

研究計畫聘用人員管理要點

Management Guidelines for Research Project Personnel

一、目的

為使本校研究計畫所聘任相關人員之管理有所遵循，特訂定本要點。

1. Purpose

These guidelines are established for the management of personnel hired for research projects at our university, providing a framework for their supervision and management.

二、任用條件

研究計畫所聘任相關人員之任用條件以符合計畫需求為要件，由計畫主持人自行決定，惟不得聘任計畫主持人及共同主持人之配偶或三親等以內血親及姻親擔任，亦不得聘任在職或在學人員（除在職進修或進修部學生專職於專題研究計畫外）擔任專任助理人員，一經查獲須即溯自違規日起停止聘任。校外專題研究計畫（如衛福部、其他政府機構等）研究助理任用條件悉依相關機構規定辦理。

2. Appointment Conditions

The appointment conditions for personnel hired for research projects are based on the project's requirements and are determined by the principal investigator. However, spouses or relatives within the third degree of consanguinity or affinity of the principal investigator and co-principal investigators cannot be appointed. Additionally, current staff or students (excluding those receiving on-the-job training or students on further study programs engaged in research projects) cannot be appointed as full-time assistants. Once discovered, any such violation must result in the immediate cessation of the appointment from the date of the violation. The appointment conditions for research assistants in external research projects (such as those funded by the Ministry of Health and Welfare or other government agencies) will be governed by the regulations of the relevant institutions.

三、聘任程序

(一)研究計畫核准後，計畫主持人依核定之人事經費內容，招聘計畫所需人員。擬聘人員確定後，以「研究計畫聘用人員異動申請表」(附表一)送交人事室依擬聘職級、學歷及經費核定清單等核敘職級、薪資。聘任校外兼任助理或在校外執行者尚需經部門主管、院長核簽。

「研究計畫聘用人員異動申請表」經核定後，由人事室留存，並發電子郵件至主持人信箱通知擬聘人員依據報到須知準備報到事宜。

(二)研究計畫擬聘人員備齊資料後，於『擬聘任生效日』四個工作日前至

人事室辦理報到手續，且『擬聘任生效日』必須於每月一日至二十日間，並依核定聘任期間簽訂「勞動契約書」(附件一、二)，經查驗各項資料齊全並予收繳後，即完成報到手續(屬專任計畫助理尚須完成體檢並取得合格之檢查報告)。人事室必須於到職日當天完成加保作業。若報到資料延遲於「擬聘任生效日」前四個工作日之後送達人事室，則以人事室收件日後第四個工作日為勞保加保日與計薪起始日，無法往前追溯。

- (三)聘用非本國籍之外籍人員，報到前請確認該人員已申辦完成工作證及居留證。報到時，應檢附主管機關核准之工作許可證明文件及居留證等影本。未檢附完整證明文件者，無法受理報到作業。

3. Hiring Procedures

(1) Upon approval of the research project, the principal investigator, based on the approved personnel budget, should recruit the necessary personnel for the project. Once the prospective personnel are determined, the 'Research Project Personnel Appointment Change Request Form' (Appendix One) should be submitted to the Personnel Office for the verdict on the position level, education, and salary approval, according to the determined position, qualifications, and budget list. The appointment of external part-time assistants or those working outside the university also requires approval from the department head and dean. After approval of the 'Research Project Personnel Appointment Change Request Form,' the Personnel Office should retain a copy and send an email notification to the principal investigator, informing the prospective personnel to prepare for registration according to the registration instructions.

(2) After preparing all required documents, the prospective personnel of the research project must complete the registration procedures at the Personnel Office within four working days before the 'Prospective Appointment Effective Date.' The 'Prospective Appointment Effective Date' must fall between the first and twentieth day of each month. A 'Labor Contract' (Attachments One and Two) must be signed according to the approved appointment period. After collecting and verifying all required documents, the registration process is completed (full-time project assistants must also undergo a physical examination and obtain an examination report that meets the university's standards and requirements). The Personnel Office must complete the registration for health insurance on the starting day of employment. If the registration documents are delivered to the Personnel Office later than four working days after the 'Prospective Appointment

Effective Date,' the labor insurance registration date and the salary commencement date will be set as the fourth working day after the Personnel Office's receipt date, with no retroactive adjustments allowed.

(3) For the employment of non-citizens, it is necessary to confirm that the individual has completed the application process for a work permit and residency permit before reporting for duty. On the day of reporting for duty, copies of approved work permit documents and residency permits from the competent authority should be provided. Incomplete documentation will result in the impossibility to complete the registration procedure.

四、聘任期間

- (一)研究計畫聘用人員（含專、兼任研究助理、工讀生、臨時工）之聘任期限由計畫主持人決定，但不得超過研究計畫之執行期間。
- (二)計畫執行期間內，聘期已到、計畫主持人擬續聘該助理人員時，須填寫「研究計畫聘用人員異動申請表」註明擬聘任期限，經核簽後送人事室據以更改，「研究計畫聘用人員異動申請表」正本由人事室輸入電腦後留存。

4. Appointment Period

- (1) The appointment period for research project personnel (including full-time and part-time research assistants, work-study students, and temporary workers) is determined by the project principal investigator but must not exceed the duration of the research project.
- (2) During the project execution period, if the appointment term expires and the project principal investigator intends to renew the appointment for the same assistant, the 'Research Project Personnel Appointment Change Request Form' must be completed, specifying the intended appointment period. After obtaining necessary approvals, the form is submitted to the Personnel Office for processing. The original copy of the 'Research Project Personnel Appointment Change Request Form' is inputted into the computer system by the Personnel Office and retained.

五、人員轉任

(一)校內計畫轉任

- 1. 同一計畫主持人擬將其執行中之計畫所聘人員轉任至另一研究計畫時，需填寫「研究計畫聘用人員異動申請表」並註明原任、擬轉任之研究計畫案號及聘任期間，經主持人核簽後於聘任終止十日前送人事室更新聘任資料，「研究計畫聘用人員異動申請表」正本由人事室輸入電腦後留存。

2. 不同計畫主持人間之助理轉任，由新任計畫主持人填寫「研究計畫聘用人員異動申請表」，並註明原任、及新任之研究計畫案號，經原任主持人確認該助理人員辦妥實驗室設備移交後於「研究計畫聘用人員異動申請表」上核簽後，申請單送人事室據以更改聘任案號及期限，正本由人事室輸入電腦後留存。

(二)不同機構(長庚醫院、長庚大學、及長庚科技大學)間計畫助理人員之轉任，應於原屬機構辦理離職，新機構之計畫主持人依前述聘任程序填寫「研究計畫聘用人員異動申請表」呈核定後辦理報到手續，報到時除依上述規定繳交資料外，尚需檢附原任機構開立之服務證明，據以認定進企業年資及核敘薪級。

5. Personnel Transfer

(1) Intra-university Project Transfer

(i) When the same principal investigator intends to transfer personnel from one ongoing project to another research project, the 'Research Project Personnel Appointment Change Request Form' must be completed. The original and new project numbers, along with the appointment period, should be specified. After the principal investigator's approval, the form should be submitted to the Personnel Office at least ten days before the end of the appointment for updating appointment information. The original copy of the 'Research Project Personnel Appointment Change Request Form' is inputted into the computer system by the Personnel Office and retained.

(ii) For transfers between assistants under different principal investigators, the new principal investigator should complete the 'Research Project Personnel Appointment Change Request Form,' specifying the original and new project numbers. After the original principal investigator confirms the assistant's completion of the laboratory equipment handover, the original principal investigator should sign the form and submit the application to the Personnel Office to change the appointment case number and period. The original copy is inputted into the computer system by the Personnel Office and retained.

(2) Inter-institutional Project Assistant Transfer

For the transfer of project assistants between different institutions (Chang Gung Memorial Hospital, Chang Gung University, and Chang Gung University of Science and Technology), the assistant should resign from the original institution. The new institution's principal investigator completes the 'Research Project Personnel Appointment Change Request Form'

following the aforementioned appointment procedure, and after approval, the assistant completes the reporting for duty procedures. On the day of reporting for duty, in addition to submitting the required documents as mentioned earlier, the assistant must also provide a service certificate issued by the original institution to determine the years of service and salary level.

