

National Taiwan University Contract Termination Notice for Employees

(Applicable to those whose contracts are terminated according to Article 7 of the University's Contract Employee Service Rules)

Service Unit		Name	
Job Title		Employment Date	Year Month Date
Reason for Contract Termination <i>(The unit director checks the appropriate box)</i>	<p>In accordance with Article 7 of the University's Contract Employee Service Rules at National Taiwan University (aligned with Article 11 of the Labor Standards Act):</p> <input type="checkbox"/> There is a necessity to reduce staff due to one of the following circumstances, and no suitable work is available for reassignment. <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> Business contraction <input type="checkbox"/> Change in the nature of the business </div> <input type="checkbox"/> Work is suspended for more than one month due to force majeure. <input type="checkbox"/> The contract employee is unable to satisfactorily perform the duties of the position.		
Notification Date by Unit	____/____/____ (yyyy/mm/dd)	Proposed Termination Date (End date of appointment term)	____/____/____ (yyyy/mm/dd)
Unit Director's Approval Seal	____/____/____ (yyyy/mm/dd)	Dean's Seal	Applicant's Signature
The Personnel Department		Secretariat	Secretary-General
Approved by Secretary-General, To be completed by the Personnel Department	Contract termination date (end of appointment) for____: __ Year __ Month __ Date Note: After approval, a copy of this termination notice will be sent to the first-level unit director and the involved party for notification.		

Note: After approval by Secretary-General, please forward this evaluation form to the Personnel Department for further processing.

1. The unit shall hold a meeting regarding the contract termination. If necessary, the involved party shall be invited to attend and given the opportunity to present their views (please retain audio recordings of the meeting).
2. Attach the following: (1) Record of the contract termination meeting, including the attendant list, sign-in sheet, and vote count, (2) One copy of the Laid-off Employee Notification List.
3. In accordance with Article 8 of the University's Contract Employee Service Rules, the following notice periods apply when terminating contracts:
 - For those who have continued employment for more than three months but less than one year, a notice should be given 10 days in advance.
 - For those who have continued employment for more than one year but less than three years, a notice should be given 20 days in advance.
 - For those who have continued employment for three years or more, a notice should be given 30 days in advance.

If the contract is terminated without the required notice period specified above, compensation equivalent to the salary for the notice period shall be provided.

4. According to Article 11, Section 2 of the University's Contract Employee Service Rules, the end date of employment shall not fall on a non-working day of the University. However, this does not apply if the end date coincides with the last day of the month, semester, or academic year.
5. In accordance with Articles 7 and 9 of University's Contract Employee Service Rules, the University shall provide severance pay in compliance with Article 12 of the Labor Pension Act upon contract termination.
6. In accordance with Articles 33 and 68 of the Employment Service Act, the University shall notify the Department of Labor of the Taipei City Government and public employment service institutions 10 days before the employee's departure to assist with reemployment. Failure to comply may result in a fine ranging from 30,000 to 150,000 New Taiwan Dollars.
7. For newly hired employees who fail to meet performance standards at the end of their probationary period, their contracts will be terminated in accordance with Article 5 of the University's Contract Employee Service Rules. The relevant department shall complete the National Taiwan University Employee Probationary Performance Evaluation Form.

National Taiwan University Laid-off Employee Notification List

No.	Name	ID No. / ARC No.	Gender	Date of Birth (yyymmdd)	Education Qualification	Educational Status	Specialty	Disability	Incompetency	In Need of Employment Counseling		In Need of Vocational Training		Mailing Address	Contact Number 02-XXXXXXXX 09XX-XXX-XXX	Applicant's Signature
										Yes	No	Yes	No			
範例	張小明	A123456789	男	700905	大學	畢業	打字	無	打字員	是		是		臺北市信義區市府 路1號5樓	02-23456789 0912-345-678	
Remarks	Unit Processing Clerk: _____ Year Month Date															

※ **Instructions for Filling the Form** (Excerpted from the "Laid-off Employee Notification List" by the Department of Labor of the Taipei City Government, Revised Version as of 14 Feb, 2019)

1. If the laid-off employee is a foreign spouse with approved residency, please enter the Alien Resident Certificate (ARC) number in the ID number field.
2. Education Qualification (select one from the following): (1) Elementary School; (2) Junior High School; (3) High School; (4) Vocational High School; (5) Junior College; (6) University; (7) Master; (8) Doctorate.
3. Education Status (select one from the following): (1) Graduated; (2) Did not complete; (3) Currently enrolled; (4) Not enrolled.

