

靜宜大學約僱人員任用及管理辦法

Providence University Contracted Personnel Employment and Management Regulations

Approved by the Board of Trustees on July 8, 2025
Approved by the Administrative Meeting on May 28, 2025

Article 1

To meet the needs of the University's development and to regulate the employment and management of contract employees, Providence University has formulated these Providence University Contracted Personnel Employment and Management Regulations (hereinafter referred to as "these Regulations").

Article 2

The term "contract employees" in these Regulations refers to individuals who receive salaries from the University but are not part of the University's regular full-time staff establishment. The categories are as follows:

1. Personnel employed to temporarily replace regular staff members who have been approved for leave without pay or with pay.
2. Personnel required for temporary, fixed-term projects or tasks.
3. Personnel needed for filling regular positions before official inclusion in the University's staff establishment.
4. Personnel required to perform University-wide periodic affairs commissioned or entrusted by external agencies. If the commissioning agency has separate provisions, those shall prevail.

Article 3

The recruitment of contract employees shall take into account their moral character and loyalty to the University. If they fail to cooperate with University policies or damage the University's reputation, their employment shall be terminated or not renewed.

During the performance of duties, contract employees must not develop relationships in interpersonal interactions related to sex or gender that violate professional ethics. If there is a risk of violating the aforementioned ethics, they must avoid the situation or report it to the University for handling.

Contract employees must respect the sexual and bodily autonomy of others and themselves, avoid unwelcome advances, and must not use coercion or violence in resolving sex- or gender-related disputes.

Article 4

When a unit intends to hire a contract employee, it shall submit detailed reasons, job responsibilities, employment period, and other relevant conditions, and file an application for additional staffing one month in advance. Recruitment shall be conducted publicly upon approval by the President. Public recruitment is not required for contracts shorter than three months.

For initial contracts exceeding six months, the Personnel Office and the hiring unit shall jointly conduct the selection process. A three-month probationary period shall apply. Those with satisfactory performance upon completion of probation shall be formally appointed upon recommendation by the hiring unit.

Article 5

Contract employees are hired on an academic-year basis. If no renewal notice is given at the end of the contract period, the contract shall be deemed terminated. Employees who wish to resign during the contract term must submit an application one month in advance and may resign only upon approval by the President.

Article 6

The salary, employment period, insurance, working hours, and job content of contract employees shall be stipulated in the contract.

If a unit has special requirements for the contract employee, such requirements may be specified in the contract. If a contract employee concurrently holds a position (including teaching or part-time work) within or outside the University during or outside working hours, they must obtain approval from the President before undertaking the role each semester.

If teaching within the daytime academic program during periods from the first to the eighth class session, no additional hourly pay shall be granted, but the time may be counted as part of working hours.

Concurrent positions must not affect the performance of the employee's primary duties. If an assessment by the unit supervisor confirms that the concurrent role affects job performance, and such finding is approved by the President, the employee shall be prohibited from applying for concurrent positions within or outside the University for three years starting from the next semester.

Violations of the above provisions shall be referred to the University's Staff Evaluation Committee for disciplinary review.

Article 7

Contract employees shall report to the Personnel Office on their first working day, and salary shall be paid from that date.

Article 8

Contract employees referred to in Article 2, Item 3, who have served continuously for more than two years during their employment period, may take part in the University's examination for transferring to a regular full-time staff position.

Article 9

Salaries shall be determined according to the educational qualifications required for the position:

- General administrative staff (assistants) shall be paid at the bachelor's level.
- Technicians shall be paid at the bachelor's or junior college level.
- Service staff shall be paid at the senior high school (vocational) level.

In special cases, with unit recommendation and presidential approval, a position-based allowance may be given based on educational qualification differences. This allowance shall be removed if the employee is transferred to a unit where such duties are no longer performed.

For technical and service staff hired before July 31, 2025, salaries shall follow the original *Providence University Contract Employee Pay Scale* (approved by the Administrative Council on March 20, 2024) for those with a three-year technical college or two-year junior college diploma. Starting August 1, 2025, such employees shall be paid according to the new high school (vocational) or junior college pay scale corresponding to their original pay grade.

Providence University Contract Employee Pay Scale

Education / Grade	High School (Voc.)	Junior College	Bachelor's	Master's
Grade 9	33,500	38,510	44,230	50,565
Grade 8	32,845	37,390	43,150	49,330
Grade 7	32,200	36,300	42,100	48,130
Grade 6	31,570	35,245	41,070	46,955
Grade 5	30,950	34,220	40,070	45,810
Grade 4	30,340	33,220	39,095	44,695
Grade 3	29,745	32,255	38,140	43,605
Grade 2	29,165	31,315	37,210	42,540
Grade 1	28,590	30,400	36,300	41,500

For technicians and service staff hired after August 1, 2025, if their educational attainment is below the senior high school (vocational) level, their salary shall be paid according to the statutory minimum wage, with no salary increments granted.

Article 10

Leave for contract employees shall be handled in accordance with the *Providence University Contract Employee Work Rules*. Those with serious illnesses requiring long-term leave may apply for leave without pay on a semester basis. The total lifetime limit for such leave is two semesters. Any excess shall be deemed voluntary resignation.

Article 11

Contract employees are entitled to labor insurance and national health insurance. Other benefits, overtime pay, travel allowances, further education, performance evaluation, rewards and penalties, termination of employment, and other matters not covered herein shall follow the relevant regulations applicable to regular full-time staff of the University.

Article 12

Contract employees shall undergo a performance evaluation three months before the end of the academic year. The results shall serve as the basis for contract renewal and salary adjustments.

Article 13

The employment of contract employees shall terminate on the date they reach the age of 65. Those who have already received labor insurance old-age benefits must retire, and the retirement process shall begin at least one month in advance.

Article 14

If a contract employee believes that an administrative decision or measure by the University has harmed their personal rights, and the matter cannot be resolved through coordination by the relevant unit, they may file an appeal in accordance with the *Providence University Staff Appeal and Review Committee Organization and Review Guidelines*.

Article 15

These Regulations shall be implemented upon approval by the Administrative Council and promulgation by the President. The same shall apply to any amendments.

Amendments to Article 9 shall be implemented upon approval by both the Administrative Council and the Board of Trustees, and promulgation by the President.