

教務處主政深耕計畫經費項下之學生兼任助理/臨時工任用配套方案
(「教學創新推動計畫(L3/L6)」)

108/12/10

項次	兼職身分	支給標準	應檢附文件	備註
一	勞僱型兼任教學助理	<p>依據本校教務處教學助理獎勵金實施辦法暨施行細則獎勵金支領標準辦理：</p> <ol style="list-style-type: none"> 1. 博士生每月 6,000 元至 8,000 元；碩士生每月 4,500 元至 6,000 元；學士生每月 3,000 元至 5,000 元為原則。 2. 每月工作時數以 40 小時為上限且每小時平均薪資不得低於行政院勞動部公告基本工資。 3. 同一學期至多擔任 2 門課程或一門課程兩個班次，獎勵金以 2 倍計之。 	<ol style="list-style-type: none"> 1. 教學助理聘僱申請書(請用人單位登入教務處教學助理管理系統：https://if190.aca.ntu.edu.tw/msta/Default.aspx，點選深耕計畫教學助理，建置教學助理聘任資料。本系統於每年 1 月、8 月開放建置) 2. 契約書及其他相關聘僱資料(相關表單附件皆由系統直接印出) 	<ol style="list-style-type: none"> 1. 須具<u>本校</u>在學學生身分。 2. 學生在學期間從未取得教學助理資格認證者，如欲擔任教學助理，<u>應全程參與教學助理認證研習會並取得基本認證資格</u>，始可擔任。教學助理認證研習會於每學期開學前舉辦，詳參本校行事曆或教學發展中心網頁http://ctld.ntu.edu.tw/。 3. 深耕計畫勞僱型教學助理相關規定，請依本校教務處教學助理獎勵金實施辦法暨施行細則辦理 (http://www.aca.ntu.edu.tw/sec/law.asp?id=4)。
二	勞僱型兼任行政助理	<p>依據教育部補助及委辦計畫經費編列基準表(108.01.01)：以每月 3,000 元至 5,000 元為限</p> <p>*本校計畫項下之勞僱型學生兼任助理時薪上限標準為 250 元，</p>	<ol style="list-style-type: none"> 1. 勞僱型兼任行政助理申請書(附件 1) 2. 勞(健)保加保申請書(附件 2) 3. 他校學生應檢附「他校同意書(附件 3)」及在學證明或學生證影本 	<ol style="list-style-type: none"> 1. 須具在學學生身分。 2. 聘僱申請書之「<u>工作內容</u>」欄位應敘明與本計畫之<u>相關性</u>。

項次	兼職身分	支給標準	應檢附文件	備註
		最低時薪以勞動基準法所訂最低基本工資為標準。(依行政團隊第 184 次會議決議辦理)	4. 如為外國學生、僑生或港澳生，應檢附有效之工作許可證影本 5. 契約書 *請用人單位依其需求，參考「國立臺灣大學臨時人員(或工讀生)契約書(範本)」、「國立臺灣大學研究生獎勵金勞僱型兼任助理契約書(參考範本)」，自行修正使用	
三	勞僱型 臨時工 (或工讀生)	依據教育部補助及委辦計畫經費編列基準表(108.01.01)： 以現行勞動基準法所訂最低基本工資 1.2 倍為支給上限，然不得低於勞動基準法所訂之最低基本工資。	1. 臨時工(或工讀生)聘僱申請書(附件 4) 2. 勞(健)保加保申請書(附件 2) 3. 如為外國學生、僑生或港澳生，應檢附有效之工作許可證影本 4. 他校學生應檢附「他校同意書(附件 3)」及在學證明或學生證影本 5. 契約書或雙方以其他形式約定 *請用人單位依其需求，參考「國立臺灣大學臨時人員(或工讀生)契約書(範本)」，自行修正使用	聘僱申請書之「 <u>工作內容</u> 」欄位應敘明與本計畫之 <u>相關性</u> 。
※常用表單下載： http://www.aca.ntu.edu.tw/aca_ta.asp 本校勞健保及勞退休金申請作業應注意事項說明，請參： http://www.personnel.ntu.edu.tw/table4/47018.pdf				

