

# **Establishment of Standards of the Chung Yuan Christian University Janitor Review Committee**

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- Article 1 The recruitment, evaluation, rewards and punishments of the school's janitors shall be carried out in accordance with the established Standards.
- Article 2 The Janitor Review Committee (hereinafter referred to as the Committee) shall consist of nine to thirteen members who shall be appointed by the school principal from among the faculty members and staff of the school for a term of one year. The number of administrative supervisors shall not exceed two-thirds of the Committee; the Chief of General Affairs and the Personnel Director shall serve as ex-officio committee members, with the Chief of General Affairs as the committee convener.
- Article 3 Our school janitors are divided into technical workers and general workers according to the nature of their work:  
I. Technical workers: Those who have professional licenses required for work and are qualified to carry out the actual work.  
II. General workers: Workers other than technical workers who perform various labor services.
- Article 4 The qualifications of janitors employed by the School must meet the following requirements:  
I. Graduated with at least a high school or vocational school degree.  
II. Those with positive thoughts, good moral character, good physical and mental health, and no bad habits.  
III. Males are required to complete military service or be exempt from military service.  
IV. Those who have passed the physical examination at a public hospital.  
V. Those with household registration and identity documents.  
In addition to meeting the conditions specified in the preceding paragraph, technical workers must have the technical expertise required for the job and have passed the relevant tests.
- Article 5 The evaluation procedures for newly hired janitors is as follows:  
I. For janitor job vacancies, the Office of Human Resources notifies each unit to recommend candidates, or publicly advertises for recruitment, and forwards them to the Office of General Affairs for preliminary review and feedback.  
II. The Office of Human Resources forwards the information of all applicants and preliminary review results to the school principal and the Committee for review.  
III. The evaluation results shall be reported to the principal for approval of employment.
- Article 6 Resolutions are determined by the majority vote of the committee members in presence who represent more than two-thirds of the Committee.  
The assessment of janitor candidates to be hired shall be conducted by secret ballot.
- Article 7 The request of general workers to be re-assigned as technical workers must be reviewed and approved by the Committee, and then submitted to the principal for approval of reassignment.

- Article 8      Technical workers who are not qualified for their technical role or voluntarily request reassignment may be reviewed and approved by the Committee and then submitted to the principal for approval for reassignment.
- Article 9      The annual service performance appraisal, rewards and punishments for the School's janitors shall be conducted in accordance with the relevant provisions of the Chung Yuan Christian University Service Performance Appraisal, Rewards and Punishment Measures for Staff and Janitors.
- Article 10     The Establishment Standards shall be approved by the administrative meetings and submitted to the principal for promulgation and implementation, and likewise for amendments.