

Regulations concerning terms and conditions of employment for the post-doctoral research fellow and research assistant at Taipei Medical University

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Article 1 The purpose of these guidelines is to provide regulations governing the appointment process for post-doctoral research fellows and research assistants. (Hereinafter referred to as these procedures).

Article 2 Applicability

These guidelines provide regulations governing postdoctoral researchers and assistant personnel who are part of the various research projects, cooperative projects, public/private entity subsidized (contracted) projects (hereinafter referred to as subsidized projects) and those employed under the University budget. The categories are as follows:

- I. Post-doctoral researcher: full-time personnel are required to hold PhD degree. Individuals with another job or have not finished his/her doctoral studies are not qualified for this position.
- II. Full-time research assistant: full-time personnel with technical college, bachelors and masters qualification, where individuals with another job or are still studying do not qualify for the position.
- III. Part-time assistant: research assistants, teaching assistants, temporary workers for research projects and any other position employing students as part-time assistants.
- IV. Temporary workers: any personnel that is employed on a temporary basis with hourly wages. Personnel described under subparagraphs II-IV are collectively known as assistant personnel.

Article 3 Terms of employment

- I. The terms of employment for postdoctoral researchers and assistant personnel shall meet the requirement of the project, where the spouse, blood relatives or relative-by-marriage within the third degree shall not be employed, nor shall personnel that are still

working or studying be appointed as postdoctoral researcher or full-time research assistant. Where such matter is discovered, the employment shall be traced back and terminated from the date of the violation, and PI shall be responsible for any expenses derived from the recovery cost. The terms of employment for various postdoctoral researcher and assistant personnel shall be in accordance with the regulations of the subsidizing institutions.

- II. The arrangement of work content, time and location for the postdoctoral researchers and assistant personnel shall be designated and supervised by the principle investigator (PI) and implementing unit, and may be appointed to work at other location in accordance with Article 10-1 of the Labor Standard Laws.

Article 4 Process for employment

- I. All the appointment process needs to be completed five days before the date of employment. The personnel shall be employed upon review of all complete information by the administrative unit on the online system.
- II. International postdoctoral researcher or assistant personnel shall only be processed in the employment procedures if they have a work permit; said individuals shall only receive health insurance upon obtaining permit residence.

Article 5 Period of employment

Upon the duration of employment for postdoctoral researcher or assistant personnel coming to an end and the PI plans to continue to employ said personnel, the personnel employment shall be reprocessed on the full/part-time assistant management system.

Article 6 Project transfer

Project transfer for postdoctoral researcher or assistant personnel during the duration of employment shall be viewed as leaving their positions before the end of the contract, and the individual shall submit and

complete the leaving procedures on the management system 5 days prior to leaving, and shall apply for employment under personnel project transfer in accordance with the management system procedures.

Article 7 Process for resignation

- I. During the period of employment, matters leading to termination of contract shall be handled in accordance with related regulations of the Labor Standards Act.
- II. Where the postdoctoral researcher or assistant personnel resign with valid causes, the PI shall be informed, and the leaving procedures shall be processed within the prescribed period in accordance with the regulations of the Labor Standard Act.
- III. Postdoctoral researcher or assistant personnel shall return their identification card upon resignation.

Article 8 Remuneration and benefits

- I. Postdoctoral researchers and assistant personnel under MOST and University-subsidized projects shall be employed in accordance with the remuneration for full-time assistant personnel and teaching and research fee for postdoctoral researchers in topical research projects and the remuneration standard chart for part-time assistant personnel in topical research projects. Postdoctoral researchers and assistant personnel in other projects shall be hired in accordance with the rules and regulation of the subsidizing entity, which shall be clearly described in their contracts.
- II. In principle, the allocation of year-end bonus for postdoctoral researchers and assistant personnel shall be in accordance with the year-end bonus allocation standards of the subsidizing entity, with the University's year-end bonus allocation standards as a reference.
- III. Postdoctoral researchers and assistant personnel for whom the Labor Standard Laws are applicable shall enjoy labor insurance and national health insurance, and shall be allocated labor pension; labor pension for foreign postdoctoral researchers and full-time research

assistant shall be allocated separation funds in accordance with Article 3 and 10 of the Procedures for separation fund payment for government organization or school employee.

