

# 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

113年5月1日本校112學年度第2學期第6次學生事務處組長會議通過

113年5月22日本校112學年度第2學期第4次行政協調會議通過

113年5月29日本校112學年度第2學期第8次行政會議修正通過

113年12月6日本校113年度第3次校務基金管理委員會會議審議通過

Amended and approved at 3rd University Endowment Fund Management Committee on December 6th, 2024.

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 水域救生員之薪酬支給標準依「國立中山大學約用人員進用管理要點」行政人員薪酬標準表之五至十三職級支給。

V. The salary payment standards for aquatic lifeguards is based on the salary scale for administrative staff outlined in the "Guidelines for the Employment and Management of Contract Personnel at National Sun Yat-sen University," ranging from grades 5 to 13.

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及考核程序依「國立中山大學約用人員考核實施要點」辦理。

VII. The assessment method and procedure for lifeguards follow the "Implementation Guidelines for the Assessment of Contracted Personnel at National Sun Yat-sen University".

第八條 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。

VIII. 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.

第九條 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。

IX. 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。

X. 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.

第十一條 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。

XI 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.

第十二條 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。

XII 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.

第十三條 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。

XIII 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.

第十四條 水域救生員於聘用期間，得依本校有關規定享有下列權益：

XIV 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.

第十五條 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。

XV 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.

第十六條 本要點未規定事項，依「國立中山大學約用人員考核實施要點」、「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。

XVI 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.

第十七條 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。

XVII 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.