

YZU Regulations for Faculty And Staff to Keep Job Affairs Confidential

Passed by the 3rd Administrative Committee of the 1991 School Year, September 16, 1991

Article 1 These regulations are established to create a good working environment for faculties and staffs to work at ease to avoid rumors or false messages that may influence the mood of working.

Article 2 Objects of University to be regulated:

1. full-time (part-time) faculties (includes teacher's assistants);
2. full-time (part-time) staffs;
3. full-time (part-time) research assistant;
4. temporary employees;
5. part-time students who are paid with monthly salary;

Article 3 All the persons mentioned in Article 2 shall keep their job affairs confidential, to avoid the spreading of rumors, and to report the rumor mongering to University.

Article 4 The job affairs mentioned in these regulations to be kept confidential are as follows:

1. information of personnel transferring (before being announced);
2. information of personnel salary;
3. information of faculties and staffs' yearly performance evaluation results;
4. information of personnel awards or punishments (before being announced);
5. information of faculties' personal data;
6. information of general meetings that haven't made final decisions;
7. information of final decisions of classified meetings;
8. other information that shall be kept confidential due to the job functions;

Article 5 Types of classified cases:

1. cases delivered through papers;
2. cases delivered through e-mails;

Article 6 Rules to be followed by the persons concerned processing classified cases:

1. Office directors: directors shall put the case information into a big and sealed envelope after signing the papers, and shall specify the name of the receiver or the director. For the cases of e-mails, copies of e-mails shall not be sent to the secretaries.
2. Personnel in charge of the cases: if personnel are required to offer help for processing classified cases, they shall follow the procedures mentioned in the preceding paragraph, make sure the security of copied information, and must not reveal any information related to the cases.

3. Associate personnel: personnel shall process with the standard procedure after offering the supplementary information of a case. (make sure the security of copied information)
4. Personnel delivering documents: personnel must not open and read the classified information in the envelope during the delivering process.
5. General personnel:
 - (1) Personnel shall not ask about any colleague's salary or personally classified information.
 - (2) Personnel shall not reveal the information that has not been announced.
 - (3) Personnel shall not report to Personnel authorities about anyone found spreading the rumors or bringing up disputes.

Article 7 For faculties being verified by the authorities concerned to have violated the regulations mentioned above, the case will be regarded as a reference for faculty's performance evaluation or for renewing the contract or not. As for staffs, University shall impose punishment of demerit or above to the staffs depends on the seriousness of the case.

Article 8 For personnel being verified by the authorities concerned to have reported about anyone spreading the rumors or concerned to have prevented the classified information from being revealed, University shall give a merit or above.

Article 9 The spokesperson of University's significant cases shall be Chief of Secretariat Office.

Article 10 These regulations are adopted by Administrative Committee, 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.