

**文藻外語大學職員進用、服務暨升遷實施要點**  
**Staff Employment, Service and Promotion Guidelines of Wenzao Ursuline University of Languages**

民國 94 年 10 月 25 日行政會議修正通過  
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民國 102 年 08 月 25 日校長核定配合學校改名大學修訂法規名稱  
Ratified by the University President for Change of Document Title in concert with the University's Name Change  
on August 25, 2013

一、 本校為建立職員進用、服務暨升遷標準，特訂定本要點。

1. Wenzao Ursuline University of Languages (hereinafter referred to as “the University”) has enacted the Staff Employment, Service and Promotion Guidelines (hereinafter referred to as “the Guidelines”) to specify standards of staff employment, service and promotion.

二、 本校新進各級職員遴用資格如下：

2. Eligibility requirements for hiring the following staff members:

(一) 書記應具下列資格之一：

1. 教育部認可之國內外專科以上學校畢業者。
2. 高中、高職畢業，具有二年以上相關工作經驗，服務成績優良者。

(1) A clerk shall meet one of the following requirements:

1. Graduate from a domestic or foreign institution of higher education recognized by the Ministry of Education.
2. Graduate from a general or vocational high school and have at least two years of work experience with outstanding performance.

(二) 辦事員、技佐應具下列資格之一：

1. 具教育部認可之國內外大學或獨立學院學士學位者。
2. 教育部認可之國內外專科以上學校畢業，具有三年以上相關工作經驗，服務成績優良者。
3. 高中、高職以上學校畢業，具有五年以上相關工作經驗，服務成績優良者。技佐並應具擔任技術職務之專長及相關證照。

(2) An associate clerk or junior technical specialist shall meet one of the following requirements:

1. Obtain a bachelor's degree of a domestic or foreign university or independent institute recognized by the Ministry of Education.
2. Graduate from a domestic or foreign institution of higher education recognized by the Ministry of Education and have at least three years of work experience with outstanding performance.
3. Graduate from a general or vocational high school recognized by the Ministry of Education and have at least five years of work experience with outstanding performance.

A junior technical specialist is also required to obtain relevant technical licenses.

(三) 護士

教育部認可之國內外專科以上學校護理科(系)畢業，且具有護士合格執業證照，曾任護理工作二年以上者。

(3) Nurse

Graduate from a Nursing Department of a domestic or foreign institution of higher education recognized by the Ministry of Education, obtain nurse license and have at least two years of nursing experience.

(四) 幹事應具下列資格之一：

1. 具有教育部認可之國內外大學或獨立學院碩士學位者。
2. 教育部認可之國內外大學或獨立學院畢業，且具五年以上相關工作經驗者。

(4) An officer shall meet one of the following requirements:

1. Obtain a Master's degree of a domestic or foreign university or independent institute recognized by the Ministry of Education.
2. Graduate from a domestic or foreign university or independent institute recognized by the Ministry of Education and have at least five years of work experience.

(五) 組員、技士應具下列資格之一：

1. 具有教育部認可之國內外大學或獨立學院碩士學位，且具三年以上相關工作經驗者。
2. 教育部認可之國內外大學或獨立學院畢業，且具八年以上相關工作經驗者。

技士並應具擔任技術職務之專長及相關證照。

(5) A section member or associate technical specialist shall meet one of the following requirements:

1. Obtain a Master's degree of a domestic or foreign university or independent institute recognized by the Ministry of Education and have at least three years of work experience.
2. Graduate from a domestic or foreign university or independent institute recognized by the Ministry of Education and have at least eight years of work experience.

A junior technical specialist is also required to obtain relevant technical licenses.

(六) 護理師應具下列資格之一：

1. 教育部認可之國內外大學或獨立學院護理學系畢業，具有護理師合格執業證照，曾任護理工作三年以上，並達本校護理師最低薪級之任用標準。
2. 具有護理師合格執業證照，在本校任護士五年以上者。

(6) Registered Nurse shall meet one of the following requirements:

1. Graduate from a Nursing Department of a domestic or foreign institution of higher education recognized by the Ministry of Education, obtain registered nurse license, have at least three years of nursing experience, and meet the minimum requirement of the lowest salary grade for a registered nurse of the University.
2. Obtain registered nurse license and serve the University for at least five years.

