請副校長一人擔任召集人，主任秘書、主計室主任及人事室主任為當然委員，其餘委員由校長就本校一級主管遴聘三人組成之。

The assignment of technical bonuses, job title changes, diploma-based salary step changes, and promotions based on years of service at the University set forth in the preceding paragraph shall be deliberated over by the Contract Employee Compensation Review Task Force, which shall convene before May, September, and January of each year. Once passed by the committee, the resolutions shall be submitted to the President for approval, after which they shall go into effect respectively on May 1, September 1, and January 1 of the following year. The Review Task Force shall consist of seven members serving a one-year term. The President shall appoint one Senior Vice President as the convener. The Secretary General, the Comptroller, and the Director of Personnel

shall serve as ex officio members. The remaining three members shall be selected by the President from among the University's first-level heads.

九、約用職員之分類及職稱規定如下：

IX. The categories and titles of contract employees shall be as follows:

(一) 行政類：運用專精之學識獨立判斷辦理行政業務工作者，依其學歷得以行政秘書、行政專員、行政組員、行政辦事員、行政書記進用。

(I) Administrative personnel: Employees who utilize their specialized knowledge and independent judgment to handle administrative work. Depending on their academic qualifications, such personnel may be appointed as administrative secretaries, specialist clerks, administrative officers, administrative coordinators, or associate clerks.

(二) 技術類：運用專精之學識獨立判斷辦理技術方面事項之計畫、設計、儀器操作、實驗室管理、資訊處理、開發軟硬體、機具運用、水電維修、環境安全衛生等業務工作者，依其學歷及專業能力得以高級技術師、技術師、副技術師、助理技術師；聘僱護士、聘僱護理師進用。

(II) Technical personnel: Employees who utilize their specialized knowledge and independent judgment to handle the technical matters of planning, design, instrumentation, laboratory management, information processing, software/hardware development, machinery usage, utilities maintenance, or environmental health and safety. Depending on their academic qualifications and professional skills, such personnel may be appointed as senior technicians, technicians, associate technicians, assistant technicians, contract licensed practical nurses, or contract registered nurses.

(三) 專業類：運用專精之學識獨立判斷辦理專業方面事項工作者，依其學歷及專業能力得以高級技師（執行長、資深諮商心理師、資深臨床心理師）、技師（專案經理、諮商心理師、臨床心理師、資深輔導老師、資深校安老師、資深營養師、資深社工師）、副技師（專案專員、輔導老師、校安老師、營養師、社工師）、助理技師進用。但以產學研鏈結中心、貴重儀器中心、學生事務處等單位為限。

(III) Specialist personnel: Employees who utilize their specialized knowledge and independent judgment to handle specific tasks. Depending on their academic qualifications and professional skills, such personnel may be appointed as senior specialists (chief operating officers, senior counseling psychologists, or senior clinical psychologists), specialists (project managers, counseling psychologists, clinical psychologists, senior counselors, senior campus security officers, senior dietitians, or senior social workers), associate specialists (project clerks, counselors, campus security officers, dietitians, or social workers), or assistant specialists. However, such personnel may only be appointed by the Academia-Industry Collaboration Center, Instrument Center, or Office of Student Affairs.

(四) 事務類：辦理事務性或勞務性工作者。

(IV) Clerical personnel: Employees responsible for clerical or manual work.

十、新進約用職員經甄選合格於接到通知後，應按指定日期至本校人事室辦理報到手續、勞工保險及全民健康保險加保手續，並於報到三日內繳交下列文件送交人事室：

X. Newly hired contract employees who have passed the selection process shall, upon receiving notification, visit the University's Office of Personnel by the designated date to complete the on-boarding and enrollment procedures for the Labor Insurance and National Health Insurance programs. The following documents shall be submitted to the Office of Personnel within three days after on-boarding is completed:

(一) 員工體格檢查表。

- (I) Employee's physical examination results.
- (二) 學經歷證件、退伍令影本及專業執照。
- (II) Supporting documents for education and work experience, a photocopy of military service discharge order, and professional licenses.
- (三) 身分證正反面影本。
- (III) Photocopy (front and back) of the national ID.
- (四) 最近三個月正面半身彩色相片二吋二張。
- (IV) Two copies of two-inch color photos (front-facing, above the waist) taken within the last three months.
- (五) 郵局帳戶封面影本。
- (V) Photocopy of the post office passbook.
- (六) 填具報到單位及本校所訂一切人事資料卡。
- (VI) Completed personnel information cards required by the employing unit and the University.

未於指定日期至人事室辦理報到手續者，視為自動放棄。

Failure to complete on-boarding at the Office of Personnel by the deadline shall be deemed an automatic waiver.

- 十一、 約用職員執行業務，由用人單位負責督導。其工作時間與職員辦公時間同，並應比照編制內職員依規定線上簽到退。約用職員在不影響工作情形下，經行政程序簽陳核定後，得利用公餘時間（含個人休假）進修。未經核准進修取得之學歷，不得提請改敘。

- XI. Contract employees' work shall be overseen by the employing units. Contract employees shall follow the same working hours as staff members, and shall be required to complete online check-ins and check-outs in accordance with regulations just as quota-based staff members do. Contract employees may pursue continuing education during non-working hours (personal leave included), provided that such activities do not affect their work performance and have been duly approved through administrative procedures. Diplomas obtained through unauthorized enrollment in a continuing education program may not be used to apply for pay grade changes.

本校基於業務上需要，休假日經徵得本校約用職員同意不休假而照常工作時，原工資照給外，再給予等同時間之補休。

The University may, due to operational needs, ask a contract employee to work on rest days after obtaining consent from the employee, who shall be compensated with their original salary for the hours worked and be given compensatory leave of the same number of hours.

- 十二、 約用職員在本校服務至年終滿一年者，予以年終考核；服務不滿一年，不予考核，考核表如附件二。約用職員之考核，由用人單位一級主管初核，再提本校約用職員考核委員會審議後陳校長核定。本校約用職員考核委員會置委員十九人，任一性別比例不得低於三分之一，任期一年，期滿得連任，組成如下：

- XII. Contract employees who serve for one year or more at the University shall be given year-end performance evaluations. No evaluation will be conducted for service periods of less than one year. The evaluation form is attached as Attachment 2. Contract employees shall undergo a preliminary review by the first-level head of their respective employing unit before being evaluated by the University's Contract Employee Performance Evaluation Committee and approved by the President. The committee shall consist of 19 members, with members of either gender making up no less than one-third of the total number of members. Committee members shall serve one-year terms and may be reappointed. The makeup of the committee shall be as follows:

- (一) 票選委員四人：由全校約用職員互選之，同一單位當選人數超過一人時，以票數高者為當選人，其餘依序列候補人員，如票選委員出缺時，則依其

性別並排除與其他票選委員同一單位候補人員後，依序遞補，任期至原任期屆滿之日止。

- (I) Elected members: Four members shall be elected by contract employees of the University from among themselves. If more than one candidate from the same unit is elected, only the individual who receives the most votes shall be elected as a member of the committee, and the remaining candidates shall be placed on a list of alternates in the order of the number of votes received. If there is a vacancy among the elected members, the position shall be filled by the first alternate candidate. Such changes in membership must take into account the gender ratio of the sitting committee members and exclude alternates from the same unit as other elected members. Replacement committee members shall serve until the end of the initial term.
- (二) 指定委員十五人：除副校長一人、人事室主任及主計室主任為當然委員外，另十二人由人事室簽請校長依票選委員及當然委員之性別比例加以計算後，由校長就本校人員中指定之。
- (II) Appointed members: 15 members shall be appointed in total. In addition to the three ex officio members (Senior Vice President, Director of Personnel, and Comptroller), twelve members shall be appointed by the President from among a list of candidates selected by the Office of Personnel from the University personnel (consideration shall be given to the gender ratio of the elected members and ex officio members).

前項考核委員會須有二分之一委員出席始得開議，及出席委員半數以上始得決議。The evaluation committee referred to in the preceding paragraph shall not convene without a quorum of at least half of all its members in attendance and may not reach a resolution without a simple majority vote of the members present.

約用職員年終考核分優等、壹等、貳等及參等四個等第，依下列規定：

Contract employees shall undergo a year-end performance evaluation and receive one of four ratings: “Excellent,” “Good,” “Satisfactory,” and “Unsatisfactory,” in accordance with the following regulations:

- (一) 優等：續聘一年，晉薪一級，並得給與新台幣伍仟元之績效獎金，但當年度支原薪級未滿一年，不予晉級。
 - (I) Excellent: One-year extension of employment, a pay increase of one step, and an NT\$5,000 performance bonus. Contract employees who have been paid at their current salary step for less than one year may not be promoted to the next salary step.
- (二) 壹等：續聘一年，晉薪一級，但當年度支原薪級未滿一年，不予晉級。
 - (II) Good: One-year extension of employment and a pay increase of one step; however, employees who have been in the current salary step for less than one year shall remain in the same salary step.
- (三) 貳等：維持原支薪級；惟連續二年考核貳等者得晉薪一級。
 - (III) Satisfactory: Employees shall remain in the current salary step; however, salary may be increased by one step if the employee receives a “Satisfactory” rating for two consecutive years.
- (四) 參等：用人單位提供具體輔導及考核事實，送考核委員會審議，審議結果符合勞基法終止契約相關規定者，不予續聘。
 - (IV) Unsatisfactory: The employing unit shall provide specific guidance and evaluation facts to the evaluation committee for review. If the review results meet the relevant provisions of the Labor Standards Act on contract termination, the contract will not be renewed.

前項考列優等人數不得超過當年度參加年終考核總人數之百分之二十。考列優等

人員之績效獎金，由各僱用單位視僱用經費核實支給。

In any given year, the number of employees rated “Excellent” as referred to in the preceding paragraph may not exceed 20% of all employees undergoing the year-end performance evaluation in that year. The performance bonus awarded to personnel whose performance earned an “Excellent” rating shall be disbursed from the employing unit’s hiring budget.

年度內受有記過以上處分者，年度考核不得考列壹等以上；受記大過處分者，不得考列貳等以上。

An employee who has received a demerit or more severe disciplinary action during the year may not be given an annual evaluation rating higher than “Good.” An employee who has received a major demerit may not be given a rating higher than “Satisfactory.”

核支固定薪資之約用職員依考核結果續聘，惟不適用考核等第晉薪之規定。

Contract employees with fixed salaries shall be considered for renewal based on their performance evaluation results, but shall not be subject to the rules for review-based salary step changes.

十三、約用職員應實施平時考核，作為年終考核參考。各單位主管於每年四、八月應考核所屬約用職員之平時成績，並將受考人之優劣事蹟記錄於平時考核紀錄表（格式如附件三）。約用職員在考核年度內請事、病假合計超過五天以上或終身學習時數未達二十小時者，不得考列優等。

XIII. Contract employees shall undergo regular performance evaluations, the results of which shall be taken into account during the year-end performance evaluations. The heads of all units shall evaluate their subordinate contract employees in April and August of each year for their regular performance and record the evaluated employees’ achievements and failures in the Regular Performance Evaluation Record Form (see Attachment 3 for the format). Contract employees who take more than 5 days of personal or sick leave in total or who complete less than 20 hours of lifelong learning programs in a year may not be given an “Excellent” rating for that year.

約用職員平時考核有下列情形之一者，予以獎勵並作為年終考核之參考：

Contract employees who meet any of the following conditions in regular performance evaluations shall be issued rewards, and such rewards shall serve as reference for the year-end evaluation:

（一） 在工作上有顯著之貢獻，而使機關工作效率增加者。

(I) Significant contributions to work that boost a unit’s work efficiency.

（二） 對意外事件之發生能適時處理，因而避免或減少可能發生之損害者。

(II) Swift response to accidents that prevents or mitigates any potential damage.

（三） 檢舉可疑人、事、物，因而破案者。

(III) Reporting of suspicious persons, activities, or objects that leads to an investigative breakthrough.

（四） 愛惜公物，節省物品(料)或公帑，著有成效者。

(IV) Care for public property and tangible results in saving items (materials) or public funds.

（五） 品德表現足為同事楷模者。

(V) Demonstrating exemplary moral conduct.