六、終止聘任

- (一)聘僱期限屆滿前，若仍未辦妥續聘或轉聘，系統將管制人員停止支薪，聘用人員必須辦理離職，若要再聘任須重新辦理報到。
- (二)研究計畫聘用人員聘任期間，如有違反學校相關規定情節重大或其他重要事由者，計畫主持人應簽呈校長核定後終止聘用。
- (三)計畫主持人應於聘僱期限屆滿或提前終止聘任時，依勞動基準法相關規定提前通知聘用人員終止聘任。
- (四)研究計畫聘用人員因本身重大事由必須於聘用期限前終止聘任時，應依勞動基準法相關規定提前通知計畫主持人。
- (五)所有提前離職及聘任終止人員必須依規定辦理離職相關手續，並應於離職生效日前十日備齊所有已核簽完成之離職資料送抵人事室。
- (六)人事室必須於終止聘任日當天完成退保作業。

6. Termination of Appointment

- (1) If the employment period expires and the renewal or transfer procedures are not completed, the system will suspend salary payments, and the appointed personnel must resign. If reappointment is desired, the individual must complete the reporting for duty procedures anew.
- (2) During the appointment period of project personnel, if there are significant violations of university regulations or other substantial reasons, the principal investigator must submit a request for termination to the university president for approval.
- (3) The principal investigator should provide advance notice to the appointed personnel according to the relevant provisions of the Labor Standards Act when the employment period expires or termination is anticipated.
- (4) If project personnel need to terminate their appointment before the scheduled period due to significant personal reasons, they should provide advance notice to the principal investigator in accordance with the relevant provisions of the Labor Standards Act.
- (5) All personnel leaving their positions prematurely or having their appointments terminated must complete the required resignation procedures. They should gather all signed resignation documents and submit them to the Personnel Office ten days before the effective date of resignation.
- (6) The Personnel Office must complete the termination of insurance

coverage on the same day as the termination of appointment.

七、薪資福利

(一)研究計畫聘用人員之薪資包含酬金及伙食費。於符合計畫經費使用原則者，可核給特殊津貼、年終獎金或勤勉獎金；績優人員得提敘晉級或核發獎勵金。

- 1.敘薪：薪資依委託機構經費核定清單所列標準及學歷敘薪，無核定標準者依本校研究計畫聘用人員薪級表(附表二 A 及附表二 B)，由人事室依其職級與學歷據以核敘。到職三個月內提出服務證明，符合規定者據以提敘薪級並溯自到職日補發，到職超過三個月始提出者，不予追溯補發。聘用人員如具相當特殊性、稀少性或競爭性，計畫主持人得以簽呈呈准核敘聘用人員較高之薪資。
- 2.特殊津貼：研究計畫聘用人員於到職滿三個月，由主持人依個人學經歷、業務內容難易度、特殊技術及研究或教學工作經驗等進行評估核給。
- 3.年終獎金及勤勉獎金：依簽准核定方式發給，勤勉獎金於端午節及中秋節前發放。
- 4.獎勵金：為獎勵計畫聘用人員執行研究計畫業務成效，計畫主持人得依計畫聘用人員之特殊技術、工作經驗、對於計畫之貢獻度等，酌給獎勵金。每月獎勵金額度以不超過計畫聘用人員酬金之50%為上限，並應於每年一月、七月分二次統一核發。獎勵金經費應由計畫主持人產學計畫個人專戶或個人研究獎勵金提撥。
- 5.原則上，各職級年資9年為職級上限，第10年起不再晉級，維持相同薪資。除案號第一個字母為「B」或「C」，以及國家科學及技術委員會(以下簡稱國科會)相對補助款之計畫以外，其餘計畫經費聘任年資9年以上且表現績優之研究計畫人員，可由計畫主持人依專業性、特殊性等考量給予晉級，晉級後薪資依「獎勵資深績優專任計畫助理薪級表」核給。

以上各項薪資核給必須符合計畫經費使用原則。

(二)聘用人員之職等區分為專任計畫助理(分博士、碩士、學士、專科、高中)、兼任計畫助理(分博士生、碩士生、大學生、講師級(需附證書)、助教級(需附證書)等)、工讀生等。

(三)專任計畫助理報到滿三個月當月，由人事室列印「新進人員任用核定表」送請計畫主持人評核，是否正式任用並核給特殊津貼、或正式任用不核給特殊津貼、或需繼續觀察、或擬予辭退；新進人員須另行至人事室網頁「教育訓練資訊網」參閱「新進職工及

專任助理自我研習資料」，下載測驗試題填答完畢後，連同「新進人員任用核定表」一併寄回人事室存參，人事室憑以辦理。

(四)專任計畫助理之年終獎金及勤勉獎金依簽准核定方式發給。

(五)計薪原則

1. 薪資按月給付，計薪週期為每月一日至月底日，於次月五日發放前一個月薪資。
2. 薪資核給，自實際到職之日起支，並自離職生效日起停支。
3. 服務未滿整個月者，依實際在職日數覈實計支。每日計發金額，以當月全月薪給除以三十日數計算，計給金額均四捨五入至元。

(六)專任計畫助理、勞僱型兼任計畫助理享有勞工保險及退休金提撥(依計劃合約規定辦理)。

1. 適用勞基法人員應依規定辦理勞保及勞退提撥，其經費來源基本上同於薪資，必須由聘任主管於聘任前即確認經費足夠。
2. 同一雇主(長庚大學)，二個單位以上合聘者，共同負擔其勞保、勞退之雇主負擔經費。
3. 若未依規定辦理進用人員之保險，致發生保險事故而無法申請勞保給付、或衍生勞保局對本校之罰鍰時；或所屬人員離職卻未通知人事室辦理勞(健)保及勞工退休金退保，致產生逾期退保之勞(健)保保費及勞工退休金費用；或人員離職時如有未繳納之勞(健)保保費及勞工退休金費用；或已辦理加保，而經費因故無法核銷時，均由聘任主管負繳款之責任。

(七)專任計畫助理另享有全民健康保險；勞僱型兼任計畫助理填寫「部分工時人員多重聘僱具結書」並符合加保要件才辦理全民健康保險加保。

(八)專任計畫助理本人在長庚醫院就醫享有醫療優待。

(九)專任計畫助理本人得申請住宿單身宿舍，其費用依規定辦理。

7. Salary and Benefits

(1) The salary of project-employed personnel includes remuneration and meal allowances. In compliance with the principles of project fund usage, special allowances, year-end bonuses, or diligence bonuses may be granted. Outstanding personnel may be promoted or rewarded.

(i) Salary Adjustment: Salaries are adjusted based on the standards listed in the funding approval list of the commissioning organization and educational background. In the absence of set standards, the salary is determined according to the salary scale for research project personnel at the university (see Appendix Two A and Appendix Two B), and the Personnel Office

adjusts it based on the rank and educational background. Within the first three months of employment, individuals can submit a service certificate, and if approved, the salary scale is adjusted retroactively from the starting date of employment. If submitted after three months, it will not be retroactively paid. If the appointed personnel have significant uniqueness, scarcity, or competitiveness, the principal investigator may request approval for a higher salary.

(ii) Special Allowances: After the first three months of employment, research project personnel are assessed by the principal investigator based on personal qualifications, the difficulty of the job, special skills, and research or teaching experience, and allowances are granted accordingly.

(iii) Year-End and Diligence Bonuses: Paid on the condition of approval, and the diligence bonus is issued before the Dragon Boat Festival and the Mid-Autumn Festival.

(iv) Incentive Bonus: To reward the effectiveness of research project personnel in executing research projects, the principal investigator may grant incentive bonuses based on the special skills, work experience, and contributions to the project. The monthly bonus amount should not exceed 50% of the salary for research project personnel and is issued twice a year in January and July. The incentive bonus funds should be allocated from the principal investigator's individual project account or individual research funds.

(v) In principle, the maximum period of service for each rank is 9 years, and there is no promotion beyond the 10th year. The same salary shall remain. However, for projects with the first letter of the project number as 'B' or 'C' and projects receiving relative subsidies from the National Science and Technology Council (NSTC), outstanding research project personnel with more than 9 years of service and excellent performance may be promoted by the principal investigator based on considerations such as professionalism and uniqueness. After promotion, the salary is determined based on the 'Reward for Senior Outstanding Full-time Project Assistant Salary Scale.'

All the above salary allocations must comply with the principles of project fund usage.

(2) The classification of research project personnel includes full-time project assistants (categorized into doctoral, master's, bachelor's, associate degree, and high school levels), part-time project assistants (categorized

into doctoral students, master's students, university students, lecturers (with certificates), and teaching assistants (with certificates), and work-study students, etc.