(七) 輔導員、專員、編審、技正、編纂、秘書、組長、主任等高階職位應具下列資格之一：

1. 具有教育部認可之國內外大學或獨立學院碩士以上學位且具五年以上工

作經驗者。

2. 具有教育部認可之國內外大學或獨立學院碩士學位，且在本校任組員、技士、護理師或相當職級八年以上工作經驗者。
3. 具有教育部認可之國內外大學或獨立學院畢業，且在本校任組員、技士、護理師或相當職級十年以上工作經驗者。

另本校得依據實際需求、個人學經歷、特殊專長、發展潛力等要件，核定其任用職位。

(7) A staff member with a senior position such as counselor, specialist, executive officer, senior technical specialist, senior executive officer, secretary, section chief and director shall meet one of the following requirements:

1. Obtain a Master's degree of a domestic or foreign university or independent institute recognized by the Ministry of Education and have at least five years of work experience.
2. Obtain a Master's degree of a domestic or foreign university or independent institute recognized by the Ministry of Education and serve the University as a section member, associate technical specialist, registered nurse or staff member at the equivalent level for at least eight years.
3. Graduate from a domestic or foreign university or independent institute recognized by the Ministry of Education and serve the University as a section member, associate technical specialist, registered nurse or staff member at the equivalent level for at least 10 years.

The University may assign a staff member to a certain position based on actual needs, education background, specialties and potentials.

三、本校任用職員之程序如下：

- (一) 各單位遇人員出缺或擬新增聘人員時，依本校聘任作業規則之行政程序進行。
- (二) 以校內其他單位同仁轉任為優先考量，校內若無適任者，則進行公開徵才。
- (三) 新進人員原則上第一年以約雇人員聘任，工作滿一年以後，經單位主管評估與職工評審委員會通過，校長核定成為正式職員後，依第二條規定核敘職級與薪額。

3. The employment procedure is described as follows:

- (1) The administrative procedure specified by the employment regulations of the University is conducted for job vacancy or new positions.
- (2) It is required to find a suitable staff member under any unit of the University first. If no one is qualified for the job, the University will then publicly recruit a new staff member.
- (3) A new staff member is hired under a contract for the first year. If the responsible unit head determines that the new staff member is qualified for transferring to a regular staff member after one full year, his/her position level and salary grade are specified according to Article 2 upon approval of the Staff Evaluation Committee and the President.

四、本校各級職員服務規則如下：

4. Staff at all levels are required to comply with the following rules:

- (一) 本校職員除因公差或因事、因病請假者外，均應依照規定時間上班，否則以曠職論。連續曠職五日或全學年曠職達十日以上者，應予免職。

- (1) Every staff member needs to attend work during the defined working time except business trip, personal leave or sick leave. A staff member who does not show up will

be considered an absence without leave. A staff member who is absent without leave for five consecutive days or has accumulated 10 days of absence without leave throughout the whole academic year will be removed from his/her position.

