

## **YZU Regulations for Rewarding Excellent Staff**

Passed by the 26<sup>th</sup> Administrative Committee of the 1989 School Year, July 24, 1990

Amended by the 9<sup>th</sup> Administrative Committee of the 1998 School Year, January 25, 1999

Article 1 These regulations are established to reward excellent staffs of University to promote the spirit and service efficiency of administrative personnel.

Article 2 Categories of the rewards include Award of Working Efficiency, Award of Working Quality, and Award of Working Attitude. Each category has the quota for one 'outstanding' award and two 'more than excellent' awards. An examination committee shall be in charge of the selection of awards.

Article 3 Those who are University's organizational staffs with a one-year service can be recommended to join the selection of awards. Ways of recommendation include director's recommendation, self recommendation, and colleague's recommendation. Those who get the award for successive three years will be given an honorable cup and must not join the selection again within two years.

Article 4 Candidates of each award category shall meet one of the following qualifications:

1. Having excellent performance of his/her duty and profession.
2. Having great vision and good attitude while dealing with office affairs.
3. Having enthusiasm and devotion while offering service.
4. Having great adaptability with the coming of a computerization era.
5. Having high efficiency and quality; having been creative.
6. Having been caring about other people and having the sense of administrative ethics.

Article 5 Staffs with the following conditions must not join the selection:

1. Having been accused of criminal misbehavior or disciplinary action within one year.
2. Having been subject to a demerit within one year.
3. Having bad records of morality within one year.
4. Having truancy or asked for leave for more days than the regulated limit within the school year of the selection.

Article 6 There are eleven to fifteen members of the examination committee with Chief of Personnel Office to be the executive secretary. Committee members are selected from the following groups:

1. President shall select four administrative office directors and appoint one to be the convener.
2. Each college shall recommend one faculty representative who has the experience as

the 1<sup>st</sup> or 2<sup>nd</sup> rank director.

3. One excellent staff for each award category who has been rewarded.

Article 7 Rights of the examination committee:

1. Examining candidates' qualifications.
2. Arranging the award category for candidates.
3. Examining and selecting the award for each category.

Article 8 Examining procedures of the committee:

1. Group examination: Examination committee members shall be divided into several groups to examine the candidates of each award, have interviews with the candidates to have more information about the recommended performance, and then submit the examination report to the committee.
2. All committee members examine the candidates together and decide the final list for each award category:
  - a. Committee members of each divided group shall submit the examination report.
  - b. All committee members have a discussion.
  - c. All committee members have a vote for the candidates of each award.
  - d. All committee members shall specify the reasons for giving an award to the candidate of each category.

Article 9 Recommendation of candidates begins from the end of each December; selection of candidates will be finished by the end of February of the next year; awards will be given to candidates in public on the day of school anniversary celebration.

Article 10 All award receivers will be given medals. A prize of NT\$8,000 dollars will be given for the 'outstanding' award; a prize of NT\$5,000 dollars will be given for the 'more than excellent' award. Staffs who receive the award can have an extra bonus for going on a business trip abroad for five to seven days with the trip subsidy of NT\$15,000 dollars the most each person.

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.**