

Employee Handbook

Faculty of Business Administration



St. Theresa International College

Ongkarak, Nakhon Nayok, Thailand

Introduction

This personnel manual is prepared for personnel in the Faculty of Business Administration to use as a guideline in their work regarding the faculty and support personnel of the college. This is a document that compiles rules, regulations, announcements, rules and guidelines for working in various matters with the aim of allowing personnel to know and understand. Including working correctly and following the same guidelines. In addition, the faculty also Various rights and benefits have been collected. that the college provides to personnel as well

The organizing team sincerely hopes that This manual will be beneficial to personnel in performing their duties and the benefits of each person. If any errors occur The production team would like to apologize for this opportunity and will try to improve it to be accurate and up to date.

Faculty of Business
Administration

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Introduction

History and background

St. Teresa International College Located at No. 1, Village No. 6, Rangsit-Nakhon Nayok Road (Khlung 141), Bueng San Subdistrict, Ongkharak District, Nakhon Nayok Province 26120. Telephone 0-2234-5599, 0-2234-9243-5, 08-63 13-368 Fax 0 -3739-5111 website <http://www.stic.ac.th> It has been operating since 2000 under the name "St. Theresa Inti College" with accreditation from the University Administration. Which is currently the Office of the Higher Education Commission, providing education at the bachelor's and master's levels. Using English as the medium of instruction, the college has established academic cooperation with many foreign universities to jointly develop curricula. Exchange personnel, professors, and students in order to create higher academic standards. For the college It has become a truly international college. The college is committed to organizing a new military education system. By creating a global worldview Based on understanding of foreign society and culture Use education as a tool to strengthen the wisdom of the country's citizens. To support the changes in the globalized world.

The college offers business administration programs in collaboration with Troy University. United States This is the first institution that can teach the entire curriculum. Where can I get it in Thailand? Without having to travel out of the country, students will receive two degrees after graduation, one from Troy University. and from the college This course itself provides opportunities for students of the college. Credits can be transferred to study in the final year at more than 37 network universities in the United States, which represents the standards of the curriculum that are well accepted internationally.

In the academic year 2006-2010, the college offered a master's degree program. Business Administration (MBA) in collaboration with Troy University Master's degree program in Educational Administration (M.Ed) by teaching at Aksakulthai Tower, Surawong Road, Bang Rak, Bangkok and also offering bachelor's degree programs. Department of Communication Arts (Communication Arts) and bachelor's degree programs in Nursing Science as well. In the academic year 2008-2009, the college opened 2 new programs: bachelor's degree Bachelor of Business Administration Program Aviation business branch and graduate level Graduate Diploma Program in Teaching Profession

In order for the administration of the college to be smooth and flexible, at the College Council meeting No. 4/2008 on May 26, 2009, the meeting resolved to consider and approve the change of the name and logo of the institution from St. Teresa College. Inti St Theresa Inti College is St Theresa International College which received approval from the Office of the Higher Education Commission by the Subcommittee on Legal Search at its 7th meeting/2009 on 10 November 2009.

Brand, emblem or symbol



1. College emblem It consists of a key placed on a book. which is housed in a stained glass frame on the cross. And surrounded by a circle, there is the name St Theresa International University.

2. Meaning of Saint Teresha International College Emblem

Books mean a treasure trove of wisdom.

Key means the tool that unlocks the door to all knowledge and science.

Stained glass means a symbol of wisdom. and internationalism

The cross means embracing, protecting, and caring for the nation's youth.

The circle represents the power of scientific progress. which evolves continuously

3. College colors are blue and green which has the following meanings

Blue means broad vision.

Green means brightness, peace and prosperity.

4. Meaning

St. Theresa International College Aiming to develop education towards excellence and internationalism with a broad vision. for a bright life Peace and complete humanity

Philosophy, aspirations, objectives, vision, mission, identity or culture.

1. Philosophy

Providing good quality education It will develop individuals to be successful and have a good social life.

2. Resolution

St. Theresa International College It is committed to developing the institution into a higher education institution with quality and international standards.

3. Purpose

3.1 Produce undergraduate and graduate graduates in the field of business administration. Search for science and technology Develop health sciences and other areas that are consistent with the needs of the country.