（六） 奉公守法，任勞任怨，工作績效卓著者。

(VI) Demonstrating adherence to the law, diligence, and outstanding work performance.

（七） 冒險犯難，施救意外災害，因而減少公眾損失者。

(VII) Having courage in the face of danger and rendering assistance in the event of an accident or disaster to mitigate harm to the public.

（八） 其他優良事蹟，足資獎勵者。

十四、 (VIII) Other exceptional achievements deserving of reward.
約用職員平時考核有下列情形之一者，予以懲罰並作為年終考核之參考，其觸犯刑事法令者，依各該法令懲處：

XIV. Contract employees who meet any of the following conditions in regular performance evaluations shall be subject to disciplinary action, and such actions shall serve as reference for the year-end evaluation. Violations of the criminal law shall be subject to the applicable statutes:

- (一) 上下班代人或託人簽到退者。
 - (I) Checking in or out on someone else's behalf or requesting someone else to check in or check out on one's behalf.
- (二) 工作怠惰者。
 - (II) Showing laziness in work performance.
- (三) 上班時間藉故離開職守或在外逗留者。
 - (III) Leaving one's post or lingering outside during working hours without reason.
- (四) 態度傲慢，言語粗暴者。
 - (IV) Displays of an arrogant attitude or rude language.
- (五) 與同事吵鬧謾罵，有損團體紀律者。
 - (V) Quarreling with or verbally abusing coworkers to a degree that is detrimental to team discipline.
- (六) 對臨時交辦事項推諉責任者。
 - (VI) Shirking responsibility for impromptu assignments.
- (七) 未經核准私自使用公物者。
 - (VII) Unauthorized use of public property.
- (八) 浪費、損毀或遺失公物者。
 - (VIII) Wasting, damaging, or losing public property.
- (九) 煽動是非、造謠生事，影響工作者。
 - (IX) Instigating disputes or rumors that impact work performance.
- (十) 工作時間擅離工作崗位者。
 - (X) Leaving one's post during working hours without authorization.
- (十一) 其他不當或過失行為，情節重大者。
 - (XI) Other inappropriate or negligent behavior of severe concern.

十五、 約用職員之獎勵，視其事蹟之輕重分為下列四種：

XV. The following four rewards may be issued to contract employees depending on the significance of the achievement:

- (一) 嘉獎。
 - (I) Commendation.
- (二) 記功。
 - (II) Merit.
- (三) 記大功。
 - (III) Major merit.
- (四) 績效獎金。
 - (IV) Performance bonus.

約用職員之懲處，視其情節之輕重分為下列四種：

The following four types of disciplinary action may be taken against contract employees depending on the severity of the violation:

- (一) 申誡。
 - (I) Reprimand.
- (二) 記過。
 - (II) Demerit.

(三) 記大過。

(III) Major demerit.

(四) 解僱。

(IV) Dismissal.

各單位發現所屬約用職員有涉及違失情事需懲處者，應立即簽報處理，解僱處分依勞基法第十一、十二條規定認定之，處理流程依(附件六)解僱處理作業流程辦理。

When a unit discovers that one of its affiliated contract employees has engaged in misconduct warranting disciplinary action, it shall immediately submit a report for processing. Termination shall be determined in accordance with Articles 11 and 12 of the Labor Standards Act, and the handling procedure shall follow the Dismissal Handling Procedure (Attachment 6).

記大功、記大過之獎懲標準，得比照公務人員考績法施行細則相關規定。

The standards for awarding major merits or imposing major demerits may be determined with reference to the relevant provisions of the Enforcement Rules of the Civil Servant Performance Evaluation Act.

約用職員一年內之獎懲得相互抵銷，並作為年終考核之參考。

Rewards and disciplinary actions issued to contract employees during a single year may cancel one another out and shall serve as references for year-end performance evaluations.

十六、

為激勵工作士氣，契約進用職員在本校連續服務年資每滿十年、二十年、三十年、四十年者由人事室於每年六月三十日前製發表揚狀擇期予以公開表揚，年資採計至前一年十二月三十一日止，不受人數限制。

XVI.

In order to boost work morale, contract employees shall be awarded a certificate of commendation for every 10, 20, 30, and 40 consecutive years served at the University. The Office of Personnel shall produce said certificates by June 30 of each year and award them in a public ceremony on a later date. Seniority shall be calculated as the number of years accrued by December 31 of the preceding year, and there are no restrictions on the number of persons eligible.

十七、

約用職員之升級，係指升任較高之職稱。本校約用職員之升級，依本校約用職員升級序列表(如附件四)，逐級循序擇優辦理甄審。參加升級者，須任本職滿五年，經考核成績列壹等五年，服務績效優異，最近一年無受申誡以上之處分。

XVII.

The promotion of contract employees refers to advancement to a higher job title. Promotions of the University's contract employees shall be carried out through a step-by-step, level-by-level, and merit-based selection and evaluation process in accordance with the University's Contract Employee Promotion Level Table (see Attachment 4). Only employees who have served in their current position for five years or more, who have received performance review ratings of "Good" or higher in the last five years, who demonstrate exceptional service performance, and who have not been issued a reprimand or more severe disciplinary action in the past year shall be eligible for promotion.

升級人數之比例係以本校每年一月約用職員之現職人數為計算基準，每年得辦理升級之數額，經本校約用職員待遇審議小組審定後，辦理升級相關事宜。各一級單位提請升級員額數不得超過當年度審定可升級人數，若同一序列有數人申請時，各單位應排序後擇優提請升級。

The percentage of personnel to be promoted in any given year shall be based on the total number of contract employees serving at the University by January of that year. The number of promotions to be offered must first be decided by the University's Contract Employee Compensation Review Task Force before the handling of promotion-related matters may proceed. The number of promotion requests submitted by first-level units in a given year may not exceed the number of employees approved for promotion in that year. If there are multiple applicants for promotion at the same level, units shall rank the applicants and recommend the employee with the best performance.

約用職員升級之評分，依本校契約進用職員升級評分標準表(如附件五)辦理。約用職員之升級由本校約用職員待遇審議小組審議之。

Evaluations of contract employees who are up for promotion shall be carried out in accordance with the University's Contract Employee Promotion Evaluation Criteria Table (see Attachment 5). Contract employee promotions shall be reviewed by the University's Contract Employee Compensation Review Task Force.

十八、為鼓勵終身學習，約用職員應比照編制內職員參與經認證之學習機關（構）所開設學習課程，每人每年最低學習時數二十小時，並依相關規定給假。

XVIII. To encourage lifelong learning among contract employees, participation in 20 hours of learning programs offered by certified learning agencies (institutions) each year shall be required by reference to the requirements for quota-based staff. Leave shall be granted in accordance with relevant rules.

十九、約用職員當年十二月一日仍在職者支給年終工作獎金，工作滿一年者支給一個半月；工作未滿一年者依實際在職月數比例核實支給。

XIX. Contract employees who remain in service as of December 1 of a given year shall be granted a year-end performance bonus. Employees who have served for one full year shall receive one and a half months' pay; those who have served for less than one year shall receive a prorated amount based on their actual months of service.

年終工作獎金發給方式，比照當年度軍公教人員年終工作獎金發給注意事項辦理；年終考核考列參等者，比照上開注意事項年終考績列丙等者，不發給年終工作獎金。

The year-end performance bonus shall be disbursed in accordance with the Directions for Disbursement of Year-End Performance Bonuses for Military Personnel, Civil Servants, and Teachers for the given year. Employees who receive an "Unsatisfactory" rating, equivalent to "Grade 3" under the said Directions, in their year-end performance evaluation shall not be granted a year-end performance bonus.

二十、約用職員不適用公務人員俸給、考績、退休、撫卹、資遣、保險、休假等法規之規定。

XX. Contract employees shall not be subject to the rules for public servants regarding compensation, performance evaluations, retirement, bereavement benefits, severance, insurance, and leaves.

二十一、約用職員於聘（僱）用期間，須接受計畫主持人或執行單位之主管督導，並遵守本校及合作機構有關規定之義務，如有違反，得隨時予以解聘（僱）。

XXI. Contract employees must accept the supervision of their project's principal investigator or head of the executing unit during their employment period and fulfill their obligations to comply with the relevant regulations of the University and its collaborating institutions. Violators may be dismissed immediately.

二十二、約用職員辦理自籌收入業務著有績效者，得酌給工作酬勞，核發標準在每月不得超過其薪資百分之二十四限制內得由各單位依行政程序簽請核給。

XXII. Contract employees whose work involves self-generated income tasks and who show outstanding performance may be awarded additional remuneration accordingly by their respective unit after approval is requested in accordance with administrative procedures. The amount disbursed monthly may not exceed 24% of the recipient's salary.

二十三、約用職員於聘僱用期間上班時間內，不得在校內外兼職、兼課致影響勞動契約之履行。如因本校業務需要或在不影響其本職工作情形下，得經單位主管同意及專案簽准核可後，得於校內兼任其他相關計畫工作人員，惟至多不得超過二個，兼職酬勞總額不得超過其薪資之百分之四十。

XXIII. During their employment period, contract employees may not hold part-time jobs or teaching positions within or outside of the University during working hours that might affect the fulfillment of their contractual obligations. If deemed necessary due to the University's operations, or provided that the contract employees' performance of their

primary duties is not affected, contract employees may, with the consent of their unit head and special project approval, concurrently serve as personnel for other related on-campus projects. The number of such concurrent positions shall not exceed 2, and the total remuneration from such concurrent employment may not exceed 40 percent of their salary.

二十四、本校約用職員具有下列情形之一者，得申請留職停薪，經辦妥移交手續後始得生效：
XXIV.

Under any of the following circumstances, a contract employee of the University may apply for leave without pay, which shall become effective upon completion of handover procedures:

(一) 普通傷病假逾限，經以事假及特別休假抵充後仍未痊癒者。

(I) Employees who exhaust their available regular sick leave, personal leave, and special leave before making a recovery.

(二) 應徵入伍服役者。

(II) Employees called up for military service.

(三) 任職滿六個月後，於每一子女滿三歲前，得申請育嬰留職停薪，期間至該子女滿三歲止，但不得逾二年。同時撫育子女二人以上者，其育嬰留職停薪期間應合併計算，最長以最幼子女受撫育二年為限。

(III) Employees who have served for longer than six months are entitled to unpaid parental leave for raising each child under three years of age. Parental leave may be taken at any time until the child reaches the age of three but may not exceed two years in total. The leave periods for employees raising two or more children shall run concurrently, with a maximum length of two years for the care of the youngest child.

約用職員於育嬰留職停薪期間，得繼續參加原有之社會保險，原由約用職員負擔之保險費，得遞延三年繳納。

Contract employees may continue their enrollment in their original social insurance programs while taking unpaid parental leave. The premiums originally borne by the employees may be deferred by three years.

(四) 其他因特殊情形簽陳核准者。

(IV) Other special circumstances for which approval is granted.

留職停薪期間工作年資不計，但其他法令另有規定者，從其規定。

Unless otherwise stipulated in other statutes, employees may not accrue seniority during unpaid leave.

二十五、約用職員於聘（僱）用期間屆滿前，因故須提前離職時，應於一個月前提出申請，經單位主管及學校同意後始得離職，否則致生損害時應負擔賠償責任。中途離職或聘（僱）用期滿時，應辦理離職手續。約用職員於聘僱期間得申請發給服務證明書；於勞動契約終止時，應依規定辦妥離職移交手續後離職，本校始發給離職證明書。

XXV. Contract employees who must resign before the conclusion of their employment term for any reason shall submit an application at least one month in advance of their planned resignation date. An employee who departs without obtaining approval from the head of their unit and the University shall be liable for any damages incurred. Contract employees shall complete resignation procedures when leaving their roles prematurely or upon the conclusion of their employment. Contract employees may request the issuance of a certificate of service during their employment period and shall be issued a certificate of resignation by the University upon the termination of their employment contract and the completion of handover procedures in accordance with regulations.

二十六、約用職員離職時應辦理下列事項移交手續：

XXVI. A departing contract employee shall complete the handover of the following:

(一) 經管財務。

(I) Financial matters under their management.

(二) 經管業務。

(II) Business matters under their management.

(三) 待辦或未了案件。

(III) Pending or unclosed cases.

