National Yunlin University of Science and Technology Guidelines for the Management of Project Staff

November 11, 2003: Approved by the 2nd Administrative Meeting of the 2003 academic year.

June 20, 2006: Revised and approved by the 15th Administrative Meeting of the 2005 academic year.

April 3, 2007: Revised and approved by the 8th Administrative Meeting of the 2006 academic year.

December 7, 2010: Revised and approved by the 4th Administrative Meeting of the 2010 academic year. The original name "National Yunlin University of Science and Technology Research Project Staff Management Guidelines" was modified, and some articles were revised. Approved at the 4th Administrative Meeting of the 2012 academic year on December 18, 2012.

March 29, 2016: Revised and approved by the 8th Administrative Meeting of the 2015 academic year.

July 24, 2017: Revised and approved by the 2nd Temporary Administrative Meeting of the 2016 academic year.

November 10, 2020: Revised and approved by the 3rd Administrative Meeting of the 2020 academic year (Revised Annex II "National Yunlin University of Science and Technology Project Staff Remuneration Standards Table").

March 16, 2021: Revised and approved by the 7th Administrative Meeting of the 2020 academic year.

March 15, 2022: Revised and approved by the 7th Administrative Meeting of the 2021 academic year (Revised Annex II "National Yunlin University of Science and Technology Project Staff Remuneration Standards Table").

October 11, 2022: Revised and approved by the 2nd Administrative Meeting of the 2022 academic year.

December 20, 2022: Revised and approved by the 4th Administrative Meeting of the 2022 academic year (Revised Annex I "YunTech Project Staff Contract").

September 12, 2023: Revised and approved by the 1st Administrative Meeting of the 2023 academic year.

1. In order to strengthen the management of project staff, the National Yunlin University of Science and Technology has established these Guidelines for the Management of Project Staff (hereinafter referred to as "these Guidelines").

2. The term "project staff" as used in these Guidelines refers to personnel hired outside of the regular staffing structure to handle administrative tasks or execute project plans, funded by the project budget (including staff hired for research projects, management fees, and surplus funds).

3. When a unit or project leader intends to hire project staff due to business needs, they should follow the administrative procedures stipulated by the project supervising unit. After approval, they can proceed with the hiring process. The qualifications for recruitment are determined by the hiring unit or project plan based on their needs, and selection should be conducted in a public manner as a principle.

The spouse and blood relatives or relatives by marriage within three degrees of kinship of the head of the agency may not be hired as project staff of YunYech; the spouse and blood relatives or relatives by marriage within three degrees of kinship of any level of supervisor, project leader, or co-leader may not be hired as project staff of the supervising unit or the project.

4. During the employment period, project staff must accept supervision and work assignments from the unit supervisor or project leader, and are obligated to comply with the provisions of the Gender Equity Education Act, YunTech's regulations, and those of cooperating institutions. When conducting business in accordance with laws and regulations, they should maintain impartiality and neutrality. If they violate these principles and cause damage to YunTech's interests, their contract may be terminated.

5. When a project execution unit or project leader hires project staff, they should follow YunTech's administrative procedures and obtain approval from the President before the contract is signed with YunTech (the content of the contract is as shown in Appendix 1) as the basis for the rights and obligations of both parties. Project staff should report to the Personnel Office on their first day of work. When a project is completed or terminated, the employment relationship should be terminated immediately, and this should be explained when the project execution unit or project leader hires project staff.

6. The hiring of project staff should take into account their character and loyalty to the country, and they should possess the knowledge and skills required for the job. They should not have any of the circumstances stipulated in Article 28 of the Civil Service Employment Act.

7. Newly hired project staff may be students. However, if the project approval authority has other regulations, those regulations should be followed.

Project staff may use their spare time or take leave of absence or special leave to further their studies, provided that it does not affect their work, and they must report to the unit supervisor or project leader.

8. Project staff who teach part-time on or off campus must obtain prior approval, and the teaching hours should not exceed four hours per week. Those who teach part-time during working hours must also apply for leave.

9. Project staff may take on additional work due to business needs, but the total remuneration for additional work each month should not exceed 60% of the monthly salary, and this additional remuneration should be included in the calculation of the total insured salary for the month; if the project sponsor or commissioning agency has other regulations, those regulations should be followed.

10. The remuneration of project staff is paid according to YunTech's Remuneration Standards for Project Staff (Appendix 2). However, the following circumstances are exceptions:

(1) If the contract with the commissioning project unit stipulates different standards, the remuneration shall be paid according to the contract.

(2) If there are difficulties or reductions in the funding for the project, the remuneration may be reduced when hiring.

