

Yuan Ze University Regulations for the Selection and Remuneration of Technical Staff Receiving Position Allowances

April 18, 2011 Approved at the 13th Administrative Council Meeting of Academic Year 2009

July 17, 2013 Amended and approved at the 22nd Administrative Council Meeting of Academic Year 2012

March 15, 2017 Amended and approved at the 15th Administrative Council Meeting of Academic Year 2016

January 4, 2023 Amended and approved at the 12th Administrative Council Meeting of Academic Year 2022

Article 1

These Regulations are enacted to recognize technical staff with outstanding performance, to provide appropriate rewards and incentives for those assuming relevant positions, to support career development, and to enhance organizational effectiveness.

Article 2

Technical staff of the University who serve as the President's Secretary, Vice President's Secretary, Board Secretary, approved technical personnel, Section Chief, Deputy Head of Unit, or First-level Administrative Supervisor may be eligible to receive a position allowance.

Article 3

(Deleted)

Article 4

Technical staff who have served at the University for at least three years with excellent performance may be recommended by the Chief Secretary and, upon approval by the President, may serve as the President's Secretary or Vice President's Secretary.

Candidates for Board Secretary may be recommended by the Chief Secretary based on the preceding qualifications and shall assume the position upon approval by the Chairperson of the Board (or an authorized Board member).

Article 5

Technical staff who have served at the University for at least three years, hold the rank of "Staff Member," "Technician," "Registered Nurse," or above, and demonstrate excellent performance may be recommended by the First-level Supervisor and, upon approval by the President, may serve as a Section Chief.

Article 6

Deputy Heads of Administrative Units may be recommended by the First-level Supervisor of the unit and shall be appointed upon approval by the President. The qualification requirements are the same as those for Section Chief.

In units organized by divisions, the Deputy Head shall concurrently serve as Section Chief.

Article 7

University staff members who have held the rank of “Editor” or “Technical Specialist” or above for at least three years, or who have previously served as a Section Chief in an administrative unit for at least three years, and who possess excellent performance and relevant professional competence, may be appointed by the President as First-level Supervisors in the Office of General Affairs, Personnel Office, Accounting Office, or Environmental, Safety and Health Center.

Article 8

Technical personnel who have served at the University for at least three years and whose work involves duties meeting the recognized standard of hazardous conditions or requires being on call to handle emergencies may, upon approval, apply for technical allowances.

Qualified personnel shall be recommended annually by the Unit Supervisor and reviewed by the “Technical Allowance Review Committee” based on the nature of their duties and annual performance evaluation. The recommended list shall be submitted to the President for approval before the allowance may be granted. Reapplication and reassessment are required each year.

The “Technical Allowance Review Committee” shall consist of seven faculty members with relevant expertise, appointed upon approval by the President. Evaluation criteria shall be established separately.

Article 9

For the positions specified in Articles 4 through 7, if the required rank is not met, the position may be filled by a technical staff member with the next lower rank who possesses relevant professional competence.

For the positions specified in Articles 5 and 6, if the nature of the duties is unique and no suitable candidate of the required rank is available within the unit, a contract-based technical staff member with relevant professional competence may assume the position.

Article 10

Allowance Standards:

1. Full-time technical staff within the staffing establishment who serve as supervisors or secretaries shall receive supervisor position allowances or secretary stipends in accordance with the University’s Salary Guidelines for Faculty and Staff. They may not claim overtime; however, those covered under the Labor Standards Act may claim overtime pay as prescribed by law. Only one type of allowance—supervisor position allowance, secretary stipend, or technical allowance—may be claimed, and duplication is prohibited.
2. Contract-based technical staff serving as supervisors may receive supervisor position allowances upon approval by the President.

Article 11

These Regulations shall take effect upon approval by the Administrative Council; the same procedure applies to any amendments.