*重要注意事項：

一、申請相關規定：

- (一)用人單位及計畫主持人應確認是否符合申請規定，並確定人員所執行之事項與本計畫相關，始得申請任用。
- (二)學生兼任勞僱型行政助理或臨時工(或工讀生)之申請，應先至 myNTU 短期經費人員管理系統 進行經費檢核。檢核通過後，勞僱型兼任行政助理之申請，請填寫附件 1「國立臺灣大學教務處主政深耕計畫勞僱型兼任行政助理申請書」；臨時工(或工讀生)之申請，請填寫附件 4「國立臺灣大學教務處主政深耕計畫臨時工(或工讀生)聘僱申請書」，並檢附相關文件依程序辦理。
- (三)本計畫除教學助理依本校規定僅限本校在學學生擔任外，餘列兼職身分如為他校在學學生，應檢附學生證影本及附件 3「他校同意書」，連同申請書一併送教務處審核，並於核銷時檢附予主計室備查。
- (四)為確保勞工權益，用人單位或計畫主持人須完成聘僱與勞保加保程序後始得進用，不得追溯聘期。健保則依本校 104 年 10 月 6 日校人字 1040076187 號函辦理，受僱者每週工作時數未滿 12 小時者，本校不為其辦理健保加保。申請書及相關文件應於聘期起始日前 3 個工作日送達教務處秘書室審核，並於聘期起始日前 1 個工作日下午 4 時前送達人事室辦理加保作業。
- (五)勞僱型兼任教學/行政助理/臨時工(工讀生)契約書，甲方應由學院/獲補助單位 (L3/L6) 存 1 份，以供查核。
- (六)已在教育部補助經費項下 (如深耕計畫) 按月支領固定津貼者，不得重複支領同計畫(即同一經費代碼)之其他酬勞。
- (七)受僱者如同一期間之各個兼職應經各兼職單位同意，並填具附件 5「保險費經費分攤同意書」。日後兼職如有變動，亦請主動申辦，以免影響受僱者權益。
- (八)用人單位或計畫主持人如就特定勞務項目，如海報製作設計、翻譯、打字等工作，得依委託機關規定以勞務承攬方式交付自然人完成工作，並依政府採購法規定辦理採購，無須以聘用臨時工方式辦理。其辦理流程請參考總務處採購組網頁 (<http://procurement.ga.ntu.edu.tw/>)，如有疑義得洽總務處採購組 (02-3366-2191~6)。

二、任用人員身分規定：

- (一)勞僱型人員如為外國學生、僑生及港澳生，依規定須先取得工作許可證，並於許可期間內聘僱，除寒暑假外，每星期最長時數為 20 小

時。

- (二)陸生部分，依大陸地區人民來臺就讀專科以上學校辦法第 15 條規定，「大陸地區學生在臺就學期間，不得從事專職或兼職之工作。違反前項規定者，應依本條例第十八條規定辦理強制出境。」，故陸生不得擔任本計畫勞僱型兼任教學/行政助理或臨時工(或工讀生)。
- (三)計畫主持人(單位主管/教授)應迴避進用本人、共同主持人及各級單位主管之配偶及三親等以內血親、姻親為計畫人員(含專/兼任人員、臨時工)，如有違反規定，不予核銷相關經費。
- (四)配合教育部「學校辦理契約進用人員通報查詢作業注意事項」第 3 點所列之性侵害、性騷擾或性霸凌等情事，受僱者應同意校方及教育部辦理蒐集、處理及利用其個人資料，並同意法務部、警政機關及教育部提供相關資訊(如有隱匿經查證屬實，得依勞基法第 12 條第 1 款規定，不經預告立即以書面終止契約)。
- (五)依公務人員退休法第 23 條規定前略以已退休公務人員領受月退休金者，再任由政府編列預算支給俸(薪)給、待遇或公費(以下簡稱薪酬)之機關(構)或團體之職務且每月支領薪酬總額超過法定基本工資，停止支領月退休金之權利，請該等受僱人員注意相關規定；支領專案精簡加發慰助金人員再任公職者，應繳還加發之慰助金；支領退休俸之軍職人員再任公(教)職者，應依國防部規定，主動函送該部申請核認。

