Employment Contract for Part-Time Project Assistants of Southern Taiwan University of Science and Technology

Southern Taiwan University of Science and Technology (hereinafter referred to as "Party A"), in response to its operational needs, hereby employs Mr./Ms. _____ (hereinafter referred to as "Party B") as a part-time assistant for Party A's _____ Project. The parties agree to enter into this Contract under the following terms and conditions:

1. Employment Period: This Contract shall remain valid from the ____ day of _____, Year ____, through the ____ day of _____, Year ____.
2. Working Hours:
   (1) Party B's regular working hours shall not exceed 8 hours per day or 40 hours per week.
   (2) Party A may implement a shift system or adjust Party B's daily starting and finishing times and rest periods according to operational needs. Party B shall clock in and out in accordance with Party A's attendance requirements.
3. Duties: Party B shall work under Party A's direction and supervision and perform duties relating to the project carried out by Party A's principal investigator, as well as the associated administrative work.
4. Remuneration:
   (1) Party B shall receive a monthly salary of NT$_____ for a total of ____ working hours, provided that the hourly wage shall not be lower than the rate prescribed by the government. If payment cannot be made on time because project funding has not yet been disbursed, the outstanding amount may be paid in full after the funding is received.
   (2) Party A shall enroll Party B in labor insurance and make labor pension contributions for Party B in accordance with the Labor Insurance Act and the Labor Pension Act. The portion payable by Party B shall be withheld by Party A from Party B's salary.
   (3) Party B elects to make voluntary labor pension contributions at a rate of ____%.
   (4) Method of Salary Payment: Party A shall remit Party B's salary to the designated bank account in the middle of the following month.
5. Assignment of Work and Performance of Duties: During the employment period, Party B shall accept work assignments and transfers made by Party A and shall faithfully perform Party B's duties and comply with Party A's applicable regulations. In the event of any violation, Party A may dismiss Party B in accordance with the law and pursue legal liability as warranted by the circumstances. If Party A sustains any loss or damage as a result, Party B shall be liable for compensation.
6. Resignation Before Expiration of the Employment Period: If Party B wishes to resign before the expiration of the employment period, Party B shall provide Party A's principal investigator with written notice within the applicable notice period in accordance with Article 10 of the University's Work Rules for Personnel Subject to the Labor Standards Act and shall complete the prescribed separation procedures. If Party B improperly leaves employment without cause and thereby causes Party A to sustain any loss or damage, Party A may seek compensation from Party B in accordance with applicable laws and regulations.
7. Restrictions on Employment: Party B shall not be the spouse of the principal investigator or a co-principal investigator, nor shall Party B be related to either of them by blood or marriage within the third degree of kinship. Any violation of this provision shall render this Contract null and void.
8. Personal Data: Party B agrees that the University, or a third party commissioned by the University, may collect, process, internationally transmit, and use Party B's personal data in accordance with applicable laws and regulations for the purpose of providing the University's operations and services or within the scope permitted by other applicable laws and regulations.
9. Confidentiality Obligations:
   (1) During and after Party B's employment, Party B shall maintain strict confidentiality regarding any business information, research and development results, trade secrets, or personal data that Party B learns of, may access, or possesses by virtue of Party B's duties.
   (2) Upon transfer or separation from employment, Party B shall hand over or return all personal data used in the course of Party B's duties and shall not retain any copies thereof.

10. Prevention and Handling of Workplace Sexual Harassment: Matters concerning the prevention, protection, and handling of workplace sexual harassment shall be governed by the *Gender Equality in Employment Act*, the *Gender Equity Education Act*, the *Regulations on the Prevention of Sexual Assault, Sexual Harassment, and Sexual Bullying on Campus*, the University's *Guidelines for Sexual Harassment Prevention Measures, Complaints, and Disciplinary Action for Faculty and Staff*, and other applicable regulations.
11. Liability for Damage and Disclosure of Confidential Information: If Party B intentionally damages or causes the loss of any machinery, tools, raw materials, products, or other property owned by Party A, or intentionally discloses confidential business information and thereby causes Party A to sustain any loss or damage, Party B shall compensate Party A for all resulting losses.
12. Cessation of the Basis for Employment: If the circumstances giving rise to Party B's employment cease to exist, Party A may terminate this Contract in accordance with the law.
13. Matters Not Provided for Herein: Any matter not provided for in this Contract shall be governed by the University's Work Rules for Personnel Subject to the Labor Standards Act, its personnel rules and regulations, and applicable government laws and regulations.
14. Copies of the Contract: This Contract is executed in three counterparts. Party A and Party B shall each retain one counterpart, and the remaining counterpart shall be retained or forwarded by Party A as appropriate.

Party A: Southern Taiwan University of Science and Technology
Representative: President Nen-Fu Huang
Party B:
Name: (Signature or Seal)
National ID No.:
Date of Birth:
Household Registration Address:
Telephone
Witness (Principal Investigator): (Signature or Seal)

Date:

Version approved by the Administrative Council on May 4, 2020