(3) For full-time project assistants, three months after reporting for duty, the Personnel Office prints the 'New Employee Appointment Approval Form' and sends it to the principal investigator for assessment. The assessment includes determining whether the appointment is formal, granting special allowances, or not granting special allowances, or requiring further observation, or considering termination. New employees must also refer to the 'Self-Study Materials for New Employees and Full-time Assistants' on the Personnel Office website for further information. After completion, the self-study materials should be sent back to the Personnel Office along with the 'New Employee Appointment Approval Form'. The Personnel Office will process the documents accordingly.

(4) Year-end bonuses and diligence bonuses for full-time project assistants are paid according to approved methods.

(5) Payroll Principles

(i) Salaries are paid monthly, with the payroll period from the 1st to the end of each month. Salaries are issued on the 5th day of the following month.

(ii) Salaries are paid from the actual starting date of employment and stopped from the effective date of resignation.

(iii) For those who have not completed a full month of service, payment is calculated based on the actual days of service within that month. The daily payment amount is calculated by dividing the full monthly salary by thirty days and rounding to the nearest whole number.

(6) Full-time project assistants, and labor-track part-time project assistants, are entitled to labor insurance and retirement fund contributions (as per contract).

(i) Employers must comply with the regulations of the Labor Standards Act for labor insurance and retirement fund contributions. The source of funds for these contributions is generally the same as for salaries and must be confirmed by the appointing supervisor before hiring.

(ii) For two or more units under the same employer (Chang Gung University), the employer's contributions to labor insurance and retirement funds are shared.

(iii) If the employment does not comply with the regulations and results in

the impossibility to apply for labor insurance benefits or incurs penalties from the Labor Insurance Bureau against the university, or if personnel leave without notifying the Personnel Office to terminate labor (health) insurance and labor retirement fund, resulting in overdue payment of labor (health) insurance premiums and labor retirement fund fees, or if there are unpaid labor (health) insurance premiums and labor retirement fund fees upon personnel departure, or if additional insurance is applied but cannot be verified due to unforeseen circumstances, the appointing supervisor is responsible for paying the outstanding amounts.

(7) Full-time project assistants are also entitled to national health insurance; labor-track part-time project assistants should fill out the 'Declaration of Multiple Employment for Part-time Employees' and meet the conditions for national health insurance enrollment.

(8) Full-time project assistants are entitled to medical discounts when seeking medical treatment at Chang Gung Hospital.

(9) Full-time project assistants may apply for single-person accommodation, and the cost is processed according to regulations.

八、晉級作業

專任計畫助理聘任滿一年(計算至當年度七月三十一日止)，由人事室於每年八月列印「計畫助理晉級表」送交計畫主持人評定是否晉級。如專任計畫助理近一年研究表現優異或具有特殊事蹟者，計畫主持人得於每年七月份提出「研究計畫聘用人員特殊晉級申請表」(附表三)，經校長核准後得晉兩級。晉級生效日為每年八月一日。

8. Promotion

After one year of service as a full-time project assistant (calculated until July 31st of each year), the Personnel Office prints the 'Project Assistant Promotion List' in August and submits it to the principal investigator for evaluation of promotion. If a full-time project assistant has demonstrated outstanding research performance or has special achievements within the past year, the principal investigator may submit the 'Special Promotion Application for Research Project Personnel' (see Appendix Three) in July each year. After approval by the president, a promotion of two ranks is allowed. The effective date of promotion is August 1 of each year.

九、考勤管理

(一)專任助理：

1. 計畫聘用人員工作時間，由計畫主持人依計畫進度需要及本校

辦公日曆表彈性調整，延長工作時間依「適用勞動基準法人員工作規則」辦理。

2. 上、下班時間須刷卡，時間由計畫主持人配合研究進度安排、調整，上班時間以八小時三十分鐘（含休息時間三十分鐘）、每月上班時間以上班日乘八小時三十分鐘為原則，超出或不足之時數，得經計畫主持人同意，調整出勤時間或辦理請假作業。（工作地點為各（醫）院區(林口長庚醫院除外)及校外上班者，需填寫長庚大學專任助理「無法具體記載出勤時間」說明書(附表四)，由計畫主持人及單位主管簽准後，送人事室存查，則可以書面簽到退(附表五)作業，簽到退資料需於計畫主持人及單位主管簽准後每月二十一日前繳回人事室)。
 3. 每月二十一日由人事室提供 OA 出勤異常表，各計畫主持人需瞭解並回覆異常處理情形，呈部門主管核簽後，於每月二十四日前寄回人事室處理（工時不足須辦理請假，否則以曠職論）。外出至其他機構執行計畫相關事宜，請依規定辦理線上申請公出假請假作業，非全天在外公出者，上、下班皆應按規定刷卡。
 4. 忘刷卡、借用卡之規定比照本校職工依「考勤管理辦法」辦理，如出勤異常可於 OA 出勤時間檢查清單中回覆，呈部門主管簽准，回傳人事室憑辦，五次(含)以上忘刷卡以提案表提報申誡一次、五次(含)以上借用卡以提案表提報警告一次懲處。警告三次作為申誡一次，申誡三次作為小過一次，小過三次作為大過一次。
 5. 受懲處者依其薪資(酬金+伙食津貼+特殊津貼)比例於其當月之特殊津貼中減發，第一次警告減發薪資百分之一、第二次警告減發薪資百分之一點五，第三次警告併計前兩次(為申誡一次)共減發薪資之百分之五點三二，小過及大過之薪資減發標準依申誡比例換算。未支領特殊津貼者於年獎時減發。
- (二)兼任助理按月支薪者需按實際出勤時間填寫簽到退表(附表六)，簽到退資料每月由計畫主持人及單位主管簽准後，留存於計畫主持人處，以備主管單位或委託機構不定時之查察。
- (三)兼任助理(時薪)、臨時人員及工讀生需填「工作日誌(時薪)」(附表七)詳填工作當日起始時間、及工作內容經計畫主持人簽認，並於每月二十一日前送人事室憑以輸入電腦、計薪。
- (四)非編制內計畫研究人員需按實際出勤時間填寫書面簽到退表，每月由計畫主持人及單位主管簽准後，留存於計畫主持人處，以備主管單位或委託機構不定時之查察。
- (五)研究計畫人員特別休假核給日數參照附表八。

(六)其他假勤規定悉依本校「適用勞動基準法人員工作規則」辦理，工作規則未盡事宜依「考勤管理辦法」及相關規定辦理。

(七)加班

1. 加班指派：加班人員應依據計畫主持人交付之任務先行申請加班指派，並於加班完成當日在加班單填寫「實際加班時間」、「工作內容」、「是否換休」後，呈部門二級主管核定後送考勤部門，若屬休息日加班、國定假日加班者，須呈主任秘書核准，屬緊急入廠加班者，須呈校長核准。
2. 加班類別
 - 1) 休息日加班：在休息日工作者。
 - 2) 國定假日加班：在國定假日工作者。
 - 3) 臨時加班：當日實際工作時數超過正常班別應工作時數之部份，始得以臨時加班計算。
 - 4) 緊急入校加班：下班離開後因不可預測之突發事故而接獲計畫主持人以上主管通知再度工作修復或處理者。突發事故係指
 - (1) 其發生為事先不可預知，且為維持正常運作之必須者。
 - (2) 關鍵性之故障，必須由從事修護之人員予以修護或處理，以維正常運作者。
3. 基於健康關懷，以上加班時數得依個人意願選擇換休，計畫主持人應於人力許可下優先安排補休假。加班換休最小單位為一小時，並應於換休前辦理申請。惟因換休而發生超休，則須補請特別休假或事假。
4. 加班換休結算作業：加班換休應於每年 12 月 20 日前換休完畢為原則，未休畢部分結清。

9. Attendance Management

(1) Full-time Assistants:

(i) The working hours of research project personnel are flexibly adjusted by the principal investigator according to the progress of the project and the university's calendar. Extended working hours are handled in accordance with the 'Rules for the Working Hours of Employees under the Labor Standards Act.'