三、任用相關規定：

- (一)用人單位應控管經費支出、人員任用與差勤管理。
- (二)為保障學生兼任教學/行政助理及臨時工 (或工讀生) 之權益，於申請書核定後，用人單位或計畫主持人應依規定定期報支給付工作酬金。報帳時，應檢附申請書影本。聘期、工作酬金或獎助金均不得任意變更。
- (三)用人單位或計畫主持人應確實管控「勞僱型」人員出勤狀況，留存出勤紀錄以供相關單位查核，並依本校及勞動基準法規定，相關出勤紀錄應自勞工離職之日起保存五年。勞工之工作時間、休息時間、請假、休假及例假等應依勞動基準法之規定辦理。(簽到退表範本可參考附件 6-1、6-2)
- (四)各單位、各計畫主持人所進用之「勞僱型」人員如聘僱期間中途離職或聘僱期限屆滿不再辦理續聘者，應於離職前一週至校總區人事室綜合業務組辦理退保手續，未依規定辦理退保，致本校未能即時

通知勞保局退保，期間衍生應繳而未繳之保費(含個人及雇主負擔)，由被保險人負責償還，並由用人單位(或計畫主持人)負連帶償還之責任。如被保人為專題計畫下聘僱人員，應由計畫主持人負責；非計畫下聘僱人員應由單位負責。

(五)用人單位及計畫主持人應依本校「勞僱型學生兼任助理勞動權益保障處理要點(參附件 7)」保障本計畫學生兼任教學/行政助理及臨時工(或工讀生)相關權益。渠等之管理及爭議案，用人單位應協助計畫主持人依勞動法令及學生規範辦理，且各單位爭議案之處理應有書面紀錄可稽。

(六)用人單位及計畫主持人於辦理相關人員進用時，應先徵詢身心障礙學生擔任本計畫學生兼任教學/行政助理及臨時工(或工讀生)之意願，並優先考量進用。如進用身心障礙學生之僱用單位，可視學生之意願及工作能力，調高其工作時數或職責(如同意該生兼任 2 班教學助理工作或兼任校內其他兼職工作)，使其實領薪資至基本工資 1/2 以上，始得計入身心障礙人員人數。另，深耕計畫經費無法用來支應身心障礙名額進用不足衍生之差額所需經費，請各學院(單位)另覓其他經費支應。

四、其他相關規定請參本校「勞僱型學生兼任助理勞動權益保障處理要點」及教務處主政業務學生兼任助理專區 http://www.aca.ntu.edu.tw/aca_ta.asp。如有相關勞動法令問題，請參見勞動部網站(<http://www.mol.gov.tw/>)；如有勞基法疑義得洽勞動條件及就業平等司(02)8590-2729；如有相關智慧財產權問題，請參見經濟部智慧財產局網站(<https://www.tipo.gov.tw/>)，如有相關疑義得洽(02)2738-0007。

Complementary Measures for Part-Time Student Assistants/Temporary Workers
for the Higher Education Sprout Project Administered by
Office of Academic Affairs
(“Teaching Innovation Initiative (L3/L6)”)

2019/12/10

No.	Types	Payment Standards	Application Documents	Notes
1	Employee- Based Part-Time Teaching Assistants	<p>The assistant shall be paid in accordance with the standards set forth in the Regulations and Enforcement Rules for Office of Academic Affairs Teaching Assistant Incentives:</p> <p>4. Ph.D. students: 6,000-8,000 TWD per month Master students: 4,500-6,000 TWD per month Undergraduates: 3,000-5,000 TWD per month</p> <p>5. The maximum working hours per month shall be 40 hours, with an average hourly wage no less than the minimum wage announced by the Ministry of Labor, Executive Yuan.</p> <p>6. During the same semester, one shall only be an assistant for up to 2 courses or 2 classes of a course, in both of which cases,</p>	<p>3. Teaching Assistant Application Form (The hiring unit shall sign in to the Office of Academic Affairs Teaching Assistant Management System (https://if190.aca.ntu.edu.tw/msta/Default.aspx), click “Teaching Assistants (TA) for the Higher Education Sprout Project,” and enter the employment information for the teaching assistant. The system is open for data entry every year in January and August.)</p> <p>4. The contract and other employment-related documents (relevant forms and appendices will be automatically printed out by the system.)</p>	<p>4. Only National Taiwan University (NTU) students are eligible for the application.</p> <p>5. To be teaching assistants, applicants who have not acquired teaching assistant certification must fully participate in the Teaching Assistant Orientation Workshop and acquire the basic qualification. The Teaching Assistant Orientation Workshop is held before each semester starts. For more information, please see the NTU academic calendar or visit the Center for Teaching and Learning Development website: http://ctld.ntu.edu.tw/.</p> <p>6. For relevant regulations of the</p>

