

## **YZU Service Regulations for Contract-based Staff**

Passed by the 20<sup>th</sup> Administrative Committee of the 1993 School Year, December 27, 1993  
Amended by the 5<sup>th</sup> Administrative Committee of the 1996 School Year, December 16, 1996  
Amended by the 17<sup>th</sup> Administrative Committee of the 2003 School Year, May 10, 2004  
Amended by the 18<sup>th</sup> Administrative Committee of the 2004 School Year, March 14, 2005

Article 1 These regulations are established to meet the needs of University, and to regulate the appointing and management of contract-based staffs.

Article 2 Contract-based staffs (not including staffs of Lifelong Education, research centers, Center for Women of Taoyuan County, and project research assistants) mentioned in these regulations refer to the temporary staffs who are paid by University to perform administrative jobs in accordance with the 'YZU Contract-based Staff Employment Contract' and are not the organizational full-time staffs.

Article 3 Before appointing a contract-based staff, an office shall submit the application to the school by the time the school year begins with the detailed reasons for the appointment, job descriptions, contract period and the job title. The appointing shall be evaluated by the Human Resource department first and then approved by the president.

Article 4 The salary of a contract-based staff shall be paid in accordance with "YZU Payment Standards for Contract-based Staff". The year-end bonus of a contract-based staff shall be paid with the same standard as organizational staffs. Salary, contract period and service rules shall be made into a contract signed by both University and the employee. The contract period shall be in accordance with the period of a school year and the contract shall be regarded as a regular contract.

Article 5 Contract-based staffs shall be appointed in accordance with "YZU Regulations for Appointing Staff" and shall manage the registration procedure at Personnel Office after being employed. The salary shall be paid begins from the day of registration as well as the subscription of Labor Insurance and National Health Insurance.

Article 6 The attendance and leave of contract-based staffs shall be processed in accordance with "YZU Regulations for Faculty And Staff's Leave of Absence". However, due to the specialty of the office, the office itself may process the management of staff's attendance and leave.

Article 7 The yearly performance evaluation of a contract-based staff shall be processed at the end of each school year, and the evaluation results shall be regarded as a reference for

continuing the contract or not. Those whose performance is evaluated as 'excellent' shall be paid with half-month salary as the efficiency bonus; those whose performance is evaluated as 'A' shall be paid with 0.3 month salary as the efficiency bonus.

Article 8 One month before the expiry of the contract period, offices may renew the contract based on their actual needs in accordance with the regulations mentioned above in Article 3.

Article 9 If contract-based staffs don't receive any notification about continuing the contract at the end of their contract period, this is the termination of the contract. In the case of termination of contract or leaving the job, University doesn't have the obligation to pay the severance pay, pension, bonus or other kinds of allowances.

Article 10 Contract-based staffs shall follow the regulations of administrative ethnics and of keeping the work content confidential as well as what the organizational staffs shall do.

Article 11 These regulations are adopted by Administrative Committee, reported to President for ratification and implementation, as shall amendments when they are made.

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