3.2 Promote and support study, research, and research in various fields of science, especially in the field of health sciences. To develop knowledge and the application of modern technology for management efficiency. and country development

3.3 Provide academic services to the community and society. To develop efficiency in administration and management Preserving the environment and creating awareness of sustainable national development

3.4 Preserve national arts and culture

3.5 Promote Thailand's role in global society.

3.6 For Thailand to become the center of education in Southeast Asia.

4. Vision

To be an institution of higher education that is excellent in international education. Produce graduates in fields related to improving the quality of life. To be a person with knowledge of morality and social responsibility.

5. Mission

5.1 Promote educational opportunities for the community

5.2 Develop educational standards to increase the capacity (Capability) of college competition.

5.3 Develop education and learning quality management

5.4 Enhance the quality of life and develop students' competency for competition.

5.5 Create excellent work standards To create and maintain superior competitive ability.

6. University spirit

6.1 To join in creating knowledge to improve the quality of life of people in the nation.

6.2 To build a reputation for excellent academic research Internationally recognized

6.3 To prepare human resources that are valuable and accepted in the global society.

6.4 To create a friendly academic environment. both living together and working

6.5 To provide knowledge that is universally accepted and create the value of maintaining good culture.

6.6 To enable every citizen to have access to academic excellence and educational opportunities.

Recruitment, selection and appointment

The college adheres to the principles of recruitment and selection of workers. Using the moral system and corresponds to job position standards

policy

The college has a policy for recruiting and selecting employees who will be responsible for various duties, as follows:

- (1) Consider selecting and appointing personnel. By adhering to the principle of suitability in terms of knowledge and ability.
- (2) Encourage workers to advance in their careers. By supporting them to study to increase their qualifications. Increase knowledge and experience in work

Type of personnel

The college divides workers into 4 categories as follows:

- (1) Probationary workers include those hired by the college as workers with the condition that they must first perform a trial work in the position they hired for a period of 119 days and/or for a maximum period of not more than 1 year from Work day The college has informed the workers of these conditions in writing before or on the first day of working.
- (2) Permanent workers include those who work at the College and have been appointed to be permanent workers in any position at the College.
- 3) Daily workers include workers that the college has appointed to perform duties. By paying wages on a daily basis or hourly or pay according to the work done per unit
- (4) Workers under special contracts include workers with expert characteristics. or a specific business by entering into an employment contract with a fixed period of not more than 2 years

Personnel qualifications

Qualifications and qualifications of personnel are as specified by the college. which must be consistent with duties and responsibilities or line of work

Year of service

1. The college starts counting the length of service of the worker from the first day of work.

2. The college specifies a probationary period of 120 days if the results of the probationary period are acceptable. will be appointed as a permanent worker of the college Since the date of starting work They will receive various rights and benefits according to the college's criteria. But if the performance is not acceptable or the worker does not have the ability to perform his or her duties. The college will consider dismissal.

Selection and hiring

1. Admission to work in the college Done by recruiting qualified people. Knowledge and competency according to the college's position standards Then there will be an examination to select the most suitable persons according to the method of written examination and/or interview. This is according to the criteria set by the college. Applicants for employment in any position must provide a correct personal history regarding education and work in detail. If later it appears that The personal history provided is false. The college considers it a violation of the essential terms of the employment contract. If an employment contract has been made with the said worker The college may terminate the employment contract immediately. And when personal information changes from the original, the college must be notified immediately.

2. When the College agrees to accept employment in any position, the College will enter into an employment contract with the said person. According to the employment contract form specified by the college.

3. Those who have passed the selection process to become employees of the college. An employment contract must be made with the condition of a probationary period before appointment for a period of 119 days and/or a maximum period of not more than 1 year, except for workers whom the College deems appropriate not to undergo a probationary period.

Personnel appointment

The college has established guidelines for appointment as full-time workers as follows:

1. Workers whose probation has elapsed for a reasonable period of time before the expiration of their probation are given to their supervisors in the hierarchy. Evaluate the results of the trial work and present it to the appointing authority for consideration of appointment as a regular employee of the college or notice of termination of the trial contract.

