

長榮大學職員工考核獎懲辦法

Chang Jung Christian University Employee Performance Evaluation Reward and Disciplinary Action Regulations

95. 01. 12 九十四學年度第一學期期末校務會議修正通過
Revised and approved on January 12, 2006 by the end-of-semester University Affairs Meeting of Academic Year 2005 Semester 1.
95. 09. 07 第六屆第九次董事會議修正通過
Revised and approved on September 7, 2006 by 9th Meeting of the Sixth Board of Directors.
103. 03. 05 102 學年度第二學期期初校務會議修正通過
Revised and approved on March 5, 2014 by the beginning-of-semester University Affairs Meeting of Academic Year 2013 Semester 2.
103. 03. 22 第八屆第十六次董事會議修正通過
Revised and approved on March 22, 2014 by 16th Meeting of the Eighth Board of Directors.
103. 12. 04 103 學年度第一學期第四次行政會議修正通過
Revised and approved on December 4, 2014 by the 4th Administrative Meeting of Academic Year 2014 Semester 1.
104. 01. 07 103 學年度第一學期期末校務會議修正通過
Revised and approved on January 7, 2015 by the end-of-semester University Affairs Meeting of Academic Year 2014 Semester 1.
104. 01. 22 第八屆第二十次董事會議核備
Approved on January 22, 2015 by the 20th Meeting of the Eighth Board of Directors.
107. 04. 20 104 學年度第一學期第 2 次行政會議決議通過更名(104. 10. 01)
Approved on April 20, 2018 by the 2nd Administrative Meeting of Academic Year 2015 Semester 1 for name change (October 1, 2015).
108. 05. 16 107 學年度第二學期第 3 次行政會議修正通過
Revised and approved on May 16, 2019 by the 3rd Administrative Meeting of Academic Year 2018 Semester 2.
108. 06. 03 107 學年度第二學期期末校務會議修正通過
Revised and approved on June 3, 2019 by the end-of-semester Institutional Affairs Meeting of Academic Year 2018 Semester 2.
108. 06. 20 第九屆第二十次董事會議核備
Approved on June 20, 2019 by 20th Meeting of the Ninth Board of Directors.
108. 11. 26 108 學年度第 3 次法規會修正通過
Revised and approved on November 26, 2019 by the 3rd Regulatory Committee Meeting of Academic Year 2019.
108. 12. 05 108 學年度第一學期第 4 次行政會議修正通過
Revised and approved on December 5, 2019 by the 4th Administrative Meeting of Academic Year 2019 Semester 1.
108. 12. 23 108 學年度第一學期期末校務會議修正通過
Revised and approved on December 23, 2019 by the end-of-semester University Affairs Meeting of Academic Year 2019 Semester 1.
109. 01. 09 第九屆第二十二次董事會議核備
Approved on January 9, 2020 by 22nd Meeting of the Ninth Board of Directors.

第1章 總則

Chapter One General Provision

第一條

Article I

本校職員工之績效考核，除法令別有規定外，依本辦法辦理

The performance evaluation of CJCU employees shall be handled in accordance with this Regulations unless otherwise provided by laws and regulations.

第二條

Article II

本校專任職員工自任職日起或約僱人員自正式進用簽約日起至學年度終了屆滿一學年者，應予績效考核，不滿一學年者不予考核。

The performance evaluation shall begin on the date of employment for full-time employees of CJCU and from the official date of contract for contracted personnel until the end of the academic year. The performance evaluation shall begin on the date of employment for full-time employees of CJCU and from the official date of contract for contracted personnel until the end of the academic year. Those who have not completed one academic year of service shall not be evaluated.

各單位主管應隨時根據具體事實對所屬人員做平時考核並詳加記錄，如有合於獎懲標準之事蹟者，應予以獎勵或懲罰。

The supervisors of each unit shall conduct regular assessments of their personnel according to the specific facts at any time and keep detailed records. If any deeds meet the criteria for rewards and disciplinary actions, they shall be rewarded or disciplined accordingly.

