**Employment Contract for Part-time Assistants and Working Students of Chang Gung University**

Contract prepared by：Chang Gung University（Hereinafter referred to as Party A）

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_（Hereinafter referred to as PartyB）

When Party A or its agent (hereinafter referred to as Party A) signs the contract with Party B, Party A shall only follow the job description stipulated in this contract to reasonably supervise and instruct Party B, and shall not request Party B to engage in work other than the job description stated in the contract.

1. Contract period：Party A employs Party B from the date of the year month day to the day of the year month day
2. Job title and job description:

□ Part-time Teaching Assistant (TA); □ Part-time Research Assistant (RA); □ Part-Time Working Student; □ Short-term Temporary Working Student;

□ Others

Job Description is

1. Place of work:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Not limited to the school compound)
2. Working hours and rest time：Part-time assistants and working student are classified as part-time workers. Their working hours are specified as follows:

(4.1) Part-time Assistants: The working hours of Party B shall be 40 hours per month and shall not exceed 12 hours (inclusive) per week.

(4.2) Part-time working students: (During the semester) The working hours of Party B are based on the principle of 40 hours per month. (During winter vacation and summer vacation) The working hours of Party B are based on the principle of 8 hours per working day, and the total number of working hours per week are 40 hours in accordance with teaching needs, administrative needs and the working day calendar of the school with the implementation of the "rest on Saturday and Sunday" system; if there are business needs, Party A must seek the consent of Party B before increasing their working hours and wages.

(4.3) Short-term temporary working students: The documents approved by the president's office are used as the basis for employment, and they must not exceed the approved working hours.

(5) Leave application, public holidays, annual leave, special leave, and granted leave:

(5.1) Leaves are processed according to Party A's "Working Rules for the Personnel Governed by the Labor Standards Act" and "Guidelines for Research Project Personnel Management".

(5.2) Party B agrees with Party A to coordinate with the working calendar of the school to flexibly adjust public holidays.

(5.3) Party B shall have a two-day break every seven days, one of which is a holiday and the other is a day off. Due to research or business needs, the working hours shall be adjusted to at least two days off every two weeks. The total holidays and rest days should be at least eight days within four weeks.

(6) Salary or wages are governed according to the relevant regulations of Party A.

 (6.1) Part-time assistants are paid on the monthly basis, and the monthly salary is NT$ (The average hourly rate must not be lower than the minimum basic salary). Working students are paid on the hourly basis, and the hourly wage is NT$ .

 (6.2) Party B agrees that Party A shall bank transfer the monthly salary to Party B’s personal bank account or pay the short-term temporary wages in cash on the 5th of the following month (Earlier payroll remittance is made if the payday falls on a holiday or off-day). If Party A is unable to pay salary due to major difficulties, Party A shall seek the written consent of Party B before changing the date of salary payment.

(6.3) Part-time assistants are paid on the monthly basis. If the service is not complete for a month, the amount is calculated based on the actual number of working days. The amount of daily salary payment is calculated by dividing the full month salary by the number of 30 days, and the amount is rounded to the nearest dollar.

(7) Termination of contract：

(7.1) When Party B resigns (terminating the contract), he/she shall notify the hiring unit 10 working days in advance before leaving the position. The hiring unit shall inform the Personnel Office to handle the related operations, such as withdrawal from the Labor Insurance according to the Labor Standards Act.

(7.2) If Party B has any serious violation of the relevant provisions of Party A or violates relevant regulations of the Labor Standards Act during the employment period, Party A may terminate the contract without giving any notice.

(7.3) If both Party A and Party B intend to terminate the contract, the matter shall be handled in accordance with the Labor Standards Act and relevant regulations.

(7.4) Upon the termination of this contract, Party B shall, in accordance with the provisions or instructions of Party A, complete the handover and the resignation procedure within a certain period of time and shall not take or copy any work information without permission. If Party B breaches the contract and causes Party A to suffer damage or loss, Party B shall compensate for the loss or damage of Party A.

(8) Party A shall be the owner/author of the work produced by Party B during the execution of the business. If the results are developed into patents or other intellectual property rights, their ownership shall be handled in accordance with relevant laws and regulations of Party A's works, research and development achievements, patent application and maintenance management and technology transfer management or other relevant laws and regulations.

(9) Work Regulations：

(9.1) Work Discipline: Party B shall perform its duties in accordance with the command and supervision of Party A and comply with Party A's “Working Rules for the Personnel Governed by the Labor Standards Act”.

(9.2) Principles for the use of computer software: Party B shall not install software that has not been legally authorized for use in Party A's computer. Before installing legally authorized software, Party B shall obtain prior consent from Party A.

(9.3) If Party B knows, comes into contact with, or obtains any business related information of Party A during the execution of his/her work, he/she shall take necessary measures to fulfill his/her confidentiality obligations. Only if the information is required by law or with the written consent of Party A, he/she shall not publish, inform or transfer the information to any third party, or assist the third party to obtain the information and confidential content, or to publish it. Party B shall not use the relevant information of the business for his/her own benefit or benefit of a third party. If there is a violation, Party B shall bear the relevant civil and criminal legal responsibilities. Party B shall have a permanent confidentiality obligation on the above matters and shall continue so even after resignation.

(10) Rights and Obligations：The rights and obligations of Party A and Party B during the employment period shall be handled in accordance with the provisions of this contract. The matters not specified in this contract shall be handled in accordance with relevant laws and regulations and Party A's “Working Rules for the Personnel Governed by the Labor Standards Act”.

(11) Working Contract Revision and Storage：

(11.1) This contract may be amended in writing in accordance with the agreement of both parties or the change of laws.

(11.2) This contract is made in triplicate, and Party A shall hold two copies, and Party B shall hold one copy.

Contract prepared by：

Party A：Chang Gung University

President：Dr. Chia-Chu Pao (Signature/Chop)

Contact Address：No. 259, Wenhua 1st Road, Guishan District, Taoyuan City, Taiwan.

Project supervisor or supervisor of the hiring unit： (Signature/Chop)

Party B：　　　　　 　　 (Signature/Chop)

Identity Card Number：

Correspondence Address：

Contact Number：

Republic of China Year Month Day