

YZU Regulations for Staff's Waiver of Signing for Attendance

Passed by the 8th Administrative Committee of the 1995 School Year, March 27, 1996

Article 1 "YZU Regulations for Staff's Waiver of Signing for Attendance" (hereafter, 'the regulations') are established to have the human-based management and to develop the sense of honor for staffs.

Article 2 New staffs (including teacher's assistants) can have the waiver of signing for attendance after the trial period is over by getting the approval from the office director and the staff shall sign the letter of commitment as well. If there is any violation of Article 4 of these regulations, the waiver will be canceled since the violation.

Article 3 Faculties and staffs shall fulfill their obligations based on the principle of honesty after they have the waiver of signing for attendance:

1. Working as the regulated time.
2. Reporting to University while being late, leaving the position early or being absent.
3. Submitting relevant application forms to the office director for approval and then notifying Personnel Office while going on business trips.
4. If there is a need for making a flextime work, the adjustment shall be approved as a special case.
5. Overtime pay and compensatory time off shall be applied in accordance with the actual hours of working overtime.

Article 4 Personnel Office may deprive the right of the person concerned to have the waiver of signing for attendance under the following circumstances:

1. Required by the office director.
2. The performance evaluation of the current school year is less than C.
3. Anyone found fail to fulfill the obligations mentioned in the previous article.
4. Anyone who has been subject to a major demerit of the current school year.

Article 5 Those who have been deprived the right to have the waiver of signing for attendance must not retrieve this right within one year.

Article 6 Those who apply for working overtime shall sign out on the E-attendance System; otherwise the application of working overtime will not be processed.

Article 7 These regulations are in effect beginning from May 1st, 1996 and are of the trial period for one year. Personnel Office shall have unscheduled spot checks about the attendance and then use these results as references for the attendance management and for the

performance evaluation of the current school year as well. Personnel Office shall give relevant questionnaires to the office directors and then use these results as references for improving or abolishing a policy.

Article 8 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.