

臺北基督學院職員服務規則

Regulation for Service of Administrative Staff of Christ's College Taipei

105 年 4 月 28 日本校 104 學年度第二次校務會議通過

第一章 總則

Chapter 1 General Rules

第一條 本校職員之服務，以本規則為準，其未有規定者，得按政府有關公務員法令及教育人事規章酌情辦理。本規則所稱之職員，係指專任之現任職員。

Article 1 The hiring and service of Christ's College Administrative Staff personnel is based on the Regulation. Should any matters that are not covered by the Regulation shall be managed in accordance with related Civil Service Act and Education Personnel Regulation. The "staff personnel" in this Regulation are the full-time, incumbent administrative staff members.

第二條 本校為一基督教學校，所有成員都應遵守聖經的教導，部份行為已明訂於聖經，其他則源自聖經原則，部份標準可見於董事會核定之臺北基督學院倫理價值與標準中。

Article 2 The College is a Christian college. All members of the College community are expected to maintain basic Biblical standards of conduct. Some of these are stated explicitly in the Bible, but others are implied by what the Bible teaches. Specific standards of conduct can be found in the Board approved Christ's College Taipei Ethical Values and Standards statement.

第三條 本校職員應遵守性別平等教育法、性別工作平等法、性騷擾防治法等相關性別平等之法令規定。

Article 3 The College's staff personnel must comply with the provisions and decrees of related laws, such as Gender Equality Education Law, Gender Equality Employment Law, and Sexual Harassment Prevention Act

第二章 任免與離職

Chapter 2 Appointment, Dismissal and Separation from Service

第四條 本校職員之聘任及資遣，依照本校「職員評審委員會組織規程及實施細則」辦理，辦法另訂之。

Article 4 The appointment and severance of staff personnel shall be administered in accordance with "Implementation Rules and Organization Regulation of Staff Evaluation Committee", which is established separately.

第五條 新進職員應按本校報到規定，填妥報到單依時向人事暨行政室及服務單位辦理報到。

Article 5 The new staff member must complete employment report form; then, he or she shall

report to Human Resources Office and the respective department where he or she serves.

第 六 條 新進職員一律試用三個月，試用期滿，由其服務單位主管審核簽具擬聘單，經人事暨行政室送請校長核定後，始予聘用。

Article 6 Each new staff member must start with a 3-month probation period initially. After satisfactorily completing the probation, the head of department where he or she works shall evaluate his or her performance and sign the appointment letter. Such appointment letter shall be submitted, through Human Resources and Administration Office, to the President for approval and hiring.

第 七 條 職員因故離職，須在一個月前提出離職申請單，經核准並辦妥移交及離職手續後，始可離職。

Article 7 Should a staff member plan to resign, he or she must submit a resignation application form. Upon approval and completing i) the handover of all official matters and ii) the separation procedures, one shall be separated from the College.

第三章 待遇

Charter 3 Compensation

第 八 條 本校職員待遇按照本校「教職員工敘薪辦法」之規定辦理，辦法另訂之。

Article 8. The compensations of College's staff personnel are administered in accordance with "Compensation Guidelines of Staff Personnel", which is separately established.

第 九 條 本校職員申請宿舍，依照本校「教職員工宿舍分配及管理辦法」辦理，辦法另訂之。

Article 9. The College's staff personnel may apply for College housing according to "Management Procedure of the Housing Allocation for Faculty, Administrative Staff and Workers", which is separately established.

第 十 條 凡本校之職員，均得享有本校之員工福利。

Article 10 All staff personnel are eligible for employees' benefits.

第四章 出勤

Chapter 4 Job Attendance

第 十 一 條 本校職員除因公出差，或因事或病請假者，均應於規定時間出勤辦公。其不出勤辦公者，以曠職論。全學期曠職達七日以上者，予以解聘或免職。

Article 11 The College's staff personnel must attend job during office hours with the exceptions of official business trips, approved personal leaves or documented sick leaves. Non-attendance at office shall be accounted as "job absenteeism". Should a staff member accumulate seven (7) job-absenteeism days in a semester, he or she shall be dismissed from appointment or deposited/fired.