第2章 職員工考核辦法

Chapter Two Provisions for Employee Evaluation

第三條
Article III

本辦法績效考核項目包括工作知識、工作技巧、工作表現、工作態度四項，並按其成績分為甲、乙、丙、丁四等。

The performance evaluation in this Regulations includes four items: work knowledge, work skills, work performance, and work attitude. Performance shall be divided into four grades, namely A, B, C, and D according to achievements.

前項考核項目各細項內容如附表。

The evaluation items in the aforementioned evaluation items are as detailed in the attachment.

第四條
Article IV

本辦法各項考核評等，依下列規定核予年度之晉級並發考績及年終獎金。

The grading for the various evaluations in this Regulations shall be applied to annual promotion and year-end bonus assessment in accordance with the following regulations:

一、甲等：經評定分數八十分（含）以上者，考列甲等，晉本薪或年功薪一級，發當年度年終獎金，其中考評分數九十分（含）以上者並發一個基數之考績獎金。

全校考列甲等人數比率不得超過百分之七十為原則。

1. Grade A: Those who score 80 points or more shall be ranked Grade A in their performance and shall be advanced in their salary grade or seniority salary by one level and awarded the year-end bonus. Those who score 90 points or above shall also be awarded a performance bonus.

In general, Grade A performance shall not account for more than 70% of the evaluations conducted in the entire school.

二、乙等：經評定分數七十分（含）以上至七十九分者，考列乙等，晉本薪或年功薪一級，並核發當年度年終獎金。

2. Grade B: Those who score 70 points or more shall be ranked Grade B in their performance and shall be advanced in their salary grade or seniority salary by one level and awarded the year-end bonus.

三、丙等：經評定分數六十分（含）以上至六十九分者，考列丙等，調整其職務及職等並接受增能訓練，增能訓練細則另訂之，且不核發當年度年終獎金。連續二年丙等者，予以免職。

3. Grade C: Those who score 60 points or more shall be ranked Grade C in their performance and their duties and position ranking shall be adjusted. They shall also receive competency improvement training. The regulations for competency improvement training shall be formulated separately. They shall not be awarded the year-end bonus for the current year. Those who rank Grade C for two consecutive years shall be dismissed from their employment.

四、丁等：經評定分數五十九分（含）以下者，考列丁等，予以免職，且不核發當年度年終獎金。

4. Grade D: Those who score 59 points or less shall be ranked Grade D in their performance. They shall be dismissed from their employment and shall not be awarded the year-end bonus for the current year.

前項所列之考績等級依本校職工評審委員會之審議為最終之評定，甲等且考評分數九十分(含)以上者不得超過全校受評人數百分之三十為原則。考績獎金總額及基數，由董事會議訂之，人力資源發展處正式編入預算。

The resolutions of the CJCUC Employee Review Committee on the performance evaluation grades in the preceding paragraph shall be the final grades. In general, the number of staff scoring 90 points or more shall not account for more than 30% of the people being evaluated in the entire school. The total amount and number of performance bonuses shall be set by the board of directors and incorporated into the official budget of

the Office of Human Resources Development.

第四條
之一
Article IV-
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本校職員工及約僱人員因受懲處或績效考核經評定為丙等，致調整其職務及職等者，應依調整後之職級支薪；若原薪級已達調整後職級之最高年功薪者，則以調整後職級之最高年功薪支薪。

CJCU staff or contracted personnel whose duties and position rank have been adjusted due to being under disciplinary action or scoring Grade C in their performance evaluation shall be paid the salary of the adjusted position rank. If the original salary grade is already at the highest level of seniority salary of the adjusted position rank, then the salary shall be based on the highest level of seniority salary of the adjusted position rank.

