

NATIONAL TAIWAN UNIVERSITY
Athletic Department
Regulations for the Management of Department-Controlled
Employees

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Chapter I General Provisions

- Article 1 The National Taiwan University (NTU or “the University”) Athletic Department (“the Department”) may interview and hire part-time, non-quota-based employees (“employees”) on an hourly or monthly basis in accordance with the *Labor Standards Act*, its *Enforcement Rules*, and the *Guidelines for Employment of Part-Time Workers*.
- Article 2 Employees hired by the Department on an hourly or monthly basis (including licensed personnel) shall sign a separate Non-Quota-Based Employment Contract with the Department to ensure the rights and interests of both parties.
- Article 3 Employees shall undergo performance reviews on a monthly basis, the results of which shall determine whether their contract may be renewed. The Department may rotate employees to different positions so long as such rotation does not violate Article 10–1 of the *Labor Standards Act*.
- Article 4 Employees who are subject to a punitive measure may file an appeal in writing to the head of the second-level managing unit (division director) within one week of the issuance of the penalty, but may not dispute the punitive measure directly with the issuing personnel. Violators will be given notice and their contract and employment will be terminated.
- Article 5 In the event that the *Labor Standards Act*, its *Enforcement Rules*, or the *Guidelines for Employment of Part-Time Workers* is amended, the Department may amend these regulations accordingly at any time and notify employees hired by its subordinate units of the amended content.

Chapter II Hiring

- Article 6 Employees who pass a job interview and are hired shall be subject to a 3-month probationary period during which their attendance records and cooperation with scheduling each month will be considered in the scheduling of shifts for the following month. Employees who demonstrate exceptional performance and who pass the performance review each month

during the probationary period shall be formally employed. Termination of employment contracts, whether during the probationary period or after formal employment, shall be subject to the provisions set forth in the *Labor Standards Act* and other applicable regulations.

Article 7 Employees shall submit the following documents to the processing clerk of the hiring unit/complete the following procedures during the week before the employment start date:

1. National identification card (or ARC, passport, and work permit for foreigners)
2. Photocopy of the information page of a passbook issued by a partner payroll service bank [Please submit the aforementioned photocopied documents to the accountant.]
3. Two 2-inch half-body headshot photos taken no more than 3 months prior to submission
4. Fill out the Newly-Hired Personnel Information Sheet and collect the Onboarding Checklist.
5. Collect the Employee Work Management Handbook and other work-related notices and documents.
6. Each employee shall sign a Non-Quota-Based Employment Contract in duplicate, with the Department and the employee each holding one copy. Licensed personnel (lifeguards and sports instructors) shall submit a photocopy of their license before they may be hired. Lifeguards must hold a lifeguard certification issued by the Sports Administration, Ministry of Education. Sports instructors must hold either weight training certification or a fitness instructor license, and CPR certification.
7. Pick up the uniforms (the number of uniforms issued to employees hired on a monthly basis shall be the same as that for Personnel Office-controlled employees; the number of uniforms issued to employees hired on an hourly basis shall be based on the number of hours they work), a service ID card, a locker, and work supplies.
8. Pursuant to Article 20 of the *Occupational Safety and Health Act*, newly-hired employees shall submit a report for a health examination conducted no more than one year prior to submission. The health examination must include the test items listed under Article 17 (tests required for general health examinations for newly-hired personnel) of the *Regulations of the Labor Health Protection*. For those applying for a pool-related job, the health examination shall include the test items required by Taipei City's *Self-Governing Regulations for Business Health Management*.

Chapter III Management

Article 8 Shift scheduling principles:

1. An employee availability form for the following month shall be submitted on the 20th day of each month. Those who fail to hand in their form by 5 p.m. on the deadline shall be deemed as having forfeited their right to do so. If the 20th falls on a holiday, the deadline shall be extended to the following business day.

