

NATIONAL TAIWAN UNIVERSITY
Employment Contract for Assistants and Tutors of Special Education
Students

1. Period of employment: from ____/____/____ to ____/____/____ (MM/DD/YYYY)
2. Job description (Please check one box):
 - 1) ☐ To provide students with disabilities with assistive services that aid them in learning and integrating into campus life, including note taking, providing lecture transcriptions, acting as a learning companion, reading assistance, providing braille text, audio recording, daily living assistance, and daily activity assistance.
 - 2) ☐ To provide students with disabilities with academic assistance in the courses offered by their departments / graduate institutes.
3. Confidentiality
 - 1) The personal privacy of students accepting these services must be respected and their personal information may not be disclosed without just cause.
 - 2) Employees proven to have committed a breach of confidentiality shall have their employment terminated immediately, and the faculty of their college and department shall be notified of the violation.
4. Wages
 - 1) Hourly rate for assistants: NT\$160 per hour, calculated according to the minimum wage stipulated by the Ministry of Education.
 - 2) Tutoring hourly rate: Paid in accordance with the *Hourly Rate Standards for Part-Time Instructors of Public Universities and Colleges*—undergraduate students, NT\$200; graduate students, NT\$300; lecturers, NT\$670; assistant professors, NT\$735; associate professors, NT\$795; professors, NT\$925.
5. Work rules and regulations:
 - 1) Assistants and tutors shall provide special education students with the assistance they need to in daily life and/or with learning or academic assistance and report the services they provide honestly.
 - 2) Any fraudulent declaration of services provided or reimbursement for expenditures, once verified, shall be reported to the University's Rewards and Penalties Committee for further punitive action. In case of violations of the relevant laws, the University shall take legal action against the violators.

Employee Signature: _____

Department / Graduate Institute Chair Signature: _____

Date: ____/____/____ (MM/DD/YYYY)