(ii) Card swiping is required for clocking in and out. The time is adjusted by the principal investigator based on the progress of the research. The working hours are set at eight hours and thirty minutes (including a thirty-minute break) for each working day. The monthly working hours are calculated based on the number of working days multiplied by eight hours and thirty minutes. Any excess or shortage of hours can be adjusted with the approval

of the principal investigator for attendance or leave. For those working at various hospital branches or campuses (except for the Linkou branch of the Chang Gung Memorial Hospital), a 'Statement of Inability to Specify Attendance Time for Full-time Assistants at Chang Gung University' (see Appendix Four) must be completed. After approval by the principal investigator and unit supervisor, it is submitted to the Personnel Office for archiving for future reference. Attendance can also be recorded in writing (see Appendix Five) and the signed attendance records must be submitted to the Personnel Office by the 21st day of each month.

(iii) On the 21st day of each month, the Personnel Office provides an abnormal attendance report through OA, and each principal investigator needs to understand and respond to abnormal situations. After approval by the department supervisor, it must be sent back to the Personnel Office by the 24th day of each month for processing (insufficient working hours must be treated as leave or otherwise counted as absenteeism). For those going to other institutions to carry out project-related matters, please follow the procedures for applying for official leave online. Those working outside all day should swipe their cards as required.

(iv) Forgetting to swipe the card or borrowing a card is subject to the same rules as employees of the university under the 'Attendance Management Regulations.' Any abnormal attendance can be reported in the OA attendance time check list. After approval by the department supervisor, it should be submitted to the Personnel Office for processing. Forgetting to swipe the card for more than five times (included) results in a warning, and borrowing the card for more than five times results in a warning. Three warnings result in one reprimand, and three reprimands result in one minor infraction. Three minor infractions result in one major infraction.

(v) Those subject to penalties will have their special allowances reduced proportionally from their wages (basic salary + meal allowance + special allowance) for the month. The first warning reduces the salary by one percent, the second warning reduces the salary by 1.5 percent, and the third warning, including the first two (considered one reprimand), reduces the salary by 5.32 percent. The salary reduction standards for minor and major infractions are calculated based on the proportion of reprimands. Those who have not received special allowances will have their reduction deducted when the annual year-end bonus is issued..

(2) Part-time Assistants receiving monthly salaries must fill out the sign-in and sign-out sheet (see Appendix Six) based on actual working hours. The

signed attendance records, approved by the principal investigator and unit supervisor each month, are kept by the principal investigator for random inspections by the unit or entrusted institution.

(3) Part-time Assistants (hourly), temporary personnel, and work-study students need to fill out the 'Daily Log (Hourly)' (see Appendix Seven), detailing the start time of each day's work and the work content. After the principal investigator's signature, it should be sent to the Personnel Office for computer input and payroll by the 21st day of each month.

(4) Non-regular project research personnel should fill out a sign-in and sign-out sheet based on actual working hours. After approval by the principal investigator and unit supervisor, it is kept by the principal investigator for random inspections by the unit or entrusted institution.

(5) The number of days for annual leave for research project personnel can be found in Appendix Eight.

(6) Other attendance regulations are handled in accordance with the 'Rules for the Working Hours of Employees under the Labor Standards Act.' Matters not covered in the working rules are handled in accordance with the 'Attendance Management Regulations' and related regulations.

(7) Overtime

(i) Overtime Assignment: Personnel working overtime should apply for overtime assignments based on the tasks assigned by the principal investigator. On the day of completing overtime work, the actual overtime hours, work content, and whether to take compensatory leave should be filled out in the overtime form. After approval by the department's second-level supervisor, it should be sent to the Personnel Office. For those working overtime on a rest day or national holiday, approval from the secretary general is required, and for emergency overtime, approval from the president is required.

(ii) Overtime Categories

Overtime on Rest Days: Work on rest days.

Overtime on National Holidays: Work on national holidays.

Temporary Overtime: Overtime calculated when the actual working hours exceed the normal working hours of the regular shift.

Emergency Overtime Entry: Those who, after leaving work, receive notice from a supervisor to return to work to repair or handle an unforeseeable emergency. An unforeseeable emergency refers to:

(a) Its occurrence is unpredictable in advance and is necessary to maintain normal operations.

(b) Critical malfunctions that must be repaired or handled by those engaged in repair work to maintain normal operations.

(iii) Based on health care considerations, the above overtime hours can be exchanged for compensatory leave according to personal wishes. The principal investigator should prioritize arranging compensatory leave under the condition of sufficient manpower. The minimum time for exchanging overtime for compensatory leave is one hour, and the application for compensatory leave must be completed before the exchange. If overtime results in exceeding the limit for compensatory leave, annual leave or personal leave must be taken.

(iv) Overtime and compensatory leave settlement: Overtime and compensatory leave should be completed by December 20th of each year, with any outstanding portions settled."

十、教育訓練及健康檢查

(一)本校專任計畫助理之新進人員訓練比照職工辦理。

(二)計畫助理之專業性、特殊性訓練（如：儀器設備操作訓練、實驗室放射性物質管理及防護訓練、研究常用生物技術訓練）由安衛室、研發處及相關部門排定訓練課程，研究計畫主持人需依規定安排應受訓人員參加訓練。

(三)計畫助理特殊健康檢查（如：實驗動物操作人員健康檢查、游離輻射操作人員健康檢查）由環保暨安全衛生室統籌辦理。

10. Education and Training, and Health Checks

(1) The training of new full-time project assistants at this university follows the same procedures for regular employees.

(2) Professional and specialized training for project assistants (such as instrument operation training, laboratory management and protection training for radioactive substances, and training in commonly used biological techniques) is scheduled by the Office of Environmental Safety and Hygiene, the Research and Development Office, and related departments. The principal investigator of the research project must arrange for the personnel who need to receive training to attend the training sessions as required.

(3) Special health checks for project assistants (such as health checks for experimental animal operators and free radiation operators) are coordinated and conducted by the Office of Environmental Safety and Hygiene.

十一、獎懲及其他事項

- (一)服務期間獎懲比照正式職工依本校相關規定辦理，獎懲結果之加(減)發，依規定標準於特殊津貼中加(減)發。若計畫助理未支領特殊津貼，將於計發當年度年終獎金時予以減發。
- (二)確實遵守研究區域管理及安全衛生規定；若有違反悉依本校相關懲處辦法辦理。
- (三)對於計畫執行期間所知悉或保存之技術資料須嚴加保密，離職時，應將全部有關之技術資料繳回校方或銷毀，並就其內容負永久保密之義務，不因離職而終止，如因洩密致損害本校權益時，本校得依法主張權利或追究法律責任，並要求賠償。
- (四)本校計畫助理對其聘(解)雇、獎懲之處分或其他行政措施，認有損害其個人權益，經一般行政程序處理仍不服者，得比照職工申訴實施辦法辦理。

11. Rewards, Punishments, and Other Matters

- (1) Rewards and punishments during the service period shall follow the relevant regulations for regular employees at this university. The results of rewards and punishments, whether resulting in an increase or a decrease in special allowances, shall be added to or deducted from the special allowances according to the specified standards. If a project assistant has not received a special allowance, the deduction will be made when the annual year-end bonus is issued.
- (2) Project assistants should strictly adhere to the regulations of “Research Area Management and Occupational Safety and Health”; violations will be handled in accordance with relevant disciplinary measures of this university.
- (3) Technical information known or preserved during the execution of the project must be kept strictly confidential. Upon leaving the position, all relevant technical information must be returned to the university or destroyed. The project assistant is obligated to maintain permanent confidentiality regarding the content. This obligation does not terminate with the departure. In the event of any damage to the university's interests due to a breach of confidentiality, the university may assert its rights or pursue legal responsibilities and seek compensation.
- (4) If project assistants at this university disagrees with the decisions regarding their employment, rewards, punishments, or other administrative measures, and the general administrative procedures do not resolve the dispute, they may appeal in accordance with the procedures outlined for employee complaints.

十二、退撫、資遣

退休、撫卹及資遣依勞動基準法規定辦理。

12. Retirement, Severance, and Dismissal

Retirement, severance, and dismissal shall be handled in accordance with the regulations of the Labor Standards Act.

十三、研究計畫聘用人員不適用關於本校正式職工之俸給、考績、福利之規定。

13. The regulations regarding salary, performance appraisal, and benefits for regular employees at the university do not apply to research project personnel.

十四、本要點未規定事項，依相關法令、經費機構相關規定及本校相關規定辦理。

14. Matters not covered by these guidelines shall be handled in accordance with relevant laws, regulations of funding agencies, and the university's regulations

十五、本要點陳請校長核定後公布施行，修正時亦同。

15. These guidelines, upon approval by the university president, shall be published and implemented. The same applies to any future amendments.