2. The first draft of the shift schedule will be released on the fourth Monday of each month, and from this point shift changes may only be made to resolve scheduling conflicts and errors. To change a shift, employees must visit the hiring unit in person by 5 p.m. on the day after the release of the schedule. Failure to respond by the deadline shall be deemed as confirmation of the schedule. If the form submission deadline falls on a holiday, the release of the shift schedule shall be pushed back to the fourth Thursday of the month.
3. The 30th day of each month shall be the shift finalization date. Upon finalization of the schedule, changes may only be made in the form of a leave of absence. Employees who wish to request leave must fill out a leave of absence request and ask a fellow employee to fill in for them.
4. In principle, shift schedules shall be the same across every week of the month. Employees may not ask for a 1-week-on, 1-week-off schedule except before the start of a semester, after the end of a semester, during summer/winter vacation, when another employee resigns, or in other circumstances where such scheduling is necessary. Changes must be confirmed by the processing clerk of the hiring unit before they may take effect.
5. In principle, the priority for scheduling shifts shall be based on each employee's performance review results and seniority.
6. While employee availability forms contain information on each employee's available hours, they may only serve as a reference for the shift scheduler of each hiring unit in the scheduling process.
7. During summer/winter vacation, employees shall clearly indicate their available hours both before and after the start of the following semester.
8. Any changes to the aforementioned forms and schedules shall be made in person. Verbal requests for changes are not accepted.
9. Employees who are assigned shifts on dates on which they have indicated that they are not available in the "additional remarks" field of the form may exchange shifts with a fellow employee and then notify the processing clerk of the hiring unit of the shift change. In principle, shifts may only be exchanged between two employees. Employees who are unable to complete the shift change process by the schedule finalization date may only request a leave of absence, and they must find a fellow employee to fill in for them and notify the processing clerk of the hiring unit at least three days in advance for scheduling purposes.

Article 9 Employee shifts (including those for licensed personnel) shall be based on the service hours of the sports venues and related facilities managed by the Department. The processing clerk of each hiring unit may schedule shifts to meet the actual needs of each venue/facility. In principle, shifts shall be scheduled between 5:30 a.m. and 12:30 a.m. on the following day. Shifts scheduled between 11:00 p.m. and 8 a.m. on the following day are considered irregular shifts. Irregular shifts shall be scheduled in 0.5-hour increments and shall be counted from the actual time when the shift begins.

Article 10 In accordance with the principle of "one fixed day off and one flexible rest day" set forth in the *Labor Standards Act*, employees hired on a monthly

basis shall work a 5-day week in principle and may work up to 6 days per week due to operational needs. Total work hours (including overtime) may not exceed 48 hours in any given week. A prior application is required if an employee is to work on a rest day due to extraordinary circumstances; however, the employee's total work hours still may not exceed 48 hours for the week. A hiring unit that requires its employees to work on rest days due to operational needs, thus resulting in a work week of more than 48 hours, must obtain approval from the Department to exchange normal work days with the rest days. Before employees report for duty, the hiring unit shall assign fixed days off and rest days. Employees must be given at least 11 hours of rest time in between shifts. Female employees may not be assigned shifts between 10 p.m. and 6 a.m. on the following day. Employees hired on an hourly basis may only be hired by each unit to fill in for monthly employees or to address temporary operational needs. Hourly employees may only work up to four days per week.

Article 11 Attendance management guidelines:

1. Tardiness, absenteeism, early departure from work, frequent shift changes, failure to punch in or out, and failure to find a substitute for leaves of absence will all be considered in employees' performance reviews and scheduling of shifts. For hourly employees, the current month's performance review and the following month's shifts will be affected if they commit three (or more) offenses in a month.
2. Employees who have affixed their signature as a substitute for a fellow employee on a leave of absence request form shall be deemed as having consented to work on the specified date. Should they find themselves unable to work on the day, they must ask another employee to fill in for them, and the shift change will be included in their leave of absence records for the month.
3. Schedules shall be released on the fourth Monday of each month and may not be altered upon finalization on the 30th day of the month. Upon finalization of the schedule, changes may only be made in the form of leaves of absence. An employee who wishes to request leave shall ask a fellow employee to fill in for them, fill out a leave of absence request form (which shall be signed by both employees), and notify the processing clerk of the hiring unit at least three days in advance for scheduling purposes. Employees may only request a leave of absence without finding a substitute once per month; more such absences will affect their performance review in the current month and shift schedules in the following month.
4. Schedules shall be the same across every week of a month. Week-on, week-off scheduling is not allowed except in special circumstances (such as during summer/winter vacation) or where such arrangements are deemed necessary by the head of the hiring unit based on the actual needs of the venue or event.
5. Except with the approval of the processing clerk of the hiring unit, employees shall be ineligible for overtime pay for overtime work outside of a scheduled shift. Reasons for overtime shall be indicated on the employee's time card, which shall then be signed by the processing clerk. If the reason for overtime is an event, the time card shall