- (二) 本校職員每日上班時間為上午八時至十二時，下午一時十分至五時，中午休息時間須輪流值班，但各單位得視工作需要，由單位主管酌予調整。
- (2) The working time starts from 8:00 to 12:00 in the morning and 1:10 to 5:00 in the afternoon. Staff take turns to be on the noon shift. It depends on the actual needs of each unit and the supervisor can make adjustment accordingly.
- (三) 在規定上班時間開始十五分鐘內未到者為遲到，以曠職一小時計；一小時內未到者以曠職半日計。未獲得直屬主管同意，於下班時間前十五分鐘離開者為早退，以曠職一小時計；前三十分鐘離開者以曠職半日計。遲到或早退三次以曠職半日論，遲到或早退五次，以曠職一日計。
- (3) Arriving at work 15 minutes late is considered later arrival and an absence without leave for one hour. Failing to show up in one hour is considered an absence without leave for a half day. It is called early departure if a staff member leaves 15 minutes earlier without his/her supervisor's permission. Early departure is considered an absence without leave for one hour. Leaving 30 minutes earlier is considered an absence without leave for a half day. Three accumulated late arrivals or early departures are considered an absence without leave for a half day. Five accumulated late arrivals or early departures are considered an absence without leave for one day.
- (四) 工作時應認真負責，不推諉，不拖延，實事求是，精益求精。
- (4) Staff shall be dedicated, take responsibility, avoid making excuses and procrastination, handle tasks based on facts, and pursue improvement.
- (五) 嚴守職務上之機密。
- (5) Staff must strictly comply with confidentiality rules.
- (六) 不得利用職務接受招待、餽贈或其他不正當之利益。
- (6) No hospitality, gifts or other impermissible benefits can be accepted by misusing a staff member's own position.
- (七) 未經校長核准，不得兼任校外任何職務，違者應予免職。
- (7) A staff member who takes another job outside of the University without the President's approval will be removed from his/her position.
- (八) 全校性之集會與活動，職員均應參加，缺席或未依行政程序辦理請假手續，以曠職論。
- (8) Staff shall attend university-wide occasions and activities. Non-attendance or leave without completing the administrative procedure is considered an absence without leave.
- (九) 職員因職務調動，應將經辦業務移交清楚（需經單位主管簽核），如有現款或公文書、公物漏未移交，應即自行補交；財務移交不清者，應負賠償之責。
- (9) A staff member to be transferred shall clearly hand over all duties and tasks (the unit head's signature is required). Any cash, documents and properties which were not transferred to the successor during the handover period shall be actively submitted by the staff member. The staff member is held financially responsible for any loss of properties.
- (十) 職員請事假，一學年不得超過十日，如經校長特許延長者，最多以延長十日為限，逾期得予免職。
- (10) Ten days of personal leave can be taken in an academic year. If the President approves extension, the extended period cannot last longer than 10 days. Otherwise, a staff member will be removed from his/her position.

職員請病假，一學年超過規定二十八日者，得以事假抵銷（即合計為三十五日），但患重病非短期能治癒者，得申請留職停薪，以一年為限。職員請假期間所遺職務，應商請單位主管同意，委託同事代理。

A staff member can substitute personal leave for sick leave after 28 days of sick leave are taken (a total of 35 days of sick leave and personal leave is allowed). A staff member who is seriously ill and needs long-term recovery can request to take a maximum of a one-year leave under the term of retaining position without pay.

Ongoing tasks may be handed over to a colleague upon the unit head's approval.

(十一) 職員於本校服務滿十個月以上者，均應參加年度服務成績考核。

(11) Any staff member who has already served the University for 10 months shall be evaluated for annual performance.

(十二) 職員離職時，應於離職前一個月以書面依行政程序辦理，所經辦業務均應移交清楚；所借用之圖書、器材、財物或借住之宿舍，應交還原保管單位，於辦妥離職手續後（詳參附件表格），由人事室核發離職證明書。

(12) If a staff member resigns, the administrative procedure shall be completed in writing one month prior to the staff member's departure. All duties and tasks shall be handed over clearly. The staff member is required to return any books, equipment, properties or dorm room borrowed to the responsible units. The Personnel Office will issue a resignation certificate after the resignation procedure is completed (see the attached form).

五、 本校各級職員升遷規則如下：

5. Promotion rules for staff at all levels:

(一) 以下職務得由校長遴用資格符合人員擔任，不提供升遷：

1. 行政單位主管
2. 秘書

(1) The President selects the following staff members based on requirements; they will not be promoted:

1. A head of an administrative unit
2. Secretary

(二) 於年度成績考核完成後，依編制及預算核定升遷員額。

(2) The number of promotions is determined based on the organization structure and the approved budget after the annual performance evaluation is completed.