第3章 列等及晉薪之限制

Chapter Three Ranking and Salary Increase Limitations

第五條
Article V

本校職員工及約僱人員列等及晉薪之限制如下：

The limitations on the ranking and salary increase of staff and contracted employees of CJCU are as follows:

1、當學年度獎懲相抵一大功(含)以上者，考列甲等。並列入未來升遷重要參考指標。

1. Those whose balance of rewards and disciplinary actions is equal to one or more major merits in the current academic year shall be listed as Grade A. The grade shall be included as an important reference index for future promotion.

二、當學年度獎懲相抵一大過(含)以上者，考列丙等(含)以下，但符合本辦法第六條第一項第二款之規定者，予以解聘或免職。

2. Those whose balance of rewards and disciplinary actions is equal to one or more major demerit in the current academic year shall be listed as Grade C or lower. However, those who meet the criteria stipulated in Subparagraph 2 Paragraph 1 of Article VI of this Regulations shall have their contract terminated or shall be dismissed from their employment.

三、當學年度事、病假合計超過廿五天者，不得考列甲等。

3. Those who have a sum total of more than 25 days of personal leave and medical leave in the current academic year shall not be eligible for Grade A listing.

四、當學年度曠職累計達三日(含)以上者，不得考列乙等(含)以上，若符合本辦法第八條第一項第四款第五目者，依第六條之規定辦理。

4. Those who have accumulated three or more days of absenteeism in the current academic year shall not be eligible for Grade B listing or above. Those who meet the criteria stipulated in Item 5 Subparagraph 4 Paragraph 1 of Article VIII of this Regulations shall be handled in accordance with the provisions of Article VI.

五、情況特殊者，由單位主管陳簽經校長核示提交職工評審委員會議處。

5. Unit supervisors shall submit special circumstances to the University President for approval, and subsequently to the Employee Review Committee for deliberation.

六、家庭照顧假及生理假之考核依據本校教職員工請假、休假辦法及性別平等工作法第 21 條規定辦理。

6. In the case of family care leave and menstrual leave, the evaluation shall be handled in accordance with the provisions of CJCU's leave application regulations, leave regulations, and the provisions of Article 21 of the Act of Gender Equality in Employment.

第4章 獎懲辦法

Chapter Four Provisions on Rewards and Disciplinary Actions

第六條

本校職員工及約僱人員之獎懲，分別依下列規定辦理：

Article VI

The rewards and disciplinary actions for CJCU staff and contracted personnel shall be handled in accordance with the following regulations:

、 獎懲，應根據具體事實，詳加記錄，如有合於獎懲標準之事蹟，並應予以獎勵或懲處。獎勵分為嘉獎、記小功、記大功；懲處分為申誡、記小過、記大過。嘉獎三次作為記小功一次，記小功三次作為記一大功；申誡三次作為記小過一次，記小過三次作為記大過一次，平時考核同一學年度之獎懲得相互抵銷。本校職員凡嘉獎一次，考績總分加 1 分，記功一次加 3 分，記大功一次加 9 分；申誡一次減總分 1 分，記過一次減 3 分，記大過一次減 9 分。

1. Rewards and disciplinary actions shall be based on specific facts and recorded in detail. If any deeds meet the criteria for rewards and disciplinary actions, they shall be rewarded or disciplined accordingly. Rewards are divided into commendation, minor merit, and major merit; disciplinary actions are divided into admonition, minor demerit, and major demerit. Three commendations shall be equivalent to one minor merit, and three minor merits shall be equivalent to one major merit. Three admonitions shall be equivalent to one minor demerit, and three minor demerits shall be equivalent to one major demerit. Rewards and disciplinary actions in the same academic year may be mutually offset. CJCU staff shall be awarded 1 additional point in the total score of their evaluation for every commendation they receive; 3 additional points for every one minor merit; and 9 additional points for every one major merit. They shall be deducted 1 point for every one admonition; 3 points for every one minor demerit; and 9 points for every one major demerit.