第十二條 二級主管以下職員均應按時親自簽到、簽退，於簽到簿上親自簽名，如發現代簽，應予雙方以記過處分。如未簽到，應依規定請假，未請假者以曠職論。

Article 12 Every staff member below 2nd-ranking supervisory level must personally sign-in and sign-out on the attendance logbook. Should the sign-in or sign-out be on behalf of another person, both parties shall be penalized with warnings. Should anyone not sign-in at any day, he or she should apply for a day of “approved leave” with necessary documents. Should the person fail to apply for “approved leave”, a job-absenteeism day will be recorded.

第十三條 本校職員每次出勤，擅自提早退勤達半日以上者，以曠職一日論；未達半日者，以曠職半日論。

Article 13 Should a staff member leave early before the middle of his or her assigned office hours at any workday without a prior approval, a job-absenteeism day will be recorded. Should he or she leave early after the middle of his or her assigned office hours at any workday without a prior approval, half of a job-absenteeism day will be recorded.

第十四條 本校職員到勤，如因交通工具誤點或其他特殊事故遲到，經陳述理由，報請單位主管核准後，得予補簽到。

Article 14 Any of the College’s staff personnel, who arrives at the College late due to problem with transportation vehicle, traffic jams or other special event, may report the written explanation to the department head for approval and permission to sign in retroactively.

第五章 差假

Chapter 5 Absent Leave

第十五條 本校職員因公出差，按照本院教職員出差辦法規定辦理。

Article 15. Any of College's staff members, who goes on business trip, must comply with the guidelines of official business trip for the staff personnel.

第十六條 本校職員請假分列如下，各種請假皆由人事暨行政室登記，列入學年度考績：

Article 16: The approved leaves for the College's staff personnel are categorized as follows. Each category of approved leave, which is recorded by Administration Office, is included in the annual performance appraisals.-

一、事假(含家庭照顧假)：每學年准給七日，超過日數之事假，應按日扣除俸(薪)給。事假須於一日前提出申請，但緊急事假例外。

I. Personal Day (including caring for a family member): Each staff member is eligible for seven (7) personal days with pay, and any additional personal days are without pay. With the exception of emergency matters, the staff member must submit a request for taking a personal day the day before.

二、病假(含生理假)：每學年准給二十八日，七天以上者，須檢附醫院證明。患

重病者，超過病假期時，須報請校長核准延長之。其延長期限以半年為限。延長期滿時，其合於本院教職員工退休撫卹資遣辦法規定者，均須按照規定辦理之。

II. Sick Leave (including menstruation leave): Each staff member is eligible for twenty-eight (28) sick-leave days. For any sick leave longer than seven (7) days, hospital certificate of illness must be submitted to HR. Due to serious illness, should a staff member exceed the limit of twenty-eight (28) days, his or her case shall be submitted to the President for the approval of an extension. Such extension shall be limited to half of a year. Should the staff member exceed the 6-month extension and he or she meeting any of “CCES Plan of Retirement Pension, Death Benefit and Severance Pay for Faculty, Administrative Staff and Workers”, he or she may apply for applicable separation from employment .

三、婚假：結婚給婚假十四日。除特殊事由，經學校核准延後給假，或於結婚前五日內提前給假者外，應自結婚之日起，一個月內請畢。

III. Marriage Leave: When a staff member gets married, he or she is eligible for fourteen (14) marriage-leave days. With special exceptions of the approved deferment of marriage leave or an early starting day within five (5) days before the wedding day, the staff member must start take the marriage leave on or after the wedding day and complete the marriage leave within a month from the wedding day.

四、產前假、娩假、流產假、陪產假：

IV. Prenatal-care Leave, Maternity Leave, Abortion Leave, Paternity leave:

(一)女性職員分娩前給產前假八日，得分次申請，不得保留至分娩後；

(1) All female staff members are eligible for eight (8) prenatal-care leave days prior to giving births. The prenatal-care leave must be applied and used before giving birth. It cannot be taken after child birth.

(二)分娩後給予娩假四十二日；

(2) The female staff member shall be eligible for forty-two (42) maternity-leave days.

(三)妊娠滿五個月以上流產者給予流產假四十二日；三個月以上未滿五個月流產者，給予流產假二十一日；妊娠未滿三個月流產者，給流產假十四日。

(3) Should an abortion occur to a staff member after five months of pregnancy, she is eligible for forty-two (42) maternity-leave days. After three months of pregnancy, she is eligible for twenty-one (21) maternity-leave days, and less than three months of pregnancy, she is eligible for fourteen (14) maternity-leave days.

