

# 國立中山大學水域救生員管理及考核要點

## Regulations for Water Lifeguard Management and Assessment

110年9月15日本校110學年度第1學期第1次學務處組長會議新訂  
110年11月3日本校110學年度第3次協調會報修正通過  
110年11月24日本校110學年度第1學期第6次行政會議修正通過  
110年12月10日本校110學年度第1次校務基金管理委員會通過  
111年3月30日本校110學年度第2學期第4次行政會議修正通過  
112年12月8日112年度第3次校務基金管理委員會修正通過

Amended and approved at 3rd University Endowment Fund Management Committee on December 9th, 2022.

第一條 為提升本校海域中心營運管理效能，特訂定本要點作為管理及考核本校水域救生員之依據。

I. To administer the employment, evaluation, dismissal, denial of renewed employment, suspension, severance, and reinstating employment of full-time sports coaches (hereinafter referred to as the coaches) of the University, the NSYSU Full-Time Sports Coach Evaluation Committee (hereinafter referred to as the Committee) shall be established according to the Regulations Governing Educational Institutions at All Levels Hiring and Managing Full-time Sport Coaches

第二條 本要點所稱「水域救生員」指本校海域中心及游泳池專任救生員，管理單位為本校學生事務處體育發展組。

II. The "water lifeguards" in the regulations refer to the full-time lifeguards of the school's marine sports center and swimming pool. The management department is the Sport Development Division of the Office of Student Affairs.

第三條 本校水域救生員進用資格須符合下列條件：

III. The qualifications to be employed as lifeguards in the University's waters are as follows.

一、 具教育部體育署所核發之救生員證並在有效期間內。

1. Possession of a lifeguard certificate issued by the Sports Administration of the Ministry of Education within the validity period.

二、 需能獨立駕駛救生艇、水上摩托車執行救生工作。

2. Ability to independently operate lifeboats and jet skis to perform lifesaving tasks.

三、 具有游泳池機房、水質、水溫管控之知識與能力。

3. Knowledge and ability to control machine rooms and adjust water quality and water temperature at swimming pools.

四、 具電腦文書處理能力。

4. Computer document processing skills.

五、 品性端正，具有耐心及良好的溝通能力。

5. Good character, patience and good communication skills.

第四條 水域救生員應依公平、公開、公正方式遴選後進用。各級主管之配偶及三親等內之血親、姻親於其主管單位任期中應迴避僱用。應迴避人員在各該主管接任以前已僱用者不在此限。

IV. Lifeguards in water areas should be selected and employed in a fair, open and impartial manner.

Spouses of supervisors at all levels and blood relatives and relatives by marriage within the third degree of kinship shall avoid employment during their term of office in the supervisory department. This does not apply to subjects who were employed before the respective supervisors took over.

第五條 水域救生員之薪資支給標準如附表一，新進人員聘用建議表如附表二，由管理單位依支給標準循行政程序敘明薪資來源簽准後核敘。

V. The salary payment standard for water lifeguards is as shown in Appendix 1, and the recruitment recommendation table for new personnel is as Appendix 2. The management department shall follow the administrative procedures to state the source of salary and approve it according to the payment standard.

第六條 管理單位主管應就水域救生員工作表現及服務態度等加以考核，作為是否續聘或晉(減)薪之依據。

VI. The supervisor of the management department should evaluate the work performance and service attitude of the water lifeguards as the basis for extension of employment or salary modification.

