**National Changhua University of Education Technical Staff and Laborers Evaluation Regulations**

**Article 1:** These regulations are established based on the Executive Yuan's "Guidelines for the Management of Laborers," Article 20, and relevant provisions of the university's labor regulations regarding the evaluation of technical staff and laborers.

**Article 2:** Technical staff and laborers at the university are subject to regular and year-end evaluations. Those who have served continuously for less than one year but have reached six months of service will receive a separate evaluation.

**Article 3:** The year-end evaluation or separate evaluation of technical staff and laborers will be based on regular performance evaluations, the quality of cleaning work, and records of rewards and punishments. Staff members whose annual leave or sick leave exceeds the prescribed limit will not be rated above Category B in the year-end evaluation.

The General Affairs Office will conduct assessments based on regular performance evaluations, the quality of cleaning work, and records of rewards and punishments, and will compile these for review by the Performance Evaluation Committee.

**Article 4:** The evaluation of technical staff and laborers is divided into seven categories: attendance, work performance, moral conduct, behavior, cooperation, service attitude, and initiative, with a total score of 100 points. Evaluations are classified into three categories based on scores:

1. **Category A:** 80 points and above.
2. **Category B:** 70 points and above but less than 80 points.
3. **Category C:** Less than 70 points.

**Article 5:** The rewards and punishments for the year-end evaluation are determined as follows:

1. **Category A:**
	* **For Basic Salary:** Promotion by one level and a bonus equivalent to one month's salary.
	* **For Long-Term Service Salary:** If already at the highest level, promotion to the next level and a bonus equivalent to one month's salary; if at the highest level of long-term service salary, a bonus equivalent to two months' salary.
2. **Category B:**
	* **For Basic Salary:** Promotion by one level and a bonus equivalent to half a month's salary.
	* **For Long-Term Service Salary:** If already at the highest level, promotion to the next level and a bonus equivalent to half a month's salary; if at the highest level of long-term service salary, a bonus equivalent to one and a half months' salary.
3. **Category C:** Remain at the original salary level.

For additional evaluations, rewards and punishments are determined as follows:

1. **Category A:** A bonus equivalent to one month's salary.
2. **Category B:** A bonus equivalent to half a month's salary.
3. **Category C:** No reward.

**Article 6:** Technical staff and laborers should be terminated under the following circumstances:

1. **Reduction or consolidation of positions** or elimination of the position.
2. **Business contraction**.
3. **Force majeure** resulting in a work suspension of more than one month.
4. **Change in the nature of work** necessitating a reduction in staff, with no suitable alternative work available.
5. **Inability to perform** or cooperate effectively in the assigned role.

**Article 7:** Technical staff and laborers should be dismissed under the following circumstances:

1. **False representation** when entering into a labor contract that leads the school to be misled and at risk of harm.
2. **Violence or significant insult** towards school supervisors, managers, their family members, or other staff members and their families.
3. **Conviction of a prison sentence** with a final judgment, without a suspended sentence or permission for a fine in lieu.
4. **Serious violation** of the labor contract or these regulations, or being rated as Category C in the year-end or additional evaluations.
5. **Intentional damage** to school property or intentional leakage of school secrets, causing harm to the school.
6. **Drinking alcohol or gambling** during work hours or shifts (including night shifts).
7. **Failure to follow orders** or disobedience.
8. **Significant loss, alteration, or damage** of documents or files.
9. **Drug use or theft**.
10. **Unjustified absence** for three consecutive days or six days within one month.
11. **Accumulation of two major demerits** within a year without offsetting merits.
12. **Other improper behavior** or gross negligence leading to serious consequences.

**Article 8:** Matters not covered by these regulations shall be handled according to relevant laws and regulations.

**Article 9:** These regulations shall be implemented upon approval by the Performance Evaluation Committee and the President of the University, and shall be amended in the same manner.