國立臺灣大學校聘人員終止契約預告書

(適用依本校校聘人員工作規則第 7 條終止契約者)

服 務 單 位		姓 名		
職 稱		到 校 日 期	年	月 日
終 止 契 約 之 原 因 (本欄請單位主 管勾填)	*依本校校聘人員工作規則第 7 條(勞基法第 11 條) <input type="checkbox"/> 具下列情事之一,有減少員工之必要,又無適當工作可供安置時。 <input type="checkbox"/> 業務緊縮 <input type="checkbox"/> 業務性質變更 <input type="checkbox"/> 不可抗力暫停工作在 1 個月以上時。 <input type="checkbox"/> 校聘人員對於所擔任之工作確不能勝任時。			
單 位 預 告 當 事 人 日 期	年 月 日	單 位 擬 終 止 契 約 日 (聘 期 迄 日)	年	月 日
單 位 主 管 核 章	年 月 日	一 級 主 管 核 章	年 月 日	當 事 人 簽 名 年 月 日
人 事 室		秘 書 室		主 任 秘 書
主任秘書核定後 由人事室填寫	_____員契約終止日(聘期迄日): _____年_____月_____日。 備註:本終止契約預告書經核定後,另影送一級單位主管及當事人知照。			

說明:本預告書陳奉主任秘書核定後,請移送人事室辦理後續事宜。

- 一、單位應召開終止契約相關會議,必要時得通知當事人列席,並給予陳述意見機會(請留存會議錄音檔)。
- 二、請檢附 1. 終止契約相關會議紀錄(含出席委員名單、會議簽到表及同意票數)、2. 資遣員工通報名冊各 1 份。
- 三、依本校校聘人員工作規則第 8 條規定,本校終止契約時,預告期間如下:
 - (一)繼續工作 3 個月以上未滿 1 年者,於 10 日前預告之。
 - (二)繼續工作 1 年以上 3 年未滿者,於 20 日前預告之。
 - (三)繼續工作 3 年以上者,於 30 日前預告之。
 未依上開規定期間預告而提前終止契約者,應給付預告期間之酬金。
- 四、另依本校校聘人員工作規則第 11 條第 2 項規定,校聘人員之聘期迄日不得為本校非上班日;惟聘期迄日如為當月、當學期或當年度最末日時,不在此限。
- 五、依本校校聘人員工作規則第 7、9 條規定終止契約時,本校應依勞工退休金條例第 12 條規定發給校聘人員資遣費。
- 六、依就業服務法第 33 及 68 條規定,本校應於被資遣人員離職之 10 日前通報臺北市政府勞動局及公立就業服務機構,以協助再就業,違者將處新臺幣 3 萬元以上 15 萬元以下罰鍰。
- 七、新進校聘人員試用期滿考核不合格者,依本校校聘人員工作規則第 5 條規定終止契約,請單位填具本校校聘人員試用考核表。

國立臺灣大學資遣員工通報名冊

編號	姓名	身分證 統一編號	性別	出生 年月日 (數字6碼)	學歷	學歷 情況	專長	身心 障礙別	擔任工作	是否需 輔導就業		是否需 職業訓練		永久通訊地址	聯絡電話 02-XXXXXXX 09XX-XXX-XXX	當事人簽名
										是	否	是	否			
範 例	張小明	A123456789	男	700905	大學	畢業	打字	無	打字員	是		是		臺北市信義區市府路1 號5樓	02-23456789 0912-345-678	
備 註	單位承辦人：_____ 年 月 日															

※ 填表說明：(摘錄自臺北市就業服務處「資遣員工通報名冊」108.2.14 修訂版)

一、若被資遣員工係獲准居留之外籍配偶，請於身分證統一編號欄位填居留證號。

二、學歷(依下列各項擇一填寫)：1. 國小；2. 國中；3. 高中；4. 高職；5. 專科；6. 大學；7. 碩士；8. 博士。

三、學歷情況(依下列各項擇一填寫)：1. 畢業；2. 肄業；3. 在學；4. 未就學。