長庚大學研究計畫聘用人員異動申請表

Chang Gung University Research Project Personnel
Appointment Change Application Form研究計畫章
用印處 Please
Affix Research
Project Stamp Here.

申請單位 Application Unit			聯絡人 Contact Person			分機號碼 Extension Number				
異動別 Types of Change	<input type="checkbox"/> 新聘/醫院計畫轉學校計畫 New Appointment/School Project Transfer from Hospital Project <input type="checkbox"/> 轉任 Transfer to a New Position <input type="checkbox"/> 原案號聘期異動 Original Case Number – Change in Employment Duration <input type="checkbox"/> 原案號薪資異動 Original Case Number – Change in Remuneration									
案 號 (校內編號) Case Number (Internal Number)	案號: Case Number (<input type="checkbox"/> T 相對補助費 Relative Subsidy) 研究期限自 年 月 日至 年 月 日。 Duration of Research: From Year/Month/Day to Year/Month/Day 轉任填原案號: For transfer personnel, please fill in the original case number. ; 原主持人: Original Principal Investigator (不同主持人必填 Please fill in if there is a different investigator.)									
聘任人員 基本資料 Basic Information of Appointed Personnel	姓名 Name		身份證號碼 National ID Card Number							
	是否現為長庚大學校內生 Is the appointed person a student of Chang Gung University?		<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No		學號(校內生) Student Number (CGU Student)					
	最高學歷 Highest Level of Academic Qualification	學校 School	科系 Department		日(夜)間部 Day (Night) Division	在學中/畢 Still a student / Has already graduated		學位 Academic Degree		
	擬聘職級 Proposed Rank/Position : 1. 專任助理(月薪) Full-time Assistant (Monthly Salary) : <input type="checkbox"/> 博士級 Doctoral Level <input type="checkbox"/> 碩士級 Master's Level <input type="checkbox"/> 學士級 Bachelor's Level <input type="checkbox"/> 專科級 Junior College Level <input type="checkbox"/> 高中級 Senior High School Level 2. 兼任助理(月薪) Part-time Assistant (Monthly Salary) : <input type="checkbox"/> 博士生 Doctoral Student <input type="checkbox"/> 碩士生 Master's Student <input type="checkbox"/> 大學生 Undergraduate Student <input type="checkbox"/> 講師 Lecturer <input type="checkbox"/> 助教 Teaching Assistant (聘學生擔任兼任助理者請註明核給金額_____元/月 For students hired as part-time assistants, please specify the approved amount: _____ NT dollars per month.) 3. <input type="checkbox"/> 工讀生(時薪)(預估薪資)_____元/月 Part-time Student Worker (hourly wage) (estimated wages: _____ NT dollars per month) 4. <input type="checkbox"/> 主持人 Principal Investigator <input type="checkbox"/> 共同主持人 Co-principal Investigator (核給金額_____元/月 Approved amount: _____ NT dollars per month)									

		原任職級 Original Rank : (轉任填 For transfer personnel to fill in)						
		請確認 Please confirm : 1. <input type="checkbox"/> 該員非專題研究計畫計畫主持人及共同主持人之配偶或三親等以內血親及姻親。The employee is not the spouse, blood relative within the third degree of consanguinity or affinity of the principal investigator and co-principal investigator of the research project. 2. <input type="checkbox"/> 該員非在校學生【專任助理不得為在學生】The employee is not a current student at the university. [Full-time assistants cannot be current students.] 3. 該員聘任型態為 The employee is hired as <input type="checkbox"/> 勞僱型 The Labor Type <input type="checkbox"/> 學習型 The Learning Type						
執行及聘任說明 Execution and Appointment Instructions		1. <input type="checkbox"/> 在校內(含長庚醫院)執行 Execution on campus (including Chang Gung Memorial Hospital) <input type="checkbox"/> 在校外執行 Execution off campus, 原因 Reasons _____。 2. 聘任校外兼任助理之原因 Reasons for hiring off-campus part-time assistants _____。 3. 聘任校外兼任助理(含工讀生), 或所聘專兼任助理需於校外執行者, 需經部門主管、院長核簽完成送至人事室審核標準額。Appointment of off-campus part-time assistants (including work-study students) or those appointed as full-time or part-time assistants to work off-campus must be approved by the department head and college dean and submitted to the Personnel Office for review based on standard amounts.						
計劃執行地點 Location to Execute the Project		<input type="checkbox"/> 長庚大學 Chang Gung University <input type="checkbox"/> 長庚醫院 Chang Gung Memorial Hospital	擬聘任生效日 Effective Start Date of the Proposed Employment	年 Year 月 Month 日 Day	擬聘任期限 Duration of the Proposed Employment	年 Year 月 Month 日 Day	計畫主持人 Principal Investigator of the Project	
審核意見 Review Comments	人事室 Personnel Office	1. 擬同意 Intend to Agree to <input type="checkbox"/> 聘任 Hire <input type="checkbox"/> 轉任 Transfer <input type="checkbox"/> 延任 Extend the Employment <input type="checkbox"/> 續聘 Continue the Employment, 並依下列職級核薪。Salary is based on the following job levels.						
		職稱 Job title	標準額 Standard amount	差額補助 Difference subsidy	年資 Years of service	伙食津貼 Meal subsidy	聘任生效日 Effective start date of the proposed employment	約止日期 Contract expiration date
		2. 其他意見 Other Comments <input type="checkbox"/> 請先辦理離職手續、再重新辦報到。 Please complete the resignation procedures first and then register again. <input type="checkbox"/> _____。						
核 決 Verdict		院 長 College Dean		部 門 主 管 Department Head				
說 明 Notes		1. 雙線框內由計畫主持人填寫。To be filled in by the principal investigator within the double-lined box. 2. 填寫長庚大學研究計畫聘任人員異動申請表時, 需蓋計畫章並檢附經費核定清單、已核定之研究計劃申請表、會計室網站經費查詢頁面(BMRP/QCRPD/QZRPD)。計畫展延時, 需檢附已核定之計畫展延申請文件或證明。When filling out the Chang Gung University research project personnel appointment change application form, please affix the project seal and attach the approved budget list, the approved research plan application form, and the accounting office website's expenditure inquiry page (BMRP/QCRPD/QZRPD). In the case of a project extension, please provide the approved project extension application document or proof.						

	<p>3. 轉任或聘期異動須簽訂勞動契約書(一式三份)。Transfer or changes in the employment period require the signing of a labor contract (three copies).</p> <p>4. 研究助理參與之計畫間如中斷(未連續)須重新報到。If the project involvement for the research assistant is interrupted (not continuous), a re-registration is required.</p> <p>5. 專兼任研究助理派赴國外出差、或國內公出一個月(含)以上，需以簽呈、或公出單呈系(所、科)主管核簽後，送人事室備查。Full-time or part-time research assistants dispatched abroad for business trips or on domestic business trips for one month or more must submit a memorandum or a business trip form signed by the department (or division, section) head to the Personnel Office for filing after approval.</p>
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附表二 A

研究計畫聘用人員薪級表 Remuneration Scale Table for Research Project Personnel (國科會等經費來源非長庚醫院建教計畫者適用 Applicable to personnel employed under funding sources such as the National Science and Technology Council, not Chang Gung Memorial Hospital Cooperative Education Program)						
職級 Rank	年資 Years of Service	酬金 Remuneration	伙食津貼 Meal Subsidy	特殊津貼 Special Subsidy	合計 Total Amount	說明 Notes
專任計畫助理(博士) Full-time Project Assistant (Doctoral Level)	1	56,550	1800	0	58,350	1.特殊津貼於到職滿3個月由主持人評核是否核給。Special subsidies are subject to evaluation by the principal investigator after the project assistant completes three months of service to determine eligibility.
	2	60,000	1800	0	61,800	
	3	65,150	1800	0	66,950	
	4	69,270	1800	0	71,070	
	5	72,360	1800	0	74,160	
	6	75,450	1800	0	77,250	
	7	75,450	1800	0	77,250	
	8	75,450	1800	0	77,250	
	9	75,450	1800	0	77,250	
	10	75,750	1800	0	77,550	
	11	77,850	1800	0	79,650	
專任計畫助理(碩士) Full-time Project Assistant (Master's Level)	1	<u>38,400</u>	1800	0	<u>40,200</u>	2.專任計畫助理(博士)年資 11 年為職級上限；其他職級年資 9 年為職級上限，達年資上限起不再晉級。For full-time project assistants with a doctoral degree, the maximum rank is reached after 11 years of service;
	2	<u>38,400</u>	1800	0	<u>40,200</u>	
	3	<u>38,400</u>	1800	<u>3114</u>	43,314	
	4	<u>38,400</u>	1800	<u>4986</u>	45,186	
	5	<u>38,400</u>	1800	<u>6749</u>	46,949	
	6	38,890	1800	6289	46,979	
	7	39,820	1800	5389	47,009	
	8	40,850	1800	4489	47,139	
	9	41,770	1800	3589	47,159	
專任計畫助理(學士) Full-time Project Assistant (Bachelor's Level)	1	<u>33,400</u>	1800	0	<u>35,200</u>	
	2	<u>33,400</u>	1800	0	<u>35,200</u>	

