National Taiwan Normal University

Staff Award and Disciplinary Directives

Last Amended on October 29, 2018

Article 1. The National Taiwan Normal University (hereinafter referred to as "the University") *Staff Award and Disciplinary Directives* (hereinafter referred to as "the Directives") have been formulated in accordance with Article 13, Paragraph 3 of the *Civil Service Performance Evaluation Act*.

Article 2. Unless stipulated by other applicable regulations, staff members' awards and penalties shall be handled in accordance with the provisions herein.

Article 3. Awards and penalties shall be calculated on an annual basis, and awards and penalties issued in the same year may be offset against one another.

Article 4. Those who meet any of the following criteria may receive a commendation:

1. Hard working with a dedicated service attitude, as supported by concrete evidence
2. Provided suggestions regarding matters in their charge that have been adopted
3. Carrying out orders without complaint and completing tasks with great success
4. Making detailed plans for an official matter or conference with appropriate coordination
5. Substituting for another staff member for more than one month (four weeks) but less than six months and fulfilling their duties in a responsible manner
6. Assisting in the coordination and execution of matters falling outside of their scope of responsibility with great success
7. Participating in competitions and completing the necessary tasks in a responsible manner
8. Conducting research and development with outstanding results
9. Other outstanding acts or achievements worthy of commendation

Article 5. Those who meet any of the following criteria may receive a merit:

1. Formulation of bylaws and important policies which have been implemented to great effect
2. Proposing concrete improvements to matters in their charge that been implemented to great effect
3. Significant achievement in performing their work or duties in a proactive and responsible manner
4. Formulation of special project plans and proposing concrete improvements that have been implemented to great effect
5. Willingness to labor under adverse circumstances to carry out important orders to great success despite great challenges
6. Conducting research and development that is conducive to the University's operations, as supported by concrete facts
7. Organizing international or national conferences with detailed

This English translation is provided for reference only. The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.

planning and completing the necessary tasks with great success

8. Responding to emergencies and accidents in a timely and appropriate manner, as supported by concrete facts
9. Reporting or assisting in the investigation of major fraud or other regulatory violations
10. Substituting for another staff member for six months or more and fulfilling their duties in a responsible manner
11. Other major outstanding acts or achievements that set an example for other staff members

Article 6. Those described by any of the following subparagraphs shall be issued a warning:

1. Mild cases of disregarding orders or evading responsibilities
2. Mild cases of dilatoriness at work, delaying tasks without just cause, or handing in work with errors and omissions.
3. Mishandling matters in their charge, refusing to cooperate or coordinate with colleagues, or finding excuses for not taking on certain duties, thus resulting in adverse effects
4. Mild cases of lack of oversight and evaluation of subordinates' performance, thus negatively impacting the University's operations
5. Mild cases of failure to exercise due care in safeguarding public property, or the misuse of public funds, thus causing loss to the University
6. Mild cases of misconduct that could hurt the reputation of the University or civil servants as a whole
7. Mild cases of failure to fulfill the duties of another staff member while substituting for them, thus negatively impacting the University's operations
8. Mild cases of dormitory lease violations
9. Mild cases of illegal leasing (lending/borrowing) of professional certificates or licenses, or illegally taking on part-time engagements, thus hurting civil service's image of integrity
10. Minor violations of other regulations applicable to civil servants

Article 7. Those described by any of the following subparagraphs shall be issued a demerit:

1. Unable to meet the demands of their job or being absent without leave, thus delaying official business
2. Breaches of discipline or other misconduct or transgressions that could damage the reputation of the University or civil servants as a whole
3. Disobeying orders or commands without just cause in a manner that severely impacts official business, as supported by concrete evidence
4. Delaying official business or tasks entrusted to them without just cause, thus resulting in severe adverse effects
5. Mild cases of divulging official secrets that have caused minor difficulty to the University
6. Mild cases of false accusations against colleagues or supervisors, as confirmed by an investigation
7. Severe cases of failure to exercise due care in safeguarding public property, or gross misuse of public funds, thus causing significant loss to the University

----
This English translation is provided for reference only. The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.

