

# 臺北基督學院教職員工宿舍管理辦法

## Christ's College Taipei Faculty and staff Housing Regulations

民國 108 年 6 月 13 日本校 107 學年度第 8 次行政會議通過

### 1、 通則及借用

#### I. Housing Agreement

第一條：本辦法所稱教職員工宿舍管理係指校內公有宿舍之借用及管理等事項：

Article 1: The rules and regulations below apply to campus houses:

第二條：本校教職員工宿舍區分為宣教士宿舍及一般宿舍(含家庭、單身宿舍)。

宣教士宿舍以來台宣教士同工為主。家庭宿舍係指夫妻和直系親屬二人以上者。宿舍則由總務處負責管理。

Article 2: Job-Related Housing is for individuals who must live on campus. Missionaries Housing is for PCA missionaries. General Housing is for other faculty and staff that wish to live on campus. The General Affairs Office (GAO) is responsible for managing housing concerns.

第三條：本校專任教職員工得依規定申請借用宿舍。於宿舍借用期間，以任職本校期間為限。借用人離職、退休或其他任何原因，不再擔任學校任何職務時，應在一個月內遷出。如有例外需事先陳報校長核准。

Article 3: Full-time faculty and staff are to follow the regulations in applying for campus housing. Only people serving at the school are allowed to live on campus. Residents who are no longer serving at the college should leave their apartment within one month. Exceptions need the President's approval in advance.

第四條：本校專任教職員工依規定借用宿舍者，應辦理下列手續：

Article 4: Faculty and staff wishing to apply for campus housing should follow these procedures:

一、填具宿舍借用申請表，送交總務處。

(1) Fill out an application form and return it to GAO.

二、總務處於學期結束前彙整初審後，送請宿舍分配委員會審核，決議後報請校長核定之。

(2) The GAO will collect and evaluate the applicant's information and make a recommendation to the housing committee in the end of every academic year. The housing committee will review the recommendations and make decisions and give to the President for final approval.

三、核准後，借用人需簽訂『宿舍借用切結書』，並依配置簽收財產表。

(3) After being accepted and assigned an apartment, the applicant needs to sign the housing contract and the apartment's property list card.

四、住宿同工每月須繳交宿舍維護費用，每坪以\$50 元計算，(餐廳二樓宿舍須繳交 80 元 /坪，冷氣機由學校提供)。

(4) Each resident needs to pay a monthly maintenance fee of \$50 per ping,(the 2<sup>nd</sup> floor house of cafeteria has to pay \$80 per ping, the A/C will be provided by school).

五、住宿需繳交住宿押金，押金為住宿維護費 5 倍，宿舍歸還時需打掃清潔復原，未遵守規範致產生之清潔打掃費用，由押金抵扣之。

(5) Each resident's need to pay a refundable deposit of five times the maintenance fee. Resident has to clean the apartment before moving out. Any additional cleaning or repairs needed will be charged from deposit.

第五條：宿舍申請原則上不供應傢俱，若有庫存公有傢俱時，經總務處同意後可暫借使用，用畢原狀歸還。但總務處因有其他公務需要時，得予通知收回。

Article 5: Furniture is not provided, but if there is any available, the resident can use school furniture with the approval of GAO. It should be returned in good condition. If there is an official need for the furniture, the GAO reserves the right to take it back.

第六條：家庭宿舍借用人，如遇任何因素致僅一人住宿時，得改配單身宿舍。

Article 6: If resident is living in a family apartment unit and his family no longer is living with him, he may be asked to move to a single unit.

第七條：借用人如不幸在職死亡或殘廢無法任職時，眷屬得准續住宿舍兩個月，如情況特殊，得填具申請切結書循程序簽請校長酌情延長，惟以半年為限。

Article 7: If faculty or staff dies or becomes disabled and unable to serve, the family can stay on campus for two months. For special cases, the family can apply for an extension of up to six months with the President's approval.

第八條：宿舍借用人不得將宿舍出（分）租、轉借、調換、增建、改建或作其他用途，違者中止借用。

Article 8: Changing apartments or renting an apartment to others is not allowed. Any construction or improper use of the apartment is not allowed. Violation of these rules can cause contract termination.

第九條：宿舍借用人對宿舍設備及公有傢俱應負管理之責。公有財產不堪使用，得向總務處申請報廢。若有移動設備之需要，請先填寫財產移動單，經核准後執行。

Article 9: Residents are responsible to take care of the property and equipment in the apartment. Broken equipment should be reported to GAO for repair or removal.

第十條：宿舍借用人搬離宿舍時，應通知總務處並將宿舍設備及傢俱鑰匙點交清楚，如有缺少或損壞者，應依規定賠償。

Article 10: The resident should notify the GAO before moving out and have a hand over inspection. Any thing damaged by the resident will be charged to the deposit.

## 2、分配委員會之組織及職權

### II. The Housing Committee authority and organization

第十一條：本校各宿舍之分配為公平合理起見，特組織宿舍分配委員會（以下簡稱本會）。

Article 11: The housing committee is responsible for housing issues.