No.	Types	Payment Standards	Application Documents	Notes
		one will be paid with doubled incentives.		Higher Education Sprout Project employee-based teaching assistants, please follow the NTU Regulations and Enforcement Rules for Office of Academic Affairs Teaching Assistant Incentives (http://www.aca.ntu.edu.tw/sec/law.asp?id=4).
2	Employee-Based Part-Time Administrative Assistants	The assistant shall be paid in accordance with the Ministry of Education Plan for Subsidies and Commissions Budget Standards Table (2019.01.01): 3,000-5,000 TWD per month * The maximum hourly wage of an employee-based student part-time assistant shall be 250 TWD; the minimum hourly wage shall be based on the minimum wage stipulated in the Labor Standards Act (in accordance with the resolution of the 184 th meeting of the administrative team).	6. Application Form for Employee-Based Part-Time Administrative Assistants (Appendix 1) 7. Application Form for Labor/National Health Insurance (Appendix 2) 8. Non-NTU students shall provide the "Letter of Consent from the Home University" (Appendix 3) and the Certificate of Enrollment or a photocopy of the student ID card. 9. International students, overseas Chinese students, or students from Hong Kong or Macao shall provide a photocopy of a valid work permit.	3. Only students are eligible for the application. 4. The relevance of the employment to the project shall be clearly set forth in the "Job Description" on the application form.

No.	Types	Payment Standards	Application Documents	Notes
			<p>10.Contract</p> <p>*The hiring unit may modify the following documents for use as needed: “National Taiwan University Temporary/Student Worker Contract (Template)” and “National Taiwan University Graduate Student Incentive Employee-Based Part-Time Assistant Contract (Template for Reference)”</p>	
3	Employee-Based Temporary/Student Workers	<p>The worker shall be paid in accordance with the Ministry of Education Plan for Subsidies and Commissions Budget Standards Table (2019.01.01): The wage shall be no less than the minimum wage stipulated in the Labor Standards Act but no more than 1.2 times the minimum wage.</p>	<p>6. Application Form for Temporary/Student Workers (Appendix 4)</p> <p>7. Application Form for Labor/National Health Insurance (Appendix 2)</p> <p>8. International students, overseas Chinese students, or students from Hong Kong or Macao shall provide a photocopy of a valid work permit.</p> <p>9. Non-NTU students shall provide the “Letter of Consent from the Home University” (Appendix 3) and the Certificate of Enrollment or a photocopy of the student ID card.</p> <p>10.The contract or agreement in other forms</p>	<p>The relevance of the employment to the project shall be clearly set forth in the “Job Description” on the application form.</p>

No.	Types	Payment Standards	Application Documents	Notes
			* The hiring unit may modify the “National Taiwan University Temporary/Student Worker Contract (Template)” for use as needed.	
<p>✂Frequently used forms for download : http://www.aca.ntu.edu.tw/aca_ta.asp</p> <p>Notes for the application procedures for Labor/National Health Insurance and Labor Pension in NTU : http://www.personnel.ntu.edu.tw/table4/47018.pdf</p>				

*** Important Notes:**

1. Requirements for Application:

- (1) The hiring unit and the project director shall ascertain that applicants are qualified to apply for assistants/temporary workers and **the tasks they perform are relevant to the project.**
- (2) To apply for employee-based part-time student administrative assistants or temporary/student workers, please go to **myNTU Short-Term Budget Employee Management System** for budget review. After the review, please fill out the forms specified below based on the type of the application:

Employee-Based Part-Time Administrative Assistants – the “Application Form for Employee-Based Part-Time Administrative Assistants for the Higher Education Sprout Project Administered by National Taiwan University Office of Academic Affairs” (Appendix 1).