additionally be signed by the on-site director of the event. Overtime pay not requested in accordance with the applicable procedures will not be applied to employees' wages. Overtime rates are as follows: For overtime of less than 8 hours, the standard hourly rate shall apply; for overtime of more than 8 hours, the rate stipulated in Article 24 of the *Labor Standards Act* shall apply to overtime hours in excess of 8 hours.

6. To ensure that sufficient manpower is available on site, employees must notify the processing clerk of the hiring unit of a leave of absence at least three days in advance. They may notify the processing clerk in person or by phone or text and send in a leave of absence request afterward. Late requests shall be handled in accordance with Articles 24, 32, and 33 herein.
7. Employees must punch in and out of their shifts in person. Those who are found to have altered their time cards or asked other people to punch in/out for them shall be handled in accordance with Article 27 herein.
8. Employees shall be entitled to leaves of absence and days off in accordance with the applicable regulations of the *Labor Standards Act* and amended regulations of the *Guidelines for Employment of Part-Time Workers*. Requests for leave shall be submitted within the time frame stipulated herein.

Article 12 Late arrival to and early departure from work shall be counted by the minute. Hourly employees who are late for their shifts will have the corresponding amount deducted from their wages based on the following formula (rounded to the nearest whole number): $\text{Deduction} = \text{Hourly wage (NT\$)} \times [\text{Number of minutes late} / 60]$. If an hourly employee is late four times or more in a month, their shifts shall be reduced. For employees hired on a monthly basis, the calculation method for late arrival and early departure shall be the same. Monthly employees who are late four times or more in a month shall have their status converted to hourly employee beginning on the first day of the following month.

Article 13 Employees who forget to punch in for work shall write down their actual time of arrival and departure for the day on the time card, and the processing clerk of the hiring unit shall verify the accuracy of the time to the minute. Those who forget to punch in for work must ask the processing clerk to correct their time card by 5 p.m. on the following day; otherwise, they shall be recorded as being absent. If it is determined that an employee who has not punched in for work was late, the employee's wages will be deducted in accordance with Article 12 herein.

Article 14 Wages are calculated on the last day of each month. Employees must fill in and complete their time card and verify their work hours on the 30th day of each month. The head of the hiring unit shall then verify employees' performance review results and forward their time cards to the accountant. Wages shall be paid by the University in accordance with its payment schedule.

Article 15 All of the preceding provisions shall be considered in the current month's employee performance review and in shift scheduling for the following month.

Article 16 Employee wage standards are as follows:

1. Hourly employees shall be paid the minimum hourly wage, but licensed personnel are entitled to an NT\$30/hour bonus. Monthly employees shall be paid the monthly minimum wage, but licensed personnel are entitled to a bonus equaling 25% of the monthly wage.
2. Hourly employees (including licensed personnel) who work for at least 100 hours per month for three months and who receive a total score of 90 or above on the performance review may be entitled to a pay raise of NT\$10 above the minimum hourly wage.
3. If an employee is re-hired after having previously resigned from the Department, their seniority shall be reset at the time of re-hiring.
4. Employees with a license or skills certification required by the Department other than those described in Article 9, Paragraph 6 herein may be paid the same rate as licensed personnel at the recommendation of the hiring unit's processing clerk and with the approval of the Hourly Employee Performance Review Committee.
5. Employees who have shifts on a national holiday as defined under Article 39 of the *Labor Standards Act* are entitled to double time.