2. During the trial work If the performance is not satisfactory The college may terminate the employment contract during probation. By notifying the probationer at least 15 days in

advance, or they will continue the probationary work for another period but the total period from the first redemption will not exceed 1 year.

3. The placement of workers in various positions will be made by the College by appointment order of the College. Specify the position, date of placement and other necessary information.

4. The college reserves the right to transfer positions. The duties and work location of the worker as appropriate

5. If necessary The college may appoint someone with experience. Have special knowledge and abilities to hold any position by contracting for special employment. Set the employment period in days, months, and years. Or it can be determined according to the end of the workload or according to the hired project.

6. The college will not accept employees who have left and come back to work in the college. Except for necessary reasons for the benefit of the College. Persons who leave without fault may be accepted. able to return to work at the college

7. Some positions required by the College must have a personal guarantee. Is it money or property? Those who are hired or placed in that position must complete the security within the time period specified by the college.

8. The College will return guaranteed money or assets to workers upon termination of a guaranteed position or termination of their employment contract or resignation or seniority insurance contract. It will be returned within 7 days from the day you leave the position. or has ceased to be a worker Unless the employment contract is terminated because of an offense. In the case where the worker is terminated because he or she was terminated for committing an offense. The college will deduct the work insurance money as damages first. After deducting, there is money left, so the remaining amount will be returned.

9. Those with authority to appoint and remove college officials include:

(1) President of the College Council With the approval of the College Council Has the power to appoint and remove the president.

(2) The Rector has the power to appoint and remove officeholders from the Vice Rector down. But the appointment Removal of personnel in the position of Deputy President or equivalent. Must receive approval from the College Council.

work insurance

Workers in a position responsible for financial, accounting, or work that results in damage to the College. An insurance letter must be made on the day of reporting in accordance with regulations. St. Theresa International College: Regarding determining the nature or

condition of work that requires or receives money or work security assets from personnel at St. Teresa International College, 2010

Salary rate, compensation

The college has a policy for considering salary and compensation that is fair. Suitable for educational qualifications and experience and positions and responsibilities

Setting the salary rate

In considering the salary rates for various positions of personnel, the college has set the following criteria:

- (1) Job position and responsibilities
- (2) College salary account
- (3) Educational qualifications, experience, and special knowledge regarding the position and the needs of the college.
- (4) Economic situation and government policy

salary increase

The college sets criteria for considering personnel salary increases. In the following cases

1. Annual salary increase, normally once a year, considered in June. Personnel who will be considered for a salary increase must have the following qualifications and criteria:

- (1) Have worked full time during the academic year for not less than 12 months.

(2) Must not use leave rights more than specified.

(3) Not being the subject of disciplinary punishment. except for verbal warnings or in writing 1 time

(4) The work performance evaluation results are at a satisfactory level. which is determined by the amount of work Quality and work performed during the past year, behavior, diligence and diligence. Responsibility and care in performing responsibilities and other assigned tasks.

(5) Salary adjustment rate for personnel To be as specified by the college.

2. Salary adjustment for personnel with higher educational qualifications The college sets the criteria as follows:

(1) The degree obtained must be useful or consistent with the job position. or is consistent and useful in adjusting to a new position

(2) Salary adjustment If the salary has not yet reached the basic level of the newly acquired degree The salary rate will be adjusted to be equal to the basic salary of the newly adjusted degree. And if personnel already receive a salary rate equal to the gross salary of the newly acquired educational qualification or higher, the salary will be increased by another 3 percent of the salary received while requesting an educational qualification adjustment.

Date and place of salary payment

The College will pay salaries and any compensation to personnel on the last day of the month. In the case of a holiday, payment will be made on the preceding business day. By paying through the bank account of the personnel. Personnel must inform the bank account number to Human Resources on the first day of work.

working overtime

1. In the case where the work has the nature of having to do it consecutively. If the work stops, it will cause damage to the work or if it is urgent work, the work cannot be stopped. The supervisor from the dean and up is the one who allows personnel to work overtime or on holidays as necessary. and will receive overtime pay and holiday pay. According to labor law as follows:

(1) Overtime pay on normal business days is 1.5 times the normal rate.

(2) Overtime pay on holidays During normal working hours, 1 time the normal rate.