- 二十七、 約用職員如因違約、不按規定辦理移交或移交不清，致本校財產、經費事項受有損害時，得視情節輕重移送法辦，該用人單位應善盡督導之責，並負相關之行政責任。
- XXVII. If a contract employee breaches their contract, fails to complete the handover as required, or performs an incomplete handover, thereby causing damage to the University's property or funds, 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.
- 二十八、 本要點未規定事項，依「大學法」第十四條第五項規定、「國立大專校院行政人力契僱化實施原則」、「勞動基準法」、「國立大學校務基金進用研究人員及工作人員實施原則」、「國立中興大學聘僱行政人員工作規則」及相關法令規定辦理。
- XXVIII. Matters not addressed in these Directives shall be subject to the provisions of Article 14, Paragraph 5 of the University Act, the Implementation Principles for the Contractual Employment of Administrative Personnel at National Tertiary Educational Institutions, the Labor Standards Act, the Implementation Principles for the Employment of Research Personnel and Staff under the University Endowment Fund of National Universities, the National Chung Hsing University Administrative Personnel Work Rules, and other relevant statutes and regulations.
- 二十九、 本校農林畜牧作業組織基金進用人員準用本要點之規定。
- XXIX. The provisions of these Directives shall apply mutatis mutandis to the personnel employed by the University's Agricultural, Forestry, and Animal Husbandry Operations Organization Fund.
- 三十、 本要點經行政會議通過，校長核定後實施，修正時亦同。
- XXX. These Directives and any amendments made hereto shall be implemented upon passage by the Administrative Meeting and approval by the President.

國立中興大學契約進用職員勞動契約書
National Chung Hsing University Employment Contract for Contract Employees

國立中興大學（以下簡稱甲方）

National Chung Hsing University (hereinafter referred to as “Party A”)

立契約書人

同意訂立契約條款如下，以資共同遵守履行。

Contracting Parties

The two Parties hereby agree to adhere to the terms of this Contract as stipulated below:

「姓名」 （以下簡稱乙方）

[Name] (hereinafter referred to as “Party B”)

一、 經費來源及聘僱期間

I. Source of funds and period of employment

（一） 經費來源：「經費來源」

(I) Source of funds: [Source of funds]

（二） 聘僱期間：甲方自中華民國「起聘日期」起至「迄聘日期」止試用三個月，僱用乙方為「一級單位」「服務單位」「職稱」。試用期滿考核不合格者終止契約，本契約並自停止試用日起失其效力，乙方不得有其他之要求；合格者依規定正式聘僱，並以年終考核或續聘申請書之核定做為續聘依據。

(II) Period of employment: Party A hereby employs Party B as a/an [Job Title] of the [Service Unit] of the [First-Level Unit] on a three-month probationary basis from [Date of Employment Commencement] to [Date of Employment Termination]. If Party B fails the evaluation upon completion of the probationary period, this Contract shall be terminated and shall become void as of the date the probation is discontinued. Party B may have no further demands. If Party B passes the evaluation, they shall be formally employed in accordance with regulations, and the approved year-end performance evaluation or renewal application form shall serve as the basis for reappointment.

二、 工作內容與標準：

II. Duties and responsibilities:

乙方接受甲方之指導監督，從事「工作內容與標準」等有關工作及其他交辦事項。甲方為應業務需要，在不違反相關規定下，得調動乙方至其他工作場所或單位服務，且調動工作性質為其體能及技術所可勝任者，乙方不得拒絕，調動後其工作年資合併計算。

Party B shall accept the instruction and oversight of Party A and shall meet Party A's expectations when performing tasks and other matters delegated to Party B as a part of Party B's duties and responsibilities. Party A may, due to operational needs, reassign Party B to another work location or unit, so long as no applicable rules are violated and Party B is still able to satisfactorily perform the required duties in terms of physical ability and skills after their transfer. Party B may not refuse the reassignment and shall retain their seniority after the transfer.

三、 在聘僱期間，乙方應遵守甲方之一切規定，及遵從甲方各級主管之指揮監督，善盡職責，如有違背職務、品行不良、工作不力等重大情事者，甲方得依相關規定解聘僱，若致甲方受損害，乙方應負賠償責任。

III. During Party B's employment, Party B shall comply with the rules stipulated by Party A and shall abide by the instruction and oversight of heads of all levels under Party A. Party B shall fulfill their responsibilities. If Party B neglects their duties, displays unethical behavior, is

unable to perform their duties, or commits any major violations, they may be dismissed by Party A in accordance with the applicable rules. Party B shall be liable to compensate Party A for any damages incurred.

甲方應業務需要僱用乙方為甲方契約人員，乙方確保於受僱前無下列情事；如有隱匿，經甲方查證屬實，依勞動基準法第十二條第一項規定，甲方得立即不經預告以書面終止契約：

Party A, for its operational needs, shall employ Party B as contract personnel. Party B shall ensure that, prior to their employment, they do not meet any of the following conditions. If Party A discovers and verifies that Party B has failed to disclose any of the following disqualifying circumstances, Party A may immediately terminate this Contract in writing without advance notice in accordance with Article 12, Paragraph 1 of the Labor Standards Act:

(一) 犯性侵害犯罪防治法第二條第一項之性侵害犯罪，經有罪判決確定。

(I) Having committed a sexual assault crime as defined in Article 2, Paragraph 1 of the Sexual Assault Crime Prevention Act, and having been convicted guilty by a final judgment.

(二) 有性侵害、性騷擾或性霸凌之行為，經認定不得擔任教育從業人員，且於該管制期間。

(II) Having engaged in sexual assault, sexual harassment, or sexual bullying, and being determined ineligible to serve as an educational personnel member during the restriction period.

甲方為確認乙方是否有前項所定情事，乙方同意甲方得依「學校辦理契約進用人員通報查詢作業注意事項」，向各級主管教育行政機關辦理其相關資訊之蒐集、利用及查詢，並同意法務部、警政機關及各級主管教育行政機關提供相關資訊。

To confirm whether Party B meets the conditions described in the preceding paragraph, Party B consents to Party A collecting, using, and inquiring related information from competent educational administrative authorities at all levels in accordance with the School Contract Personnel Employment Reporting and Inquiry Guidelines, and Party B consents to the Ministry of Justice, police authorities, and all levels of competent educational administrative authorities providing such information.

乙方於受僱期間如涉有性侵害、性騷擾、性霸凌行為之情形，甲方得於知悉之日起一個月內召開會議審議通過後先停止契約之執行，乙方應配合調查並靜候結果。經調查屬實者，有勞動基準法第十二條第一項規定情事，甲方得立即不經預告以書面終止契約。

If Party B is involved in sexual assault, sexual harassment, or sexual bullying during the period of employment, Party A may, within one month from the date of becoming aware of the situation, convene a meeting to review and approve the suspension of this Contract. Party B shall cooperate with the investigation and await the results. If the violation is verified through an investigation, Party A may immediately terminate this Contract by written notice without advance notice should any of the conditions set forth in Article 12, Paragraph 1 of the Labor Standards Act be met.

前項停止契約執行期間，乙方同意甲方得停止支付全部薪資，甲方應於調查確定無前項事實後一個月內補發停止契約執行期間之全部薪資。

Party B shall agree to Party A's suspension of all compensation during the suspension of this Contract referred to in the preceding paragraph. If the violation referred to in the preceding paragraph is disproved by the investigation, Party A shall retroactively pay the suspended compensation in full within one month.

四、 工作時間：

IV. Working hours:

(一) 乙方正常工作時間比照本校職員辦理，每日不超過八小時，每週不超過四十小時。
惟甲方得視業務需要輪班制或調整每日上下班時間，經乙方同意並依下列原則變更：

- (I) The regular working hours of Party B shall follow those of the University's staff, not exceeding eight hours a day or 40 hours a week. If deemed necessary for operational needs and with the consent of Party B, Party A may adopt shift work or adjust the daily working hours of Party B in accordance with the following principles:

1. 四週內正常工作時數分配於其他工作日之時數，每日不得超過二小時。

No more than two hours per day of regular working hours may be redistributed to other workdays within any four-week period.

2. 當日正常工時達十小時者，其延長之工作時間不得超過二小時。

The overtime hours for 10-hour workdays may not exceed 2 hours.

3. 依勞動基準法第三十六條例假日及休息日，乙方同意於四週變形工時內適當調整原定之例假及休息日，每二週內至少應有二日之例假，每四週內之例假及休息日至少應有八日。

Pursuant to Article 36 of the Labor Standards Act, scheduled regular leave and rest days may be appropriately adjusted for a period of up to four weeks with the consent of Party B. A minimum of two days of regular leave shall be granted during any two-week period; a minimum of eight days of regular leave and rest days shall be granted for any four-week period.

4. 乙方為女性人員時，甲方得於徵得其同意後，要求乙方於夜間十時以後工作。

If Party B is a female employee, Party A may only request that Party B work after 10 p.m. after obtaining consent from Party B.

- (二) 甲方因業務需要，得要求乙方於非工作時間內值日（夜）班，每日總上班時數不得超過十二小時。

- (II) Party A may, due to operational needs, request that Party B work day or night shifts outside of their regular working hours. The total working hours may not exceed 12 hours a day.

- (三) 甲方如因經費受限，於請求乙方延長工時服務時，乙方同意以補休假方式處理，不另支給延長工時之酬金。加班應依「國立中興大學加班管制要點」之規定申請。

- (III) If Party A requires Party B to work outside of normal working hours due to budget constraints, Party B shall agree to be compensated with compensatory leave instead of monetary compensation. Overtime requests shall be filed in accordance with the National Chung Hsing University Directives for Overtime Management.

- (四) 因天災、事變或突發事件，必須延長工作時間，或停止例假、休假、特別休假必要照常工作時，事後給予等同時間之補休。

- (IV) In the event of a natural disaster, incident, or emergency, Party A may extend the working hours or suspend regular leave, rest days, or special leave of Party B if it is deemed necessary that Party B perform their work. Party B shall receive compensatory leave of the same number of hours afterwards.

五、 乙方在聘僱期間，必須請假時，依本校契約進用職員請假規定辦理。請假逾第一項規定日數者，均按日扣除其報酬。扣除報酬之日數逾聘僱期十二分之一者，應即終止聘僱。乙方在甲方繼續工作滿一定期間者，每年應依下列規定給予特別休假：

V. During their employment, Party B shall comply with the University's Leave Request Rules for Contract Employees when requesting leave. If Party B requests more days of leave than are stipulated in Paragraph 1, then the excess days shall be deducted from their pay. If such deductions exceed one-twelfth of Party B's period of employment, this Contract shall be terminated immediately. After Party B has continued working for Party A for a specified period, they shall be entitled to annual special leave in accordance with the following provisions:

- (一) 六個月以上一年未滿者三日。

- (I) Three days of special leave shall be granted for service of more than six months and less than one year.

- (二) 一年以上二年未滿者七日。

- (II) Seven days of special leave shall be granted for service of more than one year and less than two years.
- (三) 二年以上三年未滿者十日。
- (III) 10 days of special leave shall be granted for service of more than 2 years and less than 3 years.
- (四) 三年以上五年未滿者，每年十四日。
- (IV) 14 days of special leave shall be granted each year for service of more than 3 years and less than 5 years.
- (五) 五年以上十年未滿者，每年十五日。
- (V) 15 days of special leave shall be granted each year for service of more than 5 years and less than 10 years.
- (六) 十年以上者，每一年加給一日，加至三十日為止。
- (VI) 1 extra day of special leave shall be granted for each additional year served after the 10th year of service, up to a maximum of 30 days of special leave.

前項之特別休假期日由乙方排定之。但甲方基於業務之需要或乙方因個人因素，得雙方協商調整。甲方應於乙方符合勞基法所定之特別休假條件時，告知乙方排定特別休假。乙方因請假有虛偽情事，經查證屬實者，以曠職論。

The special leave mentioned in the preceding paragraph shall be arranged by Party B. However, Party A may, in light of operational needs or for the personal reasons of Party B, negotiate with Party B to make changes to the scheduled leave days. If Party B meets the criteria for special leave as set forth in the Labor Standards Act, Party A shall inform Party B in order for the latter to arrange their leave. If Party B makes a leave request that is determined to be fraudulent, they shall be deemed as being absent without leave.