Article 17 Wage standards for hourly employees working irregular shifts are as follows:

1. Employees are entitled to a bonus of NT\$10/hour above the minimum hourly wage for working irregular shifts.
2. Shifts on Lunar New Year's Eve or during the Lunar New Year holidays and the associated wage standards shall be announced separately, and may not be inferior to the standards set forth under Article 39 of the *Labor Standards Act*.

Article 18 Employees hired by the Department shall have their wages calculated based on how they are employed (hourly or monthly), and they must undergo monthly performance reviews. Hiring units may decide to continue employing employees based on their performance and attendance or may decide to terminate employees after giving them notice.

Chapter IV Attendance

Article 19 Employees must be punctual. Tardiness or absenteeism, leaving shifts early, and requesting leaves of absence without a reason are not allowed.

Article 20 Employees will have days off on national holidays (except on May 1st Labor Day) as the Department will be closed. On all other days, employees shall cooperate with the Department's shift schedules. Shifts scheduled on national holidays (including Labor Day on May 1st) and the associated wage standards shall be subject to the provisions on national holidays stipulated under Article 39 of the *Labor Standards Act* (see Article 17 herein for provisions on irregular shifts).

Article 21 Whether employees should report for work during a typhoon shall be subject to the work and school cancellation updates released by local governments as well as announcements made by the Directorate-General of the Personnel Administration, Executive Yuan.

Article 22 The Department shall have employees on duty throughout its service hours

to serve users and provide them with information. The processing clerk of each hiring unit shall schedule shifts based on their operational needs.

Article 23 Employees may not leave the premises for personal reasons during a shift. Those who must leave their post due to extraordinary circumstances must first obtain the approval of the processing clerk of the hiring unit, punch out, and find a substitute to fill in for them before they may leave. Leaving a post without obtaining approval in accordance with the preceding provision shall be deemed as an absence (see Article 27).

Article 24 Employees must request a leave of absence and find a substitute if they are unable to appear for a shift. They must find a substitute who has been trained for the job, verify that the substitute understands the details of the job and meets the job requirements, and submit a request for leave at least three days in advance. Employees must notify the processing clerk in advance of any leave and shall submit a formal request for approval during the 5-day period from 2 days before the leave date to 2 days afterwards. In extraordinary circumstances where employees cannot complete the stipulated process, each employee may request leave with the approval of the processing clerk with a limit of three times per month. Substitutions or absences made without obtaining authorization in accordance with the applicable shift exchange regulations shall be deemed as an absence (see Article 11).

Article 25 To ensure the uninterrupted operation of the Department, employees shall arrange possible substitutes and have their contact information at hand in the event of an unplanned absence.

Article 26 Employees may contact the processing clerk of the hiring unit and fill out a form to request a transfer to another unit.

Article 27 Pursuant to Article 12 of the *Labor Standards Act*, the Department may dismiss an employee without prior notice and without severance pay and may refuse to re-hire the same employee again for a violation of either of the following:

1. Punching in/out for another employee, asking another employee to punch in/out for them, or falsifying attendance records
2. Absence from work without prior notice for 3 days or more consecutively, or absence from work for 6 days or more in any given month

Article 28 The NTU Sports Center is closed on the fourth Monday of each month, on national holidays (except on May 1st Labor Day), and during scheduled maintenance.

Except for hourly employees scheduled to work between 6 and 8 a.m., all employees shall report for their shifts as usual on days when the Sports Center is closed to perform equipment maintenance and cleaning.

Chapter V Contract Renewal and Performance Review

Article 29 The Director of the Department or directors of its divisions shall be responsible for correcting employees hired by the Department. The processing clerk and on-site manager of each hiring unit may reprimand employees who violate attendance or performance regulations. Attendance

and performance reprimands shall be compiled and tabulated at the end of each month. Warnings may also be issued in accordance with the applicable on-site work regulations and shall be included in the consideration of whether employment shall be continued in the following month.