Temporary/Student Workers - the “Application Form for Temporary/Student Workers for the Higher Education Sprout Project Administered by National Taiwan University Office of Academic Affairs” (Appendix 4).

Other relevant documents shall also be submitted in accordance to the application procedures.

- (3) According to the regulations of the project, only NTU students are eligible to be teaching assistants. For other types of part-time employees, non-NTU applicants shall prepare a photocopy of the student ID card, the “Letter of Consent from the Home University” (Appendix 3), and the application form specified, all of which shall be submitted to the Office of Academic Affairs for review. For reimbursement, the above-mentioned documents shall also be provided for reference for the Accounting Office.
- (4) To protect the rights of employees, the hiring unit or the project director shall **complete all the necessary procedures for employment and insurance before employees commence their work. The employment period is not retroactive.** The National Health Insurance shall be handled in accordance with the letter “Xiao-Ren 1040076187” issued by NTU on October 6th, 2015. If an employee’s working hours per week are less than 12 hours, NTU will not take out the National Health Insurance for the employee. The application form and other relevant documents shall be submitted to the Secretariat of Academic Affairs for review at least 3 business days prior to the effective date of the employment. The above-mentioned documents shall also be submitted to the Personnel Department for the procedures at least a business day (by 4:00 p.m.)

prior to the effective date of the employment.

- (5) The Party A of the contract, i.e. the college or the funded institution (L3/L6), shall keep a copy of the contract for review. The said contract refers to an employment contract of employee-based part-time teaching/administrative assistants or temporary/student workers.
- (6) Those who have been employed for a project subsidized by the Ministry of Education (such as the Higher Education Sprout Project) and have been paid with a fixed monthly salary shall not apply for the other types of wages under the same project (namely with the same budget number).
- (7) Employees who take on multiple part-time positions during the same period of time shall require consent from each hiring unit and fill out and submit the “Letter of Consent for NTU Premium Sharing Scheme” (Appendix 5). To protect their rights, they shall carry out this procedure whenever changes in any of the positions occur.
- (8) The hiring unit or the project director may contract out some specific tasks (such as designing and making posters, translating, and typing) to natural persons in accordance with the regulations of the entrusting institution and handle the procurement in accordance with the Government Procurement Act. There is no need to apply for temporary workers in this regard. For more information on the procurement procedures, please visit the website of the Procurement Division, Office of General Affairs (<http://procurement.ga.ntu.edu.tw/>) or contact the Procurement Division, Office of General Affairs at 02-3366-2191~6 for inquiries.

2. Eligibility for Employment:

- (1) Employees who are **international students, overseas Chinese students, or students from Hong Kong or Macao shall obtain in advance a valid work permit of the R.O.C. and be employed within the duration of the permit.** The maximum working hours per week shall be 20 hours (except for during the summer/winter vacation).
- (2) In accordance with the Article 15 of Regulations for People from Mainland China Studying in the Institutions of Higher Education in Taiwan, “students from Mainland China shall not take on any full-time or part-time work when studying in Taiwan; one who violates this paragraph shall be forced to leave Taiwan pursuant to the Article 18 of this Act.” **Therefore, students from Mainland China shall not be employee-based part-time teaching/administrative assistants or temporary/student workers for this project.**
- (3) The spouses, relatives within the third degree of kinship, or relatives by