(四)娩假及流產假應一次請畢，且不得扣除寒暑假日數。分娩前已請畢產前假者，必要時得於分娩前申請部分娩假，並以二十一日為限。流產

者，其流產假應扣除先請之娩假日數。

(4) Maternity leave and abortion leave must be taken once to completion; the summer- or winter-break days cannot be deducted from it. When one uses up the prenatal-care leave and need additional days off prior to child birth, one can apply for approval to use part of maternity leave up to twenty-one (21) days. In the event of an abortion, the abortion leave shall be deducted by the number of prenatal-care leave days, which have been taken.

(五) 男性職員之配偶生產者，給陪產假三日，得分次申請，但應於配偶分娩日前後三日內請畢，例假日順延之。

(5) The male staff member, whose wife gives a birth, is eligible for three (3) paternity-leave days, which can be taken separately; however, he must take all three (3) paternity-leave days within a period from three (3) days before the child birth to three days after the child birth.

五、喪假：喪假天數規定如下：

V. Bereavement Leave: The days of bereavement leave vary according to following guidelines.

(一) 父母、配偶與子女死亡者十五日；

(1) For the death of mother, father, spouse or a child: Fifteen (15) bereavement-leave days.

(二) 繼父母、配偶之父母死亡者十日；

(2) For the death of step- mother or father, spouse's mother or father: Ten (10) bereavement-leave days.

(三) 曾祖父母、祖父母、配偶之祖（繼）父母、兄弟姐妹死亡者五日。

(3) For the death of a great grand mother or father, a grand mother or father, spouse's grand-mother or father, spouse's step-mother or father, a sibling: Five (5) bereavement-leave days.

(四) 喪假得分次申請，但應於死亡之日起百日內請畢。

(4) Bereavement-leave days, which can be taken separately, must be used up within one hundred (100) days from the death day.

六、公傷假：因執行公務而受意外危險傷害者，檢具醫院證明，按實際醫療情形准假之。

VI. Work-injury Leave: Work-injury leave shall be applicable to a staff member, who has incurred an injury while on the job providing the hospital certificate requiring leave for medical care or therapy.

七、公假：有下列各項情事之一者，給予公假：

VII. Official Leave: An individual who meets one of the following conditions is eligible for an official leave.

(一) 參加政府召集之集會。

(1) Attendance to government mandatory assembly.

- (二)依法受各種兵役召集。
- (2) Assembly of the military reservists according to the military-service law.
- (三)參加政府舉辦之選舉投票。
- (3) Attending government-sponsored elections on election days.
- (四)奉派訓練進修或講習，其期限在一年以內者。
- (4) Official deployment to a training, advancement study or workshop for a period of less than a year.
- (五)奉派參加各項會議、考察及活動。
- (5) Official deployment to attend various meetings, visits and activities.
- (六)應國內外機關團體邀請，參加與其職務有關之各項會議或活動，經核准者。
- (6) Attendance to job-related meetings, conferences or activities due to invitations by domestic or foreign government agencies and organizations.
- (七)參加政府舉辦與職務有關之考試，經學校同意。
- (7) Upon the approval of the College, attending government sponsored job-related exams.
- (八)參加本校舉辦之活動，經學校同意。
- (8) Upon the approval of the College, attending the College sponsored activities.
- (九)基於法定義務出席作證、答辯，經學校同意。
- (9) Upon the approval of the College, attend a court case to testify under legal obligation.
- (十)因法定傳染病經各級衛生主管機關認定應強制隔離。但因可歸責於當事人事由而罹病者，不在此限。
- (10) Quarantine by National Health Care certified hospitals or clinics due to contingent disease with the exception that morbidity is caused by the staff member.
- (十一)原住民族歲時祭儀，各該原住民族得依法放假，歲時祭儀日期依行政院原住民族委員會公告。
- (11) Leaves for the staff member of aboriginal origin due to aboriginal natives' year worship, holidays in accordance with the days posted by Aboriginal Committee of Executive Yuan.