、 一次記二大過或同一學年度內獎懲相抵後累計達二大過者，應予解聘或免職。

2. Those with two major demerits or who accumulate two major demerits after their rewards and disciplinary actions in the same academic year have been mutually offset shall have their contract terminated or shall be dismissed from their employment.

、 本條所稱獎懲，由單位一級主管以專簽檢陳具體事實陳校長核示，小功（含）以上及小過（含）以上提交本校職工評審委員會評審通過陳請校長核定後，始得公告登錄。

3. The rewards and disciplinary actions referred to in this article shall be verified by the Level 1 supervisor of the unit and submitted together with the recorded facts to the University President for approval. Minor merits or above and minor demerits or below shall be submitted to the CJCU Employee Review Committee for approval, and subsequently to the University President for approval before they may be announced and put on record.

、 獎懲提出原則如下：

4. The principles for issuing rewards and disciplinary actions are as follows:

(一)獎勵應以具全學年度持續性、創新性、有突破性、對學校有整體具體貢獻或達成學校總體目標者為原則。

(1) Rewards shall generally be based on continuity, innovation, breakthrough, overall specific contribution to the CJCU, or achievement of CJCU's overall goals.

(二)校外單位來函建議之敘獎案，如為職責內應辦事項，除屬創新作法、簡化流程、首次獲獎等情事或有特殊貢獻者，得予獎勵外，經常性、例行性業務，僅作為年終考績之參考。

(2) In the case of letters of reward recommendation received from outside the school, unless the recommendations are for innovative practices, simplified procedures, first-time awards, or other special contributions, other recommendations pertaining to deeds within job duties, routine or regular tasks shall only be used as a reference for year-end

performance evaluation.

(三)對於跨單位共同完成之案件，主責單位應以衡平性原則通盤考量，以主責人員為優先，其餘人員視其具體績效或直接貢獻度提報獎勵；懲處應不分主、從單位一併檢討責任歸屬後議處。

(3) For cases that are jointly completed across units, the responsible unit shall take into full consideration the principle of balance by giving priority to the primary person in charge while secondary members shall be recommended according to their specific performance or direct contribution. Disciplinary actions shall not be divided into primary and secondary members; deliberation and resolution on the attribution of responsibility shall be based on the unit.

(四)基於獎勵不重複原則，優良事蹟如已領取津貼或工作酬勞者，除具有特殊貢獻外，不再敘獎。

(4) Based on the principle of non-repetition of rewards, those who have received allowance or remuneration for their contribution shall not be rewarded again except for special contributions.

第七條
Article VII

職員工及約僱人員之獎勵標準如下：

The reward standards for employees and contracted personnel shall be as follows:

一、有下列情事之一者，得記嘉獎獎勵：

1. Those who demonstrated one of the following shall be awarded a commendation:

(一)執行學校交辦事項，圓滿達成任務且績效顯著，且有具體事實者。

(1) Those who successfully completed tasks assigned by CJCUC and achieved specific excellent performance that significantly enhanced the reputation of CJCUC

(二)致力維護校園安全，有具體貢獻，經評定為績優表揚者。

(2) Those who are dedicated to maintaining campus safety and demonstrated specific contributions, and who have been evaluated as meritorious in performance.

(三)規劃籌設全國性之活動或研討會等非本身工作執掌之事務，圓滿成功獲得好評者。

(3) Those who planned and organized national-level activities or conferences that are outside of their job duties, successfully completed the events and received positive reviews.

(四)代表學校參加各類活動，成績優良提升校譽有功者。

(4) Those who participated in various activities on behalf of CJCUC, achieved good performance, thereby enhancing the reputation of CJCUC.

(五)公餘參與社會服務，經相關單位來函表揚者。

(5) Those who participated in social services outside of their official duties and received a letter of commendation from the relevant units.

