

YZU Regulations for Staff Being On-duty on Holidays

Passed by the 6th Administrative Committee of the 1996 School Year, January 13, 1997

Amended by the 8th Administrative Committee of the 2003 School Year, December 8, 2003

Article 1 These regulations are established for staffs being on-duty on holidays.

Article 2 University shall arrange staffs to be on-duty during the following holiday periods:

1. Days of flexible leave during summer vacation.
2. Continuous holidays for more than three days besides national holidays or weekends.

Article 3 University's representative staffs on-duty come from nine offices: Office of Academic Affairs, Office of Student Affairs, Office of General Affairs, Office of R&D, Office of Library and Information Services, Personnel Office, Controller Office, Secretariat Office, and Office of Public Affairs. Among them, one male administrative director and one male staff (including the teacher's assistants and contract-based staffs) shall take turns being on-duty. If there is a special need, one additional backup personnel may be added to be on-duty. Dean of Academic Affairs, Dean of Student Affairs, Dean of General Affairs, Dean of R&D, Chief Information Officer, Chief Secretary, Chief of Personnel Office, and Chief of Controller Office shall be responsible for the on-duty of office directors during the Chinese New Year (from New Year's Eve to the fourth day of New Year). These office directors don't have to be on-duty for any other holidays.

Personnel Office shall arrange the on-duty shift schedule based on the current order and then announce the name list of personnel on-duty.

Article 4 Responsibilities of personnel on-duty:

1. Office directors:
 - (1) Handling official documents that are urgent.
 - (2) Handling emergency situations (such as fire, theft, blackout, injury, calling for an ambulance)
 - (3) Checking the on-duty attendance book.
2. Staffs:
 - (1) Checking the registered official document. If it is an emergency document, it shall be submitted to the director on-duty.
 - (2) Assisting the director on-duty with emergency situations.
 - (3) Making records of what happened of the day (how to deal with it), what shall be done and then submit the report to the director on-duty.
 - (4) Calling security guards or dormitory superintendents to restore the electricity while having a blackout. If the problem can't be solved, they shall page technicians of Office of General Affairs to take care of it.
 - (5) Answering phone calls in order to keep the channel of external communication

unhindered.

(6) Receiving and making records of registered letters.

Article 5 Personnel on-duty shall take care of emergency situations and report to University immediately. If they can't take care of the situations, they shall report to the relevant directors and to President if necessary.

Article 6 Shift schedule: From eight in the morning to four thirty in the afternoon through Monday to Friday. Personnel on-duty shall be working at the service counter of Office of General Affairs. Personnel on-duty must not leave the job without permission, or this will be regarded as truancy and will be punished depending on the seriousness of the actual situation.

Article 7 Being on-duty is regarded the same as working overtime. In addition to receiving the pay for keeping on-duty (with rates to be determined separately), the on-duty personnel can apply for compensatory time off that is equivalent to the on-duty hours within two months. Those who have to be on-duty during the Chinese New Year shall be given additional money of consolation. Personnel Office shall come up with the amount of money and then submit to President for approval.

Article 8 A name card of the personnel on-duty shall be put in the office where the personnel is working. A phone list of emergency contact shall be put in the duty book including fire control, public security, water and electricity, and office directors (with a consideration of secrecy). Personnel on-duty shall be listed in the duty book as well.

Article 9 Personnel on-duty shall write down the information in the duty book that shall be about what happened during the duty, about suggestions and reminders. This information shall be submitted to President at the first working day. Personnel Office will send suggestions that are approved by President to relevant offices for taking further actions.

Article 10 Security guards of University will be responsible for being on-duty at night, on national holidays and on weekends.

Article 11 Prior to promulgation and enforcement, these regulations have been passed by Administrative Committee, the same for amendment.

If any controversies or disputes occurred regarding clauses of the contract, it shall always refer to its Chinese version.