**National Changhua University of Education Staff Reward and Disciplinary Guidelines**

1. **Purpose:** To implement staff rewards and disciplinary measures, National Changhua University of Education (hereafter referred to as "the University") establishes these guidelines (hereafter referred to as "the Guidelines") in accordance with Article 13, Paragraph 3 of the Enforcement Rules of the Civil Service Performance Evaluation Act.

2. **Scope of Application:** The Guidelines apply to all staff members within the official staffing structure of the University.

3. **Types of Rewards and Disciplinary Actions:**

(1) **Rewards** are categorized into commendations and merit awards. If a staff member's achievements do not meet the standard for a commendation, the unit supervisor may retain the details as a reference for the year-end performance evaluation.

(2) **Disciplinary Actions** are categorized into admonitions and demerits. If a staff member's conduct does not meet the standard for an admonition, the unit supervisor may retain the details as a reference for the year-end performance evaluation.

The commendations, merit awards, admonitions, and demerits specified in the Guidelines shall be administered based on the severity of the case, with either one or two instances of reward or disciplinary action being applied as appropriate.

**4. Principles of Reward and Disciplinary Actions:**

(1) **For tasks within the scope of one's duties,** rewards are granted only for exceptional performance, such as innovative practices or significant contributions, like simplifying processes. Routine or regular tasks should only be considered for year-end performance evaluations.

(2) **For the same task,** rewards or disciplinary actions should be administered only after the task is fully completed and based on actual performance, in accordance with the regulations. Double rewards or penalties are not allowed for the same issue, and the number of rewarded individuals should not exceed one-third of the participants.

(3) **For cases involving collaboration among multiple units,** rewards should primarily be given to personnel from the unit with the main responsibility, while other participants may receive rewards based on their specific contributions. Disciplinary actions should consider the responsibility of both primary and secondary units without distinction, ensuring accountability is accurately assessed.

(4) **For cross-unit projects or programs,** the leading unit should establish uniform reward and disciplinary standards as needed when formulating the project or program. During the reward and disciplinary process, a balanced approach should be taken to avoid inconsistency.

(5) **For current staff members approved as acting in another position,** if they perform well during a period of over half a month but less than three months, they may receive one commendation. For a period of over three months but less than six months, they may receive two commendations. For a period of over six months, they may receive one merit award.

(6) **For outstanding achievements where the staff member has already received an allowance or compensation,** additional rewards will not be granted based on the principle of non-duplication of rewards.

(7) **Recommendations for Awards from Other Agencies:**

1. **Recommendations from a Superior Agency (e.g., the Ministry of Education):** (1) If the recommendation specifies a clear number of awards and recipients, the awards shall be granted according to these standards. (2) If the recommendation does not specify a clear number of awards or recipients, the awards shall be granted based on the specific exceptional performance, with a maximum of one merit award.
2. **Recommendations from Other Agencies:** Regardless of whether the recommendation specifies a clear number of awards or recipients, the Performance Evaluation Committee shall grant awards based on the specific exceptional achievements, with a maximum of one merit award.

For the above-mentioned cases, if the recommendation is for a regularly scheduled event held annually and another agency suggests an award, the number of awards granted will be gradually reduced each year to a maximum of one commendation.

(8) **Reward and Disciplinary Cases Involving Personnel and Accounting Staff:** For cases involving personnel and accounting staff that are of a general nature and should be handled equitably with other university staff, the case must first be reviewed and approved by the University’s Staff Performance Evaluation Committee before being processed through the personnel or accounting systems. If the case pertains solely to routine evaluations or disciplinary actions within the personnel or accounting systems, it may be handled directly by the respective system in accordance with the Civil Service Performance Evaluation Act and other relevant regulations.

(9) **Cases Under Judicial Investigation or Referred for Disciplinary Action:** If a case is under investigation by judicial authorities or has been referred for disciplinary action, it shall not be processed until a final decision has been rendered.