前項所定事假、病假、產前假，得以時計；婚假、娩假、陪產假、喪假，每次請假應至少半日。

The above designated Personal Day, Sick Leave and Prenatal-care Leave can be taken by the hour; however, the Marriage Leave, Pregnancy Leave, Parental Leave, and Bereavement Leave must be taken at least half a day at a time.

請假滿八小時以一日計。凡到職不滿一年者，在該年內按在職月數比例計算事、病假日數。

A leave of eight (8) hours is accounted as one day. A staff member, who has not

completed a full year of service, is eligible for Personal Day, and Sick Leave prorated by the number of months of service.

女性職員經醫師診斷需安胎休養者，其治療、照護或休養期間，得申請產前假、提前請部分娩假外，亦得申請病假（延長病假）。

Female staff member, who requires the prevention of miscarriage upon physician's diagnosis, may apply for prenatal-care leave, portion of maternity leave, and sick leave (sick leave extension) for her therapy, caring and resting.

第十七條 公差及公假規定如下：

Article 17 Official Business Trip and Official Leave are regulated as follows.

一、公差：基於本校公務（含執行校內、外計畫及產學合作案）上之需要，奉派外出辦理公務者，謂之公差，得支領出差旅費（因執行計畫案及產學合作案獲准出差者，差旅費用由各該計畫案及產學合作案負擔），出差旅費標準表另訂之。

I. Official Business Trip: Due to the need of the College's official business (including the administration of College's plans and industry-university cooperation case), the one who is deployed to official business, i.e., official business trip, is eligible for claiming travel expenses (After being approved for the implementation of a project and industry-university cooperation, the travel expenses of the staff member shall be reimbursed by the project and industry-university cooperation.) The travel expense standard is separately established.

二、公假：依本規則第十六條第一項第七款之規定獲准公假者為公假，不得報支出差旅費。

II. Official Leave: The staff member, who are approved for official leaves according to Item 7 of Paragraph 1 of Article 16, cannot apply for travel expenses.

第十八條 本規則第十六條所規定假期之核給，扣除例假日。但因病延長假期者，例假日均不予扣除。

Article 18 The regular holidays are subtracted from the approved leaves that are approved under Article 16. However, the regular holidays are not subtracted from sick leave extension.

第十九條 各一級主管之請假(含公差)由校長核准。其他職員請假(含公差)，未滿三日者，由單位主管核准；三日(含)以上者，須經校長核准。

Article 19 All leaves (including official business trips) for the first-ranking supervisors must be approved by the Principle. The three-day leaves (or less) by other staff members are approved by department heads, and all leaves of more than 3 days must be approved by the President.

- 第 二十 條 職員請假須於事前提出，並先行覓得一職務代理人，或由各該單位主管人員另行指定人員暫時代理。短期職務代理人不支給代理津貼；因公、病、娩假、部分娩假連續達兩週以上者，酌予代理人津貼。若無法就原有人員中指定代理人時，得另遴選合格人員代理，並核支代理人薪津。職務代理人作業要點另訂之。
- Article 20 A leave must be applied, in advance, by the staff member, who must delegate his or her job responsibility to a proxy. Alternatively, the department head shall appoint another staff member temporarily as a proxy. The proxy is not compensated for the temporary job. Should the proxy substitute for 2-week (or longer) leave, such as official leave, sick leave, maternity leave or portion of maternity leave, he or she shall be compensated for the temporary job responsibilities. If none among the staff members can be appointed as a proxy, a suitable person shall be selected as a paid proxy. The key operation guidelines for job proxy is separately established.
- 第 廿一 條 計算全學年事、病假及服務休假日數，均自每年八月一日起至次年七月卅一日止，中途到職及離職者，其最多請假日數按比例計算之。
- Article 21 The annual personal day, sick leave and service-leave days of an academic year start on August 1st and end on July 31st the following year. The staff members who start their services in the middle of an academic year, the number of days of each leave are calculated based on prorate method.
- 第 廿二 條 本校職員申請延長病假之日數，如屆學年結束尚未期滿者，得延長至次學年度；如合併計算達半年尚未治癒者，即按本規則第十六條第一項第二款之規定辦理退休或資遣。
- Article 22 If the sick extension have not been used up in an academic year, the remaining portion could be used in the following academic year. When the combined sick extension days in two academic years exceed half of a year, he or she shall be processed according Item 2 of Paragraph 1 of Article 16 for the applicable separation from employment.
- 第 廿三 條 凡未經請假而擅離職守或假期已滿而未銷假上班者，以曠職論。
- Article 23 Should a staff member take a leave without approval, leave office without notifying supervisor, or is overdue from holidays, the number of days of un-authorized leave are recorded as job-absenteeism days.
- 第 廿四 條 人事暨行政室應按月將職員勤惰情形統計列表，報請校長核閱，並分別通知各處、室主管及其本人。
- Article 24 The Human Resources and Administration Office must report the attendances of all staff members to the President for review, and to managers and directors of all Sections and Offices.
- 第 廿五 條 凡捏報請假原因，經查明屬實者，得予解聘。