(六)辦理有關教育工作，成績卓著且有具體事實者。

(6) Those who achieved specific outstanding performance in relevant educational work.

(七)其他與上述各款之情事相當，經單位主管簽准獎勵者。

(7) Those whose other achievements are comparable to the abovementioned items and have been approved for rewards by the unit supervisor.

二、有下列情事之一者，得記小功獎勵：

2. Those who demonstrated one of the following shall be awarded a minor merit:

(一)適時消弭意外事件或變故之發生，或對已發生之事故予以控制，使學校免受損失者。

(1) Those who prevented the occurrence of accidents or incidents in a timely manner, or effectively controlled the incident so that the reputation of CJCUC is not damaged.

(二)承辦突發之重要事務，成績特優或有特殊動績者。

(2) Those who undertook an important unexpected task and demonstrated excellent performance or achieved special merits.

(三)代表學校參與重要活動，成績卓著，為校爭光者。

(3) Those who participated in important activities on behalf of CJCUC and achieved outstanding performance, bringing honor to CJCUC.

(四)主辦國際性之活動或研討會，圓滿成功獲得好評且有貢獻者。

(4) Those who planned and organized international level activities or conferences, successfully completed the events, achieved positive reviews, and made contributions.

(五)其他與上述各款之情事相當，經單位主管簽准獎勵者。

(5) Those whose other achievements are comparable to the above mentioned items and have been approved for rewards by the unit supervisor.

三、有下列情事之一者，得記一大功獎勵：

3. Those who demonstrated one of the following shall be awarded a major merit:

(一)對校務或遇重大困難問題，能及時提出具體有效改進方案且執行成效卓越者。

(1) Those who promptly proposed specific and effective improvement plans for institutional affairs or major problems and that resulted in outstanding implementation outcomes.

(二)辦理重要業務成績特優，或有特殊效益，且有具體事實者。

(2) Those who undertook an important task and achieved specific excellent performance or that achieved specific special benefits.

(三)在惡劣環境下克盡職責，圓滿達成任務，經評定為績優者。

(3) Those who fulfilled duties under a harsh environment to successfully complete tasks and achieve excellent review.

(四)搶救重大災害，切合機宜，且有具體效果，經評定對學校有貢獻者。

(4) Those who implemented appropriate and timely emergency rescue in a major disaster, achieved specific outcomes, and whom have been assessed as having contributed to CJCUC.

(五)執行重要法令克服困難，圓滿達成使命且對學校有特殊貢獻者。

(5) Those who implemented important laws and regulations to resolve problems and successfully fulfilled the mission, making a special contribution to CJCUC.

(六)情況特殊未列入本項之規定，由單位主管陳簽，檢具事實說明，經校長核示提交職工評審委員會審定者。

(6) For other special contributions that are not listed in the provisions of this paragraph, the unit supervisor shall submit an application together with specific explanations for approval by the University President, and subsequent review by the Employee Review Committee.

(七)辦理經學校列管之專案整合型計畫有具體事實者。

(7) Those who specifically organized integrated projects managed by the university.

四、有下列情事之一者，得記二大功獎勵：

4. Those who demonstrated one of the following shall be awarded two major merits:

(一)針對時弊，研擬改進措施，經採行確有卓越成效，且有具體事實者。

(1) Those who developed specific measures for addressing existing weaknesses that resulted in outstanding performance when the measures were implemented.

(二)對主辦業務有重大革新，提出具體方案，經採行確有成效，經評定為特優貢獻者。

(2) Those who achieved major innovation in their primary responsibilities and proposed specific plans that proved effective when adopted, and who are assessed to have made

excellent contributions.

(三) 察舉不法，維護政府公益或學校聲譽權益，經評定或政府機關來函褒揚者。

(3) Those who reported illegal acts to ensure the public welfare of the government or the reputation of CJCUC, and who are assessed to have made excellent contributions or who received a letter of commendation from a government agency.

