Employment Contract for Contract Assistants of Southern Taiwan University of Science and Technology (Applicable to Part-Time Employment)

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 student worker. 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 eight 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 _____, as well as the associated administrative work.
4. Remuneration: Party A shall pay Party B a monthly salary of NT$_____. Payment shall be remitted to Party B's designated bank account in the middle of the following month.
5. Labor Insurance and Labor Pension: Party A shall enroll Party B in labor insurance in accordance with the Labor Insurance Act and applicable regulations. The portion of the labor insurance premium payable by Party B shall be borne by Party A. Party B elects to make voluntary labor pension contributions at a rate of ____%.
6. 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.
7. Termination Without Advance Notice: If, during the employment period, any circumstance specified in Article 12 of the Labor Standards Act applies to Party B, Party A may terminate this Contract without advance notice.
8. 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 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.
9. 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 information obtained in the course of work and thereby causes Party A to sustain any loss or damage, Party B shall be liable for compensation.
10. 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. Party B shall complete the prescribed separation procedures.
11. 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.
12. 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