

# 長榮大學教職員工敘薪辦法

## Chang Jung Christian University Regulations for Faculty and Staff Remuneration

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93.01.15 第五屆第 18 次董事會議通過  
93.02.12 教育部台人(一)字第 0930014558 號函核備  
101.08.08 101 學年度第一學期第 1 次行政會議通過  
101.10.03 101 學年度第一學期期初校務會議修正通過  
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102.09.18 102 學年度第一學期期初校務會議修正通過  
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第一條 依據「私立專科以上學校教職員工敘薪原則」，特訂定本辦法。

Article I The Regulations are formulated in accordance with the Remuneration Guidelines for Faculty and Staff at Private Institutions of Higher Education.

第二條 本校教職員工薪級之核敘，依本辦法之規定辦理，薪級分為卅六級（含年功俸三十九個薪級），其薪級如附表一、附表二。

Article II Salary scales for faculty and staff at the University shall be in accordance with this Regulations. Salary scales are divided into 36 grades (or 39 grades including annual salary). Salary scales are shown in Appendix 1 and Appendix 2.

第三條 本校教師薪級起敘、改敘原則：

Article III Principles for beginning salary and salary adjustment for teachers at the University:

一、起敘：自所聘職務最低級起敘。

1. Starting Salary: Beginning salary is based on the lowest grade for the position.

(一)教授：四七五。

(1) Professor: 475.

(二)副教授：

(2) Associate Professor:

1.三五〇—依教育人員任用條例八十六年三月二十一日修正施行前之第十七條規定，

以博士學位送審取得副教授證書者。

(i) 350--In accordance with the provisions of Article 17 of the Act of Governing the Employment of Educator prior to the implementation of its revision on March 21, 1997, teachers with doctoral degree and associate professorship.

2.三九〇—依教育人員任用條例八十六年三月二十一日修正施行後之第十七條規定，以取得博士學位後具有四年工作經驗送審取得副教授證書者。

(ii) 390 --In accordance with the provisions of Article 17 of the Act of Governing the Employment of Educator after the implementation of its revision on March 21, 1997, teachers with four years of work experience after their doctoral degree and associate professorship.

(三)助理教授：三一〇。具博士學位者，得自三三〇起敘。

(3) Assistant Professor: 310. Those with doctoral degrees may begin at the 330 grade.

(四)講師：二四五。

(4) Lecturer: 245.

(五)由國立大專校院退休轉任本校之教師，不提敘年資，以所聘職務最低級起敘。

(5) The salary grade of teachers retired from public institutions of higher education and transferred to the University shall not be counted toward their salary grade. Their starting salary shall begin at the lowest grade for the position.

二、提敘：

2. Salary Increase:

(一)本校初任教師以自最低級起敘為原則。曾任行政機關、公營事業、大學院校與現職職務等級相當且服務成績優良之年資，每滿一年得提敘一級；或曾服務於國內外具有規模之機構，其與現職等級相當且服務成績優良之年資，得依「大專院校講師以上教師採計曾任國內外私人機構年資提敘薪級原則」辦理提敘，每滿一年提敘一級，最高得採敘至本職最高年功薪，其施行細則另訂之。

(1) Beginning salary for newly employed teachers at the University starts with the lowest grade for the position. Those whose grade in previous administrative agencies, public enterprises, universities or colleges are equivalent to their current position may have one grade added for each full year of service if they demonstrated excellent service record. Or, those who have served in a large-scale organization at home or abroad, whose grade is equivalent to their current position and have excellent service record, may apply for pay increase of one grade for every full year of service in accordance with the "Guidelines for Salary Scale Addition for Higher Education Institution Lecturers and Above with Previous Positions in Private Organizations at Home or Abroad". One grade is added for every full year of service,

the maximum being the highest annual salary for the position. Implementation guidelines shall be formulated elsewhere.