- marriage of the project director (e.g. the head of a unit/a professor), co-project director and the heads of all levels shall not be employed for this project (as full-time/part-time staff or temporary workers). Those who violate this regulation shall not be reimbursed for any relevant expense.
- (4) To prevent the circumstances set forth in the Paragraph 3 of the “Directions for Reporting and Inquiring Contract Employees by Educational Institutions,” including sexual assault, sexual harassment, and sexual bullying, the employee shall agree to the collection, process and use of personal data by the school and the Ministry of Education, and to the provision of related information by the Ministry of Justice, law enforcement agencies, and the Ministry of Education. If an investigation verifies any concealment of the above-mentioned circumstances, the employer may terminate the contract in written form without advance notice in accordance with the Article 12, Paragraph 1 of the Labor Standards Act.
 - (5) In accordance with the Article 23 of Civil Service Retirement Act, retired civil servants who receive a monthly pension shall not be eligible for the pension once being employed by any institution (agency) or group subsidized by the government with a budget to pay salary, compensation or fees (hereafter “remuneration”). The said employees shall be aware of the relevant regulations. Employees who have received additional consolation money shall return the money as well. Retired military personnel who receive retirement payment shall send an application letter to the Ministry of National Defense for approval before being employed in accordance with the regulations stipulated by the Ministry.

3. Regulations for Employment

- (1) The hiring unit shall manage the expenditure, personnel employment and attendance.
- (2) To protect the rights of part-time student teaching/administrative assistants and temporary/student workers, once the employment application is approved, the hiring unit or the project director shall reimburse and pay remuneration to them on a regular basis. Upon claiming reimbursement, a photocopy of the application form shall be provided. **The employment period or the amount of remuneration and incentive shall not be amended without approval.**
- (3) The hiring unit or the project director shall keep track of the attendance of employee-based staff members and keep the attendance records for inspection by the authorities concerned. In accordance with NTU

regulations and the Labor Standards Act, the attendance record shall be kept for five years starting the day when employees leave the position. The working hours, recess, and leave-taking (including holidays and regular leaves) shall conform to the Labor Standards Act. (For sign-in / sign-out sheet templates, please see Appendix 6-1 and 6-2.)

- (4) Employee-based staff members who leave the position during the employment period or whose contracts will not be renewed after the expiration date shall **go to the Integrated Affairs Division, Personnel Department on the Main Campus to apply for withdrawal from the insurance one week prior to leaving the position.** If employees fail to apply for withdrawal from the insurance in accordance with the relevant regulations and thus prevent NTU from notifying the Bureau of Labor Insurance of the withdrawal in time, **they shall cover the unpaid premium incurred during the period (including the part provided by employees and the part provided by employers).** **Under this circumstance, the hiring unit (or the project director) shall also be responsible for paying the said premium.** (If the insured employee works for a project, the project director shall be deemed responsible for paying the premium; otherwise the hiring unit shall.)
- (5) The hiring unit or the project director shall protect the rights of part-time student teaching/administrative assistants and temporary/student workers in accordance with the “Directions for Labor Rights Protection of Employee-Based Student Part-Time Assistants” (Appendix 7). In accordance with labor-related acts and regulations for student affairs, the hiring unit shall assist the project director with the management of the said employees and the resolution of the controversy surrounding them. In addition, the handling of such controversy shall be recorded in written form for inspection.
- (6) When applying for relevant employment, the hiring unit and the project director shall first enquire students with disabilities about their willingness to be employed as part-time student teaching/administrative assistants and temporary/student workers for the project and give priority over their employment. The hiring unit may increase their working hours or duties considering their willingness and capability. For example, the hiring unit may allow them to be teaching assistants for two classes or take on other part-time work in NTU simultaneously. **Thus, the actual wage received by them shall be more than a half of the basic wage so that they can be counted as staff members with disabilities.** In addition, **the budget for the Higher Education Sprout Project shall not be used to make up for the budget shortfall due to**

the insufficient number of staff members with disabilities. The hiring unit shall find other applicable budgets to balance the expenditure.

4. For other relevant regulations, please refer to “Directions for Labor Rights Protection of Employee-Based Part-Time Student Assistants” and the page of Part-Time Student Assistant Affairs Administered by the Office of Academic Affairs (http://www.aca.ntu.edu.tw/aca_ta.asp). For questions about labor-related acts, please visit the website of the Ministry of Labor (<http://www.mol.gov.tw/>). For questions about the Labor Standards Act, please contact the Department of Labor Standards and Equal Employment at (02)8590-2729. For questions about intellectual property rights, please visit the website of the Intellectual Property Office, Ministry of Economic Affairs (<https://www.tipo.gov.tw/>) or make relevant inquiries at (02)2738-0007.