(四) 適時消弭意外事件或重大變故之發生，或對已發生之事故處置得宜，免遭嚴重損失者。

(4) Those who prevented the occurrence of accidents or major incidents in a timely manner, or effectively managed the incident, thereby preventing serious losses.

(五) 遇重大事件，堅持立場，為國家、學校增進榮譽且有具體事實者。

(5) Those who demonstrated specific acts of remaining firm in position in the face of a major incident, thereby bring honor to the country and CJCUC.

(六) 情況特殊未列入本項之規定，由單位主管陳簽，檢具事實說明，經校長核示提交職工評審委員會審定者。

(6) For other special contributions that are not listed in the provision of this paragraph, the unit supervisor shall submit an application together with specific explanations for approval by the University President, and subsequent review by the Staff Review Committee.

(七) 辦理經學校列管之專案整合型計畫有具體事實且成效卓越者。

(7) Those who specifically organized integrated projects managed by the university and demonstrated outstanding results.

第八條
Article
VIII

職員工及約僱人員之懲處標準如下：

The disciplinary action standards for employees and contracted personnel shall be as follows:

一、有下列情事之一者，得記申誡懲處：

1. Those who are found in any of the following shall be admonished:

(一) 處理業務失當，或督導不週者。

(1) Those who were inappropriate in their handling of duties or derelict in supervision.

(二) 經管檔案、資料不當以致遺失，而情節輕微者。

(2) Those found in minor incidents of improper management of files and data resulting in a loss.

(三) 辦理事務疏忽，情節輕微者。

(3) Those found in minor incidents of negligence in handling affairs.

(四) 言行失當、違反紀律、破壞公物，情節輕微者。

(4) Those found in minor incidents of inappropriate speech or conduct, violation of discipline, or destruction of public property.

(五) 將本人所持有學校核發之證件轉借他人使用者。

(5) Those who lent their IDs issued by CJCUC to others for use.

(六) 值勤無故不到，亦未經行政程序安排代理者。

(6) Those who were absent for duty without any valid reason and failed to arrange for a substitute in accordance with administrative procedure.

(七) 出退勤或重要研習活動請人代簽(刷卡)或替他人代簽(刷卡)者。

(7) Those who had someone else sign in (swipe card) or who sign in (swipe card) for someone else to clock in or out of duty or important seminars.

(八) 工作時間，擅離崗位者。

(8) Those who left their posts without authorization during working hours.

(九) 其他與上述各款之情事相當，經單位主管簽准懲處者。

(9) Those who engaged in conduct that is comparable to the above mentioned items and

whose disciplinary action has been approved by the unit supervisor.

二、有下列情事之一者，得記小過懲處並接受增能訓練：

2. Those who are found in any of the following shall be given one minor demerit and shall accept training to improve competency:

(一)前項所列各種情事之再犯或情節嚴重者。

(1) Those with repeated offense or found in a serious case of the various incidents listed in the preceding paragraph.

(二)對承辦業務，無法勝任，影響業務進度或成效者。

(2) Those who were incompetent in undertaking tasks, thereby affecting the progress or effectiveness of the tasks.

(三)對偶發事件之預防及處理失當，致釀成意外災害，使學校蒙受損失者。

(3) Those who were inappropriate in handling the prevention and management of occasional incidents, leading to disaster and resulting in loss to CJCU.

(四)在校內鬥毆或酗酒滋事，且有具體事實者。

(4) Those found fighting or causing trouble after alcohol consumption while on campus.

(五)在辦公處所賭博者。

(5) Those who gambled in offices or work areas.

(六)虛報公費、浪費公帑，且有具體事實者。

(6) Those found in specific acts of fraudulently reporting public expenses or wasting public funds.

(七)其他與上述各款之情事相當，經單位主管簽准懲處者。

(7) Those found in other conduct that is comparable to the above mentioned items and whose disciplinary action has been approved by the unit supervisor.