- (二) 後備軍人轉任本校教師，依「後備軍人轉任教職員軍職比敘表」及其相關規定辦理比敘，其與現職等級相當且服務優良之年資，每滿一年提敘一級，最高得採敘至本職最高年功薪。
- (2) Comparable salary for reserved military personnel transferred to teach at the University shall be handled in accordance with the Salary Comparison Table for Reserved Military Personnel Transferred to Military Faculty Service and its relevant provisions. Those whose grade is equivalent to their current position and have excellent service record may have one grade added for each full year of service, the maximum being the highest annual salary for the position.
- (三) 折算不滿一年之年資，不予採計。
- (3) Calculations amounting to less than one full year shall not be counted.
- (四) 學經歷證件須為原始證書或證明文件，其以國外學歷起敘薪級者，應經我國駐外政府單位辦理學歷查證屬實後方得起敘。
- (4) Educational and work credentials must be original certificates or proofs. Foreign academic qualifications shall be verified by Taiwan's overseas government unit before determining starting salary.

### 三、改敘：

#### 3. Salary Re-classification:

- (一) 取得較高學歷或補繳學經歷證件者，得申請改敘，自審定改敘之日起改支。
- (1) Those who have obtained a higher educational qualification or provide additional proof of educational and work experience may apply for salary re-classification. The adjustment is effective on the date of approval.
- (二) 因升等或取得較高學位改聘者，如其原支薪級未達新改聘職級之最低級者，得於改聘後自新職級之最低級起敘。
- (2) If the original salary grade of those whose job position has changed due to promotion or achievement of a higher educational qualification is below the lowest grade of the new position, their starting salary shall be based on the lowest grade of the new position, effective after the change in appointment.

## 第四條 Article IV

### 本校職員敘薪原則

#### Principles for University staff salary

一、起敘：在本職最高薪範圍內依所具學歷起敘，其敘薪標準如附表三。但以國外學歷起敘薪級者，應先行辦理學歷查證，如屬實始得起敘薪級。

1. Starting Salary: The maximum salary range for a position is based on academic qualifications. Salary scale is shown in Appendix 3. However, those with foreign academic qualifications should apply for academic qualifications verification to begin at their salary grade.

### 二、提敘：

#### 2. Salary Increase:

- (一)由各軍、公、民營機關退休轉任本校之職員，不提敘年資。
- (1) Teachers retired from military, public or private institutions shall not be given increase in grade.
- (二)曾於參加私校退撫基金會之學校服務與擬任職務等級相當之年資一律予以採計，並按每滿一年提敘一級之原則，於本職最高薪範圍內提敘薪級，但在本校服務之年資，得按年提敘至本職最高年功薪。
- (2) For those whose previous school is a member of the Retirement and Compensation Fund for Private Schools, their equivalent grade in previous employment shall be counted toward the salary grade of the proposed job position. In principle, one grade will be added for each full year of service, the maximum being the highest annual salary for the position.
- (三)本校職員工(含技士、技佐)，均不得採計曾任私人機構年資提敘薪級。
- (3) For University staff (including assistant technicians and junior assistant technicians), grade from previous private organizations shall not be counted toward their salary grade.

### 三、改敘：

#### 3. Salary Re-classification:

- (一)經核定推薦進修取得較高學歷辦理改敘者，須以專簽陳校長核定後始得為之，自審定改敘之日起改支。若原薪級已高於新學歷之最低級，則維持原薪級支薪。
- (1) Those who have been recommended for and obtained higher educational qualification may apply for salary re-classification upon approval by the University President. The adjustment is effective on the date of approval. If the original salary grade is already above that of the lowest grade for the new educational qualification, then the original salary grade shall be adopted.
- (二)改敘應受本職最高薪之限制，且自改敘日起至年度結束止未滿一年者不得晉級。
- (2) Salary reclassification shall be subject to the maximum salary for the position. Those without one full year from the date of reclassification to the end of the year shall not have salary promotion to the next grade.

#### 四、提敘年資未滿一年之年資，不予採計，且學歷證件須為原始證書或證明文件。

#### 4. Salary grade of less than one year shall not be counted.

Educational and work credentials must be original certificates or proofs.