(3) If the supervisor of the project execution unit or the project leader determines that the position requires special expertise, the remuneration may be paid according to the Remuneration Standards for Campus Digitalization Project Staff, Contract Psychologists, Auditors, and Environmental Safety Staff and the Job Allowance Standards, depending on their expertise and job performance.

If the project funds have not yet been allocated and it is impossible to process the payment procedure, the supervisor of the project execution unit or the project leader should apply for an advance.

The payment of wages is calculated in New Taiwan Dollars. Unless otherwise agreed, the principle is to pay the salary once a month in the following month, and the same applies to those who are paid by piecework.

The project execution unit or project leader should keep a payroll register, and record the payment of wages, the calculation method of each item of wages, the total amount of wages, etc. The payroll register should be kept for five years.

11. Project staff may be assessed by the supervisor of the hiring unit or the project leader, and the results of the service performance evaluation may be used as the basis for hiring and promotion after one year of service. Their rewards and punishments are managed by the supervisor of the hiring unit or the project leader as needed, referring to YunTech's relevant regulations.

12. The number of months and timing of the annual work bonus for project staff, except for those stipulated by the commissioning project unit, may be determined by each hiring unit or project leader after their own assessment, and paid according to the budget, with the maximum not exceeding the upper limit of the annual work bonus for military, public, and educational personnel for that year.

13. Project staff should participate in labor insurance, National Health Insurance, and voluntarily contribute to the labor pension fund in accordance with the law; the insurance premiums and pension contributions that the employer should bear are paid from the relevant funds of the hiring unit.

14. The hiring of project staff should be carried out in accordance with these Guidelines. If any false information is found, in addition to not approving the related expenses listed, all expenses should be recovered, and the matter should be governed in accordance with relevant laws and regulations.

15. The attendance control of project staff is managed and supervised by the project execution unit or project leader. The normal working hours of project staff should not exceed eight hours per day, and the weekly working hours should not exceed forty hours. However, YunTech may adjust the daily working hours or adopt a shift system after mutual agreement, depending on business needs.

The overtime, overtime pay, and leave of project staff are governed in accordance with the Labor Standards Act, Labor Leave Regulations, Act of Gender Equality in Employment, and YunTech's relevant regulations. When assigned to travel on business, they may apply for travel expenses in accordance with the equivalent position within YunTech's staffing structure.

16. During the employment period, project staff may enjoy the following rights and benefits in accordance with YunYech's relevant regulations:

(1) Apply for YunYech's service certificate and on-campus vehicle pass.

(2) Use of public facilities such as the library, Information Technology Services Center, swimming pool, and sports venues, according to the regulations of each unit.

(3) Other welfare items approved by the project.

17. When project staff wish to terminate their contract, they should submit a written application to YunTech in accordance with the notice period stipulated by the Labor Standards Act, unless otherwise stipulated by the Labor Standards Act. They may leave their position only after approval. If they fail to submit the application within the stipulated period and cause damage to YunTech, YunTech may claim damages in accordance with relevant laws.

18. When project staff leave their position or their contract expires, they should process the handover procedures according to the content of their job duties. If they fail to process the handover according to the regulations or the handover is not clear, the project staff may be held responsible, and their legal responsibility may be pursued in accordance with relevant laws and regulations.

19. Project staff may apply for a certificate of employment (service) during their employment period; when they leave their position, they should complete the termination procedures according to the regulations before they can be issued a certificate of termination.

20. The severance pay and retirement pension of project staff are governed in accordance with the Labor Standards Act and the Labor Pension Act; compensation for occupational accidents is governed in accordance with the Labor Standards Act, Act for Protecting Worker of Occupational Accidents, Labor Insurance Act, and other relevant laws and regulations. If there is a violation of the law resulting in administrative fines, the project leader or project execution unit should pay, except for those who are not responsible for the project leader or project execution unit.

The project leader or project execution unit should, based on the number of employees each year, allocate 0.65 months of average wages per person per year from their own funds as a severance pay reserve fund, until the twelfth year. For those who have been employed for less than one year, the allocation should be made on a pro-rata basis. However, for those who were employed as of December 31, 2016, the severance pay that should have been allocated in previous years can be allocated over six years starting from 2017, and the allocation amount for the remaining years is governed according to the above regulations.

The payment of severance pay is made from the severance pay special account. If the amount in the special account is insufficient, YunTech will make up the difference, and the project leader or project execution unit should repay the amount made up by YunTech in December of the same year.

If a member of the project leader or project execution unit leaves their position and is not legally entitled to severance pay, they may apply to withdraw the severance pay reserve fund allocated for that departing member.

21. If there are matters not covered by these Guidelines, they should be governed in accordance with the Labor Standards Act, Labor Pension Act, YunTech's Work Rules, and other relevant laws and regulations.

22. These Guidelines are implemented after being passed by the Administrative Meeting and approved by the President, and the same applies to amendments.