三、有下列情事之一者，得記一大過懲處並接受增能訓練：

3. Those who are found in any of the following shall be given one major demerit and shall accept training to improve competency:

(一)違反法令或抗拒調度者。

(1) Those who violated laws or regulations or who refused duty assignment.

(二)挑撥離間，破壞紀律，情節重大者。

(2) Those found in a serious incident of instigating discord or disrupting discipline.

(三)違反紀律或言行不檢，或擾亂學校秩序，情節重大者。

(3) Those found in a serious incident of violating discipline, inappropriate in their speech or conduct, or disrupting the order of the school.

(四)故意曲解法令，致師生權利遭受重大損害者。

(4) Those who deliberately distorted laws and regulations resulting in significant damage to the rights of teachers and students.

(五)貽誤公務，造成重大過失，導致學校遭受重大損害者。

(5) Those who were tardy in official duties, resulting in serious fault and causing major damage to CJCU.

(六)生活奢侈腐化，言行偏戾乖張，足以影響校譽者。

(6) Those who were extravagant and corrupt, and whose speech and conduct were perverse to the extent of affecting the reputation of the school.

(七)涉及刑案經地方法院檢察署緩起訴處分或涉有期徒刑以上經判決確定但法院宣告緩刑或易科罰金者。

(7) Those who have been sentenced to deferred prosecution by the local prosecutor's office in a criminal case, or who have been sentenced to term imprisonment or higher but allowed probation or fine by the court.

(八)本校教職員工性騷擾防治措施、申訴及懲戒辦法中所訂有誣告之情事，並經

有關機關調查屬實者。

(8) Faculty and staff of CJCU who are found by relevant agencies to have made false accusations in matters outlined in the provisions of the Regulations for Prevention, Correction, Complaint and Punishment of Sexual Harassment at Workplace.

(九)其他與上述各款之情事相當，經單位主管簽准懲處者。

(9) Those found in other conduct that is comparable to the above mentioned items and whose disciplinary action has been approved by the unit supervisor.

四、有下列情形之一者，得記二大過懲處：

4. Those who are found in any of the following shall be given two major demerits:

(一)怠忽職責或洩漏職務上之機密，致學校遭受重大損害者。

(1) Those who were derelict in their duties or who divulged job-related secrets, resulting in major damage to the school.

(二)言行不檢，嚴重影響校譽，且有確實證據者。

(2) Those who were found to be inappropriate in speech or conduct.

(三)侮辱、誣告或脅迫同事、長官，情節重大者。

(3) Those found in a serious incident of insulting, falsely accusing, or intimidating their colleagues or superiors.

(四)違反法令而涉及貪污、背信、侵佔或重大刑案，且有確實證據者或經地方法院檢察署緩起訴處分或涉有期徒刑以上經判決確定，而未宣告緩刑或易科罰金者。

(4) Those found in serious violation of laws and ordinances involving corruption, breach of trust, embezzlement or major criminal cases, or who have been sentenced to deferred prosecution by the local prosecutor's office or who have been sentenced to term imprisonment without alternative sentence of probation or fine announced.

(五)無正當理由連續曠職三日(含)以上，或一個月內曠職累計達六日者。

(5) Those who were absent from work without a valid reason for three or more consecutive days, or who have accumulated a total 6 days of absenteeism within one month.

(六)本校教職員工性騷擾防治措施、申訴及懲戒辦法中所訂有誣告之情事，並經有關機關調查屬實且情節重大者。

(6) Faculty and staff of CJCU who are found by relevant agencies to have made serious false accusations in matters outlined in the provisions of the Regulations for Prevention, Correction, Complaint and Punishment of Sexual Harassment at Workplace.

(七)涉有期徒刑以上之刑案經判決確定者。

(7) Those who have been sentenced to term imprisonment or more in a criminal case.