- 六、 乙方在聘僱期間內，應按時上班，不得遲到、早退或曠職，如有違背，依下列規定辦理：無正當理由曠職者，應扣當日報酬，連續曠職三日以上（含）或一個月內曠職達六日者，應予解聘僱。
- VI. During their employment period, Party B shall report to work on time and may not be late, leave early, or be absent without leave. Any violation shall be handled in accordance with the following provisions: If Party B is absent without a valid reason, they shall have their pay for that day deducted. This Contract shall be terminated if Party B is absent for three or more consecutive days or for a total of six days within one month.
- 七、 報酬：乙方薪資，以月計支。自到職之日起支，離職之日停支。以月計支服務未滿整月者，按實際在職日數覈實支給；其計發金額，以當月薪資除以三十日乘以在職日數後小數點無條件進位計算。
- VII. Compensation: Party B shall receive monthly compensation, starting on the date of employment commencement and ending on the date of employment termination. If Party B's employment period ends in the middle of the month, then Party B's pay for the month shall be prorated. The compensation amount shall be calculated by dividing the monthly salary by 30, multiplying the result by the number of days worked, and rounding up to the nearest integer.
在聘僱期間內，由甲方按月給付新臺幣《待遇金額》元整。（月支報酬《待遇級別》級《待遇薪級》薪級，技術加給《專業能力加給》元）
During the period of employment, Party A shall compensate Party B with a total monthly salary of NT\$[Compensation Amount]. (The monthly compensation corresponds to Grade [Compensation Grade], Step [Salary Step]; plus a technical bonus of NT\$[Professional Competency Bonus].)
- 八、 乙方於聘僱用期間上班時間內，非經本校同意不得在校外兼職、兼課致影響勞動契約之履行。如因本校業務需要且在不影響其本職工作情形下，得經單位主管同意及專案簽准核可後，得於校內兼任其他相關計畫工作人員，至多不得超過二個，兼職酬勞總額不得超過其薪資之百分之四十。
- VIII. During the employment period, Party B may not hold part-time jobs or teaching positions

outside of the University during working hours that might affect the fulfillment of their contractual obligations without the University's authorization. If deemed necessary due to the University's operations, and provided that Party B's performance of their primary duties is not affected, Party B may, with the consent of their unit head and special project approval, concurrently serve as personnel for other related on-campus projects. The number of such concurrent positions shall not exceed 2, and the total remuneration from such concurrent employment may not exceed 40 percent of their salary.

九、資遣、迴避與契約終止：

IX. Severance, employment restrictions, and Contract termination:

甲方依法資遣乙方或終止本契約時，依勞動基準法或勞工退休金條例及甲方工作規則等相關規定辦理。

When Party A lays off Party B or terminates this Contract in accordance with the law, the matter shall be handled in accordance with the provisions of the Labor Standards Act, the Labor Pension Act, and other relevant regulations such as Party A's work rules.

乙方因違反勞動基準法第十二條規定，經查證屬實者，甲方得不經預告終止契約，不發資遣費。

Party A may terminate this Contract without advance notice and without severance pay if Party B is found and verified to be in violation of Article 12 of the Labor Standards Act.

甲、乙雙方應遵守「行政院及所屬各機關學校臨時人員進用及運用要點」第十一點第一項有關「各機關長官對於配偶及三親等以內血親、姻親，不得進用為本機關或所屬機關之臨時人員。對於本機關各級主管長官之配偶及三親等以內血親、姻親，在其主管單位中應迴避進用。」之規定。

Parties A and B shall comply with Article 11, Paragraph 1 of the Directives Governing the Hiring and Use of Temporary Personnel by the Executive Yuan and Its Subordinate Government Agencies and Public Schools, which states that "the head of an agency may not employ their spouse or relatives or in-laws within the third degree of kinship as temporary personnel of their agency or its subordinate agencies. In addition, the spouses or relatives or in-laws within the third degree of kinship of any head at any level of the agency shall be disqualified from employment within the unit under that head's jurisdiction."

乙方承諾（如後附具結書）非屬前項應迴避進用之人員，如有違反，或有不實情事，致使甲方誤信而有損害之虞者，甲方得依勞動基準法第十二條第一項第一款或第四款規定終止勞動契約。

If Party B violates the promise (as attached in a written affidavit) that they are not a person who should be avoided from employment as stated in the preceding paragraph, or if there is any untrue information that causes Party A to be misled and thereby suffer losses, Party A may terminate this Contract in accordance with Article 12, Paragraph 1, Subparagraph 1 or Subparagraph 4 of the Labor Standards Act.

十、乙方在聘僱期間，甲方每月依「勞工退休金條例」之規定，按月依乙方每月之報酬提繳百分之六之勞工退休金，乙方得在其每月報酬百分之六範圍內，自願另行提繳退休金，前項月提繳報酬依行政院勞工委員會所訂之月提繳工資分級表」辦理。乙方自願提繳部分，得自當年度個人綜合所得總額中全收扣除。

X. During the employment period of Party B, Party A shall contribute six percent of Party B's monthly compensation each month as labor pension contributions in accordance with the Labor Pension Act. Party B may additionally contribute up to six percent of their monthly compensation as voluntary pension contributions. The aforementioned contributed compensation shall be handled in accordance with the Schedule of Monthly Pension Contribution for Each Income Bracket of the Council of Labor Affairs of the Executive Yuan. The portion voluntarily contributed by Party B may be fully deducted from the total personal comprehensive income of the current year.

乙方自願提繳退休金提繳率，每年得於6月及12月調整2次為限，並應將調整勞工退

退休金自願提繳率申請書於每年 5 月 15 日及 11 月 15 日前送人事室彙辦。

The monthly voluntary pension contribution rate by Party B may only be adjusted twice a year, in June and December. The application to adjust the voluntary labor pension contribution rate shall be submitted to the Office of Personnel before May 15 or November 15.

十一、 年終考核分四個等第，其獎懲依下列規定：

XI. Party B shall undergo a year-end performance evaluation and shall receive one of four ratings. The corresponding rewards and disciplinary actions are as follows:

- (一) 優等：續聘一年，晉薪一級，並得給與新台幣伍仟元之績效獎金，但當年度支原薪級未滿一年，不予晉級。
 - (I) Excellent: One-year extension of employment, a pay increase of one step, and an NT\$5,000 performance bonus. Contract employees who have been paid at their current salary step for less than one year may not be promoted to the next salary step.
- (二) 壹等：續聘一年，晉薪一級，但當年度支原薪級未滿一年，不予晉級。
 - (II) Good: One-year extension of employment and a pay increase of one step; however, employees who have been in the current salary step for less than one year shall remain in the same salary step.
- (三) 貳等：維持原支薪級；惟連續二年考核貳等者得晉薪一級。
 - (III) Satisfactory: Employees shall remain in the current salary step; however, salary may be increased by one step if the employee receives a “Satisfactory” rating for two consecutive years.
- (四) 參等：用人單位提供具體輔導及考核事實，送考核委員會審議，審議結果符合勞基法終止契約相關規定者，不予續聘。
 - (IV) Unsatisfactory: The employing unit shall provide specific guidance and evaluation facts to the evaluation committee for review. If the review results meet the relevant provisions of the Labor Standards Act on contract termination, the contract will not be renewed.

前項考列優等人數不得超過當年度參加年終考核總人數之 20%。考列優等人員之績效獎金，由各僱用單位視僱用經費核實支給。核支固定薪資之約用職員依考核結果續聘，惟不適用考核等第晉薪之規定。

In any given year, the number of employees rated “Excellent” as referred to in the preceding paragraph may not exceed 20% of all employees undergoing the year-end performance evaluation in that year. The performance bonus awarded to personnel whose performance earned an “Excellent” rating shall be disbursed from the employing unit’s hiring budget. Contract employees with fixed salaries shall be considered for renewal based on their performance evaluation results, but shall not be subject to the rules for review-based salary step changes.

年度內受有記過以上處分者，年度考核不得考列壹等以上；受記大過處分者，不得考列貳等以上。

An employee who has received a demerit or more severe disciplinary action during the year may not be given an annual evaluation rating higher than “Good.” An employee who has received a major demerit may not be given a rating higher than “Satisfactory.”

約用職員服務至年終，得依本條第一項各款考核結果，作為是否核給年終工作獎金及其額度之依據。

Contract employees who serve through the end of the year may have their eligibility for and the amount of the year-end performance bonus determined based on the evaluation results specified in the subparagraphs of the preceding paragraph.

約用職員當年十二月一日仍在職者支給年終工作獎金，工作滿一年者支給一個半月；工作未滿一年者依實際在職月數比例核實支給；年終工作獎金發給方式，比照當年度軍公教人員年終工作獎金發給注意事項辦理；年終考核考列參等者，比照上開發給注意事項年終考績列丙等者，不發給年終工作獎金。

Contract employees who remain in service as of December 1 of a given year shall be granted a

year-end performance bonus. Employees who have served for one full year shall receive one and a half months' pay; those who have served for less than one year shall receive a prorated amount based on their actual months of service. The year-end performance bonus shall be disbursed in accordance with the Directions for Disbursement of Year-End Performance Bonuses for Military Personnel, Civil Servants, and Teachers for the given year. Employees who receive an "Unsatisfactory" rating, equivalent to "Grade 3" under the said Directions, in their year-end performance evaluation shall not be granted a year-end performance bonus.

乙方以年終考核或續聘申請書之核定作為續聘之依據，甲方不再製發契約書。惟甲、乙雙方之權利義務規範，應以勞資會議最新修正之版本為依循。

Party B's approved year-end performance evaluation or renewal application form shall serve as the basis for reappointment, and Party A shall not issue a new contract. The rights and obligations of Party A and Party B shall be governed by the most recently revised version of the applicable rules and regulations agreed upon at the Labor-Management Meeting.

十二、 服務與紀律：

XII. Service and discipline:

- (一) 乙方應遵守甲方訂定的工作規則或人事規章，並應謙和、誠實、謹慎、主動、積極從事工作。
- (I) Party B shall comply with the work rules and human resources regulations stipulated by Party A, and shall uphold the values of modesty, honesty, prudence, and proactiveness in their work.
- (二) 乙方所獲悉甲方關於營業上、技術上之秘密，不得洩漏，退休或離職後亦同。
- (II) Party B may not disclose any confidential information concerning Party A's business activities and technology known to them. Party B shall continue to be bound by this restriction after their retirement or departure.
- (三) 乙方於工作時間內，應配合辦理甲方所交付與業務有關之臨時交辦事項。
- (III) During working hours, Party B shall cooperate with Party A in handling temporary assignments from Party A that are related to business matters.
- (四) 乙方在工作時間內，非經主管允許，不得擅離工作崗位。
- (IV) Party B may not leave their post during working hours without their head's permission.
- (五) 乙方應接受甲方因業務需要舉辦之各種教育訓練及集會。
- (V) Party B shall participate in the various training activities and gatherings organized by Party A for operational needs.
- (六) 乙方應遵守性別平等工作法、性別平等教育法及校園性別事件防治準則等相關規定，並應尊重他人與自己之性或身體之自主，避免不受歡迎之追求行為，並不得以強制或暴力手段處理與性或性別有關之衝突。
- (VI) Party B shall comply with the Gender Equality in Employment Act, the Gender Equity Education Act, the Regulations Governing Prevention of Gender-Related Incidents on Campuses, and other relevant regulations. Party B shall respect the sexual and physical autonomy of others and themselves, shall not engage in unwanted advances, and may not handle sexual- or gender-related conflicts through coercion or violence.
- (七) 乙方應遵守「校園霸凌防制準則」第六條至第九條規定，加強與培養校園霸凌防制意識。
- (VII) Party B shall comply with Articles 6 through 9 of the Guidelines for the Prevention of Bullying on Campus and strengthen and cultivate awareness of campus bullying prevention.

十三、 權利義務之其他依據：甲乙雙方僱用受雇期間之權利義務關係，悉依本契約規定辦理，本契約未規定事項，依甲方工作規則或人事規章或政府有關法令規定辦理。

XIII. Other regulatory bases for rights and obligations: During the period of employment, Parties A and B shall comply with the rights and obligations of employers and employees set forth in this Contract. Matters not addressed herein shall be handled in accordance with the work rules or

human resources regulations stipulated by Party A or relevant laws and regulations of the government.

