

Chulalongkorn University Regulations  
On Temporary Employees (No. 4)  
B.E. 2564 (2021)

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As it is deemed appropriate to revise the Chulalongkorn University Regulations on Temporary Employees,

By virtue of Article 21 (3) of the Chulalongkorn University Act B.E. 2551 (2008), the University Council at its 856<sup>th</sup> meeting on 28<sup>th</sup> October B.E. 2564 (2021) has approved the regulations as follows:

**Article 1:** These regulations shall be called the “Chulalongkorn University Regulations on Temporary Employees (No. 4) B.E. 2564 (2021)”.

**Article 2:** These regulations shall take effect on the day following their announcement.

**Article 3:** The content of Articles 15 and 16 of the Chulalongkorn University Regulations on Temporary Employee B.E. 2553 (2010) shall be repealed and replaced with the following:

**“Article 15:** The temporary employee’s contract ends in one of the following circumstances:

- (1) The temporary employee dies;
- (2) The temporary employee resigns;
- (3) The term of contract expires; or
- (4) The university terminates the contract for one of the reasons stipulated in the contract.

**Article 16:** When it appears to any temporary employee’s immediate supervisor that there is a possible reason for termination of his or her contract as per Article 15(4) as stipulated here, one of the following procedures shall be implemented prior to the contract termination:

(1) **In the event that the temporary employee has committed corruption or a willful criminal offence against the university or work section, deliberately caused damage to the university or work section, or his or her negligent act or dereliction of duty has caused serious damage to the university or work section,** an investigation committee shall be appointed, and the temporary employee shall be allowed to defend his or her case and state the facts along with reasons and evidence. The investigation process shall be completed within 30 days. If the chief of the work section, with the approval of the administrative committee, perceives from the investigation report that there is a valid reason to terminate the temporary employee’s employment as per Article 15(4), as stipulated here, he or she shall forward the investigation report to the Administrative Committee for Personnel Management for consideration to terminate the employment contract.

(2) **In the event that the temporary employee has violated any laws, regulations, rules, announcements, terms or orders enforced by the university or work section,** his or her immediate supervisor shall report the case to the chief of the work section. If the chief of the work section does not deem it a serious offence, a warning letter shall be issued to the temporary employee. In the event that it is deemed a serious offence or that the temporary employee continues to violate any laws, regulations, rules, announcements, terms or orders enforced by the university or work section after receipt of the warning letter, the chief of the work section shall order the temporary employee to state his or her facts. If the chief of the work section, with the approval of its administrative committee, perceives that there is a valid reason to terminate the temporary employee's employment as per Article 15(4), as stipulated here, he or she shall recommend the contract termination to the Administrative Committee for Personnel Management for consideration.

(3) **In the event that the temporary employee has received a final verdict of a prison sentence,** except for negligence or minor offence, the chief of the work section shall recommend the contract termination to the Administrative Committee for Personnel Management for consideration.

(4) **In the event that the temporary employee has been neglecting his or her assignment or absent from his or her work without any valid reason,** the immediate supervisor shall report the case to the chief of the work unit, to issue a notification letter to the temporary employee requesting him or her to state his or her facts and reasons for the case within five business days after receipt of the letter. If the chief of the section, with the approval of its administrative committee, perceives that it is in fact dereliction of duty or unauthorized absence as per Article 15(4) as stipulated here or if the temporary employee fails to state his or her facts and reasons within the specified time period, the chief of the section shall recommend the contract termination to the Administrative Committee for Personnel Management for consideration.

(5) **In the event that the temporary employee does not comply with his contract or job assignment, or his or her operation or performance does not comply with the contract or job assignment,** the immediate supervisor shall report the case to the chief of the work unit to issue a warning letter to the temporary employee, ordering him or her to improve the work performance within one month after receipt of the letter. A committee shall then be appointed to evaluate the temporary employee's performance and then report to the chief of the work section. With the approval of its administrative committee, if the chief of the work section perceives that there remains a valid reason for the contract termination as per Article 15 (4) as stipulated here, he or she shall recommend it to the Administrative Committee for Personnel Management for consideration.

The committee in Items (1) and (5) comprises a chairperson, the temporary employee's immediate supervisor and three other members. In the case of (1), an individual knowledgeable in laws shall be on the committee."

**Article 4:** The content of Article 17 of the Chulalongkorn University Regulations on Temporary Employee B.E. 2553 (2010), as revised by the Chulalongkorn University Regulations on Temporary Employee (No. 3) B.E. 2564 (2021), shall be repealed and replaced with the following:

**“Article 17:** In the event that the Administrative Committee for Personnel Management terminates the employment contract for one of the causes in Article 15 (4), the temporary employee shall be entitled to a severance pay as follows:

(1) Having worked for an uninterrupted period of at least 120 days but less than a year, a severance pay equal to his or her 30-day wage;

(2) Having worked for an uninterrupted period of at least a year but less than two years, a severance pay equal to his or her 90-day wage;

In the event of the contract termination as per Article 15 (3) and that the university has renewed the temporary employee’s contract, the work periods in all the contracts shall be combined for his or her welfare eligibility. The temporary employee shall be entitled to a severance pay according to the Chulalongkorn University Regulations on Personnel Management *mutatis mutandis*.”

**Article 5:** The following shall be added as Article 17/2 to the Chulalongkorn University Regulations on Temporary Employee B.E. 2553 (2010):

**“Article 17/2:** The university is not required to provide severance pay as per Article 17 to the temporary employee under one of the following circumstances:

(1) The temporary employee has committed corruption or a willful criminal offence against the university or the work section;

(2) The temporary employee has deliberately caused damage to the university or the work section;

(3) The temporary employee’s negligent act or dereliction of duty has caused serious damage to the university or the work section;

(4) The temporary employee has violated any laws, regulations, rules, announcements, terms or orders enforced by the university or work section, and has been issued a warning letter by the university or work section, except for the case of a serious offence, in which such a warning is not necessary.

The warning letter shall be valid for no more than a year after the date of the temporary employee’s misconduct;

(5) The temporary employee has been neglecting his or her assignment or absent from work without a valid reason for a consecutive period of three business days, with or without a holiday in-between;

(6) The temporary employee has received a final verdict of a prison sentence except for negligence or minor offence.

The termination of the employment contract shall not result in the suspension or cancellation of any ongoing criminal or civil procedure against the temporary employee.”

Announced on 30<sup>th</sup> November B.E. 2564 (2021),

(Signed)

(Professor Emeritus Pirom Kamolratanakul, M.D.)

Chairman of the University Council