(八)其他與上述各款之情事相當，經單位主管簽准懲處者。

(8) Those found in other conduct that is comparable to the above mentioned items and whose disciplinary action has been approved by the unit supervisor.

前項第二、三款增能訓練細則另訂之。

The detailed measures for the abovementioned competency improvement training in Subparagraphs 2 and 3 of the preceding article shall be formulated separately.

第5章 考核程序

Chapter Five Evaluation Procedure

第九條 Article IX

本校職員工及約僱人員之考核分為跨單位同儕評分、單位主管評分二項：

The evaluation of CJCU staff and contracted employees is divided into two items: Inter-unit peer evaluation and unit supervisor evaluation:

一、跨單位同儕評分：成立同儕考核審議小組，小組成員由校長聘任五至七人。其評分幅度為七十分至九十分之間，凡低於七十分或高於九十分者，必須敘明具

體事實。

1. Inter-unit peer evaluation: A peer evaluation committee shall be established. Members of the committee shall comprise five to seven members appointed by the University President. Evaluation scores shall range from 70 points to 90 points. Those giving a score of less than 70 points or 90 points or more shall provide specific facts for the score.

二、單位主管評分：單位主管對屬下同仁的評分。其評分幅度為七十分至九十分之間，凡低於七十分或高於九十分者，必須敘明具體事實。

2. Unit supervisor evaluation: Supervisors of a unit shall evaluate their subordinate colleagues. Evaluation scores shall range from 70 points to 90 points. Those giving a score of less than 70 points or 90 points or more shall provide specific facts for the score.

三、分數比例及計算方式：1.跨單位同儕評分(佔總分百分之三十)；單位主管評分(佔總分百分之七十，其中二級主管評分佔百分之三十，一級主管評分佔百分之四十；單位無二級主管者，則一級主管評分佔百分之七十)。2.總分=(跨單位同儕評分乘百分之三十)+(單位主管評分乘百分之七十)。

3. Score ratio and calculation: 1. Inter-unit peer scoring (shall account for 30% of the total score); unit supervisor scoring (shall account for 70% of the total score, of which scores given by Level 2 supervisors shall account for 30% and scores given by Level 1 shall account for 40%; if a unit does not have a Level 2 supervisor, the scores given by Level 1 supervisors shall account for 70% of the total score). 2. Total score = (Inter-unit peer score multiplied by 30%) + (Unit supervisor score multiplied by 70%).

本校職員工及約聘僱人員考核總分計算後僅取整數，小數點後均無條件捨去。

After calculating the total evaluation scores for CJCU staff and contracted employees, all decimals shall be rounded down to integers only.

第十條
Article X

職員工及約僱人員之考核由人力資源發展處主辦，統籌相關事宜並提請本校職工評審委員會審議後，陳校長核定辦理。

The evaluation for CJCU staff and contracted employees shall be organized by the Office of Human Resources Development. It shall coordinate the relevant matters and submit them to the CJCU Employee Review Committee for deliberation and subsequent approval by the University President.

第6章 附則

Chapter Six Supplementary Provisions

第十一條
Article XI

本校對職員工及約僱人員之績效考核，應根據確切資料，慎重辦理，如有為不實之考核者，一經調查屬實，除考核結果予以撤銷重核外，其有關失職人員並予議處。

The evaluation for CJCU staff and contracted employees shall be carefully handled in accordance with specific factual information. If the investigation finds untruths in the evaluation, the evaluation results shall be revoked and those found in dereliction of duty shall be disciplined accordingly.

第十二條
Article XII

本辦法所需表冊格式由人力資源發展處另定之。

The format of the forms used in this Regulations shall be separately formulated by the Office of Human Resources Development.

第十三條
Article
XIII

本辦法經行政會議、校務會議通過，送請董事會核備後公布實施。修正時，亦同。

This Regulations are announced and implemented upon approval by the Administrative Meeting, the Institutional Affairs Meeting, and the Board of Directors; likewise, any amendments.