(3) Overtime pay on holidays Outside of normal work hours, 3 times the normal rate

2. Supervisors from the dean level and above Do not have the right to receive overtime pay and holiday pay.

Compensation for off-site work

Personnel approved by the President or those who are assigned to perform college work off-site and are unable to travel to and from their accommodation within one day Answers will be received in lieu of off-site work. This is in accordance with the regulations of the College Council regarding travel expenses, lodging expenses, food expenses, and other expenses for working outside the local area, 2010.

Determination of faculty workload and compensation in excess of workload

Workload of full-time faculty members of the college The college requires faculty members to have a workload of 40 workloads/week (1 workload = 1 hour). The tasks they are responsible for are as follows.

1. Teaching load which is an important principle of the faculty There are guidelines for practice as follows:

1.1 Full-time faculty members have a minimum teaching load per semester as follows:

(1) full-time professors who do not hold administrative positions The normal teaching load shall not exceed 15 workloads per week. at the bachelor's degree level and not more than 9 workloads per week at the graduate school level

(2) Full-time professors holding the positions of Rector and Vice Rector. There is no more than 3 teaching loads/week. both at the undergraduate and graduate level

(3) full-time professors holding the position Dean and Associate Dean or equivalent There is no more than 9 teaching loads per week. Both at the undergraduate and graduate level

(4) full-time professors holding the position of department head Department head or equivalent There is no more than 12 teaching loads per week. Both at the undergraduate and graduate level The characteristics and guidelines for this operation determine the teaching burden as follows:

1.2 Teaching characteristics: Faculty conduct teaching and learning in one or more ways according to the nature of the subject. The method for calculating the workload is as follows:

Bachelor's degree

(1) Lecture course /Lecture and laboratory course 1 credit equals 1 workload/week.

(2) Laboratory subjects according to the teaching schedule, 2 credits, equal to 1 workload/week.

(3) Thesis advisor Projects or other work of the same nature It is the workload for the project after its completion as follows:

- Projects with 1-3 credits count as 0.5 workweek.
- Projects with 4-6 credits count as 1.0 workload/week.
- Projects with 7-9 credits count as 1.5 workload/week.
- Projects with 10 -12 credits count as 2.0 workload/week.
- Projects with 13 credits or more count as 2.5 workload/week.

(4) Faculty members who are committee members for examinations/projects or other work of the same nature, 5 projects are counted as 1.0 workload per week.

(5) Advisors serving as project examination committee members cannot be counted as workload.

Graduate school level

(1) Lecture course /Lecture and laboratory course 1 credit equals 1.5 workload/week.

(2) Thesis advisor independent research It is the workload for the project after its completion as follows:

- Projects with 1 -3 credits count as 1.0 workload/week.
- Projects with 4 -6 credits count as 2.0 week workload.
- Projects with 7 -9 credits count as 3.0 workload/week.
- Projects with 10 -12 credits count as 4.0 week workload.
- Projects with 13 credits or more count as 5.0 week workload.

(4) Faculty members who are committee members for examinations/projects or other work of the same nature, 2 projects are counted as 1.0 workload per week.

(5) Advisors serving as project examination committee members cannot be counted as workload.

(6) Issuing and checking the comprehensive knowledge exam is 1 course load/week.

1.3 Number of subjects taught Permanent faculty members will teach no more than 5 courses in the regular semester.

Taking responsibility for teaching a course means doing MQF.3, MQF.4, MQF.5, B.T.O. 6, preparing for teaching, giving exams, measuring and evaluating results. and improving the teaching of that subject

2. Research and/or academic work (including publishing/presenting work)

research Refers to activities related to document study, surveys, inventions, experiments, and data analysis. Including any other activities that create new knowledge and academic progress. and bring practical benefits, including research according to the needs of the university Personal research to create new knowledge in the field of study and applied research

Academic work Refers to works that are teaching documents, teaching documents, composed, translated works, textbooks or books used for study at the university level. Academic articles Other types of academic work that can be assessed in value comparable to the writing of textbooks or academic articles each academic year. Faculty members must have research or academic work that has been published and/or presented at least one topic.

Calculation of workload for research and academic work

(1) Research, polishing of Vichai's work The workload can be used to calculate 5 workloads per week. It can be taken into account from the beginning of the research until the completion of the project, but not more than 1 academic year.

