

# **Guidelines for Academia Sinica Contract-based Employee Performance Evaluation**

Promulgated by Human Affairs Document No. 0930439990 on December 27, 2004

Amended and passed by the 918<sup>th</sup> Chief Executive Meeting of Central Office of Administration on November 12, 2013

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1. Academia Sinica enacts these guidelines to encourage contract-based employees who are recruited under personnel fees (hereafter abbreviated as contract-based employees) to work hard and to raise work efficiency and as a basis for renewed employment and salary approval. However, when the employment contract terminates due to the completion of the project, or the breach of employment agreement shall not subject to these Guidelines.

2. Each research institute (preparatory office), research center, department, office and center (hereafter abbreviated as each unit) shall evaluate its contract-based employees annually, and fill out the Academia Sinica Contract-based Employee Performance Evaluation Form for the employees who are recruited under personnel fees.

The annual performance evaluation shall be executed correctly and objectively as a guide for reward and punishment, to inspire team spirit and raise work efficiency.

The performance evaluation form shall be stipulated respectively by Academia Sinica.

3. Each unit shall supervise and evaluate its contract-based employees at ordinary times, and shall handle annual performance evaluation at the end of each year. The contract-based employee shall be notified of the result of performance evaluation.

The annual performance evaluation shall base on three categories of work performance, morality and ethics and other items related to the business. Among those, work performance takes up 60% of the total points. Morality and ethics and other items related to the business takes up 20% respectively.

4. The full score is 100 points. The points are ranked as Grade A, B, C and D as follows:

- (1) Grade A: Above 80 points
- (2) Grade B: Between 70 points and 80 points
- (3) Grade C: Between 60 points and 70 points
- (4) Grade D: Below 60 points

5. Rewards and punishment of the annual performance evaluation are listed below:

- (1) Grade A: Employment renewed. Remuneration may be raised by one level when serving over one year until it reaches the highest level of the rank.
- (2) Grade B: Employment renewed. Remuneration may be raised by one level when serving over one year until it reaches the highest level of the rank. When Grade B is given for the next year, the employment is renewed at the original remuneration.
- (3) Grade C: Employment renewed at the original remuneration.
- (4) Grade D: Employment shall not be renewed when the contract expires.

The annual performance evaluation shall be made when a contract-based employee serves one full year. When a contract employee receives Grade B for three consecutive years, or receives one Grade B and one below Grade C, then the employment shall not be renewed when the contract expires or be recruited at lower remuneration.

When the result of the year's performance evaluation is that the employment shall not be renewed when the contract expires or be recruited at lower remuneration, the result shall be submitted by the research institute (preparatory office) or center to the General Assembly of the research institute (preparatory office, research center). The Central Office of Administration shall submit the result to an evaluation committee composed by the Secretary General of the Central Office of Administration, as convener, and the supervisors from each department, office and centers to review, and offer the party concerned an opportunity to express the opinions.

The adjustment of remuneration based on the result of annual performance evaluation shall abide by Academia Sinica's all kinds of salary standard tables.

6. Those who are under one of following circumstances must not be evaluated

as Grade A at the annual performance evaluation:

- (1) Late or early leave without reasons for 5 times within a year.
- (2) Still getting one demerit with merits equaling demerits in the general evaluation.
- (3) Absent without reasons for 1 day or an accumulative 2 days within a year.
- (4) Take personal and sick leaves in excess of 14 days.
- (5) Slacking in the work and affect the work adversely.

The total absent days for personal and sick leaves in Clause 4 of preceding paragraph shall deduct the total days of family care leaves, menstrual leaves, personal and sick leaves (including hospitalized sick leaves) taken due to tocolysis.

Each unit shall not take the following circumstances into consideration when making annual performance evaluation:

- (1) The days of family care leave, menstrual leave, marital leave, pre-maternity leave, maternity leave, miscarriage leave or pregnancy leave regulated by law are taken.
- (2) The reduced working hours for nursing or child caring.

7. Those who are under one of following circumstances must be evaluated as Grade D:

- (1) Absent without reasons for consecutive 2 days or an accumulative 5 days within a year.
- (2) Create difficulties or disturb on purpose when handling official business to damage the reputation of Academia Sinica or the staff.
- (3) Make mischief or false charge or blackmail in serious situation. Advice makes no effect, with concrete evidence.
- (4) Do not obey rules or break discipline in serious situation. Advice makes no effect, with concrete evidence.
- (5) Neglectful of duty, delay public business and result in major unwanted consequence. Evidence is concrete.
- (6) Violate the disciplines, not well-behaved or violate any law to damage the reputation of Academia Sinica or the staff with concrete evidence.
- (7) Handle the business improperly to cause a major casualty, financial loss or being responsible for high amount of compensation so that the handling process of Academia Sinica's official business is being affected.

Those who are evaluated as Grade D shall be listed all the details on the

matters.

8. Matters not provided for herein shall be governed by existing laws and regulations.

9. These regulations are announced and implemented by the President. The regulations above can be added and changed if needed without noticed.

Note: The Chinese text of these Guidelines shall be deemed the original. In the event of any dispute or misunderstanding as to the interpretation of the language or terms of these Guidelines, the Chinese language version shall control.