- 十四、乙方接到甲方通知後應依規定時間向本校服務單位及人事室辦理報到手續；契約終止時，乙方應於離職一個月前提出申請，經簽准後，於離職當日下午下班前依規定辦妥離職移交手續後，甲方始發給離職證明書。
- XIV. Party B shall complete onboarding procedures with the service unit and the Office of Personnel of the University within the specified period after receiving notification from Party A. When terminating this Contract, Party B shall submit a resignation application one month in advance. After approval, Party B shall complete the required handover procedures before the end of the last working day in accordance with regulations, upon which Party A shall issue a certificate of resignation.
- 十五、本校約用職員於 97 年 1 月 1 日以前，在本校辦理之離職儲金者，得申請結清存於銀行之公、自提儲金（含本息）；未申請結清者，該儲金於離職時依「各機關學校聘僱人員離職儲金給與辦法」規定發還。
- XV. Contract employees of the University who, prior to January 1, 2008, participated in the University's severance savings program may apply for settlement of both the employer and employee contributions (including principal and interest) held in the designated bank. Those who do not apply for settlement shall have their severance savings returned upon resignation in accordance with the Regulations for the Payment of Severance Savings to Employees of Government Agencies and Schools.
- 十六、本校約用職員，適用勞工退休金條例後之工作年資，於勞動契約依勞動基準法第十一條、第十三條但書、第十四條及第二十條或職業災害勞工保護法第二十三條、第二十四條規定終止時，其資遣費由本校按其工作年資，每滿一年發給二分之一個月之平均工資，未滿一年者，以比例計給；最高以發給六個月平均工資為限，不適用勞動基準法第十七條之規定。約用職員自動離職時，本校不另發給資遣費。
- XVI. When the employment of a University contract employee is terminated pursuant to Article 11, the proviso of Article 13, Article 14, or Article 20 of the Labor Standards Act, or Articles 23 or 24 of the Act for Protecting Worker of Occupational Accidents, the University shall pay severance pay based on the employee's length of service accrued after becoming subject to the Labor Pension Act, calculated at one-half month of the employee's average wage for each full year of service. For service of less than one year, the severance pay shall be calculated on a proportional basis. The maximum severance pay shall be limited to six months of the employee's average wage, and the provisions of Article 17 of the Labor Standards Act shall not apply. When a contract employee resigns voluntarily, the University shall not provide any severance pay.
- 十七、法令及團體協約之之補充效力：本契約所規定之事項與團體協約或政府有關法令規定相違背時，依團體協約或有關法令規定辦理。
- XVII. Additional legal effects of laws and collective agreements: In case of a conflict between the provisions of the Contract and a collective agreement or relevant government laws and regulations, the collective agreement or the relevant laws and regulations shall take precedence.
- 十八、本契約經雙方同意，得以書面隨時修訂。
- XVIII. Written revisions of this Contract may be made with the consent of both Parties at any time.
- 十九、乙方如因違約、不按規定辦理移交、移交不清或其他情事致生損害時，保證人應負連帶責任並放棄先訴抗辯權，如有涉及財產、經費事項時，得視情節輕重移送法辦，並由甲方所在地之法院管轄。
- XIX. If Party B is in breach of contract, fails to complete the handover process in accordance with regulations, performs an incomplete handover, or causes damage due to other circumstances, the guarantor shall bear joint liability and waive the right of *ordinis beneficium*. In cases involving property or financial matters, legal action may be taken depending on the severity of the situation. The court with jurisdiction shall be that of Party A's location.

二十、 本契約書一式五份，雙方、用人單位、保證人及本校主計室各執一份為憑。

XX. This Contract is made in five original copies, with one copy each retained by Party A, Party B, the employing unit, the guarantor, and the University's Office of Accounting for recordkeeping.

甲 方：國立中興大學

Party A: National Chung Hsing University

代表人：詹富智

Representative: Fuh-Jyh Jan

地 址：臺中市南區興大路 145 號

Address: No. 145, Xingda Rd., South Dist., Taichung City

(簽章)

(Signature
and Seal)

聘僱單位主管：

Head of the Employing Unit:

(簽章)

(Signature
and Seal)

乙 方：

Party B:

地 址：

Address:

身分證統一編號：

National ID No.:

乙方保證人(附身分證影本)：

Guarantor for Party B (Attach Photocopy of National ID):

地 址：

Address:

身分證統一編號：

National ID No.:

連絡電話：

Contact No.:

(簽章)

(Signature
and Seal)

(簽章)

(Signature
and Seal)

中 華 民 國 年 月 日

____/____/____ (MM/DD/YYYY)

附件二
Attachment 2

國立中興大學契約進用職員年終考核表
National Chung Hsing University Contract Employee Year-End
Performance Evaluation Form

Unit 單位		到職日期 Date of Employment		年度終身學習時數 # of Hours of Lifelong Learning Completed in the Year	請假及曠職 Leaves and Absences	項目 Item	次數 # of Instances	日數 # of Days	平時獎懲及專業獎懲 Regular and Special Rewards/Penalties	項目 Item	次數 # of Instances
						事假 Personal leave		日 時 ____ day(s) ____ hour(s)		嘉獎 Commendation	
						病假 Sick leave		日 時 ____ day(s) ____ hour(s)		記功 Merit	
						慰勞假 Consolation leave		日 時 ____ day(s) ____ hour(s)		記大功 Major merit	
						遲到 Late arrival		日 時 ____ day(s) ____ hour(s)		申誡 Reprimand	
						早退 Early departure		日 時 ____ day(s) ____ hour(s)		記過 Demerit	
						曠職 Absence		日 時 ____ day(s) ____ hour(s)		記大過 Major demerit	
Name 姓名	等級 Rank										
Description 工作內容 Job Content											
工 作 細 目 Performance Metrics						特優 Outstanding	優良 Excellent	可 Satisfactory	待改進 Needs Improvement	具體事蹟 Concrete Achievements	
質量 Quality and quantity	承辦業務之數量與精確妥善程度 The quantity of tasks completed and the ability to produce accurate and thorough work										
時效 Punctuality	於限期內完成應辦業務之情形 Ability to complete assigned tasks on time										
方法 Efficiency	對所承辦業務有效規劃與執行 Ability to effectively plan and execute assigned tasks										
主動 Initiative	自動自發積極處理承辦業務之程度 Ability to proactively handle assigned tasks										
負責 Responsibility	對業務任務任怨勇於負責之態度 Diligent and responsible attitude toward assigned duties										
勤勉 Diligence	工作態度認真勤慎及出勤情況 Serious, careful work attitude and attendance record										
合作 Cooperation	與部門工作同仁密切配合及有效代理同仁業務程度 Ability to coordinate with colleagues and effectively handle their tasks in their stead										
檢討 Review	對承辦業務不斷檢討悉心研究 Continuous review and thorough study of assigned tasks										
改進 Improvement	改善承辦工作效率並提出改進方案 Ability to improve assigned work efficiency and develop improvement plans										

用人單位系、所主管或 二級主管考核 Evaluation by the Department/Graduate Institute Head or Second- Level Head of the Employing Unit (請簽章) (Signature and Seal)		用人單位一級主管 考核 Evaluation by the First-Level Head of the Employing Unit (請簽章) (Signature and Seal)	<input type="checkbox"/> 優等 Excellent <input type="checkbox"/> 貳等 Satisfactory <input type="checkbox"/> 壹等 Good <input type="checkbox"/> 參等 Unsatisfactory
考核委員會初核 Preliminary Review by the Evaluation Committee	<input type="checkbox"/> 優等 Excellent <input type="checkbox"/> 貳等 Satisfactory <input type="checkbox"/> 壹等 Good <input type="checkbox"/> 參等 Unsatisfactory	校長批示 Evaluation by the President	<input type="checkbox"/> 優等 Excellent <input type="checkbox"/> 貳等 Satisfactory <input type="checkbox"/> 壹等 Good <input type="checkbox"/> 參等 Unsatisfactory
考核委員會 Evaluation Committee (主席) (Chair)			

備註：

Remarks:

一、 用人單位主管評分欄，應參考工作細目於適當小格子內加劃V記號。

I. In the scoring column for employing units' heads, a check mark shall be placed in the appropriate box with reference to the performance metrics.

二、 初評擬列優等者，工作細目之考評須具有三個「特優」以上；擬列壹等者，工作細目之考評須具有三個「優良」以上；工作細目之考評中任一項具有「待改進」者，不得考列壹等。

II. To receive a rating of "Excellent" in the preliminary evaluation, the employee must receive at least three "Outstanding" ratings in the evaluation of performance metrics. To receive a rating of "Good," the employee must receive at least three "Excellent" ratings in the evaluation of performance metrics. If any evaluated performance metric is marked as "Needs Improvement," the evaluation may not be rated as "Good."

三、 考評年度內曾有曠職紀錄、事、病假合計超過十四日者或請延長病假三個月以上或平時考核獎懲抵銷後仍累積有申誡處分者，初評不宜考列壹等。

III. If, during the evaluation year, an employee has any record of absenteeism without leave; has taken a combined total of over 14 days of personal and sick leave; has applied for an extension of sick leave exceeding 3 months; or, after offsetting rewards and penalties in regular evaluations, still has an accumulated reprimand, the employee should not be given a rating of "Good" in the preliminary evaluation.

國立中興大學契約進用職員平時成績考核紀錄表

National Chung Hsing University Regular Performance Evaluation
Record Form for Contract Employees

(考核期間：年 月 日至 月 日)

(Evaluation Period: From ____/____/____ [YYYY/MM/DD] to ____/____ [MM/DD])

單位 Unit		姓名 Name		級別 Grade	
工作內容 Job Description					
考核項目 Evaluation Item	考 核 內 容 E v a l u a t i o n C o n t e n t			考 核 紀 錄 等 級 Evaluation Rating	
				A	B
				C	D
				E	
工作知能及公文績效 Job competence and official document performance	嫻熟工作相關專業知識，且具有業務需要之基本電腦作業能力，並能充分運用。公文處理均能掌握品質及時效，臨時交辦案件亦能依限完成。 Expertise in and mastery of work-related knowledge and basic computer skills needed for business operations, as well as the ability to promptly handle official documents and impromptu tasks without sacrificing quality.				
創新研究及簡化流程 Innovation, research, and process simplification	對於承辦業務能提出具體改進措施，或運用革新技術、方法及管理知識，簡化工作流程，提升效能效率，增進工作績效。 Ability to propose specific improvement measures or utilize innovative technologies, methods, and management knowledge to simplify processes, improve efficiency, and boost work performance with regard to assigned tasks.				
服務態度 Service attitude	負責盡職，自動自發，積極辦理業務，落實顧客導向，提升服務品質。發揮團隊精神，對於工作與職務調整，及與他人協調合作，能優先考量組織目標之達成。 Adoption of a responsible, diligent, self-motivated, proactive, and customer-oriented approach to tasks that boosts service quality. Works well with others and prioritizes the achievement of organizational goals when faced with changes in work and tasks and when collaborating with others.				

