

## Appendix II

### YZU Regulations for Staff Reward And Punishment

Passed by the 19<sup>th</sup> Executive Council Meeting of the 1991 School Year, March 2, 1992

Amended by the 5<sup>th</sup> Executive Council Meeting of the 2006 School Year, November 13, 2006

Amended by the 4<sup>th</sup> Executive Council Meeting of the 2024 School Year, October 9, 2024

Article 1 These regulations are established to motivate staffs and improve service based on the principle of dispensing reward and punishment impartially and on staffs' achievements and faults.

Article 2 Rules for dealing with a case of reward or punishment:

1. Rewards will be given based on staffs' achievements such as using creative ways to do their jobs, having outstanding accomplishments, or making significant contributions. Regular job affairs or routines will be regarded as reference for yearly performance evaluation, not for rewards.
2. Rewards will be given mostly to the person in charge; rewards for other staffs who offer assistance shall be evaluated deliberately based on their concrete achievements.
3. Based on the principle of avoiding repetition, those staffs that have already received relevant allowance or pay for their achievements shall not be given rewards again except for the significant accomplishments.
4. To implement the system of liability and to give office directors more responsibility of supervising their staffs, the related directors shall share the responsibility in the case of significant punishment.
5. Cases of reward or punishment shall be processed within one month of the facts in order to be instantaneous.

Article 3 Categories and limitations of rewards and punishments, and how to offset each other are under the following criteria:

1. Rewards are classified into major merit, merit, and commendation. Accumulating three commendations is equivalent to one merit. Accumulating three merits is equivalent to one major merit. Two major merits citation for one time shall be processed though a special case of reward.
2. Punishments are classified into major demerit, demerit, and reprimand. Accumulating three reprimands is equivalent to one demerit. Accumulating three demerits is equivalent to one major demerit. Two major demerits penalty for one time shall be processed though a special case of dismissal.
3. Rewards and punishments within the same school year may offset each other. A commendation may offset one reprimand. A merit may offset one demerit.
4. Those staffs that have been punished for a major demerit must not join the screening of job promotion in the next three years.

Article 4 Staffs meeting any of the following are entitled to commendations:

1. Using technical methods to do the work and thus improve job efficiency or save expenses.
2. Having provided suggestions about duty-related improvements that have been adopted and have had good results.
3. Having thorough planning and adequate managing of duty-related affairs and thus save expenses or labors and the performance is good as well.
4. Having courageously and appropriately dealt with an emergency contingency in time.
5. Having been a deputy for over two months and less than six months with good performance as well as a strong sense of responsibility.
6. Having been the officer of YZU Employees' Welfare Committee and did well.
7. Having outstanding behaviors that shall be given rewards as good models. This shall be examined by Personnel Review Committee.

Article 5 Staffs meeting any of the following are entitled to merits:

1. Having held international or national campaigns or seminars more than twice of the same school year with satisfactory accomplishments and concrete facts.
2. Having arranged significant project activities that are not routines of University with obvious effects, which can promote University's reputation.
3. Dealing well with accidents by making emergency rescues and taking urgent steps to protect official or personal properties.
4. Having done researches and provided writings or plans about duty-related improvements that have been adopted and have had good results.
5. Having been representatives for University to take part in national competitions with excellent performance that wins honor for University.
6. Having been a deputy for over six months with good performance as well as a strong sense of responsibility.
7. Having been the officer or the director general of YZU Employees' Welfare Committee and did well. However, the numbers of those who are given rewards shall not exceed half of the total officers.
8. Having praiseworthy achievements that shall be given rewards as good models. This shall be examined by Personnel Review Committee.

Article 6 Staffs meeting any of the following are entitled to major merits:

1. Having major reformation about duty-related affairs with good implementation results. Having won over more resources for University and had important impact on the driving of University affairs.
2. Having made emergency rescues of serious accidents by risking their own lives.
3. Having reported illegal activities to University, which prevents accidents from occurring and prevents University from being damaged.

4. Having been representatives for University to take part in international competitions with significantly excellent performance that wins honor for University.
5. Having praiseworthy achievements that shall be given rewards as good models. This shall be examined by Personnel Review Committee.

Article 7 Staffs meeting any of the following are subject to reprimands:

1. Having neglected or delayed duty that affects the running of job affairs.
2. Having disobeyed the assigned job transfers or failed to fulfill superior's assignment.
3. Having been absent from lectures, trainings, or activities without justifiable reason.
4. Having failed to take official property into sound custody that causes loss or damage.
5. Having neglectful attitudes for the job or disobeyed the rules.
6. Having demonstrated inferior leadership when supervising the subordinates and resulted in unwanted consequence as a minor offense.
7. Having other wrong behaviors violating the rules of service that shall be redressed. This shall be examined by Personnel Review Committee.

Article 8 Staffs meeting any of the following are subject to demerits:

1. Having signed up for another person's attendance or ordered someone to do it that violates the rules of attendance.
2. Having one-day truancy, have left without permission, or have been absent without leave.
3. Having wasted University's funds for inappropriate usage, in a serious offense.
4. Having broken the disciplines and insulted superiors in public.
5. Having violated the secrecy rules as a minor offense.
6. Having other wrong behaviors violating the rules of service, in a serious offense. This shall be examined by Personnel Review Committee.

Article 9 Staffs meeting any of the following are subject to major demerits:

1. Having used the jobs to get inappropriate profits for their own, to steal official property, to pocket University's funds, or have been involved in the case of corruption with found evidence.
2. Having neglectful attitudes for the job, defied superior or management's instruction in a serious offense with concrete facts that affects the running of job affairs.
3. Having violated the secrecy rules in a serious offense that have been verified by the authorities.
4. Having demonstrated inferior leadership when supervising the subordinates and resulted in unwanted consequence in a serious offense.
5. Having over two successive days of truancy or over three days of truancy totally.
7. Having deliberately serious faults or behaviors violating the rules that damage the reputation of University. This shall be examined by Personnel Review Committee.

Article 10 Reward and punishment cases may be examined and regarded as important references for yearly performance evaluations.

Article 11 The ways of giving rewards or punishments for major merits or major demerits will be through special cases:

1. Those who are entitled to two major merits at one time shall be given the reward prize equivalent to one-month salary; those who are entitled to two major merits again of the same school year shall be given the reward prize equivalent to two-month salary. Those rewards shall be given in public.
2. Those who are subject to two major demerits at one time or those who are subject to two major demerits totally after offset to each other shall be dismissed.

All special cases shall be examined by Personnel Review Committee and then verified by President before coming into effect.

Article 12 Directors of each office shall be responsible for the evaluation of employees by advising those whose performances aren't so good or encouraging those whose performances are good with appropriate rewards or punishments for the persons concerned.

Article 13 The rules for giving commendations, merits, reprimands, or demerits may be in consideration of the situation, causes, motivation, or impact. If the acts don't reach the standards of rewards or punishments, these acts may be examined by Personnel Review Committee to be regarded as reference for yearly performance evaluation.

Article 14 Suggestions of giving punishments shall be approved by the office director and Personnel Office as well before being verified by President. Cases of giving major merits or major demerits shall be examined by Personnel Review Committee. Whiling examining the case of giving major demerit or above, the persons concerned may appear in the meeting to give explanations.

Article 15 Prior to promulgation and enforcement, this regulation has been passed by Executive Council Meeting, the same for amendment.

**If any controversies or disputes occurred regarding clauses of the contract, it shall always refer to its Chinese version.**