Article 25. Those who falsely take leaves shall be dismissed upon being proven falsifying.

第六章 休假

Chapter 6 Holidays

第廿六條 本校職員之休假種類區分如下：

Article 26 Various types of holidays are listed below:

- 一、星期例假。
1. Weekend holidays
- 二、國定休假。
2. National holidays
- 三、服務休假。
3. Service holidays (Vacation days?)
- 四、其他休假。
4. Other holidays

第廿七條 服務休假之限制如下：

Article 27 The guidelines of service leave are listed below:

- 一、連續服務滿一年者，自第二年起，每年給予休假七日。
1. When one serves continuously for a whole year, he or she is eligible for seven (7) service-leave days the following year.
- 二、連續服務滿三年者，自第四年起，每年給予休假十四日。
2. When one serves continuously for three (3) years, he or she is eligible for fourteen (14) service-leave days the following year.
- 三、連續服務滿六年者，自第七年起，每年給予休假二十一日。
3. When one serves continuously for six (6) years, he or she is eligible for Twenty-one (21) service-leave days the following year.
- 四、連續服務滿九年者，自第十年起，每年給予休假二十八日。
4. When one serves continuously for nine (9) years, he or she is eligible for Twenty-eight (28) service-leave days the following year.
- 五、連續服務滿十四年者，自第十五年起，每年給予休假三十日。
5. When one serves continuously for fourteen (14) years, he or she is eligible for thirty (30) service-leave days the following year.
- 六、申請休假得以一小時為單位提出，滿八小時以一日計。
6. Leave can be taken by the unit of hour; every eight (8) hours are recorded as a day of leave.
- 七、如當學年無法休假或自願保留時，可保留至次學年使用，惟僅能保留至次學年為限。
7. If one cannot take service leave or voluntarily save it, such service leave can be deferred to next academic year; but not later.
- 八、屆齡命令退休人員，因故無法休畢當學年度可休假日數（含補休假）時，

剩餘日數（須先扣除當學年度已請之事、病假日數）得申請不休假津貼，津貼按日計算，每日新台幣壹仟元，未達一日者，以半日計，最高給付以三十日為上限。

8. A staff member, who has been ordered to retire, cannot use up the service leave or regular holidays (including make-up holidays), the residual days of leave and holidays can be compensated at a rate of NT\$1,000 per day. For an amount less than a day, it is accounted as half a day. The maximum amount of days for compensation is thirty (30).

第七章 考績獎懲

Article 7 Performance Appraisal, Rewards and Reprimands

第廿八條 本校職員考績與獎懲，依照本校「教職員工成績考核暨職員升等辦法」辦理，辦法另訂之。

Article 28 The performance appraisals of the College's staff personnel and the consequent rewards or reprimands are administered in accordance with "Review and Evaluation Procedure for the Promotion of Faculty, Administrative Staff and Workers", which is separately established.

第八章 退休、撫卹及資遣

Chapter 8 Retirement, Death Benefits and Severance

第廿九條 本校職員之退休、撫卹及資遣，依照本校「教職員工退休撫卹資遣辦法」辦理，辦法另訂之。

Article 29 The retirement pensions, death benefits and severance pays of all staff personnel of Christ's College are administered in accordance with "Christ's College Employee Separation Plan of Retirement Pension, Death Benefit and Severance Pay for Faculty, Administrative Staff and Workers", which is separately established.

第九章 附則

Chapter 9 Supplementary Rule

第卅條 本規則經校務會議通過，報請董事會核備後公布施行。

Article 30. The Regulation shall be passed by College Affairs Assembly and submitted to the Board of Directors for approval, announcement and implementation.