

## **Regulations for Tamkang University Faculty, Staff, and Workers Remuneration**

TKU Regulation No. 1020000001 (01/03/2013)

### Article 1

The pay scale of the full-time faculty members, teaching assistants, staff members and workers in TKU's organizational table are formulated in accord with these regulations.

### Article 2

The pay scale of TKU faculty members, teaching assistants, staff members and workers is divided into 36 grades (if including the yearly bonuses there are altogether 39 pay grades). The pay scale table is called "TKU Faculty Members, Teaching Assistants, Staff Members and Workers Pay Scale Table".

### Article 3

Faculty members that are engaged for the first time at TKU in principle start at the lowest pay grade for the appointed position. Assistant professors with a PhD start at the pay grade amount of NT\$330. Those teachers who have worked in a junior college or higher institution in Taiwan, who have engaged in teaching on projects, and who have seniority with a present post of equal grade and with outstanding service performance must be counted in the scope of that position's highest yearly bonus decided for the allocated pay grade by year.

The deciding mentioned in the preceding paragraph in principle do not include those with seniority on a leave of absence without pay.

### Article 4

Those teachers with seniority who have been engaged for the first time at TKU, who taught abroad at a junior college or higher institution that is recognized by the MOE, and who have a present position of equal grade and with outstanding service performance, or those with seniority who have worked in the public sector or in a private organization must separately be allocated a pay scale based on regulations the MOE's "Principles for Allocating Pay Scales for Teachers with Seniority Who Are Lecturers or Above at Colleges and Who Have Taught Abroad or Domestically at Private Organizations". At most one full year equals one pay grade; the highest decided allocation is the highest grade of this position's yearly bonus.

Those researchers who have previously held an official position at Academia Sinica and have equal seniority in teaching accumulate allocated one pay grade for each full year. Those researchers with seniority at other research organizations abroad or domestic and post-doctoral researchers accumulate one allocated pay grade for each two full years.

#### Article 5

Teaching assistants who are engaged for the first time at TKU in principle start at the lowest pay grade for that position. Those teaching assistants with seniority who have previously worked at either public or private schools with excellent service performance gain one allocated pay grade for each full academic year up until the limit of that position's highest yearly bonus pay grade.

#### Article 6

Staff members who are engaged for the first time at TKU in principle start at a grade based upon their educational background; the pay grade standard table is "TKU Staff Members Pay Grade Standard Table." Those staff members who have worked in a position like their present position with equal seniority and excellent service performance gain one allocated pay grade for each full year, but they are limited to the highest yearly bonus pay grade of that position.

#### Article 7

Workers who are engaged for the first time at TKU in principle following their educational background start at the lowest pay grade; the work wage verified standard is "TKU Workers Verified Standard Table". Those full-time workers with seniority who have previously worked in a position equal to the grade of the one presently held at TKU and who have excellent service performance can advance one allocated pay grade for each full academic year, but they are limited to the highest yearly bonus pay grade of that position.

#### Article 8

Those who change their position due to promotion or obtaining a relatively higher educational background when their original salary did not reach the lowest pay grade of the new position advance to the lowest pay grade of the new position. Those who change their position midway through the academic year do not advance in their pay grade in the next academic year. Those who have already reached the lowest pay grade when they change position midway through the academic year and still receive their original salary will in the next academic year advance one pay grade. Those whose original position already reached the highest yearly bonus grade and who have in that academic year not advanced in salary will with the change of position advance one pay grade. Those in a new position less than one full year will not again advance a pay grade in the next academic year.

#### Article 9

New employees should within two weeks of the day of reporting to work in person hand over the various stipulated documents (educational certificates should have photocopies attached) to the Office of Human Resources. The Office of Human Resources based upon the position and the educational certificates propose a pay grade and append a recommendation to be forwarded to the university president for approval. Educational background requires original certificates or formally

certified copies for them to have validity. Those holding overseas educational curriculum vitae should also apply for verification.

#### Article 10

Those new employees who are not able to send all their educational curriculum vitae credentials within the time limit to apply for an assessment of salary must first hand in the various other documents and apply for an extension. Before the approval of the assessment, the lowest salary of the position will temporarily be provided as salary. After awaiting the supplementary proof and approving the assessment, the difference in amount that should be received will be issued. The duration of the extension is limited to one month.

#### Article 11

New employees of TKU will have a starting salary and change of pay based on the following regulations listed below:

1. Faculty members start their salary from the day they actually show up for work.
2. Teaching assistants, staff members and workers start their salary after their position has been approved and from the day they actually show up for work.
3. The day new personnel report for work is considered when they go to the Office of Human Resources in person and complete the reporting for work procedure.
4. Those who because of supplementing their educational cv credentials later or who because of obtaining new qualifications and applying for a change of assessment will be paid their new salary starting from the day the change of assessment is approved.

#### Article 12

This set of regulations will take effect on the date of its publication after being passed in a TKU administrative affairs meeting and being approved by the ROC Private School Faculty and Staff Retirement, Compensation, Resignation and Severance Fund Management Committee. The same applies to any later amendments made.