For a first offense, a verbal warning shall be issued; for a second offense, a written warning shall be issued and an in-person consultation shall be conducted; for a third offense, the employee shall be terminated without the possibility of being re-hired. See Articles 30 through 34.

Article 30 Performance review principles

1. Attendance shall account for 40% of the performance review score and job performance shall account for 60%. The score shall serve as a reference for adding or reducing the number of shifts in the following month.
2. Base attendance score (40%): Each employee is given a full score (100 points) initially, and deductions are made against the score based on the employee's attendance record (such as tardiness or shift substitutions).
3. Service attitude (60%): Scores shall be assigned by the Hourly Employee Performance Review Committee.
4. Employees with a total score of 90 or above may be assigned additional shifts in the following month. Employees with a total score of 70–89 shall be assigned the same number of shifts. Employees with a total score of 60–69 shall be assigned fewer shifts. In addition to a reduction in shifts, employees whose total score falls below 60 shall be interviewed personally by the division director or Director of the Department, and they may be given notice of termination if they fail to improve their performance in the following month.

Article 31 Attendance point deduction standards

1. Tardiness or early departure: 10 points per offense
2. Severe tardiness or early departure (by 15 minutes or more): 20 points per offense
3. Forgetting to punch in/out: 10 points per offense
4. Leave of absence without a substitute: 20 points per offense
5. Absence without notice, having another employee punch in/out, or punching in/out for another employee: 50 points per offense
6. Submitting a leave of absence request without notifying the processing clerk of the hiring unit OR notifying the head of the unit without submitting a request: 30 points per offense
7. Rejected work reports (e.g., for loss of work supplies or property in custody or for customer complaints): 10 points per offense

Article 32 Employees who demonstrate any of the following merits may receive 2 to 5 bonus points in their performance review score:

1. Tangible achievements that exemplify or enhance the Department's reputation.
2. An appropriate response to an emergency that minimizes the loss of public property; extending a helping hand to those in extreme need

3. Tangible contributions to the improvement of the Department's work environment
4. Long-term commitment to the job or to the fulfillment of duties
5. Tangible contributions to an increase in revenue or reduction in expenditures
6. Helping cut expenditures or minimize operating costs with significant results
7. Major contributions to the Department's operating, management, development, or R&D initiatives
8. Reporting or preventing fraud or other incidents that could be detrimental to the Department's rights and interests, thus preventing major losses
9. Other achievements that benefit the Department
10. Substituting for other employees five times or more in a given month
11. No rejected work reports or customer complaints in a given month
12. A clear record of taking a proactive stance in dealing with on-site customer complaints or emergencies
13. Active assistance with on-site training for new employees to great effect
14. Pointing out and addressing flaws in existing work procedures to improve the workflow on site
15. A clear record of taking initiative in dealing with on-site conflicts
16. Exceptional on-site performance that is conducive to the improvement of workflow

Article 33 Any of the following shall result in a 2 to 5-point deduction from their performance review score:

1. Objectionable or unethical conduct, behavior, or speech; insubordination
2. A violation of the regulations set forth in the Employee Handbook or other work-related guidelines and regulations
3. Being late for work three times or more in a given month
4. Leaving one's post without notifying the supervisor
5. Leaving one's post without requesting leave with the supervisor or finding a substitute
6. Failure to abide by on-site work regulations or carry out orders given by the processing clerk of the hiring unit
7. Negligence at work, poor performance, or errors resulting in a customer complaint
8. Personal behavior that is detrimental to the Department's reputation, rights, or interests to a minor extent
9. Failure to complete the job handover process; impacting team cohesiveness; spreading misinformation
10. Gathering at work to chat or behavior that is inconsistent with work etiquette (consuming food in service areas, having a cluttered desk, or placing personal items or food and beverages on the desk)
11. Receipt of a verbal warning for regulatory violations or negligence at work