Article 9 Attendance

- I. Postdoctoral researchers and full-time research assistants shall clock-in and out on the system every day, where the total work hours are 8 hours per day, and 40 hours per week.
- II. The daily work hours for part-time assistants and temporary workers shall be in accordance with the arranged weekly or monthly timetable, shall not exceed 8 hours per day or 40 hours per week, and the total monthly hours shall not exceed the actual monthly remuneration the amount of legal hourly wage standard.
- III. Except for summer and winter vacations, foreign students shall not work longer than 20 hours per week.
- IV. Where the work hours of postdoctoral researchers and assistant personnel are adjusted flexibly by the PI in accordance with work progress, any extended work hours shall be considered over-time and processed accordingly.
- V. The starting time and work content for part-time assistants and temporary workers shall be filled in and the online remuneration review process on the part-time personnel management system shall be completed by the supervisor between the 26th of each month to the 2nd of the following month. Upon conclusion of the project, the part-time work remuneration for the month shall be submitted in accordance with procedures for concluding a project.
- VI. Leave for postdoctoral researchers and full-time research assistant shall be made personally by the applicant on the full-time assistant management system, and reviewed online by the PI and HR office; where the individual is unable to personally apply for leave due to emergency illness or accident, the individual shall contact the PI through telephone or through other methods, and complete the leave

application within 5 days.

- VII. Leave for postdoctoral researchers and full-time research assistants shall be in accordance with attachment 1; leave for part-time assistant and temporary workers shall be in accordance with the Ministry of Labor's Instructions for hiring part-time work laborers.

Article 10 Training

- I. Postdoctoral researchers and assistant personnel shall attend training that is aimed towards such individuals.
- II. The professional and specialized training for postdoctoral researchers and assistant personnel (such as instrument and equipment operation training, training for management of and protection against radioactive matters in the laboratory, training for common biological research techniques) shall be arranged by the various relevant units, and PIs shall arrange for the relevant personnel to receive the necessary training.

Article 11 Other matters

- I. Postdoctoral researchers and assistant personnel shall properly comply with the management and health and safety regulations of the research area. The PI and unit employing the individuals shall be responsible for the supervision thereof, to enhance prevention of professional accidents.
- II. Postdoctoral researchers and assistant personnel shall maintain confidentiality of technical information obtained or retained during the period of employment, shall return or destroy all related technical information upon leaving the position, and their responsibility for maintaining confidentiality does not terminate upon leaving the position. Where the University's rights have been damaged due to leaks, the University shall, in accordance with the law, claim legal rights or pursue legal responsibilities and seek compensation. Other related regulations shall be in accordance with the terms of the employment contract.

Article 12 Matters that are not described within these procedures shall be processed in accordance with the Labor Standards Law, related laws and University regulations.

Article 13 These procedures and any amendments hereto, shall be publically announced and implemented upon passing at the administrative meeting.

Attachment 1: Type of leaves available to postdoctoral researchers and full-time research assistants

Type of leave	Eligibility	No. of days	Calculations on remuneration	Note
Personal leave	The matter has to be personally attended to by the individual	No more than 14 days per year	No remuneration	
Marriage leave	The applicant is getting married	8 days	Standard remuneration	<ol style="list-style-type: none"> Application shall be made with 3 months starting from 10 days before the date of marriage registration. Application for special cases approved by the university can be made within one year. Household registration information shall be attached (where the marriage was held prior to registration, the wedding invite can be used to apply for leave, and household information to be submitted later).
Funeral leave	Parent, step-parents, foster parents, spouse	8 days	Standard remuneration	Related document to be attached as proof (such as death certificate)
	Grandparents by blood or marriage, parents of children's spouse, step-parent or foster parent of spouse	6 days		
	Great grandparents by blood or marriage, siblings, grandparents of spouse	3 days		
Work leave	Work leave in accordance with laws and regulations	Days based on actual need	Standard remuneration	Where there are related expense to be approved, the leave application and business trip report shall be uploaded to the university's finance system
Work sick leave	Disability, injury or illness due to work injuries	Treatment/recovery period based on actual need	Compensation based on original remuneration	
Family care leave	Family member receiving immunization, serious illness or other major events	Limited to 7 days per year, and is incorporated into calculation of official leave	No remuneration based on regulations for official leave	Document of proof to be attached for family leave (where the spouse is not working for a legitimate reason is not included)