第四條之一 現職職員工因本校業務需要而調動職務者，得保留原薪級敘薪。

Article IV-I Current employees who are transferred to meet the operating needs of the University shall retain their original salary grade.

- 第五條 新進教職員工，應於到職後一個月內填具履歷表，檢附學經歷及離職證明書等相關證件，送人力資源發展處辦理敘薪事宜，並依規定造具敘薪名冊一份，送「私立學校敘薪審查委員會」審查後報送財團法人中華民國私立學校教職員退休撫卹儲金管理委員會備查。
- Article V New faculty and staff shall submit their resume, educational and work credentials and certificate of resignation within one month of employment to the Office of Human Resources Development for salary grade matters. In accordance with regulations, one roster of salaries shall be submitted to the Retirement and Compensation Fund for Private Schools for review, and subsequently to the Management Committee for Managing Retirement, Compensation, Resignation and Severance Fund for Faculty and Staff of Private Schools for filing.
- 第六條 本校技工、工友工餉標準如附表四，以自最低級起敘為原則，在本校服務年資得按年提敘至本職最高年功餉。
- Article VI Salary scales for University skilled workers and general workers are as shown in Appendix 4. Salary grade shall increase annually with the number of years at the University, until the maximum annual salary for the position.
- 第七條 教職員工起敘後，依照下列規定辦理：
- Article VII Salary start for faculty and staff shall be handled according to the following provisions:
- 一、教師之起薪，自實際到職之日起支。
  1. Salary start for faculty begins with the actual first day of work.
  - 二、職員工友均以到職日起薪。
  2. Salary start for staff and general workers begins with the first day of work.
- 第八條 本辦法未盡事宜，悉參照公立學校敘薪有關法令規定辦理。
- Article VIII Any matters not addressed in the Regulations shall be handled in accordance with the provisions of relevant remuneration Acts for public and private schools.
- 第九條 本辦法經行政會議、校務會議及董事會通過，報請財團法人中華民國私立學校教職員退休撫卹離職資遣儲金管理委員會核備後實施，修正時亦同。
- Article IX The Regulations are implemented upon approval by the Administrative Meeting, University Affairs Meeting and Board of Directors Meeting, and filing with the Management Committee for Managing Retirement, Compensation, Resignation and Severance Fund for Faculty and Staff of Private Schools; the same procedures shall be applied to any amendment.

長榮大學教師職務等級表

Chang Jung Christian University Faculty Salary Scale

職務等級		職務名稱						
等級	薪額	月支數額						
	770	刪除	770	710	650	625		
	740							
	710							
一	680		校長、教授	副教授	助理教授	講師		助教
二	650							
三	625							
四	600							
五	575							
六	550							
七	525							
八	500							
九	475							
十	450							
十一	430		680   475	600   390	500   310	450   245		450
十二	410							
十三	390		刪除					
十四	370							
十五	350							
十六	330							
十七	310							
十八	290							
十九	275							
二十	260							
廿一	245							
廿二	230							
廿三	220							
廿四	210							
廿五	200							
廿六	190							
廿七	180							
廿八	170							
廿九	160							
三十	150							
卅一	140							
卅二	130							
卅三	120							
卅四	110							
卅五	100							
卅六	90							

備註:

- 一、灰色長方形部份屬年功薪。月支數額依全國軍公教員工待遇支給要點附表二之公務人員俸額表辦理。
- 二、學術研究單位研究人員，依其職務等級分別比照本表之規定：研究員比照教授，副研究員比照副教授，助理研究員比照助理教授，研究助理比照講師。但教育人員任用條例修正施行前已遴用之相當講師、助教等級之現職人員，於經審定符合修正後之資格前，仍依原職務等級核敘。
- 三、公立學校教師暨助教職務等級表修正施行前，原敘副教授薪級未達三九〇元者，仍依原職務等級晉支薪級；俟晉至三九〇元時改依本表晉敘。
- 四、公立學校教師暨助教職務等級表修正施行後，依教育人員任用條例第三十條之一規定以原升等辦法升等為副教授，其原支薪級未達三九〇元者，仍依原副教授職務等級晉支薪級；俟晉至三九〇元時改依本表晉敘。

