**National Changhua University of Education Guidelines for Rewarding Outstanding Contract Staff**

1. **Purpose:** These guidelines are established to reward outstanding contract staff at National Changhua University of Education (hereafter referred to as "the University") to motivate work morale, enhance work potential, improve service quality, and increase work performance.
2. **Scope of Application:** The term "contract staff" in these guidelines refers to personnel employed under the University Fund (excluding project-based staff). Staff who have served continuously at the University for more than three years, have received an "A" grade in their year-end performance evaluations for the last three years, and have demonstrated exceptional achievements as outlined in these guidelines are eligible for selection as outstanding contract staff. Service years are calculated up to December 31 of the selection year.
3. **Number of Rewards:** The number of rewards is based on 10% (rounded to the nearest whole number) of the administrative (technical) staff and administrative assistants in service as of December 1.
4. **Types of Awards:**
* **Outstanding Administrative (Technical) Staff:**
	+ - **Outstanding Award:** 1 recipient, with a prize of NT$30,000.
		- **Excellent Award:** 2 recipients, each with a prize of NT$20,000.
		- **Meritorious Award:** Remaining recipients, each with a prize of NT$10,000.
* **Outstanding Administrative Assistants:**
	+ - **Outstanding Award:** 1 recipient, with a prize of NT$12,000.
		- **Meritorious Award:** Remaining recipients, each with a prize of NT$6,000.

Award recipients will also receive a certificate and be publicly recognized to encourage continued excellence.

1. **Selection Procedure for Outstanding Contract Staff:**

(1) **Recommendation Process:**

* 1. The University conducts the selection of outstanding contract staff once a year. Nominations must be submitted based on the principles of fairness, impartiality, and transparency.
	2. For each primary administrative unit:
		+ Units with fewer than 10 contract staff may nominate 1 person.
		+ Units with 11 to 20 contract staff may nominate 2 people.
		+ Units with more than 20 contract staff may nominate 3 people, with a maximum of 3 nominations. For departments and institutes within colleges, nominations should be consolidated at the college level, with the same standards as those applied to primary administrative units.

(2) **Required Documents and Submission Timeline:**

* + Nominating units must complete a recommendation form (format attached), provide reasons for the recommendation, and include relevant supporting documentation detailing the specific achievements. These documents should be submitted to the Personnel Office by March 31 of the following year for compilation.

(3) **Review Process:**

* + Based on the guidelines, reward points will be calculated. The Performance Evaluation Committee will review and approve the nominations. After approval by the President, the awards will be executed accordingly.

(4) **Recognition of Achievements:**

* + Achievements should be recognized only after the completion of all related activities. If an individual qualifies for more than one category, recognition will be granted for only one category to avoid duplication.
* **Principles for Reward Evaluation:**

(1) For tasks within job responsibilities, rewards will be given based on performance that includes innovative methods, process improvements, or significant contributions. Routine and regular tasks will only be considered for year-end performance evaluations (or assessments).

(2) To avoid duplicate rewards, staff who have already received allowances, compensation, overtime pay, or applied for compensatory leave will not be considered for rewards unless they have exceptional achievements.

(3) Rewards are based on specific achievements and are categorized into "meritorious achievements" and "labor achievements." Reward points will be allocated according to actual performance.

**7. Ineligibility for Recommendation:**

The following circumstances disqualify individuals from being recommended:

(1) Within the past 3 years, individuals who have received criminal penalties, disciplinary sanctions, or performance evaluations resulting in a recorded demerit or higher.

(2) Within the past 3 years, individuals who have had sick or personal leave exceeding 14 days in any single year.

(3) Within the past 3 years, individuals with a record of poor conduct or ethical behavior.

(4) Within the past 3 years, individuals who have been on unpaid leave for more than one year.

(5) Within the past 3 years (including the selection year), individuals who have previously been selected as outstanding contract staff under these guidelines.

**8. Criteria for Award Points:**

Contract staff with the following specific outstanding achievements in the past 3 years may be awarded points, subject to the following principles: Generally, only one person per task is awarded points, with the total number of recipients not exceeding 1/3 of the participants and no more than 5 individuals in total.

(1) **Innovation in Business:**

1. Significant reform or innovation in main (administrative) tasks, with a concrete plan implemented successfully, earns 3 points.
2. Continuous improvement, streamlining processes, and providing suggestions for main (administrative) tasks that are implemented successfully earns 2 points.

(2) **Special Performance in Major Projects:**

* For significant achievements in handling major projects, the main person receives 3 points, and assisting persons receive 1 point.

(3) **Excellent Performance Evaluation:**

* For outstanding performance evaluations, 1 to 3 points may be awarded. Those already receiving substantial rewards are not eligible for these points.

(4) **Conducting Conferences, Meetings, or Events:**

1. Organizing international or national conferences, meetings, or events with significant performance: the main organizer receives 2 points, and assisting persons receive 1 point.
2. Organizing general conferences, meetings, or events with over 100 participants and lasting more than 2 days: the main organizer receives 2 points, and assisting persons receive 1 point.
3. Organizing routine or regular meetings or events with innovative approaches and significant achievements: the main organizer receives 1 point.

(5) **Handling Natural Disasters or Emergencies:**

* For effectively managing disasters or emergencies to prevent escalation or ensuring a satisfactory resolution:
	1. **Specially Severe:** Main handler receives 3 points; assisting handlers receive 2 points. (Specially severe refers to emergencies requiring cross-unit coordination or handling beyond standard procedures.)
	2. **Severe:** Main handler receives 2 points; assisting handlers receive 1 point.

(6) **Engineering Projects:**

1. For projects with a budget exceeding NT$1 million, scoring 80 points or above in inspection by the relevant authority, and no progress delays or safety incidents: the main person receives 3 points.
2. For projects with an available budget exceeding NT$1 million in the current year, with an execution rate of 80%: the main person receives 1 point.

(7) **Recruitment Work:**

* For recruitment tasks already compensated, points are not awarded due to the principle of non-duplication. However, exceptional performance (e.g., significant contribution to actual registration rates) may earn 1 to 2 points based on performance.

(8) **Handling Non-Core Duties:**

* For handling tasks outside regular duties or those assigned by superiors, based on performance results, 1 to 3 points may be awarded.

(9) **Other Noteworthy Achievements:**

* For other specific and exemplary achievements, 1 to 3 points may be awarded.

(10) **Developing Regulations or Important Plans:**

* For drafting regulations or important plans that are adopted and implemented successfully: 2 points may be awarded.

(11) **Completion of Important Projects:**

* For timely and successful completion of assigned important projects: 1 to 2 points may be awarded.

(12) **Enthusiastic Service:**

* For proactive problem-solving and concrete contributions to service despite difficulties: 1 to 2 points may be awarded.

**9. Funding for Rewards:**

* + The reward funds under these guidelines are covered by the university’s self-raised income from the five categories of the university fund and from tuition and miscellaneous fees.

**10. Unspecified Matters:**

* + Matters not covered by these guidelines will be handled according to relevant regulations.

**11. Approval and Implementation:**

* + These guidelines are implemented after approval by the Administrative Meeting and the University Fund Management Committee, and after being ratified by the university president. Amendments will follow the same process.

The amendments to these guidelines were made on October 5, 2016, and will be effective from January 1, 2017.