Type of leave	Eligibility	No. of days	Calculations on remuneration	Note
Standard sick leave	No hospital stay	No more than 30 days in a year	Remuneration of 50% shall be given for leave less than 30 days in a year; the university shall subsidize where labor insurance pay out for standard sick leave does not reach 50% of the standard remuneration	Consecutive sick leave of 2 days (inclusive) or more requires proof of medical treatment.
	Hospital stay	No more than 1 year in 2 years.		
	Sick leave with no hospital stays and hospital stays. Based on diagnosis from the physician, cancer patients (including un-metastasized cancer) treatment as outpatients or pregnancy leave, the treatment or rest period shall be calculated as sick leave with hospital stay.	No more than 1 year in 2 years		
Menstrual leave	Female employees suffering from menstrual issues leading to difficulty in working	One day per month	50% of remuneration	One day of menstrual leave per month, where the total days of menstrual leave is less than 3 days shall not be considered as sick leave, and any number above that is calculated as sick leave.
Maternity leave	Before and after birth for female employees	56 days	Female employees who has worked for 6+ month shall be given full remuneration during leave, and 50% remuneration is given to less than 6 months.	1. Includes weekends 2. Physician's diagnosis shall be attached.
	Miscarriage after 3+ month pregnancy	28 days		
	Miscarriage after 2 months of pregnancy but less than 3	7 days	No remuneration may be given	
	Miscarriage after less than 2 months of pregnancy	5 days		
Accompanying maternity leave	Midwife to the Employee's spouse	5 days	Standard remuneration	1. Apply within 15 days before or after the date of birth. 2. Physician's diagnosis to be attached

Type of leave	Eligibility	No. of days	Calculations on remuneration	Note
Prenatal checkup leave	Pregnant employees who needs prenatal checkup	5 days	Standard remuneration	Half-day leave or leave based on hours may be chosen depending on actual needs, and cannot be changed after selection.
Parental leave without pay	1. Working more than 6 months in position 2. Raising children 3 years or younger	1. In principle, no less than 6 months and no more than 2 years. 2. Where the individual is raising two more children at the same time, the calculation combines them, where the maximum length is limited to 2 years for raising the youngest child.	No remuneration	1. Assistant personnel applying for parental leave without pay shall require the PI's signature and can only take leave upon approval from the university/ 2. This is not applicable to employee whose spouse is not working, unless a legitimate reason can be provided. 3. The parental leave without pay in principle is no shorter than 6 months. 4. Birth certificate and proof of employment for the spouse are to be attached.
Special leave	More than 6 months, less than 1 year	3 days	Standard remuneration	1. Where there is a period greater than 90 days where the project personnel was not employed by the University, special leave cannot be accumulated. 2. Date of special leave is arranged by the individual. 3. Special leave not utilized and is cancelled due to year-end or termination of contract shall be given as cash remuneration by the employer.
	More than 1 year but less than 2	7 days		
	More than 2 years but less than 3	10 days		
	More than 3 years but less than 5	14 days per year		
	More than 5 year but less than 10	15 days per year		
	Service of more than 10 years	One day added per year until the maximum of 30 days.		

Note: special leave for postdoctoral researchers and assistant personnel at the University is in accordance with the Article 24, Chapter 5 of the work regulations for employed personnel at Taipei Medical University, where the seniority for special leave is calculated from the date of employment.