Assistant (Bachelor's Level)	3	<u>33,400</u>	1800	<u>2547</u>	37,747	for other ranks, the maximum rank is reached after 9 years of service, and no further promotions are granted once the maximum rank is achieved.
	4	<u>33,400</u>	1800	<u>4309</u>	39,509	
	5	<u>33,400</u>	1800	<u>6082</u>	41,282	
	6	33,840	1800	5762	41,402	
	7	34,770	1800	4862	41,432	
	8	35,700	1800	3962	41,462	
	9	36,620	1800	3062	41,482	
專任計畫助理(專科) Full-time Project Assistant (Junior College Level)	1	<u>27,700</u>	1800	0	<u>29,500</u>	3.除 B、C 開頭及相對補助款計畫，其餘計畫皆可由計畫主持人提出獎勵調增年資達 9 年以上、在職表現優良研究助理薪資(年資 9 年以上薪級係依平均調幅訂定，至第 20 級為上限)。 Except for projects with the case number starting with B, C, and projects funded with relative subsidies, other projects allow project principal investigators to propose incentive adjustments for research assistants with more than 9 years of service and outstanding performance. The salary of research assistants with over 9 years of service is determined based on the average
	2	<u>27,700</u>	1800	0	<u>29,500</u>	
	3	<u>27,700</u>	1800	0	<u>29,500</u>	
	4	<u>27,700</u>	1800	<u>0</u>	<u>29,500</u>	
	5	<u>27,700</u>	1800	<u>0</u>	<u>29,500</u>	
	6	<u>27,700</u>	1800	<u>860</u>	30,360	
	7	28,490	1800	1000	31,290	
	8	29,410	1800	1000	32,210	
	9	30,440	1800	1000	33,240	
專任計畫助理(高中職) Full-time Project Assistant (Senior High School Level)	1	<u>25,670</u>	1800	0	<u>27,470</u>	
	2	<u>25,670</u>	1800	0	<u>27,470</u>	
	3	<u>25,670</u>	1800	0	<u>27,470</u>	
	4	<u>25,670</u>	1800	0	<u>27,470</u>	
	5	<u>25,670</u>	1800	0	<u>27,470</u>	
	6	<u>25,670</u>	1800	0	<u>27,470</u>	
	7	<u>25,670</u>	1800	0	<u>27,470</u>	
	8	<u>25,670</u>	1800	<u>0</u>	<u>27,470</u>	
	9	<u>25,670</u>	1800	<u>0</u>	<u>27,470</u>	

					<p>adjustment range, up to the 20th rank.</p> <p>4.以產學計畫個人專戶或個人研究獎勵金提撥部份作為研究助理獎金，提撥額度以不超過研究助理酬金之 50% 為上限。獎勵金提撥以每年一月、七月統一核發。A portion of the individual account or individual research incentive funds from industry-academia projects may be allocated as a bonus for research assistants. The allocation limit is set at no more than 50% of the research assistant's remuneration. Bonus allocations are uniformly disbursed in January and July each year.</p> <p>5.年終獎金及勤勉獎金依簽准核定方式發給。The year-end bonus and the diligence bonus will be disbursed according to the approved and ratified method.</p>
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					<p>6.本表自 113.01.01 起適用。爾後如酬金+伙食津貼低於每月基本工資，則以勞動部公佈之每月基本工資發給。This table takes effect on January 1, 2024. Starting from then, if the total monthly remuneration and meal subsidy are lower than the monthly minimum wage announced by the Ministry of Labor, the payment will be based on the monthly minimum wage.</p>
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研究計畫聘用人員薪級表

Salary Scale Table for Research Project Personnel

(長庚醫院建教計畫款 B、C 開頭計畫及相對補助款聘任人員適用 Applicable to personnel employed under the Chang Gung Memorial Hospital Cooperative Education Program, projects with the case number starting with B, C, and projects funded with relative subsidies)

職級 Rank	年資 Years of Service	酬金 Remuneration	伙食津貼 Meal Subsidy	特殊津貼 Special Subsidy	合計 Total Amount	說明 Notes
專任計畫助理(博士) Full-time Project Assistant (Doctoral Level)	1	56,550	1800	0	58,350	1.特殊津貼於到職滿3個月由主持人評核是否核給。Special subsidies are subject to evaluation by the principal investigator after the project assistant completes three months of service to determine eligibility.
	2	60,000	1800	0	61,800	
	3	65,150	1800	0	66,950	
	4	69,270	1800	0	71,070	
	5	72,360	1800	0	74,160	
	6	75,450	1800	0	77,250	
	7	75,450	1800	0	77,250	
	8	75,450	1800	0	77,250	
	9	75,450	1800	0	77,250	
	10	75,750	1800	0	77,550	
	11	77,850	1800	0	79,650	
專任計畫助理(碩士) Full-time Project Assistant (Master's Level)	1	34,250	1800	1840	37,890	2.專任計畫助理(博士)年資 11 年為職級上限；其他職級年資 9 年為職級上限，達年資上限起不再晉級。For full-time project assistants with a doctoral degree, the maximum rank is reached after
	2	35,080	1800	1640	38,520	
	3	36,010	1800	5504	43,314	
	4	37,040	1800	6346	45,186	
	5	37,960	1800	7189	46,949	
	6	38,890	1800	6289	46,979	
	7	39,820	1800	5389	47,009	
	8	40,850	1800	4489	47,139	
	9	41,770	1800	3589	47,159	
	1	29,720	1800	1640	33,160	

專任計畫助理(學士) Full-time Project Assistant (Bachelor's Level)	2	30,440	1800	1340	33,580	11 years of service; for other ranks, the maximum rank is reached after 9 years of service, and no further promotions are granted once the maximum rank is achieved.
	3	31,270	1800	4677	37,747	
	4	32,090	1800	5619	39,509	
	5	32,920	1800	6562	41,282	
	6	33,840	1800	5762	41,402	
	7	34,770	1800	4862	41,432	
	8	35,700	1800	3962	41,462	
專任計畫助理(專科) Full-time Project Assistant (Junior College Level)	9	36,620	1800	3062	41,482	3.以產學計畫個人專戶或個人研究獎勵金提撥部份作為研究助理獎金，提撥額度以不超過研究助理酬金之 50%為上限。獎勵金提撥以每年一月、七月統一核發。A portion of the individual account or individual research incentive funds from industry-academia projects may be allocated as a bonus for research assistants. The allocation limit is set at no more than 50% of the research assistant's remuneration. Bonus allocations are uniformly disbursed in January and July each year.
	1	<u>25,670</u>	1800	0	<u>27,470</u>	
	2	<u>25,670</u>	1800	<u>0</u>	<u>27,470</u>	
	3	<u>25,670</u>	1800	<u>10</u>	27,480	
	4	<u>25,670</u>	1800	<u>930</u>	28,400	
	5	26,630	1800	1000	29,430	
	6	27,560	1800	1000	30,360	
專任計畫助理(高中職) Full-time Project Assistant (Senior High School Level)	7	28,490	1800	1000	31,290	4.年終獎金及勤勉獎金依簽准核定方式發給。The year-end
	8	29,410	1800	1000	32,210	
	9	30,440	1800	1000	33,240	
	1	<u>25,670</u>	1800	0	<u>27,470</u>	
	2	<u>25,670</u>	1800	0	<u>27,470</u>	
	3	<u>25,670</u>	1800	0	<u>27,470</u>	
	4	<u>25,670</u>	1800	0	<u>27,470</u>	
	5	<u>25,670</u>	1800	0	<u>27,470</u>	
	6	<u>25,670</u>	1800	0	<u>27,470</u>	
	7	<u>25,670</u>	1800	0	<u>27,470</u>	
	8	<u>25,670</u>	1800	<u>0</u>	<u>27,470</u>	
	9	<u>25,670</u>	1800	<u>0</u>	<u>27,470</u>	

