National Taiwan Normal University
Labor Insurance/Pension Application for Part-Time Faculty Members

For □ Labor Insurance □ Pension (Please select after reading the following instructions)

Applicant		Dept/Position	/
National ID (ARC) No.		Date of Birth	
Phone No.	(Work) (Home) (Cell)		

Course Offering Status	Type	□ Regular □ Continuing Education (night, weekend, summer courses) □ Other: (please specify)	Weekly Hours	
	Period	Academic Year ___ □ Spring □ Fall □ Year-Round □ Other: _____ (YYYY/MM/DD) to _____ (YYYY/MM/DD)	Hourly lecture pay per month (page 2)	NT$

Current Insurance Coverage Status	□ Has a full-time job with labor insurance, applying for part-time labor insurance □ Has multiple part-time jobs with lab or insurance, applying for part-time labor insurance □ Previously covered by labor insurance without receiving pension, applying for part-time labor insurance □ Received labor insurance pension, applying for occupational accident insurance □ Received other social insurance pension(s), applying for part-time labor insurance □ 65-year-old and above without labor insurance, received other social insurance pension(s), applying for occupational accident insurance

Affidavit:

I. Labor Insurance

1. I hereby agree to comply with application/withdrawal requirements during the following period and will submit any overdue applications **to the General Services Division of the Office of General Affairs with withdrawals processed by NTNU on the date of expiry.**
   (1) Fall: From August 1 to January 31 of the following year
   (2) Spring: From February 1 to July 31
   (3) Year-round: From August 1 to July 31 of the following year
   (4) Other: Same as the term of appointment
2. I hereby agree to **have the premium deducted in full** from my first payment of hourly lecture fees in each semester **(2 terms for year-round; number of months for those without full terms)**. If the first payment is insufficient, a deduction covering the remaining amount will be made from the second payment.
3. The General Services Division of the Office of General Affairs requires advance written notice of withdrawal. I agree to pay in full any premium (including employer contributions) incurred due to delays.
4. I agree to allow NTNU to handle the withdrawal process when I have no remaining teaching hours following the add/drop period, and I agree to pay all non-retroactive individual contributions payable between application and withdrawal pursuant to the *Labor Insurance Act*.

II. Pension (Taiwanese and foreign spouses only, N/A for foreigners without permanent residency)

I am □ eligible (**no** full-time job **and no** pension from labor or social insurance).
□ ineligible (**full-time job** or **pension** from labor or social insurance).

III. I have fully read the instructions and declare the above information to be true and correct. I agree to separate processing by the University as per Bureau of Labor Insurance regulations if I am found ineligible after a review by the Bureau.

IV. I agree to be held liable for any false statements made herein.

Signature/Seal of Affiant:

Date: (YYYY/MM/DD)

Dept. Processing Clerk	Dept. Director	Office of General Affairs (General Services Division)		
Course offering status: □Eligible □Ineligible *The General Services Division, Office of General Affairs must be notified of		Processing Clerk	Date of receipt: (YYYY/MM/DD) Approved: □ Labor insurance □ Occupational	Seal

*Part-time faculty without a full-time job should contact Mei-Chih Lin (ext. 1919) at the General Services Division, Office of General Affairs if they wish to submit a **National Health Insurance** application with NTNU.

Instructions: (please read carefully)

1. **1. Foreigners are required to submit photocopies of their work permit (issued by the Ministry of Education), ARC, and passport.**
2. Applications of full-time employees eligible for civil service insurance at another institution will be transferred to the given institution, and NTNU shall be notified to process the withdrawal. Upon the conclusion of a part-time employee's term of appointment, the NTNU will automatically process the withdrawal.
3. Rate of Hourly Lecture Fee (for reference):

Position	NT$ (per hour)	In-Service Master's Program	In-Service Master's Program (Sports, Leisure and Hospitality Management)
Professor	1035	1600	2000
Associate Professor	890	1400	1800
Assistant Professor	830	1200	1600
Lecturer	755		

4. Monthly Payments, Calculated from Hourly Lecture Fees (Example)

(1) For teachers at all levels with 4 hours per week of regular classes, hourly lecture fees and premiums per month are calculated as follows:

Position	NT$ per week (rate * hours)	NT$ per month (rate *4 weeks)	Monthly Premium		Monthly Pension Contribution	
			Sel	Employer	Self 0%	Employer 6%
Professor	1035*4=4140	4140*4=16560	415	1452	0	1037
Associate Professor	890*4=3560	3560*4=14240	380	1331	0	950
Assistant Professor	830*4=3320	3320*4=13280	324	1135	0	810
Lecturer	755*4=3020	3020*4=12080	301	1054	0	752

*** For employees whose term of employment is not based on semesters (or academic years), monthly payments shall be calculated by term of appointment.**

5. Labor Insurance and Pension Rates: The payable premiums shall be based on the hourly lecture fees received each month and calculated in accordance with the Table of Grades of Insurance Salary stipulated by the Bureau of Labor Insurance

6. Labor Insurance Regulations:

(1) Executive Yuan Council of Labor Affairs Lao-Bao-(2)-Tzu No. 0980140222 promulgated on May 1, 2009 stipulates that employees with 2 or more jobs who are eligible under the provisions of Article 6, Paragraph 1, Subparagraphs 1 to 5 of the *Labor Insurance Act* shall have both employers apply for labor insurance.

(2) Executive Yuan Council of Labor Affairs Lao-Bao-(2)-Tzu No. 0980140222 promulgated on May 1, 2009 stipulates that employees under the age of 65 who have received a pension from labor insurance and who are subsequently re-employed or engaged in government-sanctioned vocational training shall have their employers apply for occupational accident insurance.

(3) Insurance applications and withdrawals shall be effectuated on the day after submission.

7. Eligibility for Labor/Occupational Accident Insurance and Pensions

Part-Time Faculty Insurance History	Labor Insurance		Pension	
	Age		Full-Time	
	Under 65	Over 65	Y	N
Currently in civil or military service	×	×	×	×
No social insurance	Y (OAI)	×	×	ˇ
Had labor insurance without receiving a pension	Y (OAI)	Y (OAI)	×	ˇ
Has labor insurance	Y (OAI)	Y (OAI)	×	ˇ
Received pension from labor insurance	OAI	OAI	×	×
Retired from civil or military service				
(1) No labor insurance	Y (OAI)	OAI	×	×
(2) Had labor insurance without receiving pension	Y (OAI)	Y (OAI)	×	×