第十二條：本會設委員五至七人，除總務、人事部門主管及 PCA 代表為當然委員外，其餘委員報請校長聘請之。

Article 12: The housing committee will consist of 5 to 7 members including the Directors of the GAO and the HR Office, a PCA representative, and 2 or more members will be appointed by the President.

第十三條：本會召集人為總務長，其職務如下：

Article 13: The head of the housing committee is the Director of GAO and has the responsibility to:  
一、召集會議。 Call and organize meetings.



員	副教授或系主任..... 21 助理教授或主修主任..... 18 講師或二級主管..... 16 其他人員..... 10				
預定實際 進住人數 共計 人	稱謂	姓 名	年 齡	職 業	四口以上..... 14 三口者..... 12 二口者..... 10
服 事	眷屬能幫助在校內做學生工作得加點最多..... 10		由委員會開會決定		
其 他	如家庭情況等..... 10		由委員會開會決定		

附註：一、兼任教員改為專任後，其兼任時之年資不予計算。

二、眷口以直系親屬為限。

Faculty and Staff Point Evaluation System Date:

APPLICANT: Department: _____ Job Position: _____ Name: _____						
ITEMS	AWARD POINT				POINTS	EXPLANATION
Evaluation	President's personal recommendation					Points cannot exceed 5
Year of Experience	Employee is awarded 10 points after two year. 1 point each half year after for a maximum of 25 points.					
Current Position	Professor/Admin. Depart. Heads.....25 Asst. Professor/Academic Depart. Heads.....21 Instructor/Office Manager..... 16 Others.....10					
Number of Family Members Living in Unit	Relation	Name	Age	Job		4 or more .....14 3 members..... 12 2 members..... 10 (Immediate family only)
Ministry	If your propose is involved in the ministry at Christ's College you can receive up to .....10					Housing Committee Decided point value given.
Other	Personal Family Financial Situation .....10					Committee decides

Addendum: (1) The serving years as a part-time teacher will not be counted into this point system.

(2) Family members mean your children or your parents.

第十八條：核准借用後自動放棄或已借用自動退還者，一年後始得再提出申請。

Article 18: One who was assigned apartment but gave it up or returned to school will

prohibit applying for housing again until one year later.

第十九條：距本校十五公里以內，有自有房屋或其配偶及其直系親屬有房屋可供居住者，不得分配宿舍。

Article 19: Anyone who has a house apartment that belongs to himself, a spouse, or direct family member that is within 15 kilometers, will not be allowed to live on campus.

第廿條：教職員宿舍大樓 B 棟 1~5 及北一舍 A(N1A)等以宣教士為優先，得由 PCA Team 自行分配。如宿舍仍有空缺時得開放申請。

Article 20: The faculty apartments B1 to B5 and N1A are designated for PCA missionaries. If these are apartments not occupied, others may apply for them.

#### 4、 管理

##### IV, Management

第廿一條：宿舍內不得改變內部設備及使用危險易燃器具。

Article 21: Changing the public furniture and using dangerous appliances are not allowed.

第廿二條：借用人對宿舍內外應經常保持清潔，其整潔事項應由借用人自行處理。

Article 22: Residents are responsible for keeping their apartments clean.

第廿三條：宿舍借用人不得飼養動物(如貓、狗等)，以確保公共衛生及居住安寧。除非經登錄身份檢疫證明並取得校方同意以及無其他住戶抗議。

Article 23 For public sanitation and quietness sake, animals are not allowed on campus (Ex: Cat, Dog etc.) except with the quarantine and the permission of school. Also, if there are no complaints from other residents.

第廿四條：借用人若發現有結構上問題或有待修繕事項時，請即時通知總務處勘查處理。

Article 24: Resident should notify the GAO concerning structural damages or maintenance needs.

第廿五條：宿舍借用人如願自費改善或裝潢修繕時，應先提出申請，送請總務處核簽批准後處理，但不得影響結構及外觀，遷出時應予保留，並不得要求補償。

Article 25: Any personal renovating in the apartment needs approval from the GAO first and should not affect the building's structure and outside appearance. When the resident leaves, the changes will not be reimbursed by the college.

第廿六條：校方提供之基本配備含馬桶、水龍頭、水電開關、簡易熱水器、流理台下櫃以及電話。

Article 26: School will provide basic equipment, including kitchen counters, the bathroom facilities (sink, toilet, faucets), electrical outlets, school phone, hot water heaters etc.

第廿七條：宿舍若有損壞，校方負責維修範圍含結構體、浴廁、廚房等水電基本配備。

Article 27: The school is responsible for the structural damage, basic facilities maintenance in bathrooms, kitchens etc.

第廿八條：本宿舍限供任職本校期間或職務上需要人員借住，借住人如留宿親友者，以不超過兩星期為原則，情況特殊者得報請校長同意延長。

Article 28: These apartments are for school faculties and staffs only. Family and friends are not

allow to stay over two weeks except with approval by president.

第廿九條：本辦法提行政會議通過呈校長核准後施行，修正時亦同。

Article 29: This Regulation shall be passed by the Administration Committee, and submitted to the President for approval, announcement and implementation. All revisions shall be processed accordingly.