12. Failure to meet the obligations as a substitute after promising another employee to serve as one, thus subjecting the employee to dereliction
13. Failure to complete the necessary leave of absence procedures, thus subjecting the substitute to dereliction
14. Committing any of the violations described under Article 48
15. Receipt of an on-site reprimand or violating the specific rules for the implementation of these regulations
16. A customer complaint whose details (time, place, shift schedule, etc.) are verified to be true
17. Failure to operate in accordance with the daily work report with three or more work reports rejected in a given month
18. Forgetting to punch in/out three times or more in a given month
19. Requesting a leave of absence without finding a substitute twice or more in a given month
20. Five or more of the following offenses: Tardiness, forgetting to punch in/out, taking a leave of absence without a substitute, and absence without notice
21. The use of mobile phones or reading personal books, newspapers, or magazines at a place of business during a shift shall, upon verification of the facts, result in the following penalties: For the first offense, licensed hourly personnel shall have their license bonus of NT\$30 per hour revoked in the current month and their shifts reduced by 1/3 beginning from the following month. Non-licensed hourly employees shall have their shifts reduced by 1/3 for each subsequent month. Any further offenses beyond the first shall be deemed as serious violations of the employment contract and will result in contract termination without notice under Article 12, Paragraph 4 of the *Labor Standards Act*. Monthly employees who violate the preceding provision shall be converted to hourly employees on the 1st day of the following month.
22. A violation of the applicable shift scheduling regulations (See Articles 8, 11, and 15)

Article 34 Employee performance reviews shall be based on work performance during the review period and day-to-day performance, which shall be recorded and reviewed on a regular basis.

Article 35 The processing clerk of each hiring unit shall carry out performance reviews in a fair and objective manner.

Article 36 The issuance of bonus points or point deductions shall be based on the standards set forth in Articles 32 and 33.

Article 37 Employees shall be notified of their finalized performance review scores in writing. Performance review scores may serve as a reference for future improvements and job competency-related consulting.

Article 38 Performance review results shall be sent directly to employees and may not be released to the public.

Chapter VI Benefits

Article 39 Employees hired by the Department may apply to use the sports facilities managed by the Department:

1. Eligibility
 - 1) Having worked for the Department for at least three months
 - 2) Compliance with the usage regulations of the sports venues managed by the Department
 - 3) Having worked for at least 30 hours of regular shifts or 10 hours outside of regular shifts in the previous month
 - 4) Applications start on the 3rd of each month.
2. Rules
 - 1) Employees must obtain the official seal the processing clerk of the hiring unit before using any sports facilities
 - 2) Employees may only use the sports facilities during off-peak hours and when they are off shift
 - 3) Employees must present their service ID and a permit issued in the current month in order to access the sports facilities
 - 4) A reservation must be made in advance to use the ball courts.
 - 5) Access may be granted or denied by the processing clerk depending on actual circumstances at the sports facility.
 - 6) Paid users shall be given priority in using the sports facilities.
 - 7) Employees found to have violated any applicable regulations shall have their privileges revoked immediately.
 - 8) Usage privileges shall be revoked upon an employee's resignation or termination.
 - 9) Please contact the processing clerk of each hiring unit for detailed application procedures.

Article 40 Employees' seniority shall begin accruing on the initial employment date, and matters pertaining to annual leave shall be subject to Article 38 of the *Labor Standards Act* and the amended *Regulations for the Guidelines for Employment of Part-Time Workers*. Employees may decide when to take annual leave of their own accord. The number of annual leave days for hourly employees shall be calculated by multiplying the number of annual leave days stipulated under Article 38 of the *Labor Standards Act* by the ratio of their actual work hours to the work hours of a full-time employee. A partial day may be counted in hours, but the minimum increment shall be 0.5 hours. The number of annual leave days for monthly employees shall be the same as is stipulated under Article 38 of the *Labor Standards Act*.

Employees shall participate in labor insurance from the initial day of employment in accordance with the *Labor Standards Act* and *Labor Insurance Act*.

Chapter VII Continuing Education and Training

Article 41 To improve employees' professional skills and familiarize them with the Department's equipment and related work knowledge, on-the-job training workshops focused on the competencies needed for various positions are held on the fourth Monday of each month. All employees are required to participate. Employees will be paid for their participation in accordance

with the applicable regulations.