						<p>bonus and the diligence bonus will be disbursed according to the approved and ratified method.</p> <p>5.本表自 113.01.01 起適用。爾後如酬金+伙食津貼低於每月基本工資，則以勞動部公佈之每月基本工資發給。</p> <p>This table takes effect on January 1, 2024. Starting from then, if the total monthly remuneration and meal subsidy are lower than the monthly minimum wage announced by the Ministry of Labor, the payment will be based on the monthly minimum wage.</p>
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附表二 C

研究計畫兼任助理費用標準表 Remuneration Table for Part-Time Research					
Project Assistants					
博士班研究生 Doctoral Students		碩士班研究生 Master's student	大專學生 Undergraduate student	講師級 Lecturer level	助教級 Teaching assistant level
未獲博士候選人資格者 Those who have not obtained the qualification of a doctoral candidate	已獲博士候選人資格者 Those who have obtained the qualification of a doctoral candidate				
最高以不超過 30,000 元為限 Highest limit set at no more than 30,000 NT dollars	最高以不超過 34,000 元為限 Highest limit set at no more than 34,000 NT dollars	最高以不超過 10,000 元為限 Highest limit set at no more than 10,000 NT dollars	6,000 元 6,000 dollars	6,000 元 6,000 dollars	5,000 元 5,000 dollars
<p>* 本表自 111.01.01 起適用。This table takes effect on January 1, 2022.</p> <p>* 產學計畫主持人可依計畫需求及符合經費使用前提下彈性調整聘任人員費用，惟學生兼任人員費用不得低於 6,000 元。The principal investigator of the industry-academia cooperation project may flexibly adjust the remuneration of hired personnel based on the needs of the project and compliance with funding conditions. However, the remuneration for student part-time personnel shall not be lower than 6,000 NT dollars.</p>					

研究計畫聘用人員特殊晉級申請表

Research Project Personnel Special Promotion Application Form

※一式一聯：計畫主持人填寫→研發處、人事室、校長室審核→校長核決

One copy: Completed by the research project principal investigator → Review by the Research and Development Office, the Personnel Office, and the President's Office → Verdict by the President

申請單位 Application Unit		連絡人 Contact Person		連絡電話 Contact Number	
聘任人員 基本資料 Basic Information of Appointed Personnel	姓名 Name		人員代號 Personnel ID Number		
	到職日 Start Date of Employment		職稱 Job Title		
	現職本薪 Current Base Salary		(8 月份) 計畫案號 (August) Research Project Number		
	聘任期間 Employment Period	自 年 月 日 至 年 月 日 止 From Year Month Day to Year Month Day			
申請事由 (研究表現或特 殊事蹟) Reasons for Application (Research Performance or Special Achievements)					
一級主管 First-level Supervisor		單位主管 Department Head		計畫主持人 Principal Investigator	

審核 意見 Review Comments	研發處 Research and Development Office	
	人事室 Personnel Office	
	校長室 President's Office	
核決 Verdict	校長 President	
說明 Notes	<p>1. 雙線框內由計畫主持人填寫。The project principal investigator should fill in the double-lined box.</p> <p>2. 申請事由請填寫該研究計畫聘用人員近一年內具體事蹟、特殊表現，或該員具相當特殊性、稀少性或競爭性。Please provide specific achievements, notable performance, or any distinctive, rare, or competitive qualities of the research project personnel within the past year as the reason for application.</p> <p>3. 申請通過者，年資可跳兩級。 範例：現為專任計畫助理(碩士)第 4 年薪資，申請通過可晉級至專任計畫助理(碩士)第 6 年薪資。 Those whose applications are approved can advance two salary grades. Example: Currently serving as a full-time research project assistant (Master's) in the 4th year of service, if the application is approved, this will allow advancement to the salary of the 6th year for a full-time project assistant (Master's).</p> <p>4. 本表於每年 7 月提出申請，如申請通過，必須與每年 8 月份發給之「研究助理晉級表」一併交回人事室辦理。This application form should be submitted in July every year. If the application is approved, it must be submitted to the Personnel Office along with the 'Research Assistant Promotion Table' issued in August each year.</p> <p>5. 除案號第一個字母為「B」、或「C」，以及國科會相對補助款之計畫以外，其餘計畫經費可晉級至第 10 年以上薪級，薪級表可參考人事室網頁→下載專區→其他表單→「獎勵資深績優研究計畫人員薪津參考表(研究助理)」。Except for projects with the first letter of the case number being 'B' or 'C' and projects funded by the National Science and Technology Council's relative subsidy, other project funds allow upgrade to the salary level beyond the 10th year. For the salary scale, please refer to the Personnel Office website → Download → Other Forms → 'Salary Reference Table for Senior Outstanding Research Project Personnel (Research Assistant)'.</p> <p>6. 晉級生效日為每年八月一日。The effective date of the promotion is August 1st of each year.</p>	

特別休假核給日數對照表 Special Leave Entitlement Days Chart

到職 月份 Start Month 服務 年資 Years of Service	1 月 January	2 月 February	3 月 March	4 月 April	5 月 May	6 月 June	7 月 July	8 月 August	9 月 September	10 月 October	11 月 November	12 月 December	滿實足 年資之 法定特 休日數 Special Leave Entitle- ment Days Based on Years of Service
0 年 0 Year	3	2	2	1	1	0	—	—	—	—	—	—	3
1 年 1 Year	7 0 + 7	7 1 + 6	6 1 + 5	7 2 + 5	6 2 + 4	7 3 + 4	6 3 + 3	5 3 + 2	5 3 + 2	4 3 + 1	4 3 + 1	3 3 + 0	7
2 年 2 Years	10 0 + 10	10 1 + 9	10 2 + 8	9 2 + 7	9 3 + 6	8 3 + 5	9 4 + 5	9 5 + 4	8 5 + 3	8 6 + 2	7 6 + 1	7 7 + 0	10
3 年 3 Years	14 0 + 14	13 1 + 12	13 2 + 11	13 3 + 10	13 4 + 9	13 5 + 8	12 5 + 7	11 6 + 5	11 7 + 4	11 8 + 3	11 9 + 2	11 10 + 1	14
4 年 4 Years	14 0 + 14	14 2 + 12	14 3 + 11	14 4 + 10	14 5 + 9	14 6 + 8	14 7 + 7	14 9 + 5	14 10 + 4	14 11 + 3	14 12 + 2	14 13 + 1	14
5 年 5 Years	15 0 + 15	15 2 + 13	15 3 + 12	15 4 + 11	15 5 + 10	14 6 + 8	14 7 + 7	15 9 + 6	15 10 + 5	14 11 + 3	14 12 + 2	14 13 + 1	15
6 年 6 Years	15 0 + 15	15 2 + 13	15 3 + 12	15 4 + 11	15 5 + 10	15 7 + 8	15 8 + 7	15 9 + 6	15 10 + 5	15 12 + 3	15 13 + 2	15 14 + 1	15
7 年 7 Years	15 0 + 15	15 2 + 13	15 3 + 12	15 4 + 11	15 5 + 10	15 7 + 8	15 8 + 7	15 9 + 6	15 10 + 5	15 12 + 3	15 13 + 2	15 14 + 1	15
8 年 8 Years	15 0 + 15	15 2 + 13	15 3 + 12	15 4 + 11	15 5 + 10	15 7 + 8	15 8 + 7	15 9 + 6	15 10 + 5	15 12 + 3	15 13 + 2	15 14 + 1	15
9 年 9 Years	15 0 + 15	15 2 + 13	15 3 + 12	15 4 + 11	15 5 + 10	15 7 + 8	15 8 + 7	15 9 + 6	15 10 + 5	15 12 + 3	15 13 + 2	15 14 + 1	15
10 年 10 Years	16 0 + 16	16 2 + 14	16 3 + 13	16 4 + 12	15 5 + 10	16 7 + 9	16 8 + 8	15 9 + 6	15 10 + 5	16 12 + 4	15 13 + 2	15 14 + 1	16
11 年 11 Years	17 0 + 17	17 2 + 15	17 3 + 14	16 4 + 12	17 6 + 11	16 7 + 9	16 8 + 8	17 10 + 7	16 11 + 5	16 12 + 4	16 14 + 2	16 15 + 1	17
12 年 12 years	18 0 + 18	18 2 + 16	18 3 + 15	18 5 + 13	18 6 + 12	18 8 + 10	18 9 + 9	17 10 + 7	18 12 + 6	17 13 + 4	18 15 + 3	17 16 + 1	18
13 年 13 Years	19 0 + 19	19 2 + 17	18 3 + 15	19 5 + 14	18 6 + 12	19 8 + 11	18 9 + 9	18 11 + 7	18 12 + 6	18 14 + 4	18 15 + 3	18 17 + 1	19
14 年 14 Years	20 0 + 20	20 2 + 18	20 4 + 16	20 5 + 15	20 7 + 13	19 8 + 11	20 10 + 10	20 12 + 8	19 13 + 6	20 15 + 5	19 16 + 3	19 18 + 1	20