第七條 水域救生員之考核方式(考核表如附表三至四)

VII. Assessment methods for water lifeguards (assessment form as shown in Appendixes 3 and 4)

一、 試用期滿成績考核：

新聘水域救生員應試用三個月，試用期間工作酬金得依水域救生員薪資支給標準表之規定核支，試用期滿成績考列八十分以上者為合格，七十九分以下者為不合格。試用成績經評定合格者，正式核定其職稱及薪級，並予以正式聘僱；評定不合格者，則依勞動基準法之規定辦理終止契約。

1. Performance assessment at the end of probation period:

Newly employed water lifeguards shall undergo a probation period of

three months. During the probation period, work remuneration is issued in accordance with the provisions of the salary standard table for water lifeguards. After the probation period, those with assessment scores of 80 or above are considered qualified, and those with scores of 79 or below are considered as unqualified. Those who pass the probationary evaluation will have their professional titles and salary levels officially determined and be formally employed; those who fail the evaluation will have their contracts terminated in accordance with the provisions of the Labor Standards Act.

- 二、 平時考核：任職滿四個月以上者，於每年六月考核平時之成績。
2. Regular assessment: For those who have served for more than four months, their regular performance will be assessed in June every year.
- 三、 年終考核：於每年年終考核其當年一月至十二月任職期間之成績。
3. Annual assessment: At the end of each year, the performance during the period from January to December of that year will be assessed.
- (一) 甲等：八十至八十九分，晉一級。
- (1) Grade A: Scores from 80 to 89. Move up one rank.
- (二) 乙等：七十至七十九分，不晉級。
- (2) Grade B: Scores from 70 to 79. Rank is unchanged.
- (三) 丙等：六十九分以下，予以解聘。
- (3) Grade C: Scores of 69 or below. Contract will be terminated.
- (四) 另予考核：任職至年終滿六個月以上未滿一年者之成績考核，考核之等次比照前款年終考核。考列乙等以上者，不予晉級；考列丙等者，不予續聘。
- (4) Separate assessment: Performance assessment for those who have served for more than six months but less than one year at the end of the year. The assessment grade will be based on the annual assessment in the previous paragraph. Those who get Grade B or above will not be promoted; those who get Grade C will not be renewed.

年終考核、另予考核或試用考核成績列甲等者，工作滿一年者支給1.5個月薪酬年終工作獎金，服務未滿一年者依實際在職月數比例核給；考核成績考列乙等者，工作獎金依前開標準減半核支；連續二年考列乙等或當年考列丙等者，不發給年終工作獎金。

考核成績列乙等者，管理單位應予輔導，輔導期間達六個月且專

案考核仍未見改善者或連續二年考核(含另予考核及年終考核)成績列乙等或當年度考列丙等者，不予續聘，並依勞動基準法及本校約用人員工作規則等相關規定辦理。

Those who are ranked A in the annual assessment, separate assessments or probationary assessments will be given 1.5 months of salary as a year-end work bonus for those who have worked for one year, and will be paid in proportion to the actual number of months on the job for those who have served for less than one year; those who will be ranked B in the assessment results, the bonus will be issued at one half of the aforementioned amount. For those who have been awarded Grade B for two consecutive years or Grade C in the current year, the year-end work bonus will not be granted.

The management department should provide counseling to workers who received grades of B in assessment. In cases where there is no improvement after counseling has lasted for six months, those whose assessment results have been ranked B for two consecutive years (including separate assessments and annual assessments), or those who received a Grade C in their assessments will not be re-employed and will be handled in accordance with the Labor Standards Act, the University's employment regulations for contracted personnel, and other relevant regulations.

第八條 考核程序：管理單位年終考核時應檢具水域救生員之差勤與具體工作表現等相關資料辦理初評，並提送「本校約用行政人員成績考核審查小組」辦理複評。

VIII. Assessment procedures: During the annual assessment, the management department should examine the attendance and specific work performance of the water lifeguards and other relevant information for preliminary assessment, and submit it to the "NSYSU Contracted Administrative Staff Performance Assessment Review Team" for re-evaluation.