Position Level			Position Title					
Grade	Salary Rate	Monthly Salary Amount						
	770	Deleted	770					
	740							
	710			710				
1	680			University President, Professor				
2	650							
3	625							
4	600							
5	575							
6	550							
7	525							
8	500							
9	475							
10	450							
11	430							
12	410			680				
13	390							
14	370			475				
15	350							
16	330							
17	310							
18	290							
19	275							
20	260							
21	245							
22	230							
23	220							
24	210							
25	200							
26	190							
27	180							
28	170							
29	160							
30	150							
31	140							
32	130							
33	120							
34	110							
35	100							
36	90							

Note:

- The areas in gray is for annual salary. Monthly salary amount shall be handled in accordance with Appendix 2 Salary Table for Civil Servants of the National Remuneration Guidelines for Military Personnel, Civil Servants and Teachers.
- The comparative position level of research fellows in academic research units shall be in accordance with the provisions of this Scale: Research fellow shall be graded in accordance with professor; associate research fellow with associate professor; assistant research fellow with assistant professor; and research assistant with lecturer.  
However, current employees with the equivalence of lecturer or teaching assistant prior to the implementation of the revised Act Governing the Employment of Educator shall be graded according to their original position level upon review and approval for meeting the revised qualifications.
- Before the implementation of the revised Position Scales for Teachers and Teaching Assistants in Public and Private Schools, associate professors whose original salary rate is below 390 dollars shall retain their original rate until they reach 390 dollars. Thereafter, salary increase shall be based on this Scale.
- In accordance with Article 30-1 of the Act Governing the Employment of Educator, after the implementation of the revised Position Scales for Teachers and Teaching Assistants in Public and Private Schools, if the associate professor salary rate achieved through the original regulations for salary scale is below 390 dollars, the increase in salary grade shall still be based on the original associate professor salary rate until 390 dollars. Thereafter, salary increase shall be based on this Scale.

長榮大學職員職務等級表

Chang Jung Christian University Staff Salary Scale

職務等級			職務名稱																	
等級	薪額	月支數額																		
	770	刪除	770 總務長、主任秘書	740 室主任、中心主任(一級)	710 專門委員	710 董事會秘書	625	525	475 編審、輔導員、專員	475 護理師	475 組員、技士	410	310	275	390   275	350   190	350   160	230   140	200   140	180   90
一	680																			
二	650																			
三	625																			
四	600																			
五	575																			
六	550																			
七	525																			
八	500																			
九	475																			
十	450																			
十一	430																			
十二	410																			
十三	390																			
十四	370																			
十五	350																			
十六	330																			
十七	310																			
十八	290																			
十九	275																			
二十	260																			
廿一	245																			
廿二	230																			
廿三	220																			
廿四	210																			
廿五	200																			
廿六	190																			
廿七	180																			
廿八	170																			
廿九	160																			
三十	150																			
卅一	140																			
卅二	130																			
卅三	120																			
卅四	110																			
卅五	100																			
卅六	90																			

備註：  
 一、灰色長方型部份屬年功薪。月支數額依全國軍公教員工待遇支給要點附表二之公務人員俸額表辦理。  
 二、本校職員以依學歷起敘為原則。



Position Level			Position Title																		
Grade	Salary Rate	Monthly Salary Amount																			
	770		770																		
	740			740																	
	710				710	710															
1	680																				
2	650																				
3	625		General Secretary, Chief Secretary																		
4	600			Director of office, director of center (Grade 1)																	
5	575				Senior specialist	Secretary of Board															
6	550																				
7	525																				
8	500																				
9	475																				
10	450																				
11	430																				
12	410																				
13	390																				
14	370																				
15	350																				
16	330																				
17	310																				
		Deleted																			
18	290																				
19	275																				
20	260																				
21	245																				
22	230																				
23	220																				
24	210																				
25	200																				
26	190																				
27	180																				
28	170																				
29	160																				
30	150																				
31	140																				
32	130																				
33	120																				
34	110																				
35	100																				
36	90																				
																					180
																					90

- Note:
1. The areas in gray is for annual salary. Monthly salary amount shall be handled in accordance with Appendix 2 Salary Table for Civil Servants of the National Remuneration Guidelines for Military Personnel, Civil Servants and Teachers.
  2. Starting salary for University staff shall be based on education.