- Article 42 The Department may appoint personnel to serve as or assist lecturers or on-site instructors at the training workshops. Employees who are assigned to such posts must do so without excuse.
- Article 43 Employees who participate in training workshops or lectures will be required to take a test or submit a report during or after such workshops/lectures, and their scores may be considered by the processing clerk of the hiring unit when making contract renewal decisions.
- Article 44 In principle, training workshops organized or commissioned by the Department shall, barring extraordinary circumstances, be free of charge.
- Article 45 The processing clerk of each hiring unit may consider employees' attendance at, learning attitude towards, test results for, and response to on-the-job training workshops, seminars, and conferences organized or commissioned by the Department in making performance review and contract renewal decisions.

Chapter VIII Separation

- Article 46 The provisions under Article 16, Paragraph 1 of the *Labor Standards Act* shall apply *mutatis mutandis* to employees who wish to terminate their employment contract, who must notify the processing clerk of the hiring unit by the stipulated deadline, collect the resignation checklist, and complete the necessary resignation procedures. On their final day of employment, employees shall return all documents, supplies, uniforms, and sports facility permits, their service ID, and all other items under their custody to the Department. If an item has been lost, the employee shall indemnify the Department for the cost.
- During the availability questionnaire collection period, hourly employees who do not wish to be assigned shifts in the following month must hand in their resignation and return all items to the Department. If such employees later wish to return to their original post, they shall re-apply and pass another job interview in order to be re-hired.
- Monthly employees who wish to resign shall hand in their resignation by the deadline stipulated in the *Labor Standards Act*.
- Article 47 Under any of the following circumstances, an employee may be re-hired by the Department upon passing a job interview:
1. The employee demonstrated outstanding performance during their previous period of service
 2. There are specific reasons for rehiring the employee
- Article 48 Employees found to have committed any of the following acts may be terminated immediately without notice. If criminal liability is involved, they shall be referred to the competent judicial authority for processing.
1. Deliberate damaging of machinery, tools, equipment, or other items belonging to the Department
 2. Disclosing the technical and business secrets of the Department against its rights and interests

3. Arrogance towards a supervisor or disobedience of their commands, or incompetence at work
4. Deliberate absenteeism without notice, resulting in a shortage of on-site personnel
5. Employees found to have engaged in fraudulent activity, embezzled public funds, or accepted bribes and commissions shall not only be dismissed but shall be held liable for damages and shall have all benefits obtained during their employment deducted.
6. Negligence or delays in work or in performing important tasks, causing significant losses to the Department
7. Gathering a crowd to threaten or disrupt the Department's operations
8. Posting or distribution of inflammatory messages or pictures (graphics) on the Internet resulting in strained employer-employee relations
9. Theft of property, documents, or products from colleagues or the Department
10. Behavior that seriously disrupts the public order or good social custom
11. Consumption of alcohol and causing unrest that disrupts the Department's operations
12. Obstruction of Department operations or preventing the Department from operating, participation in an illegal strike or slowdown, or taking collective action against the Department that constitutes an illegal strike (such as collective vacations)
13. Encouraging or gathering people to picket the workplace, or affecting the Department's normal operations to a severe extent
14. Spreading rumors or gossip and thus negatively affecting the morale or cohesiveness of the team
15. Negligence toward duties resulting in waste of, damage to or loss of Department property or resources
16. Going over their immediate supervisor and thus affecting the cohesiveness of the team
17. Spreading misinformation or posting messages online under the name of the Department, thus damaging the Department's reputation
18. Forging or altering documents or embezzling public funds
19. Other misconduct that causes damage to the rights and interests of the Department

Article 49 The processing clerk of each hiring unit shall be charged with collecting and verifying the quantity of lockers, service ID cards, and other items and equipment handed over by terminated or dismissed employees.

Chapter IX Supplementary Provisions

Article 50 The specific rules for the implementation of these regulations shall be formulated separately.

Article 51 These regulations shall be passed by the Sports Venue Oversight Committee, reported to the University for approval and reference, and then implemented. The same shall apply when amendments are made.