第九條 水域救生員於聘用期間，須接受所屬主管之督導及工作指派，並遵守性別平等教育相關規定及本校相關規定；依法令辦理業務時，應維持公正中立，如違反情節重大經查證屬實者，得予以解聘；於聘用期間如證照更新應即陳報所屬單位，如發生證照失效而未能於所屬主管要求期限內取得有效證照者，得立即予以解聘。

IX. During the employment period, water lifeguards must accept the supervision and work assignments of their supervisors, and abide by the relevant regulations on gender equality education and the relevant regulations of the University. When carrying out duty in accordance with laws and regulations, they must maintain impartiality and neutrality. Shall there be any serious violations proven to be true, the employee shall be dismissed. In cases any

professional licenses are updated during the employment period, the employee shall immediately report it to the employer. If the license expires and the employee fails to obtain a valid license within the time limit required by the supervisor, the employee may be dismissed immediately.

- 第十條 水域救生員之上班時間及加班方式依本校約用人員工作規則及本校約用人員差勤管理要點規定辦理，但應業務需要，得經專案簽准另訂之。
- X. The working hours and overtime work methods of water lifeguards are governed by the University's Contracted Personnel Work Rules and Contracted Personnel Attendance Management Regulations. However, based on the needs, special cases may be carried out as separate projects upon approval.
- 第十一條 水域救生員之請假依勞動基準法、性別工作平等法、勞工請假規則及本校相關規定辦理。
- XI. Leave requests for water lifeguards shall be handled in accordance with the Labor Standards Act, Act of Gender Equality in Employment, Labor Leave Rules and relevant regulations of the University.
- 第十二條 水域救生員於聘用期間，不得在校內外兼職或兼課，如因業務需要須依校內相關規定專案簽准。
- XII During the employment period, water lifeguards are not allowed to work or teach inside or outside the University besides their assigned job as stated in the contract. If necessary due to business needs, they must be approved in accordance with relevant school regulations.
- 第十三條 水域救生員自請離職，應依勞基法第十六條規定之期限提出，離職時並應依規定程序辦妥離職手續。
- XIII Water lifeguards who voluntarily resign must submit their resignation within the time limit specified in Article 16 of the Labor Standards Act. When resigning, they must complete the resignation procedures in accordance with the prescribed procedures.
- 第十四條 水域救生員應依相關規定參加勞工保險、全民健保及勞工退休金。其薪資、勞保、全民健保及勞工退休準備金應由雇主負擔之費用，由本校校務基金等相關經費項下支應。
- XIV Water lifeguards should participate in labor insurance, national health insurance and labor pensions in accordance with relevant regulations. The salary, labor insurance, national health insurance and labor retirement reserve funds that should be borne by the employer shall be covered by the university endowment fund and other related funds.
- 第十五條 水域救生員於聘用期間，得依本校有關規定享有下列權益：

- XV During the period of employment, water lifeguards are entitled to the following rights and interests in accordance with the relevant regulations of the University:
- 一、 請領本校識別證與校內汽機車通行證。
    1. Application to identification card and on-campus parking pass
  - 二、 圖書與資訊處及體育場所等公共設施，得依各單位規定使用之。
    2. Right to use public facilities such as libraries, information services and sports venues in accordance with the regulations of each department.
  - 三、 其他經專案簽准之福利事項。
    3. Other welfare as otherwise approved.
- 第十六條 水域救生員於聘用期間應簽訂契約，契約中明定其聘期、薪資、工作時間、差假、考核、獎懲、福利、退休、資遣、職業災害補償、到離職等權利義務事項。
- XVI Water lifeguards should sign a contract during the employment period, which clearly stipulates their rights and obligations such as employment period, salary, working hours, leave, assessment, rewards and punishments, benefits, retirement, severance, occupational disaster compensation, and resignation.
- 第十七條 要點未規定事項，依「國立中山大學約用人員工作規則」、「國立中山大學約用人員進用管理要點」、「勞動基準法」、「勞工退休金條例」及其他相關法令辦理
- XVII Matters not specified in the regulations shall be handled in accordance with the "NSYSU Contracted Personnel Work Rules", "NSYSU Contracted Personnel Recruitment Management Regulations", "Labor Standards Act", "Labor Pension Ordinance" and other relevant laws.
- 第十八條 本要點經行政會議及校務基金管理委員會通過後，陳請校長核定後實施，修正時亦同。
- XVIII The regulations are stipulated in the Executive Meeting and University Endowment Fund Management Committee Meetings, and implemented upon approval by the President. The same procedure applies in cases of amendments.