(三) 參加升遷甄選人員基本須具備下列條件：

(3) The following requirements must be met for promotion:

1. 經單位一級主管推薦且最近五年內考績有三年列甲等以上，不得有丙等考績；其以三年考績辦理升級者，考績須有二年列甲等。

1. A staff member receives recommendation of an executive at level 1 from the same unit and obtains three Grade A or better for performance evaluation in the recent five years. A staff member who obtains Grade C for performance evaluation in the recent five years is unqualified for promotion. For a staff member who is applying for promotion with only three performance evaluation results, two Grade A must be obtained.

2. 高階職位須具大學以上學歷。

2. A bachelor's degree or higher must be earned for promotion to senior management.

3. 辦理升遷，應具以下連續服務之年資：

3. The length of continuous service is required for the following promotions:

(1) 辦事員、技佐：專任書記五年以上。

- (1) Associate clerk or junior technical specialist: Serve as a clerk for five years.
- (2) 幹事、技士：具大學畢業學歷任辦事員、技佐五年以上；專科學歷任辦事員、技佐八年以上。
- (2) Officer or associate technical specialist: Serve as an associate clerk or junior technical specialist for five years with a bachelor's degree; or serve as an associate clerk or junior technical specialist for eight years with an associate degree.
- (3) 組員：具碩士學歷任幹事三年以上；具大學畢業學歷任幹事五年以上；專科學歷任幹事八年以上。
- (3) Section member: Serve as an officer for three years with a Master's degree; serve as an officer for five years with a bachelor's degree; or serve as an officer for eight years with an associate degree.
- (4) 輔導員、編審、專員、技正：具碩士以上學位任組員五年以上；具碩士學歷任組員、技士、護理師八年以上；具大學畢業學歷任組員、技士、護理師十年以上。
- (4) Counselor, executive officer, specialist, or senior technical specialist: Serve as a section member for five years with a Master's degree; serve as a section member, associate technical specialist or registered nurse for eight years with a Master's degree; or serve as a section member, associate technical specialist or registered nurse for 10 years with a bachelor's degree.
- (5) 編纂：碩士（含）以上學歷任輔導員、編審、專員八年以上；大學畢業學歷任輔導員、編審、專員十年以上。
- (5) Senior executive officer: Serve as a counselor, executive officer or specialist for eight years with a Master's degree; or serve as a counselor, executive officer or specialist for 10 years with a bachelor's degree.

職員自行離職後再返校服務，其離職前所有在校服務年資視同中斷，升遷時一律不予採計。若經奉准留職停薪者，除依規定留職停薪之年資不計外，其前後年資視為連續。

Resignation will constitute a termination of continuous service status. The length of service previously accrued may not be used for promotion after rejoining the University. If a staff member is allowed to take leave under the term of retaining position without pay, time permitted for such leave is not cumulative. However, it will not interrupt continuity of service.

- (四) 職員於任職期間取得較高學歷者得依規定提出改敘申請，經單位主管同意並附最近三年工作表現評估表後，呈請校長核定，自核准之次月起改敘。改敘原則限定在原職級本俸範圍內，如未達新學歷起敘薪級，自該級起敘，否則維持原薪級不變。欲變更職級，則仍須按照升遷規則辦理。
- (4) A staff member who obtains a higher academic degree during employment may request salary grade reassignment upon the unit head's approval. Performance evaluation in the recent three years shall be submitted for the final approval from the President. Salary grade will be reassigned in the month following the approval date. The maximum basic salary of the original position level may not be exceeded. A staff member will be advanced to the salary grade corresponding to the academic degree newly obtained if the original salary grade is lower. Position level must be changed according to promotion regulations.

(五) 升遷甄審除審查基本資料（計分比例另訂）外，得舉辦符合職位需要之語文能力、公文寫作及電腦處理等之考試評定之。

(5) In addition to basic information review (a score scale will be separately specified), tests of language proficiency, official document writing and computer skills can also be held to assess qualification for promotion to a specific position.

六、 本要點經行政會議通過校長核定後實施，修正時亦同。

6. The Guidelines become effective after being approved at the Administrative Meeting and ratified by the President. Amendments must follow the same procedure.

（英文版僅供參考，若有歧義，以中文版為準。）

*( The English translation is for reference only. In case of any discrepancy between Chinese version and English version, the Chinese language version shall prevail. )*