

National Chung Cheng University Regulations for the Transfer of Technicians and Laborers

Approved by the 226th Administrative Meeting on October 12, 1998

Article 1: Purpose

To establish a systematic and rational process for the transfer of technicians and laborers at National Chung Cheng University (hereinafter referred to as "the University"), in order to boost employee morale and increase work efficiency, these regulations are hereby established.

Article 2: Compensation and Benefits

After a transfer, the employee's salary and benefits shall be managed in accordance with relevant laws and regulations.

Article 3: Conditions for Transfer

Transfers may occur under the following circumstances, apart from voluntary requests for transfer:

1. If during the year, an employee has demonstrated inadequate work performance or improper conduct, with specific instances documented, and no improvement has been observed after a warning from their supervisor.
2. If a transfer is necessary due to business needs.

Article 4: Transfer Procedure

The transfer process may be initiated by the individual or their supervisor by submitting a request to the Office of General Affairs. The request must be reviewed and approved by the Evaluation Committee for Technicians and Laborers before being submitted to the President for final approval.

Article 5: Implementation and Amendment

These regulations shall be implemented following approval by the Administrative Meeting and final approval by the President. The same procedure shall apply to any amendments.