附表一

Appendix 1

國立中山大學水域救生員薪資支給標準表

**Salary Standard Chart for NSYSU Water Lifeguards**

薪級 Rank	薪資 Salary
6	35,000
5	34,200
4	33,400
3	32,600
2	31,800
1	31,000

附表二 Appendix 2

<b>國立中山大學水域救生員聘用建議表</b> <b>NSYSU Water Lifeguard Recruitment Recommendation Table</b>			
聘用單位 Hiring department		姓名 Name	
擬聘職稱 Job title		擬聘日期 Work period	From 自 年 月 日起 To 自 年 月 日止 (若為不定期契約者，免填截止日期) (“To” not needed for indefinite contracts)
資歷 Experiences	最高學歷 Degree of education : 工作經驗 Work experience : 專長及其他 Expertise and others :		
擬敘薪級 Salary level	_____ 級 <u>Level</u> 、薪資 paid NT\$ : _____ 元		
工作內容 Job content			
考評方式 Assessment Method	依本校水域救生員管理及考核要點 According to NSYSU Regulations for Water Lifeguard Management and Assessment		
單位主管簽章 Supervisor		日期 Date	年 月 日



附表三 Appendix 3

國立中山大學水域救生員試用期滿考核表

NSYSU Water Lifeguard Probationary Assessment Table

單位名稱 Department		姓名 Name		職稱 Job title	
到職日 Start date			試用期間 Probation period		
工作內容 Job content					
<b>水域救生員自評 Self Assessment</b>					
工作成果 Work result					
其他(如改善建議、適任度等) Others (suggestions, appropriateness, etc.)					
受評人簽名 Signed			自評日期 Dated	年	月 日
<b>主管評量 Manager Assessment</b>					
評核項目 Assessment item	評	核	項	目	說 明 Comments
工作表現 Work performance					
工作態度 Work Attitude					
規劃能力 Planning ability					
溝通與解決問題能力					

Communication and problem solving			
外語能力 Language ability			
綜合評語 Overall comments			
綜合評分 Overall score			
單位主管 簽章 Supervisor		評核日期 Date	年 月 日

國立中山大學水域救生員 平時 考核表  
年終

NSYSU Water Lifeguard Regular Assessment Table  
Annual

單位名稱 Department		姓名 Name		職稱 Job title	
到職日 Start date			考核期間 Assessment period		
工作內容 Job content					
<b>水域救生員平時自評(1月-6月)</b> <b>Self regular assessment(January to June)</b>					
工作成果 Work result					
其他(如改善建議、適任度等) Others (suggestions, appropriateness, etc)					
受評人簽名 Signed			自評日期 Date	年 月 日	
<b>主管評量 Manager Assessment</b>					
平時考核(1月-6月) Regular assessment(January to June)			年終考核(1月-12月) Annual assessment(January to December)		
評核項目 Assessment Item	評分 Score	說明 Comments	評分 Score	說明 Comments	
工作態度與團隊合作(50分) Attitude and teamwork (50pts)					
解決問題能力(30分)					

Problem solving (30pts)				
規劃分析能力 (10分) Planning and Analyzing (10pts)				
專業與外語能力 精進(10分) Professional and language (10pts)				
<b>總分 Total score</b>				
綜合評語 Overall comments				
二級主管簽章 Signature of level two supervisor			評核日期 Date	年 月 日
一級主管簽章 Signature of level one supervisor			評核日期 Date	年 月 日