**5. Standards for Rewards:**

(1) **Commendations** may be awarded for the following:

1. Diligent work and dedicated service that significantly improves the service quality of the unit.
2. Providing suggestions for improving primary duties that are subsequently implemented.
3. Successfully completing important tasks assigned by higher authorities (e.g., public service, gender equality) or other relevant agencies with excellent performance.
4. Outstanding performance in organizing international or national conferences or events, with thorough planning and effective coordination.
5. Achieving a top-three placement in national competitions or contests after receiving permission to participate.
6. Successfully fulfilling duties during a period of acting in another position for over half a month but less than six months, demonstrating responsibility and excellent performance.
7. Assisting in duties outside one's primary responsibilities with diligence and excellent results.
8. Engaging in research and development that leads to significant improvements in operations, as confirmed by evaluation.
9. Any other exemplary behavior or achievements deserving of recognition.

(2) **Merit Awards** may be granted for the following:

1. Drafting laws, regulations, or important plans that are adopted and implemented with significant results.
2. Proposing concrete improvement plans for primary duties that are implemented and proven effective.
3. Proactively and responsibly advancing primary duties with demonstrable success.
4. Developing specific reform plans for special projects that are adopted and implemented with valuable results.
5. Overcoming difficulties to successfully complete important tasks assigned by higher authorities, with outstanding performance.
6. Rapid and successful completion of urgent tasks or handling unforeseen events with notable results.
7. Successfully fulfilling duties during a period of acting in another position for over six months, demonstrating responsibility and excellent performance.
8. Reporting or assisting in the resolution of major illegal or fraudulent cases.
9. Any other significant achievements that serve as a model for others.

**6. Standards for Disciplinary Actions:**

(1) **Admonitions** may be issued for the following:

1. Neglecting duties or performing them carelessly, with minor consequences.
2. Unjustifiably delaying or mishandling primary responsibilities or assigned tasks, with minor consequences.
3. Failing to properly supervise or evaluate subordinates, thereby hindering business operations, with minor consequences.
4. Failing to adequately safeguard public property or wasting public funds, resulting in minor losses.
5. Engaging in inappropriate behavior or speech that tarnishes the reputation of the school or public servants, with minor consequences.
6. Committing other minor violations of civil servant regulations.

(2) **Demerits** may be issued for the following:

1. Performing duties inadequately or abandoning posts, thereby delaying public business, with more serious consequences.
2. Violating discipline, engaging in inappropriate behavior or speech, or exhibiting poor conduct that harms the reputation of the school or the image of public servants, with more serious consequences.
3. Unjustifiably defying orders or commands from superiors, significantly impacting public business, with solid evidence.
4. Leaking government secrets, causing difficulties in handling the situation, though not severely.
5. Making false accusations or frivolous complaints against superiors or colleagues, found to be true but not of major significance.
6. Failing to adequately safeguard public property or wasting public funds, resulting in significant losses.
7. Failing to properly supervise or evaluate subordinates, leading to serious negative consequences.
8. Signing in or out on behalf of another person, or having someone else do so, with confirmed evidence.
9. Committing other significant violations of civil servant regulations.

Violations involving driving under the influence of alcohol shall be disciplined according to the standards set forth in the "Guidelines for Administrative Responsibility of Civil Servants Regarding Driving Under the Influence."

**7. Procedural Guidelines:** (1) As a general rule, reward and disciplinary cases should be initiated by the unit supervisor within one month following the occurrence of the relevant event or the conclusion of the last activity related to the case. (2) When proposing a reward or disciplinary action, the unit supervisor must complete a recommendation form (format as per the attachment) and provide detailed facts along with supporting documents. After approval through the administrative process, the proposal should be submitted to the Personnel Office for review by the Performance Evaluation Committee. (3) In disciplinary cases, the person involved must be given an opportunity to present their side. When the case is brought before the Performance Evaluation Committee, the Personnel Office will notify the individual to attend the meeting to provide an explanation or submit a written statement.

**8. Application to Specific Personnel:** The university's technicians, workers, security personnel, and contract staff employed under the University Fund (excluding those hired through specific projects) shall be subject to these guidelines. However, for faculty members, the unit supervisor may request the president to issue a personal letter of thanks or a certificate of appreciation through the administrative process. Any matters not covered by these guidelines shall be handled in accordance with other relevant regulations.

**9. Implementation and Amendments:** These guidelines shall be implemented following approval by the Administrative Council and subsequent submission to the Ministry of Education for record-keeping. Any amendments shall follow the same procedure.