

National Chi Nan University Management Regulations for Designated Contact Persons' Official Mobile Communication

Passed by the 2nd meeting of the Computer and Network Center Advisory Committee in the 2001 academic year on May 30, 2002

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Chapter 1: General Provisions

1: National Chi Nan University (hereinafter referred to as "the University") establishes these management regulations to set standards for official mobile phone and telephone communication fees, in accordance with the "Principles for Handling Mobile Phone Communication Fees of the Executive Yuan and its Subordinate Agencies".

2: The mobile phone communication fees referred to in these regulations include monthly rental fees, call charges, SMS fees, transmission fees, and internet fees for mobile phone numbers.

3: The designated contact persons referred to in these regulations are personnel of the University who handle time-sensitive official matters, job responsibilities related to urgent official business. Time-sensitive and urgent official matters are defined as follows:

1. Major disasters occurring at the University or in the Puli area that require designated contact persons to coordinate and handle.
2. Sudden incidents involving University faculty, staff, or enrolled students that require designated contact persons to assist in handling.
3. Matters outside normal working hours that require on-duty personnel to designate contact persons for assistance or coordination.
4. Official matters under the purview of various University units that require designated contact persons for immediate handling or coordination to avoid losing timeliness. The term "faculty and staff" in item 2 of the preceding paragraph includes part-time teaching staff, contract employees for special projects, full-time teaching assistants, and research assistants.

4: Official mobile communication equipment referred to in these regulations means mobile phones and other mobile communication devices, including one phone number, applied for and distributed by the management unit to designated contact persons for time-sensitive and urgent official communication needs.

5: The management unit referred to in these regulations is the unit designated as responsible for telecommunications management in Article 3 of the University's Telecommunications Management Rules.

Chapter 2: Designated Contact Persons

6: The following personnel may be designated as contact persons for the University:

1. President, Vice Presidents
2. Chief Secretary, Dean of Academic Affairs, Dean of Student Affairs, Dean of General Affairs
3. President's Executive Secretary
4. Due to the nature of their work or for handling seasonal or major special project plans, mobile phone communication fees may be borne by the University and registered under the University's name, provided for use by unspecified personnel or shared by two or more people. The units with special business characteristics or work nature mentioned in item 4 of the preceding paragraph include the Student Safety and Counseling Center and Residential Services Division of the Office of Student Affairs, the General Affairs Division, Construction and Maintenance Division, and Campus Security Team of the Office of General Affairs. The staff responsible for time-sensitive and urgent business in these units shall be assigned by their respective unit heads and any changes should be notified to the management unit in writing.

7: The University bears the mobile phone communication fees, with no upper limit for the President, Vice Presidents, and Chief Secretary. For other designated contact persons, the limit is NT\$500 per month. If the above limit is insufficient due to special business needs, or for mobile phone communication fees related to special business characteristics, work nature, or for handling seasonal or major special project plans, approval may be sought from the President separately.

8: Designated contact persons are responsible for handling time-sensitive and urgent official matters and emergency contacts for the University.

9: Designated contact persons may apply to the management unit for one set of official mobile communication equipment after taking office due to the need for time-sensitive and urgent official communication, limited to one time only.

Chapter 3: Official Mobile Communication Equipment

10: The use of official mobile communication equipment is primarily for handling time-sensitive and urgent official matters and emergency contacts for the University.

11: The management unit is responsible for the procurement, distribution, return, and management of official mobile communication equipment.

12: The phone numbers of official mobile communication equipment are applied for under the University's name and are allocated and managed by the management unit.

13: All expenses related to official mobile communication equipment, except for telecommunication fees, are paid by the University, including number application and setup, equipment purchase and replacement, equipment maintenance, and consumables replacement. Telecommunication fees are handled according to the "Principles for Handling Mobile Phone Communication Fees of the Executive

Yuan and its Subordinate Agencies". Any amount exceeding the specified limit will be calculated by the responsible unit upon receipt of the monthly bill, and a bill will be issued to notify the Cashier's Office to deduct the amount from the individual's salary.

14: Official mobile communication equipment is listed as property of the designated contact person's unit, with the property custodian generally registered as the designated contact person.

15: The management unit is responsible for the repair of official mobile communication equipment.

16: The replacement of official mobile communication equipment should be handled according to relevant regulations, and may be handled by the management unit when necessary.

17: When a designated contact person leaves their position, they should handle the return of the originally distributed official mobile communication equipment to the management unit according to the following principles:

1. The return should be handled within two weeks after leaving the position. If overdue, the management unit may directly apply to the telecom company to terminate the number rental.
2. The phone number may be retained according to the leaving person's wishes, and the management unit may handle the transfer when necessary, but all related costs shall be borne by the leaving person.
3. Hardware equipment such as phones (including all originally distributed accessories) must be returned to the management unit.
4. For those who fail to handle the return within the time limit, the management unit should issue reminders. If the return is still not handled within two weeks after the reminder, the management unit may report the facts to the President.
5. When leaving the University's service after stepping down, one should first settle the payable telecommunication fees with the responsible unit and pay at the Cashier's Office before leaving the University.

Chapter 4: Supplementary Provisions

18: The management unit should keep detailed records of all changes in official mobile communication, monthly telecommunication fees, and maintenance costs for reference.

19: Any matters not covered by these regulations shall be handled in accordance with relevant laws and regulations.

20: These regulations shall be implemented after being passed by the Advisory Committee meeting of this Center.