

# Taipei Medical University Faculty and Staff Welfare Mutual Aid Regulations

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## Article I (Objective)

To stabilize the livelihood of faculty and staff, assist them in times of special hardship, promote mutual aid, and enhance collective welfare, the University has established *Taipei Medical University Faculty and Staff Welfare Mutual Aid Regulations* (hereinafter referred to as “the Regulations”).

## Article II (Responsible Unit)

The Office of Human Resources is responsible for the overall administration of the faculty and staff welfare mutual aid scheme. The Office of Finance manages budgeting, and the Office of General Affairs’s Cashier Section handles financial receipts and expenditures.

## Article III (Eligible Personnel)

The Regulations apply to full-time faculty, researchers, and staff within the official staffing structure of the University.

## Article IV (Eligibility for Welfare Mutual Aid)

Faculty and staff must participate in and are eligible for welfare mutual aid during their employment. After contributing for six months, they may apply for the welfare mutual aid benefits provided under the Regulations. Welfare mutual aid for faculty in medical-related departments are handled by the affiliated hospital.

## Article V (Funding Description)

The funding for faculty and staff welfare mutual aid is raised in the following manner:

1. Employee contribution: Each employee contributes 1.5% of their monthly salary. The Office of Human Resources will notify the Office of Finance and Cashier Section, which will deduct the amount from the employee’s salary

each month.

2. University subsidy: The University will match the employee's contribution amount with a 100% subsidy.
3. The total contributions from both employees and the University, as specified in the preceding two subparagraphs, will be deposited into a special welfare mutual aid account at the bank, along with any accrued interest, to be used exclusively for mutual aid purposes. These funds may not be used for other expenditures.
4. If an employee is on unpaid leave or legally suspended from their position, they may still voluntarily pay the full contribution (both the employee's and the University's portions) to continue receiving welfare mutual aid benefits. Upon reinstatement to their payroll, their rights and obligations will be deemed to continue.
5. The Office of Finance must prepare a detailed report in duplicate on the mutual aid fund's income and expenditures within three months by the end of each semester, submit it to the President for approval, and send one copy to the Office of Human Resources while keeping one copy on file for public announcement.

## **Article VI (Subsidy Items and Regulations)**

The subsidy items and regulations for faculty and staff welfare mutual aid are as follows:

1. Faculty or staff members who get married may apply for a marriage subsidy equal to one month's salary, provided that they submit a marriage certificate.
2. Faculty or staff members, or their spouses, who give birth may apply for a maternity subsidy equal to one month's salary, provided that they submit a birth certificate of the newborn.
3. Faculty or staff members who retire, are laid off, or voluntarily resign may apply for a severance subsidy, provided that they submit official proof of retirement, severance, or resignation. The subsidy amount is based on the length of contribution years of service as follows:

- (1) For 5 years of service, a subsidy of 2 months' salary.
  - (2) For 10 years of service, a subsidy of 3 months' salary.
  - (3) For 15 years of service, a subsidy of 4 months' salary.
  - (4) For 20 years of service, a subsidy of 5 months' salary.
  - (5) For 25 years of service, a subsidy of 6 months' salary.
  - (6) For 30 years of service, a subsidy of 7 months' salary.
  - (7) For 35 years of service, a subsidy of 8 months' salary.
4. Faculty or staff members may apply for a funeral subsidy in the following circumstances:
- (1) In the event of the death of a faculty or staff member, the application shall include the household registration transcript recording the death and a copy of the beneficiary's financial account, for a subsidy of 10 months' salary.
  - (2) In the event of the death of the faculty or staff member's parents or spouse, the application shall include the household registration transcript recording the death and proof of relationship, for a subsidy of 3 months' salary.
  - (3) In the event of the death of a dependent child who is unemployed and relies on the faculty or staff member for support, the application shall include the household registration transcript recording the death and proof of relationship, for a subsidy of 1 month's salary.
5. Faculty or staff members, their parents, spouse, and dependent children (whether underage, in school, or reliant on them for support) who are hospitalized due to illness, may apply for a medical subsidy for out-of-pocket hospitalization expenses. The application must include a copy of the hospitalization receipt and proof of relationship. If a child is hospitalized, proof of being underage, in school, or reliant on the faculty or staff member is required. The total subsidy for each academic year cannot exceed NT\$10,000,

and for hospitalization at the University's affiliated hospital, it cannot exceed NT\$15,000. This includes emergency medical expenses when a patient is transferred to inpatient care.

6. Natural disaster subsidy: Faculty or staff members who suffer from major natural disasters such as floods, fires, windstorms, earthquakes, or mudslides may apply for a disaster subsidy based on the severity of the disaster and the extent of the damage. (The subsidy standards are listed in Appendix 1.) The applicant must submit proof of the disaster from the local government. The Office of Human Resources, in collaboration with the Office of Finance, will submit the application to the President for approval. A disaster subsidy of up to 3 months' salary may be awarded; special cases may be approved with separate approval.

If multiple siblings of the same parents are faculty or staff members at the University, only one of them may apply for the funeral or medical subsidy for their parents.

## **Article VII (Order of Beneficiaries for Death Claims)**

In the event of the death of a faculty or staff member, the funeral subsidy shall be distributed to the beneficiaries designated by the deceased before their death. If not designated, it shall be distributed to the deceased's beneficiaries according to the following order of priority:

1. The spouse will receive half, and the remainder will be distributed among the children. If there are no children, the spouse will receive the full amount.
2. Parents.
3. Siblings.
4. Grandparents.

## **Article VIII(Application and Claim Deadline)**

Faculty or staff members must apply for welfare mutual aid benefits via the online system within six months of the event, uploading the supporting documentation. The Office of Human Resources will review the facts of the

claim, verify the subsidy amount according to the prescribed standards, and process the payment accordingly.

For subsidies received by the deceased's survivors, the applicant must submit the required documents to the Office of Human Resources for processing.

#### **Article IX (Review and Subsidy Restrictions)**

If a subsidy application is reported to have involved fraud, such as false claim, double claim, or forged documents, the subsidy granted will be reclaimed, and the applicant will be subject to legal penalties. If the review personnel are found to have engaged in malpractice or corruption, they will also be subject to strict disciplinary action.

A faculty or staff member who commits a crime by abusing their position, and is convicted with a final judgment, will only be eligible for half of the severance subsidy. If such crime is committed and a final judgment is reached after the full severance subsidy has been paid, the faculty or staff member will be required to repay half of the subsidy. However, this restriction does not apply to those who joined the welfare mutual aid system before MM/DD/YYYY.

#### **Article X (Calculation of Service Years)**

If a faculty or staff member leaves, retires, or is laid off and later returns to work at the University, the service years for applying for subsidies will be recalculated from the date of their return.

#### **Article XI (Approval Authority)**

The Regulations shall become effective upon promulgation after being approved at the University Affairs Meeting. Any amendments to the Regulations shall follow the same procedure.