長榮大學職員敘薪標準表

Chang Jung Christian University Salary Scale Criteria for Staff

薪級	薪級	起	敘	標	準
	770				
	740				
	710				
1	680				
2	650				
3	625				
4	600				
5	575				
6	550				
7	525				
8	500				
9	475				
10	450				分類職位第十一職等考試及格者
11	430				
12	410				
13	390				分類職位第十職等考試及格者，特種考試甲等考試及格者
14	370				
15	350				
16	330				1.國內外大學研究所得有博士學位者 2.分類職位第九職等考試及格
17	310				
18	290				
19	275				分類第八職等考試及格者
20	260				
21	245				1.國內外大學研究院所得有碩士學位者 2.分類職位第七職等考試及格者
22	230				高等考試或乙等特種考試分類職位第六職等考試及格
23	220				
24	210				
25	200				
26	190				師範大學或師範學院各學系結業後實習期滿畢業者
27	180				1.師範大學或師範學院各學系結業者 2.師範大學夜間部畢業者 3.大學教育系教育學院各學系畢業者 4.經高級中等學校教師登記或檢定合格者
28	170				1.國內外大學或獨立學院畢業者 2.分類職位第五職等考試及格者
29	160				1.師範大學附設二年制專修科畢業者 2.高中畢業修業二年之師範專科學校畢業者 3.高中畢業修業三年之專科學校畢業者 4.經初級中等學校或國民中學教師登記或檢定合格者
30	150				5.初中畢業修業五年制師範專校畢業者 1.二年制專科學校畢業者或五年制專校畢業者 2.普通考試或丙等特種考試或分類職位第三職等考試及格者 3.銓敘機關採認有案之各軍事學校(科、團、班)暨中央警官學校(科班)相當兩年專科畢業者(以任職員為限)
31	140				1.師範學校畢業者 2.特別師範科畢業者 3.經國民學校高級級任或科任教師登記或檢定合格者 4.經國民小學科任或級任教師登記合格者
32	130				高級護產職業學校四年制護產合訓畢業者
33	120				1.高級中學或高級職業學校畢業者 2.經國民學校初級級任教師登記或檢定合格者 3.特種考試丁等或分類職位第二職等考試及格
34	110				五年制中學或職業學校畢業者
35	100				1.四年制中學或職業學校畢業者 2.簡易師範學校畢業
36	90				1.初級中等學校或國民中學畢業者 2.分類職位第一職等考試及格者