<p>品德操守</p> <p>Ethics and integrity</p>	<p>敦厚謙和，謹慎懇摯，廉潔自持，無驕恣貪惰，奢侈放蕩，冶遊賭博，吸食毒品，足以損失名譽之行為。</p> <p>Commitment to upholding the values of honesty, modesty, prudence, sincerity, integrity, and self-discipline; avoidance of the negative qualities of arrogance, greed, extravagance, and overindulgence; and refraining from engaging in the solicitation of sexual services, gambling activities, consumption of illegal substances, or other behavior that harms one's reputation.</p>					
<p>年度工作計畫</p> <p>Annual work plan</p>	<p>工作計畫按預定進度如期完成或較預定進度超前，充分達成計畫目標，績效卓著。</p> <p>Ability to implement work plans on time or ahead of schedule while achieving objectives with exceptional results.</p>					
<p>語文能力</p> <p>Language proficiency</p>	<p>積極學習英語或其他職務上所需之語言，已通過全民英檢或相當英語能力測驗或其他語言能力之認證，有助於提升工作績效者。</p> <p>Proactive learning of English or other languages as needed for work, supported by certificate(s) from the General English Proficiency Test (GEPT) or other equivalent language proficiency tests, thereby contributing to improved job performance.</p>					
<p>個 人 重 大 具 體 優 劣 事 蹟</p> <p>M a j o r P e r s o n a l A c h i e v e m e n t s a n d F a i l u r e s</p>						
<p>用人單位系、所主管或二級主管考核</p> <p>Evaluation by the Department/Graduate Institute Head or Second-Level Head of the Employing Unit</p> <p>(請簽章)</p> <p>(Signature and Seal)</p>		<p>用人單位一級主管考核</p> <p>Evaluation by the First-Level Head of the Employing Unit</p> <p>(請簽章)</p> <p>(Signature and Seal)</p>				

國立中興大學約用職員升級序列表

National Chung Hsing University Contract Employee Promotion Level Table

序列 Level	職稱 Job Title		由前一序列升級至本序列之人數比例 Proportion of Personnel Promoted from the Previous Job Level to the Current Job Level	備註 Remarks
一 1	事務類 Clerical	事務助理員 Affairs Assistant		一、 升級須依本序列表逐級辦理。 I. Promotions must be carried out in order of the levels set forth in this table. 二、 升級人數之比例，係以本校每年 1 月契約進用職員之現職人數為計算基準。 II. The proportion of personnel promoted each year shall be determined based on the number of contract employees serving at the University by January of the same year.
二 2	行政類 Administrative	行政書記 Associate Clerk	至多 2% Up to 2%	
	技術類 Technical	助理技術師 Assistant Technician		
	專業類 Specialist	助理技師 Assistant Specialist		
三 3	行政類 Administrative	行政辦事員 Administrative Coordinator	至多 3% Up to 3%	
	技術類 Technical	副技術師、聘僱護士 Associate Technician, Contract Licensed Practical Nurse		
	專業類 Specialist	副技師、專案專員、輔導老師、校安老師、營養師、社工師		

		Associate Specialist, Project Clerk, Counselor, Campus Security Officer, Dietitian, Social Worker		三、參加升級者須 在本校服務滿 五年,且最近一 年無受申誡以 上之處分。
四 4	行政類 Administrative	行政組員 Administrative Officer	至多 3% Up to 3%	III. Only employees who have held their current position for five years or more and who have not been issued a reprimand or a more severe disciplinary action in the past year are eligible for promotion. 四、有關約用職員 升級不含第五 序列。 IV. Promotions of contract employees do not include positions in Level 5.
	技術類 Technical	技術師、聘僱護理 師 Technician, Contract Registered Nurse		
	專業類 Specialist	技師、專案經理、 諮商心理師、臨床 心理師、資深輔導 老師、資深校安老 師、資深營養師、 資深社工師 Specialist, Project Manager, Counseling Psychologist, Clinical Psychologist, Senior Counselor, Senior Campus Security Officer, Senior Dietitian, Senior Social Worker		

國立中興大學契約進用職員升級評分標準表

National Chung Hsing University Contract Employee Promotion
Evaluation Criteria Table

項 目 I t e m	最高配分 Maximum Score	評比項目 Evaluation Item	配分標準 Score Allocation	說明 Description
學 歷 E d u c a t i o n	8	高中(職)畢業 Senior high school (vocational high school) graduate	2	學歷之認定，以教育部或國防部(軍事學校)學制為準。專科以上學校之學歷，凡經教育部立案或認可者，不分國內外，計分相同。 Educational background shall be determined based on the academic systems stipulated by the Ministry of Education or the Ministry of National Defense (for military academies). The same score must be awarded for domestic and foreign diplomas awarded by junior colleges and institutions of higher education, as long as they are registered with or recognized by the Ministry of Education.
		專科學校畢業 Junior college graduate	3	
		大學(獨立學院)畢業 University (independent college) graduate	5	
		具碩士學位 Master's degree holder	7	
		具博士學位 Doctoral degree holder	8	
年 資 S e n i o r i t y	10	服務年資每滿一年 For each full year of service	1	一、服務年資以在本校服務期間為限。 I. Limited to years accrued while serving at the University. 二、尾數未滿半年者，核給 0.5 分；半年以上未滿一年者，以一年計。 II. For a remaining period of less than six months, 0.5 point shall be awarded. A period of more than six months but less than one year shall be counted as one full year. 三、留職停薪之年資不予採計。 III. Seniority may not be accrued during periods of leave without pay.
考 核 E v a l u a t i o n	10	優等 Excellent	2	一、考核以現職最近五年為限。 I. Evaluation is limited to the most recent five-year period during the appointment to the current position. 二、前一年度之考核在校長覆核後，據以核計給分。 II. The evaluation results from the previous year shall, after review by the President, serve as the basis for determining the scores.
		壹等 Good	1	
獎 懲 R e w a r d s a n d P e n a l t i e s	8	嘉獎(申誡)一次 One commendation (or reprimand)	0.5	一、平時獎懲以現職期間最近五年內(以辦理升級甄審當月上溯計算)已核定發布者為限。 I. Limited to rewards and penalties approved and issued within the most recent five-year period during the appointment to current position (calculated retroactively from the month in which the promotion review is conducted).
		記功(記過)一次 One merit (or demerit)	1.5	
		記大功一次 One major merit	4.5	

				<p>二、按上列標準獎加懲減，其結果如產生負分時，應倒扣總分。</p> <p>II. Rewards and penalties shall be added or deducted according to the above standards. If the result is a negative score, it shall be subtracted from the total score.</p>
獲頒個人績效獎金人員 Receipt of Individual Performance Bonus	4	優良 Excellent	1	<p>以最近三年獲頒者為限；惟本項總分不得超過4分。</p> <p>Limited to awards received within the past three years; however, the subtotal of the score received for this item shall not exceed four points.</p>
		特優 Outstanding	2.5	
		卓越 Distinguished	4	
英語能力 English Proficiency	5	相當全民英檢初級 Equivalent to the GEPT Elementary level	1	<p>一、取得二項以上英語能力測驗成績證明或合格證書者，以等級最高者計分。</p> <p>I. In case of multiple English language proficiency certificates, please only submit the certificate for the highest level.</p> <p>二、僅通過初試者不予採計評分。</p> <p>II. All sections of the test must be passed for a certificate to be accepted as valid.</p>
		相當全民英檢中級 Equivalent to the GEPT Intermediate level	3	
		相當全民英檢中高級以上 Equivalent to the GEPT High-Intermediate level or above	5	
團隊和諧 Teamwork & Harmony 協調溝通 Coordination & Communication 發展潛能 Development Potential 主動積極 Proactiveness & Initiative	12	由受考人原服務單位主管負責綜合考評 Comprehensive evaluation conducted by the head of the evaluated employee's previous service unit	12	<p>由受考人原服務單位主管依據受考人平時表現綜合考評，核予5至12分，惟超過11分者，應具體說明理由。</p> <p>The head of the evaluated employee's previous service unit shall conduct a comprehensive evaluation based on the employee's regular performance and award them 5 to 12 points accordingly. Concrete reasons are required if more than 11 points are awarded.</p>
職務歷練 Job Experience	5	本校一級單位遷調次數 Number of transfers within first-level units of the University	2	<p>一、本項遷調次數之計分，以任同一序列專任職務為限，不包括代理職務。</p> <p>I. This item is limited to transfers to full-time positions within the same level, with interim positions not included.</p> <p>二、遷調職務，任一職務須任職滿3年方予採計累計計分。</p> <p>II. Limited to transfers to positions held for three years or more.</p>
		本校二級單位遷調次數 Number of transfers within second-level units of the University	1	
具體績效 Concrete Performance	18	由約用職員待遇審議小組負責考評 Reviewed by the Contract Employee Compensation Review Task Force	18	<p>由委員依據申請人所提供資料給予評分。</p> <p>The members of the task force shall evaluate the documents provided by the applicant and award points accordingly.</p>

綜 合 考 評 Overall Evaluation	20	由校長就升級職務業務需要、受考人服務情形及品德等檢討作綜合考評 Comprehensive evaluation conducted by the President based on the needs of the position for promotion, the evaluated employee's service performance, and moral conduct	10 20 10 至 20	校長作綜合考評後，應併同「共同選項」、「個別選項」提審議小組就各受考人之積分高低，排定名次，由人事室列冊陳請校長圈定升級。 After conducting the comprehensive evaluation, the President shall, together with the "common items" and "individual items," submit the results to the review task force to rank the evaluated employees according to their total scores. The Office of Personnel shall compile the list and submit it to the President for final approval of promotion candidates.
面試或業務測驗 (20%) Interview or Work Competency Test (20%)	Scoring by percentage 百分比計分	由約用職員審議小組決定之 Determined by the Contract Employee Compensation Review Task Force	Scoring by percentage 百分比計分	<p>一、如有舉行面試或業務測驗，本項占總成績百分之二十，其餘項目綜合考評合計分數占百分之八十【即乘以80%】。</p> <p>I. If an interview or work competency test is carried out, this item shall account for 20% of the total score; the combined scores of the remaining evaluation items shall account for 80% (i.e., multiplied by 80%).</p> <p>二、如無面試或業務測驗，本項即不予計分。</p> <p>II. No points may be awarded for this item if no interview or work competency test is performed.</p> <p>三、業務測驗參考書由待遇審議小組會議選定。</p> <p>III. The study primers for work competency tests shall be decided by the Compensation Review Task Force.</p> <p>四、業務測驗分數若未達一定標準，不得申請升級。前述分數標準由待遇審議小組會議審定。</p> <p>IV. Employees who fail to reach the required standard in the work competency test may not apply for promotion. The aforementioned standard shall be determined by the Compensation Review Task Force.</p> <p>五、評分標準表未採計但有助升級之書面資料（如推動專案業務對學校有具體貢獻事蹟），得由受考人提供審核小組審查。</p> <p>V. Information that is advantageous for promotion but that is not included in the Evaluation Criteria Table (e.g., concrete contributions to the University through the implementation of special projects) may be provided by the evaluated employee in print form to the task force for review.</p>

國立中興大學契約進用職員升級申請表
National Chung Hsing University Contract Employee Promotion Application

民國 年 月 日填

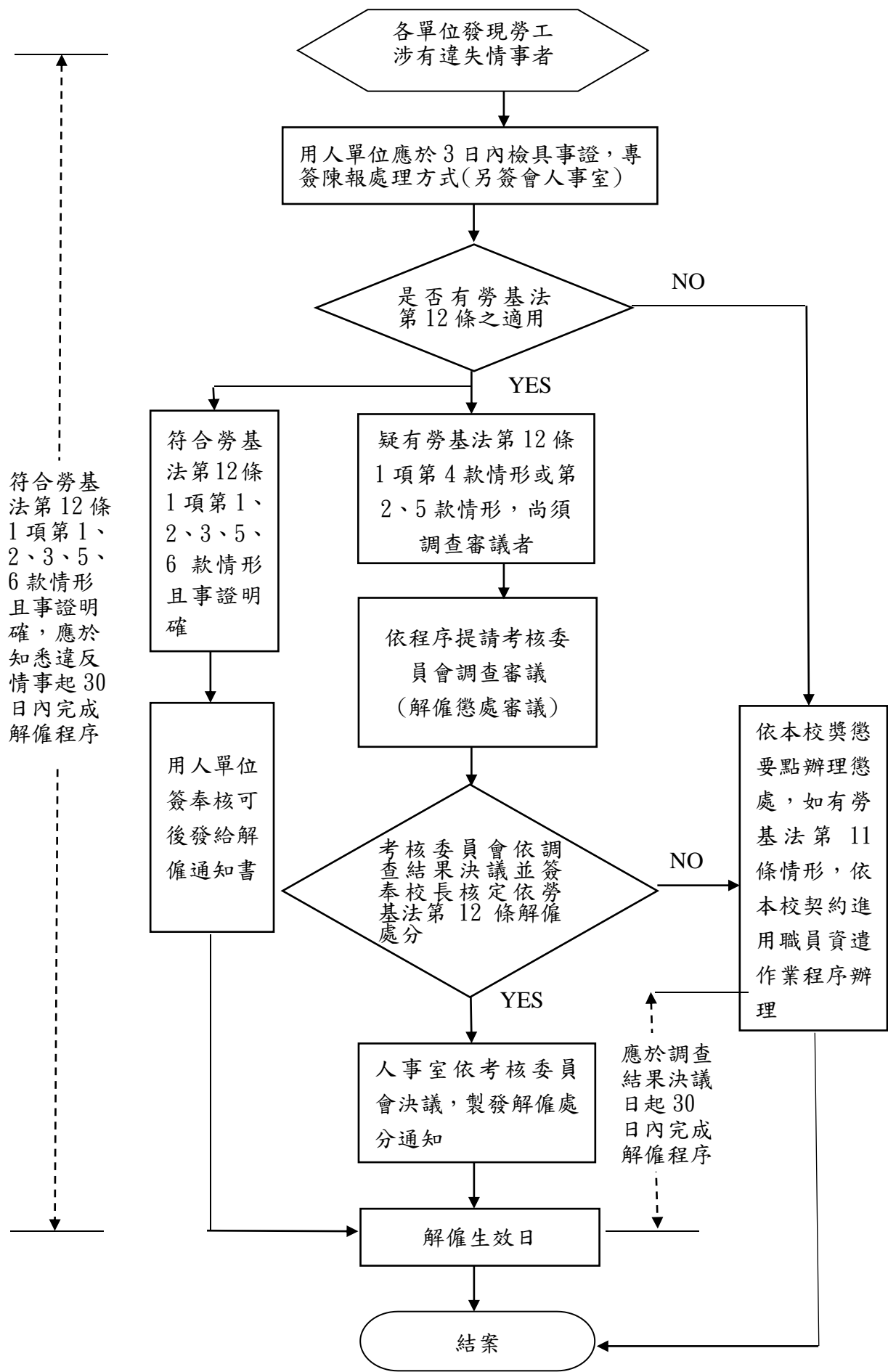
Filled on / / (MM/DD/YYYY)

