

Yuan Ze University Regulations for Security Guard Management

March 26, 1990, Passed by the 16th Executive Council Meeting of the 1989 Academic Year

May 14, 1990, Amended by the 21st Executive Council Meeting of the 1989 Academic Year

July 26, 1995, Amended by the 45th Executive Council Meeting of the 1994 Academic Year

November 18, 2015, Amended by the 8th Executive Council Meeting of the 2015 Academic Year

October 20, 2021, Amended by the 6th Executive Council Meeting of the 2021 Academic Year

Article 1. These regulations are established to ensure proper supervision and flexible deployment of security guards at Yuan Ze University, enabling them to fulfill their responsibilities effectively and complete assigned tasks.

Article 2. The General Affairs Office is responsible for the unified command and deployment of the University's security guards. Security guards must strictly comply with assigned duties and participate in necessary training and lectures.

Article 3. The evaluation, rewards, and punishments of security guards shall be conducted in accordance with the “YZU Regulations for Staff’s Yearly Performance Evaluation” and the “YZU Regulations for Staff Reward And Punishment”. Additionally, the “YZU Regulations for Duty Executing of Security Guard” shall be established as the basis for their operational duties.

Article 4: The following situations shall result in disciplinary actions:

1. Leaving the post without authorization (excluding official business or duties), as verified through reports or inspections: Absence within 2 hours: one demerit. Absence between 2–4 hours: two demerits. Absence between 4–6 hours: one major demerit. Absence between 6–8 hours: two major demerits.
2. Unjustified tardiness (without reporting or communication): Tardiness within 2 hours: one demerit. Tardiness between 2–4 hours: two demerits. Tardiness between 4–6 hours: one major demerit. Failure to report for duty: two major demerits.
3. If the successor is late, and the incumbent leaves without reporting or arranging for a replacement, the following penalties shall apply: First offense: one demerit. Second offense: one major demerit. Third offense: two major demerits.
4. Failure in night patrol clocking (partial absence from designated locations): First offense: verbal warning. Second offense: one admonition. Third offense: one demerit. Fourth offense: two demerits. Fifth and subsequent offenses: one major demerit per incident.
5. Failure in night patrol clocking (complete absence from designated locations): First offense: one admonition. Second offense: one demerit. Third offense: two demerits. Fourth offense: one major demerit. Fifth and subsequent offenses:

two major demerits per incident.

6. Sleeping during duty hours, as verified through reports or inspections: First offense: one demerit. Second offense: one major demerit. Third offense: two major demerits.

7. Drinking or gambling during duty hours: Two major demerits.

For other significant incidents that render the individual unfit for security work, a special assessment may be conducted.

Article 5: Security guards who demonstrate diligence and outstanding performance during duty shall be rewarded in accordance with the “YZU Regulations for Staff Reward And Punishment” to encourage excellence.

Article 6: These regulations shall take effect upon approval by the Executive Council Meeting. Amendments shall follow the same procedure.

In case of any discrepancy between the Chinese and English versions, the Chinese version shall prevail.