8. Severe cases of lack of oversight of subordinates' performance, thus negatively impacting University operations
9. Severe cases of failure to fulfill the duties of another staff member while substituting for them, thus negatively impacting the University's operations
10. Severe cases of dormitory lease violations
11. Severe cases of illegally leasing (borrowing/lending) professional certificates or licenses, or illegally taking on part-time engagements, thus hurting civil service's image of integrity
12. Major violations of other regulations applicable to civil servants

Article 8. Reward and disciplinary principles:

1. Except for extraordinary contributions to the innovation or simplification of administrative procedures, the performance of any regular, day-to-day tasks that fall under a staff member's original scope of responsibility is not sufficient grounds for commendation and may only be considered in their end-of-year evaluation (performance review).
2. Rewards and penalties for a project shall be determined based on individual staff members' performance and only upon completion of the project. Staff members may not be repeatedly commended or penalized for the same project. In principle, the number of staff members receiving commendations or disciplinary measures may not exceed one third of the staff on the project.
3. For projects involving coordination between multiple units, staff members of the chief organizing unit shall be prioritized in reward consideration. Staff members of other units may only be commended following a stringent review of their individual performance. Rewards and penalties may be issued to either the responsible unit, its subordinate unit, superordinate unit, or all of the above depending on the division of labor.
4. The chief organizing unit of projects involving multiple units shall formulate a set of reward and disciplinary standards at the time of project conception. Said standards shall serve as the basis for consideration of reward and disciplinary measures to ensure fairness and to avoid double standards.
5. Based on the principle of "no double rewards," work that is compensated by subsidies, remuneration, overtime pay, or compensatory time off shall, barring extraordinary circumstances, be ineligible for commendation.
6. Where a commendation is recommended by an external organization, the University shall review the facts of the case and refer to previous examples before making a decision.
7. For commendations and penalties stipulated by a competent authority, the regulations of said authority shall apply.
8. The decision as to whether a commendation or merit should be presented shall be based on whether the individual in question is being recognized for actual achievements or extraordinary efforts. The severity of a penalty shall be determined based on the seriousness of the associated offense.

This English translation is provided for reference only. The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.

9. Commendations and warnings may be issued verbally or in writing.
10. To ensure fairness and procedural justice, the Performance Review Committee may invite the directors and staff members of units involved in a reward or disciplinary case to attend its meetings and make statements. For cases involving a demerit or more severe penalty, the staff member(s) in question shall be provided an opportunity to make a statement in person or submit a written statement. For milder cases involving only a warning, the staff member(s) in question may decide whether they want to provide a statement.

Article 9. Reward/disciplinary recommendation cases shall be reviewed in accordance with the principles described in the preceding paragraph and the procedures listed below:

1. The director of the unit shall fill out a reward/disciplinary recommendation form (see Appendix), present it to the director of the superordinate unit, have it countersigned by the Office of Human Resources, and submit it to the University's Staff Performance Review Committee (hereinafter referred to as "the Committee") for review and the President for approval.
2. For reward and disciplinary cases that meet the requirements for direct issuance under the *Reward and Disciplinary Review Principles* promulgated by the Committee, the responsible unit may directly seek the approval of the President without requesting a review by the Committee.
3. Pursuant to the *Enforcement Rules of the Civil Service Performance Evaluation Act*, the Committee shall be notified of any direct issuance of rewards and penalties within three months. In the event that the Committee disagrees with rewards or penalties that have been issued, it may move to change them in accordance with the applicable procedures, provided that specific reasons are given.

Article 10. The provisions herein shall apply mutatis mutandis to teaching assistants under the new system and contract staff members of the University.

Article 11. The Directives and any amendments made hereto shall be implemented following passage by the Administrative Council and recordation by the Ministry of Education.

This English translation is provided for reference only. The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.