到職 月份 Start Month 服務 年資 Years of Service	1 月 January	2 月 February	3 月 March	4 月 April	5 月 May	6 月 June	7 月 July	8 月 August	9 月 September	10 月 October	11 月 November	12 月 December	滿實足年 資之法定 特休日數 Special Leave Entitlement Days Based on Years of Service
15 年 15 Years	21 0 + 21	21 2 + 19	21 4 + 17	20 5 + 15	21 7 + 14	21 9 + 12	20 10 + 10	20 12 + 8	21 14 + 7	20 15 + 5	20 17 + 3	20 19 + 1	21
16 年 16 Years	22 0 + 22	22 2 + 20	22 4 + 18	22 6 + 16	21 7 + 14	21 9 + 12	22 11 + 11	22 13 + 9	21 14 + 7	21 16 + 5	21 18 + 3	21 20 + 1	22
17 年 17 Years	23 0 + 23	23 2 + 21	23 4 + 19	23 6 + 17	23 8 + 15	23 10 + 13	22 11 + 11	22 13 + 9	22 15 + 7	22 17 + 5	22 19 + 3	22 21 + 1	23
18 年 18 Years	24 0 + 24	24 2 + 22	24 4 + 20	24 6 + 18	24 8 + 16	24 10 + 14	24 12 + 12	24 14 + 10	24 16 + 8	24 18 + 6	24 20 + 4	24 22 + 2	24
19 年 19 Years	25 0 + 25	24 2 + 22	24 4 + 20	24 6 + 18	24 8 + 16	24 10 + 14	24 12 + 12	24 14 + 10	24 16 + 8	24 18 + 6	24 20 + 4	24 22 + 2	25
20 年 20 Years	26 0 + 26	26 3 + 23	26 5 + 21	26 7 + 19	26 9 + 17	26 11 + 15	26 13 + 13	25 15 + 10	25 17 + 8	25 19 + 6	25 21 + 4	25 23 + 2	26
21 年 21 Years	27 0 + 27	27 3 + 24	27 5 + 22	27 7 + 20	27 9 + 18	26 11 + 15	26 13 + 13	27 16 + 11	27 18 + 9	26 20 + 6	26 22 + 4	26 24 + 2	27
22 年 22 Years	28 0 + 28	28 3 + 25	28 5 + 23	28 7 + 21	27 9 + 18	28 12 + 16	28 14 + 14	27 16 + 11	27 18 + 9	28 21 + 7	27 23 + 4	27 25 + 2	28
23 年 23 Years	29 0 + 29	29 3 + 26	29 5 + 24	28 7 + 21	29 10 + 19	28 12 + 16	28 14 + 14	29 17 + 12	28 19 + 9	28 21 + 7	28 24 + 4	28 26 + 2	29
24 年 24 Years	30 0 + 30	30 3 + 27	30 5 + 25	30 8 + 22	30 10 + 20	30 13 + 17	30 15 + 15	29 17 + 12	30 20 + 10	29 22 + 7	30 25 + 5	29 27 + 2	30
25 年 以上 25 Years or More	30 0 + 30	30 3 + 27	30 5 + 25	30 8 + 22	30 10 + 20	30 13 + 17	30 15 + 15	30 18 + 12	30 20 + 10	30 23 + 7	30 25 + 5	30 28 + 2	30

<p>說明</p>	<p>一、新進人員申請特別休假係自服務滿半年後至當年考勤週期結束，其餘人員之申請期間為年度考勤週期內，其特別休假核給日數查閱方式如下：</p> <p>查閱年度--到職年度= 服務年資，再與到職月份對照即得當年度特別休假日數。</p> <p>以 108 年度時查閱為例：103 年 7 月 11 日到職，服務年資為五年（108-103），與到職月份（7 月）對照，即得 108 年度可享有特別休假 14 天，申請特別休假期間為 107.12.21~108.12.20。</p> <p>The application period for new employees to request special leave is from six months of service to the end of the current year's attendance cycle. For other employees, the application period is within the annual attendance cycle. The calculation method for the granted days of special leave is as follows:</p> <p>The current year subtracting the start year of employment equals years of service. Then, compare the calculated years of service with the start month of employment to determine the number of special leave days for that year.</p> <p>Take Year 2019 as an example. If the start date of employment is July 11, 2014, the years of service are five years (2019-2014), and comparing this with the start month of employment (July), it indicates that the employee is entitled to 14 days of special leave for Year 2019. The application period for special leave is from December 21, 2018, to December 20, 2019.</p> <p>二、特別休假之核給日數，以 5 月新進到職者之到職當年及次年為例：</p> <p>(一)到職當年：服務滿半年之法定特休 3 天，服務滿半年(11 月)至年底間之月數(2 個月)÷6 個月為 1/3，3 天×1/3 即得應核給特休 1 天(剩餘 2 天於翌年度核給)。</p> <p>(二)到職次年：前一年剩餘未給之法定特休 2 天，另服務滿 1 年之法定特休 7 天，服務滿 1 年(5 月)至年底間之月數(8 個月)÷12 個月為 8/12，7 天×8/12 並以完整之一日計算，即得應核給特休 4 天(剩餘 3 天於翌年度核給)，合計全年特休 6 天(2 天+4 天)。</p> <p>Regarding the allocation of special leave days, below is an example of those who start their employment in May for the current and subsequent years:</p> <p>(1) Current Year of Employment:</p> <p>For those who have worked for at least half a year, they are entitled to 3 days of statutory special leave. For the period from half a year of service (November) to the end of the year (2 months), divided by 6 months, it is 1/3. Hence, 3 days multiplied by 1/3 equals 1 day of special leave to be allocated (the remaining 2 days will be allocated in the following year).</p> <p>(2) Subsequent Year of Employment:</p> <p>For the following year, the remaining 2 days of statutory special leave from the previous year are added, along with additional 7 days for those who have completed 1 year of service. For the period from 1 year of service (May) to the end of the year (8 months), divided by 12 months, it is 8/12. Hence, 7 days multiplied by 8/12, rounded to a complete day, equals 4 days of special leave to be allocated (the remaining 3 days will be allocated in the following year), totaling 6 days of special leave for the entire year (2 days + 4 days).</p> <p>三、特別休假係於服務每滿實足年資後即核給，而本校除新進人員於到職滿半年至當年底依比例核給特別休假外，其餘人員均於考勤週期開始時核給。惟若個人離職時其服務年資已滿實足年數者（於到職日期之後離職者），其特別休假應再核給之差異部分，於離職時補發給代金。因本校特別休假日數係預先核給至年底，故若於到職日前離職者，已核給之特休將超出勞基法應給之日數，超出之部分不予扣回。</p> <p>Special leave is granted after each completed year of service. Except for new employees who are granted special leave on a proportional basis from their start date of employment after serving for at least 6 months to the end of the year, all other employees are granted special leave at the beginning of the attendance cycle. However, if an individual resigns and their length of service has reached the required number of years (for those who resign after their start date of employment), the difference in special leave should be reimbursed at the time of resignation. Since special leave days are allocated in advance until the end of the year, if an employee resigns before their start date of employment, any special leave already allocated will exceed the days required by Labor Standards Act, and the excess will not be deducted.</p> <p>四、本表自 108 年 12 月 21 日起生效。This chart takes effect on December 21, 2019.</p>
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