The Implementation Plan for Performance Bonuses for Contracted Personnel of the School Affairs Fund at National Changhua University of Education

1. To strengthen the performance management system, improve service quality, and reward outstanding contracted personnel, National Changhua University of Education (hereinafter referred to as "the University") has established this plan.

2. The term "contracted personnel" in this plan refers to personnel employed through the University's School Affairs Fund, excluding project personnel and specialized staff in the Library and Information Services Office responsible for information system development or management.

3. Categories of Rewards, Funding Sources, and Funding Limits:

(a) **Categories of Rewards**:

1. **General Contracted Personnel**:

(1) **Number of Awards**: The maximum number of recipients is limited to 30% of the total number of contracted personnel employed as of December 1st of the current year. (2) **Reward Bonuses**:

① **Outstanding Award**: A one-time bonus of NT$50,000.

② **Excellence Award**: A one-time bonus of NT$40,000.

③ **Merit Award**: A one-time bonus of NT$30,000.

1. **Administrative Assistants**:

(1) **Number of Awards**: The maximum number of recipients is limited to 30% of the total number of administrative assistants employed as of December 1st of the current year.

(2) **Reward Bonus**: A one-time bonus of NT$20,000.

(b) **Funding Sources**: The bonuses are funded by the University's School Affairs Fund or other relevant financial resources.

(c) **Funding Limit**: The total budget is capped at NT$2 million.

**4. Implementation Methods and Evaluation Procedures**:

(a) **Implementation Methods**:

1. **Establishment of the Performance Evaluation Committee (hereinafter referred to as "the Committee")**:

(1) The Committee shall consist of 15 members, appointed by the University President. These include 9 heads of first-level units and 5 non-supervisory faculty representatives. The Vice President will serve as the Chair of the Committee. Members are appointed for a one-year term and may be reappointed upon designation by the President.

(2) The Committee meetings require the presence of more than half of the members to convene. Decisions are made with the approval of more than half of the attending members.

1. **Nomination of Award Quotas**:

(1) Each first-level unit may nominate a maximum of 30% of the general contracted personnel and administrative assistants employed as of December 1st of the current year. Any fraction is rounded up, and at least one nomination is required.

(2) For academic departments and research institutes, the quota is calculated based on the total number within the respective college.

(3) The Personnel Office shall announce the nomination quotas and confirm the number of awardees for each first-level unit and college by December 2nd of the current year.

1. **Organize an Award Ceremony**: The University will hold an award ceremony, and the achievements of the recipients of the Outstanding Award will be publicly displayed on the website as role models for others.

(b) **Performance Evaluation Procedures**:

1. **Nomination and Evaluation by Units**: Each first-level unit and college shall nominate personnel for rewards by completing a Performance Bonus Evaluation Form (in the format provided in the attachment) and conducting an evaluation.
2. **Submission of Confirmed Awardees**: Each first-level unit and college shall submit the confirmed list of awardees based on the quotas announced by the Personnel Office.
3. **Selection of Additional Awardees**: After deducting the confirmed awardees, the remaining nominated personnel from each first-level unit and college shall undergo a combined evaluation. The evaluation must ensure a balance between administrative and academic units. Based on the evaluation scores, the top 30% will be selected as awardees.
4. **Review Process**: The Performance Bonus Evaluation Forms and supporting documents must be confidentially sent to the Committee members for review and scoring two weeks prior to the meeting. The Committee will then consolidate the evaluations and deliberate on the individual contributions to determine the final list of awardees and the corresponding bonus amounts. The results will be submitted to the University President for approval.
5. **Reconsideration by the President**: If the President has any objections to the initial results, the matter shall be referred back to the Committee for reconsideration. If the President still disagrees with the outcome of the reconsideration, they may make changes with a noted explanation.

5. The following performance evaluation items must be reported annually and scored by the unit supervisor and Committee members:

(a) **Achievement of Specific Work Objectives**: Demonstrated achievement of concrete work goals with supporting evidence.

(b) **Innovation in Technology, Methods, or Management**: Effective implementation of innovative techniques, methods, or management measures that lead to significant improvements in resource generation or cost-saving.

(c) **Adherence to Work Discipline**: Strict adherence to work discipline, respect for team collaboration, proactive attitude, and dedication to duties.

(d) **Innovative Thinking in Core Responsibilities**: The ability to think innovatively in core responsibilities and propose specific improvement measures.

(e) **Timely Resolution of Incidents or Disaster Response**: Successful resolution of unexpected incidents or significant disaster management with concrete results.

(f) **Effective Problem-Solving**: The ability to address major challenges or difficulties by proposing and implementing effective solutions.

6. Personnel with any of the following circumstances in the current year are ineligible for nomination for rewards:

(a) **Annual Performance Rating of Grade B**: Those who received a B rating in their annual performance evaluation.

(b) **Disciplinary Actions**: Those who have received a reprimand or more severe disciplinary action.

(c) **Record of Absenteeism**: Those with a record of unexcused absences.

(d) **Excessive Leave**: Those who have taken more than 14 days of personal or sick leave (excluding family care leave and menstrual leave).

(e) **Misconduct**: Those whose behavior is unethical, violates relevant laws or regulations, and severely damages the University's reputation, with confirmed evidence.

(f) **Poor Job Performance**: Those who demonstrate poor job performance, neglect their duties, delay public affairs, and cause significant adverse consequences.

7. Specific outstanding achievements within the same year that have already been considered and rewarded through other bonuses provided by the University cannot be rewarded again.

8. This plan is implemented from January to December of the current year. Performance bonuses will be distributed within half a month after the Performance Evaluation Committee completes its review and the University President approves the results.

9. Any matters not covered by this plan shall be handled in accordance with relevant regulations.

10. This plan shall be implemented after being approved by the Administrative Meeting and the School Affairs Fund Management Committee, and subsequently authorized by the University President. The same procedure applies to any amendments.