服務單位 Service Unit		職 稱 Job Title	
姓 名 N a m e		薪 點 Salary Points	
出生日期 Date of Birth	民國 年 月 日 ____/____/____ (MM/DD/YYYY)	到校日期 Date of Employment Commencement	民國 年 月 日 ____/____/____ (MM/DD/YYYY)
任現職日期 Date of Appointment to Current Position	民國 年 月 日 ____/____/____ (MM/DD/YYYY)	擬升級職稱 Title for Promotion	

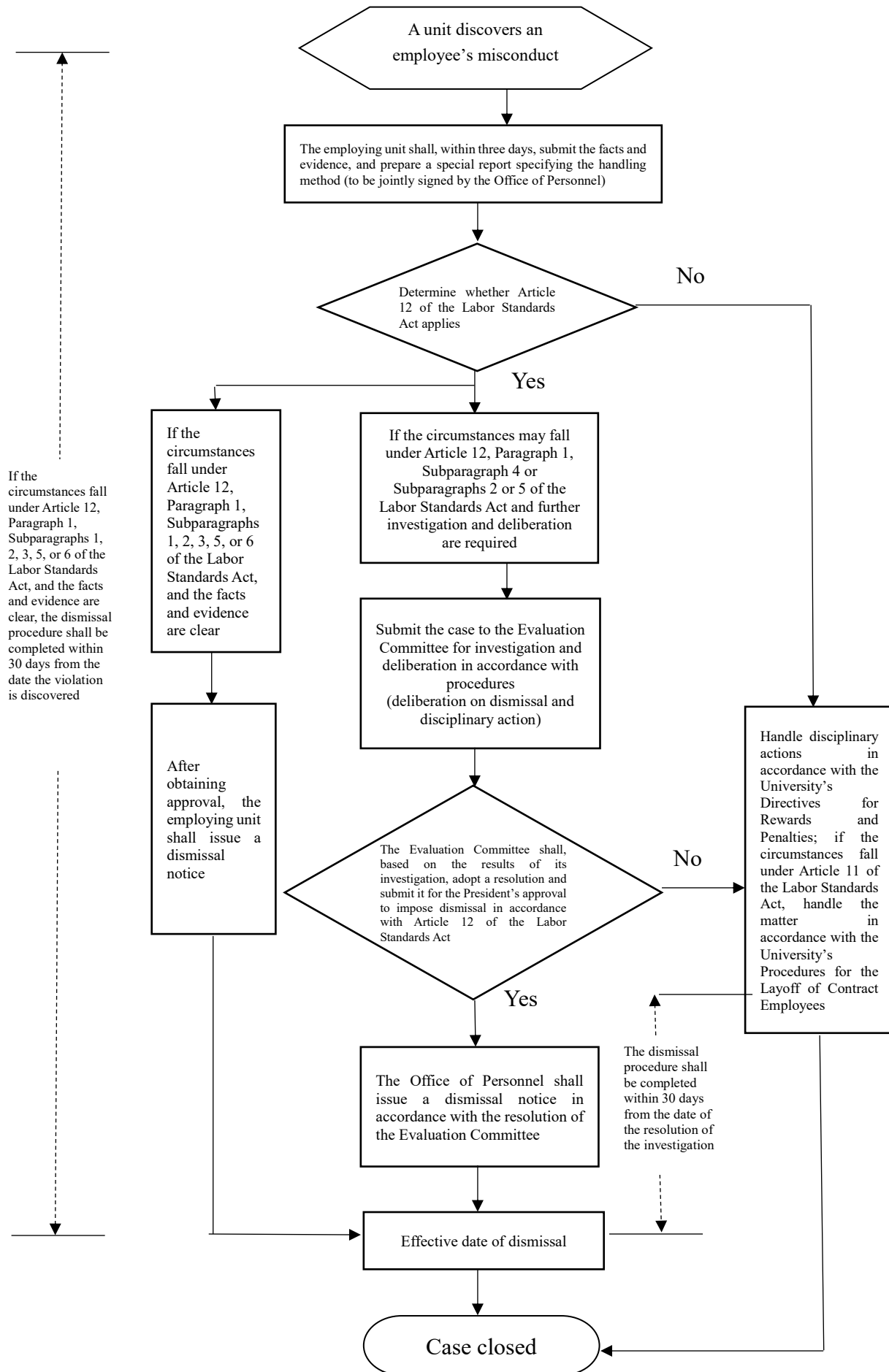
	項 目 Item	自 評 Self-Evaluation	人事室審核 Office of Personnel's Evaluation		項 目 Item	自 評 Self-Evaluation	人事室審核 Office of Personnel's Evaluation
共同選項 36% Common Items 36%	學 歷 8% Education 8%			個別選項 44% Individual Items 44%	獲頒個人績效獎金人員 4% Receipt of Individual Performance Bonus 4%		
	評 分 Score				評 分 Score		
	年 資 10% Seniority 10%	年 月 ____/____ (MM/YYYY)	年 月 ____/____ (MM/YYYY)		英 語 能 力 5% English Proficiency 5%		
	評 分 Score				評 分 Score		
	考 核 10% Evaluation	年 ____ (YYYY)	等 Ratin	等 Ratin	發展潛能 12 (原主管考評)		
	年 ____ (YYYY)	等 Ratin	等 Ratin				
	年	等	等				

on 10 %	____ (YYYY)	Ratin	Ratin	Developm ent Potential	%	(Former Head's Evaluation)	
	年 ____ (YYYY)	等 Ratin	等 Ratin	協調溝通 Coordinati on & Communi cation			
	年 ____ (YYYY)	等 Ratin	等 Ratin	團隊和諧 Teamwork & Harmony			
	評 分 Score			職務歷練 5% Job Experience 5%			
	獎 懲 8% Rewards and Pe 8%			具體績效 18% Concrete Performance 18%	(約用職員審議小組考評) (Evaluated by Contract Employee Compensation Review Task Force)		
	評 分 Score						
	校長綜合考評 20 % President's Overall Evaluation 20%			積 分 總 計 80 % (或 100%) Total Weighted Score 80% (or 100%)			
業務測驗 10 % Work Competency Test 10%			總 分 Total Score				
面試 10 % Interview 10%							
申請人 Applicant		系、所主管或二級單位主管 Department or Graduate Institute Head or Head of Second-Level Unit					一級單位主管 Head of First-Level Unit

本校各單位依勞基法解僱處理作業流程



Dismissal Handling Procedure of the University in Accordance with the Labor Standards Act



附表一
Table 1

約用職員各職稱之名額百分比及工作職責表
Staff Quotas and Job Responsibilities by Contract Employee Title

序列 Level	職 稱 Job Title	名額百分 比 Staff Quota	工 作 職 責 Job Responsibilities
一 1	事務助理員 Affairs Assistant		在直接監督下，辦理一般性事務工作。 Performs general clerical tasks under direct supervision.
二 2	行政書記 Associate Clerk 助理技術師 Assistant Technician 助理技師 Assistant Specialist		在法律規定及一般監督下，運用基本學識辦理例行性工作。 Utilizes basic knowledge to perform routine tasks in compliance with legal statutes and under general supervision.
三 3	行政辦事員 Administrative Coordinator 副技術師、聘僱護士 Associate Technician, Contract Licensed Practical Nurse 副技師、專案專員、輔導老師、校安老師、營養師、社工師 Associate Specialist, Project Clerk, Counselor, Campus Security Officer, Dietitian, Social Worker		在法律規定及一般監督下，運用初步專業學識獨立判斷，辦理職責稍複雜之固定例行業務或辦理技術或專業較為複雜之工作。 Utilizes entry-level professional knowledge to make independent judgments and handle more complicated fixed routine tasks or more specialized or technically complex work in compliance with legal statutes and under general supervision.
四 4	行政組員 Administrative Officer 技術師、聘僱護理師 Technician, Contract Registered Nurse	至多 35% Up to 35%	在法律規定及一般監督下，運用較為專精之學識獨立判斷獨立執行職務，辦理技術或各專業方面較複雜事項之計畫、設計、擬議或審理業務。並需建議、創新工作方法或程序，分析判斷能力。 Utilizes specialized knowledge to make independent judgments, perform tasks independently, and implement more

	技師、專案經理、諮商心理師、臨床心理師、資深輔導老師、資深校安老師、資深營養師、資深社工師 Specialist, Project Manager, Counseling Psychologist, Clinical Psychologist, Senior Counselor, Senior Campus Security Officer, Senior Dietitian, Senior Social Worker		specialized or technically complex projects, designs, drafts, proposals, or reviews in compliance with legal statutes and under general supervision. The abilities to recommend and decide on work methods or procedures, as well as analytical and judgment skills, are also required.
五 5	行政秘書、行政專員 Administrative Secretary, Specialist Clerk	至多 4% Up to 4%	在法律規定及重點監督下，運用極為專精之學識獨立判斷，襄助主管處理職責繁重之機關業務，及辦理技術或各專業方面甚為繁重事項之計畫、設計、擬議或審理業務。並需建議、創新、決定本單位業務方針原則，就職務上所作決定或建議有影響力。 Utilizes highly specialized knowledge to make independent judgments, assist heads with challenging institutional affairs, and implement extremely specialized or technically complex projects, designs, drafts, proposals, or reviews in compliance with legal statutes and under selective supervision. The abilities to recommend, innovate, and decide on the unit's operational policies and principles, with the decisions or recommendations made in the course of duty exerting influence, are also required.
	高級技術師 Senior Technician		
	高級技師、執行長、資深諮商心理師、資深臨床心理師 Senior Specialist, Chief Operating Officer, Senior Counseling Psychologist, Senior Clinical Psychologist		

附表二
Table 2

國立中興大學約用職員陞遷資格條件表
National Chung Hsing University Eligibility Requirements for Promotion
of Contract Employees

序 列 Level	職 稱 Job Title	資 格 條 件 Eligibility Requirements
一 1	事務助理員 Affairs Assistant	
二 2	行政書記 Associate Clerk 助理技術師 Assistant Technician 助理技師 Assistant Specialist	擔任第一序列職務滿六年，服務成績優良並經考核成績列壹等五年以上。 Outstanding service performance in a Level 1 position for six years; given a “Good” rating in at least five performance evaluations.
三 3	行政辦事員 Administrative Coordinator 副技術師 Associate Technician 聘僱護士 Contract Licensed Practical Nurse 副技師 Associate Specialist 專案專員 Project Clerk 輔導老師 Counselor 校安老師 Campus Security Officer 營養師 Dietitian 社工師 Social Worker	擔任第二序列職務滿六年，服務成績優良並經考核成績列壹等五年以上。 Outstanding service performance in a Level 2 position for six years; given a “Good” rating in at least five performance evaluations.
四 4	行政組員 Administrative Officer 技術師 Technician 聘僱護理師 Contract Registered Nurse	擔任第三序列職務滿六年，服務成績優良並經考核成績列壹等五年以上。 Outstanding service performance in a Level 3 position for six years; given a “Good” rating in at least five performance evaluations.

