

CYCU Articles of Association for Benefits and well-being Committee

Amended at the 547th School Administration Council Meeting

Amended at the 753rd School Administration Council on June 2, 2000

Amended the Committee's name and correspondent text per the letter under Yuan-Mi-Zi No. 0990000878 dated March 30, 2010

Amended at the 904th School Administration Council on December 6, 2012

Amended at the 916th Expand School Administration Council on January 2, 2014

Amended at the 934th School Administration Council Meeting on August 20, 2015

Amended per the letter under Yuan-Mi-Zi No. 1050002657 dated August 25, 2016

Amended at the 1008th School Administration Council on January 12, 2023

- Article 1. In order to enhance the welfare of faculty and staff (including contracted administrative personnel, contracted teaching assistants, and contracted employees) at Chung Yuan Christian University (CYCU), stabilize their lives, and improve their service morale, the Benefits and Well-being Committee (hereinafter referred to as "the Committee") is established.
- Article 2. The Committee's missions are stated as follows:
1. Management matters regarding welfare mutual aid funds.
 2. Planning and implementation of welfare mutual aid programs.
 3. Matters related to attracting vendors on campus.
 4. Other welfare matters concerning faculty and staff.
- Article 3. The Committee shall have one Chair, who shall be concurrently the Director of General Affairs. The Committee shall consist of thirteen to fifteen members, including the Director of General Affairs, Chief Accountant, and Director of Personnel as ex-officio members. The remaining members shall include one representative recommended by each college, two representatives recommended by staff, one representative recommended by workers, and several members appointed by the President.
- The Committee shall appoint several administrative officers, who shall be concurrently University staff members, and they may be granted work allowances as needed.
- Article 4. The term of committee members shall be one year. If a committee member is unable to continue serving due to unforeseen circumstances during their term, the President shall appoint a replacement from among the faculty and staff to complete the original term.
- Article 5. The Committee shall call a meeting no less than once per semester. The Committee may also call a special meeting whenever it is necessary.
- Article 6. The Chair of the Committee shall serve as the Chair of the meetings. If the Chair is unable to attend, the members shall elect a Chair from among themselves.
- Article 7. The welfare mutual aid fund managed by the Committee shall be deposited in a dedicated account established by the University and managed as a special fund. Its operation shall commence from January 1, 2013. When the funds of the Committee are below NT\$1 million and with the consent of the University, the University may provide additional funding.
- Article 8. The standards for welfare mutual aid matters and the criteria for condolences or subsidies are as follows:
- For faculty and staff of the University (including contracted administrative personnel, contracted teaching assistants, and contracted employees), the following provisions and standards shall apply in the event of the following circumstances. However, the subsidy standards may be adjusted based on the operation of the welfare fund:

1. Wedding congratulations: A congratulatory gift of NT\$2,000 per occasion.
2. Birth congratulations: A congratulatory gift of NT\$2,000 per newborn child for the applicant or their spouse.
3. Serious illness condolences: If the applicant, their parents, spouse, or children under the age of 20 or enrolled in school are hospitalized due to illness for five consecutive days or more, a condolence payment of NT\$3,000 per case shall be granted upon presentation of hospitalization proof. The applicant and their dependents mentioned above may apply for a maximum of two occasions per academic year.
4. Major disaster condolences: If the applicant incurs property damage of NT\$30,000 or more due to uncontrollable major disasters such as fire, flood, typhoon, or earthquake, a condolence payment of NT\$5,000 shall be granted (subject to submission of relevant loss proof documents issued by competent authorities).
5. Funeral condolences: In the event of the death of the applicant, a public funeral grant of NT\$50,000 shall be provided. In the event of the death of the parents, spouse, or unmarried children of the applicant, a public funeral grant of NT\$10,000 shall be provided.
6. Chinese New Year gift: A principle amount of NT\$1,000 per person per year.
7. Domestic self-improvement activities: NT\$1,000 per person per year.

The above-mentioned congratulatory gifts, condolences, or grants shall be provided within the remaining balance of the welfare fund. If the fund has no balance or insufficient balance, no further payments shall be made.

- Article 9. Applications for the condolences or subsidies mentioned in the preceding provisions must be submitted within six months from the occurrence of the relevant situation or the date of discharge. Applications for funeral condolences must be submitted within two years from the date of the accident. Late applications will not be accepted.
- Article 10. The planning and payment operations of the Committee shall be handled by the Office of General Affairs, the accounting tasks by the Accounting Office, and the qualification verification of applicants by the Personnel Office. The Committee shall appoint committee representatives to assist in supervision. The application process for various welfare mutual aid funds shall be conducted in accordance with the decisions made in Committee meetings and shall also apply to any amendments.
- Article 11. These Guidelines are passed by the School Administration Council, and shall be promulgated and enforced by the President. The same shall apply where the Guidelines are amended.