Salary Grade	Salary Rate	Criteria for Starting Salary
	770	
	740	
	710	
1	680	
2	650	
3	625	
4	600	
5	575	
6	550	
7	525	
8	500	
9	475	
10	450	Those who passed Grade 11 position classification examination.
11	430	
12	410	
13	390	Those who pass Grade 11 position classification examination or passed Grade A special examination.
14	370	
15	350	
16	330	1. Those with doctoral degree from domestic or foreign universities. 2. Those who passed Grade 9 position classification examination.
17	310	
18	290	
19	275	Those who passed Grade 8 position classification examination.
20	260	
21	245	1. Those with master's degree from domestic or foreign universities. 2. Those who passed Grade 7 position classification examination.
22	230	
23	220	
24	210	
25	200	
26	190	Those who passed Grade 6 position classification, senior examination or Grade B special examination.
27	180	Those who have completed their internship after graduating from normal university or teacher's college. 1. Those who graduated from any department of a normal university or teacher's college . 2. Those who graduated as part-time student from a normal university. 3. Those who graduated from any department of a university's college or institute of education. 4. Those who are certified senior and secondary school teachers or who passed qualification examination.
28	170	1. Those who graduated from a domestic or foreign university or independent college. 2. Those who passed Grade 5 position classification examination.
29	160	1. Those who graduated with a two-year degree affiliated with a normal university. 2. High school graduate who graduated from a two-year program of a junior teacher's college. 3. High school graduate who graduated from a three-year program of a junior college. 4. Those who are certified junior, secondary or public secondary school teachers or who passed qualification examination.
30	150	5. Junior high school graduate who graduated from a five-year program of a junior teacher's college. 1. Those who graduated from a two-year or a five-year junior college. 2. Those who passed the general examination, Grade C special examination or Grade 3 position classification examination.
31	140	3. Those verified to have the equivalence of a two-year junior college graduate (limited to current staff) based on their military school (section, regiment, squad) and the central police academy (section, squad) records. 1. Those who graduated from a normal university. 2. Those who graduated from a special junior teacher's college.
32	130	3. Those who are certified main class or subject teachers for senior high school or who passed qualification examination.
33	120	4. Those who are certified main class or subject teachers for elementary school. Those who graduated from a four-year professional school of nursing and mid-wifery with collaborative training in the industry.
34	110	1. Those who graduated from senior high school or vocational high school.
35	100	2. Those who are certified main class teachers for junior high school or who passed qualification examination. 3. Those who passed the Grade D special examination, or Grade 2 position classification examination.
36	90	Those who graduated from a 5-year junior high school or vocational school. 1. Those who graduated from a 4-year junior high school or vocational school. 2. Those who graduated from a rudimentary teacher's institution. 1. Those who graduated from a junior high school or public middle school. 2. Those who passed Grade 1 position classification examination.

長榮大學技工工友工餉核支標準表

Chang Jung Christian University Salary Scale Criteria for Skilled Workers and General Worker

單位：新台幣元  
Unit: NT\$

普通工友					薪點	月支 數額	技術工友						
					170	刪除	二 一 九 八 七 六 五 四 三 二 一	年 功 餉	本 餉	國民中學、初職畢業或具有同等學歷者	國民小學畢業或具有同等學歷者	高級中學、高職以上學校畢業或具有同等學歷者	170   150
					165								
					160								
					155								
國民小學畢業或具有同等學歷者 150   90	國民中學、初中、初職畢業或具有同等學歷者 150   105	高級中學、高職以上學校畢業或具有同等學歷者 150   120	年 功 餉	二	150								
				一	145								
				十一	140								
				十	135								
				九	130								
				八	125								
				七	120								
				六	115								
				五	110								
				四	105								
				三	100								
二	95												
一	90												

備註：

- 一、灰色長方形部份屬年功餉。
- 二、技術工友除須具備規定之學歷外，並須具備工作所需之技術專長經考驗合格。

General Workers					Salary Point	Monthly Salary Amount	Skilled Workers						
					170	Deleted	2 1 9 8 7 6 5 4 3 2 1	Annual Salary	Base Salary	Those who graduated from public high school, junior high school, vocational high school or above, or equivalent.	Those who graduated from public elementary school or equivalent.	Those who graduated from high school, vocational high school or equivalent.	Those who graduated from high school, vocational high school or above, or equivalent.
					165								
					160								
					155								
Those who graduated from public elementary school or equivalent. 150   90	Those who graduated from public high school, junior high school, vocational junior high school or equivalent. 150   105	Those who graduated from high school, vocational high school or equivalent. 150   120	Annual Salary	2	150								
				1	145								
				11	140								
				10	135								
				9	130								
				8	125								
				7	120								
				6	115								
				5	110								
				4	105								
				3	100								
2	95												
1	90												

Note:

1. The areas in gray is for annual salary.
2. In addition to educational qualification, skilled workers must have the certification for technical expertise required in their work.