	技師 Specialist 專案經理 Project Manager 諮商心理師 Counseling Psychologist 臨床心理師 Clinical Psychologist 資深輔導老師 Senior Counselor 資深校安老師 Senior Campus Security Officer 資深營養師 Senior Dietitian 資深社工師 Senior Social Worker	
五 5	行政秘書 Administrative Secretary 行政專員 Specialist Clerk 高級技術師 Senior Technician 高級技師 Senior Specialist 執行長 Chief Operating Officer 資深諮商心理師 Senior Counseling Psychologist 資深臨床心理師 Senior Clinical Psychologist	<p>需同時符合下列資格條件：</p> <p>All following eligibility requirements must be fulfilled:</p> <ol style="list-style-type: none"> 1. 擔任第四序列職務滿六年，服務成績優良並經考核成績列壹等五年以上。 Outstanding service performance in a Level 4 position for six years; given a “Good” rating in at least five performance evaluations. 2. 自 111 年 1 月 1 日起，須具校內二個以上一級單位之職務歷練，但具專業性、技術性職務需求者不在此限。 Starting on January 1, 2022, employees shall be required to gain experience in positions at two or more first-level units of the University. This is not required for positions with professional or technical needs.

註：

Note:

1. 約用職員應具有本表所列職稱之資格條件，內陞須逐級辦理。
Contract employees shall meet the eligibility requirements set forth in this table. Internal promotions can only be made one level at a time.
2. 符合以上條件者，各用人單位得應業務需要，自行增訂較嚴格之甄審資格條件。
Employing units may stipulate more stringent eligibility requirements for selection and evaluation according to their operational needs.

附表三
Table 3

國立中興大學契約進用職員待遇支給表
National Chung Hsing University Salary Schedule for Contract Employees

單位：新台幣元/月

Unit: NDS/month

<div> <div>級別 Grade</div> <div>學歷 Education</div> <div>薪級 Salary Step</div> </div>		G	A	B	C	D	E	F
		事務類 Clerical	高中 Senior High School (高職) (Vocational High School)	五專 Five-Year Junior College (二專) (Two-Year Junior College)	三專 Three-Year Junior College	大學以上 University or Above		
職稱 Job Title	專業類 Specialist	事務助理員 Affairs Assistant	助理技師 Assistant Specialist			副技師 Associate Specialist 專案專員 Project Clerk 輔導老師 Counselor 校安老師 Campus Security Officer 營養師 Dietitian	技師 Specialist 專案經理 Project Manager 資深校安老師 Senior Campus Security Officer 資深營養師 Senior Dietitian	高級技師 Senior Specialist 執行長 Chief Operating Officer
	行政類 Administrative		行政書記 Associate Clerk			行政辦事員 Administrative Coordinator	行政組員 Administrative Officer	行政秘書 Administrative Secretary 行政專員 Specialist Clerk
	技術類 Technical		助理技術師 Assistant Technician			副技術師 Associate Technician 聘僱護士 Contract Licensed Practical Nurse	技術師 Technician 聘僱護理師 Contract Registered Nurse	高級技術師 Senior Technician
第十級 Step 10		31,020	33,480	38,720	39,260	44,580	50,500	70,340
第九級 Step 9		30,470	32,910	37,660	38,190	43,520	49,430	68,220
第八級 Step 8		29,930	32,350	36,490	37,150	42,450	48,360	66,090
第七級 Step 7		29,380	31,780	35,420	36,080	41,390	47,190	63,970
第六級 Step 6		28,830	31,210	34,590	35,130	40,560	46,370	62,070

第五級 Step 5		28,590	30,650	33,520	34,070	39,510	45,290	59,950
第四級 Step 4			30,080	32,340	33,010	38,550	44,230	57,820
第三級 Step 3			29,510	31,280	31,930	37,610	43,050	55,690
第二級 Step 2			28,950	30,200	30,750	36,650	41,980	53,550
第一級 Step 1			28,590	29,500	30,510	36,190	41,390	51,790
Technical Bonus 技術加給	Type 類別	專業能力技術加給 Professional Competency Technical Bonus				特殊出勤加給 Special Shift Bonus		備註 Remarks
		500~2,000 元 NT\$500-2,000				500~2,000 元 NT\$500-2,000		
	Description 說明	級數 Step No.	第一級 Step 1	第二級 Step 2	第三級 Step 3	第四級 Step 4	服勤時間須三班輪班者，得由用人單位視經費狀況發給。 Employees whose duties require working on a three-shift rotation schedule may be granted special shift bonuses depending on the financial situation of the employing unit.	專業能力技術加給及特殊出勤加給兩項兼具時，僅得擇一支領。 Employees eligible for both the special shift bonus and the professional competency technical bonus may choose to receive only one.
		金額 Amount	500	1,000	1,500	2,000		
		一、本技術加給之支給，由本校約用職員待遇審議小組審議之。 I. The granting of technical bonuses shall be deliberated over by the University’s Contract Employee Compensation Review Task Force. 二、約用職員持有有效期限內之政府機關核發之技能檢定證照或政府機關委託民營機構核發之技術專長證照，且上開證照經用人單位審核與執行職務間具相關性並能提高工作技能水準，得檢具證明文件申請支領專業能力技術加給，支領期間不得超過證照有效期限。 II. Contract employees who hold valid government agency-issued technician skills certificates or technical expertise certificates issued by government agency-commissioned private institutions may present supporting documents to apply for the professional competency technical bonus. The aforementioned certificates need to be reviewed by the employing unit for their applicability to improving the employee’s work proficiency and their relevance to task performance; the certificates must also be valid at the time of disbursement of the bonus. 三、申請專業能力技術加給，除原已支領者外，均以第一級支給，且每二年須提專業能力服務績效送約用職員待遇審議小組審查其支給額度，約用職員待遇審議小組審查時，得依其績效核予增減或維持其支給額度。 III. Applicants for the professional competency technical bonus, unless already receiving the bonus, shall be assigned the bonus amount listed under Step 1, and shall submit their professional competency performance report to the Contract Employee Compensation Review Task Force every two years for review on their bonus amount. Depending on the performance of the employee, the task force may decide to increase, decrease, or maintain the assigned bonus amount.						

註：

Note:

1. 本表修正前已支技術加給者，繼續支給但仍應視其工作表現與貢獻度併同送約用職員待遇審議小組審查其支給額度。

Employees who have received a technical bonus prior to the revision of the table may continue to receive their bonus pay; however, their work performance and contributions shall also be submitted to the Contract Employee Compensation Review Task Force for a review of their bonus amount.

2. 本表 A 級至 D 級採學歷敘薪；E、F 級兼採職務敘薪。D 級別輔導老師係屬尚未取得大專校院特殊教育專業資格認定者，其待遇係依教育部補助大專校院招收及輔導身心障礙學生實施要點及最低報酬薪點之規定標準，以 D 級別第六級薪級起敘。

Employees in Grades A through D of this table shall be assigned a salary based on their academic credentials; salaries of employees in Grades E and F shall also be based on the specific job they are hired for. For Grade D counselors who have not yet obtained professional qualification certification in special education at colleges or universities, their salaries shall follow the standards specified in the Ministry of Education's Directives for Implementing Subsidies for the Recruitment and Guidance of Students with Disabilities in Higher Education Institutions as well as the minimum salary regulations. The salaries shall start at Grade D and Step 6.

3. 本表自 114 年 1 月 1 日起適用。
This table is applicable from January 1, 2025.

附表四
Table 4

國立中興大學諮商心理師及臨床心理師待遇支給表

National Chung Hsing University Salary Schedule for Counseling Psychologists and Clinical Psychologists

單位：新台幣元/月

Unit: ND\$/month

薪級 Salary Step	級別 Grade 職稱 Job Title	H	I
		諮商心理師 Counseling Psychologist <u>臨床心理師</u> <u>Clinical Psychologist</u>	資深諮商心理師 Senior Counseling Psychologist <u>資深臨床心理師</u> <u>Senior Clinical Psychologist</u>
第十級 Step 10		61,220	66,950
第九級 Step 9		60,070	65,810
第八級 Step 8		58,920	64,670
第七級 Step 7		57,780	63,510
第六級 Step 6		56,630	62,360
第五級 Step 5		55,500	61,220
第四級 Step 4		54,340	60,070
第三級 Step 3		53,190	58,920
第二級 Step 2		52,050	57,780
第一級 Step 1		50,910	56,630

註：本表自 114 年 1 月 1 日起適用。

Note: This table is applicable from January 1, 2025.

附表五
Table 5

國立中興大學社工師及輔導老師待遇支給表

National Chung Hsing University Salary Schedule for Social Workers and Counselors

單位：薪點/月

Unit: Salary points/month

<div> <div>級別 Grade</div> <div>薪級 Salary Step</div> <div>職稱 Job Title</div> </div>	J	K
	社工師 Social Worker 輔導老師 Counselor	資深社工師 Senior Social Worker 資深輔導老師 Senior Counselor
第十級 Step 10	376 薪點 376 salary points	424 薪點 424 salary points
第九級 Step 9	368 薪點 368 salary points	414 薪點 414 salary points
第八級 Step 8	360 薪點 360 salary points	404 薪點 404 salary points
第七級 Step 7	352 薪點 352 salary points	394 薪點 394 salary points
第六級 Step 6	344 薪點 344 salary points	385 薪點 385 salary points
第五級 Step 5	336 薪點 336 salary points	376 薪點 376 salary points
第四級 Step 4	328 薪點 328 salary points	368 薪點 368 salary points
第三級 Step 3	322 薪點 322 salary points	360 薪點 360 salary points
第二級 Step 2	317 薪點 317 salary points	352 薪點 352 salary points
第一級 Step 1	312 薪點 312 salary points	344 薪點 344 salary points

註：

Note:

1. 社工師之待遇係依教育部補助大專校院設置專業輔導人員要點之專任專業輔導人員薪資福利概要表規範設置，進用具碩士學歷者，以社工師 J 級別第四級薪級起敘。

Social workers are compensated in accordance with the salary and benefit schedule for full-time professional counseling personnel set forth in the Directives for Ministry of Education-Funded Appointments of Professional Counseling Personnel at Institutions of Higher Education. The starting salary of social workers with a master's degree is that of Grade J, Step 4.

2. 本表輔導老師需為通過大專校院特殊教育專業資格認定者，其待遇係依教育部補助大專校院招收及輔導身心障礙學生實施要點之規定標準，具大學學歷者以 J 級別第一級薪級起敘，具碩士學歷者以 J 級別第四級薪級起敘。

The counselors listed in this table must have obtained professional qualification certification in special education at colleges or universities. Their salaries shall follow the standards specified in the Ministry of Education's Directives for Implementing Subsidies for the Recruitment and Guidance of Students with Disabilities in Higher Education Institutions. The starting salary of counselors with a bachelor's degree is that of Grade J, Step 1, while those with a master's degree is that of Grade J, Step 4.

3. 本表社工師及輔導老師之待遇以薪點方式支給，薪點折合率配合政府調薪政策辦理，其待遇換算後小數點無條件進位，且尾數倘為不足十元之畸零數，均進位至十位數。

The compensation for social workers and counselors listed in this table is paid based on a salary point system. The conversion rate for salary points shall be adjusted in accordance with government salary adjustment policies. After conversion, the compensation amount shall be rounded up to the next whole number, and any remainder less than NT\$10 shall be rounded up to the nearest 10.

4. 本表自 114 年 1 月 1 日起適用。

This table is applicable from January 1, 2025.