(2) Academic work, preparation of academic work. Can be used to calculate 3 workloads per week. This can be taken into account from the time approval is received until the project is completed, but not more than 1 academic year.

3. Academic services to society and promotion of arts and culture

3.1 Full-time faculty members, as academics, must have giving activities. Academic services to society and various works related to teaching and seeking additional knowledge, such as publishing research and/or academic works, being a lecturer. Being a project consultant or organizing training for various institutions, agencies, and communities

3.2 Permanent faculty As a person who transmits knowledge, abilities and experiences to students and the general community. There must be activities that promote and preserve arts and

culture. Both in terms of knowledge transfer Seeking additional knowledge, such as publications and/or works of art and culture Being a lecturer Being a project consultant or providing training to institutions, agencies, and communities

3.3 Calculating the workload of academic services to society and arts and culture promotion activities. 1 time is calculated as 0.5 workload/week.

4. Advisor work

Permanent faculty There must be a duty of being an advisor. Their duties and responsibilities are in accordance with the advisor's regulations. The workload is calculated as follows.

Bachelor's degree

- (1) Responsible for 1 - 10 students, accounting for 2 workloads/week.
- (2) Responsible for 11-20 students, calculated as 4 shifts/week.
- (3) Responsible for 21-30 students, equivalent to 6 workloads per week.
- (4) Responsible for 31-40 students, equivalent to 8 workloads/week.
- (5) Responsible for 41 students or more, totaling 10 workloads/week.

Graduate school level

- (1) Responsible for 1 - 2 students, equivalent to 4 workloads/week.
- (2) Responsible for 3 4 students, accounting for 8 workloads/week.
- (3) Responsible for 5 or more students, accounting for 10 workloads/week.

5. Other duties who are assigned to perform tasks in addition to teaching and as advisors

Permanent faculty members may be assigned responsibility for various tasks. The workload per week can be calculated as follows.

(1) Holding the position of head of the office Performing work of the faculty office and faculty secretary, accounting for 10 workloads

(2) being a member of various committees of the faculty or university, calculated as 0.25 workload/committee

(3) Being an administrative teacher of the faculty, accounting for 1 workload

(4) Become an adviser to various student clubs, considered as 1 workload.

(5) Represent the faculty to attend academic meetings with other institutions, accounting for 0.1 workload/time.

(6) Participate in meetings organized by the faculty, accounting for 0.1 workload/time.

(7) Organize and carry out special projects as assigned by the college faculty, accounting for 3 tasks/projects.

(8) Arrange faculty teaching schedules, accounting for 0.25 workload.

(9) Educational quality assurance work is calculated as 0.5 workload.

(10) Perform other duties assigned by the supervisor, calculated as 0.2 workload per time

6. Compensation for excess teaching workload

6.1 Bachelor's degree level Paid compensation in lieu of teaching practical lecture courses The excess amount is paid in a lump sum amount of 3,000-5,000 baht per month.

6.2 College graduate level Easy answers instead of teaching The excess amount is paid in lump sum, 5000-10,000 baht per month.

Academic position compensation

College academic position pay schedule The criteria for operations are as follows:

1. Compensation rate

(1) Assistant Professor position, 3,000 baht per month.

(2) Associate Professor position: 5,000 baht per person

(3) Professor position, 8,000 baht per month.

2. Those who receive academic position stipends Must be appointed to an academic position by the college. It is not a permanent position before working with the college.

3. Personnel holding academic positions and receiving salary for the position Must perform the following missions:

(1) Person holding the position of Assistant Professor Within one academic year, there must be academic articles published in academic journals. or have work in other forms that are equivalent to not less than 2 stories

(2) Person holding the position of Associate Professor Within 1 academic year, there must be at least 3 academic articles that have been published in academic journals, or there must be articles from research that are accepted for publication in academic journals. or work of other equivalent nature, not less than 1 story

(3) Person holding the position of Professor Within 1 academic year, there must be at least 3 academic articles that have been published in academic journals or articles based on research results. that has been published in academic journals or at least 2 works of other equivalent nature, or at least 1 research article that has been published in an international academic journal.

(4) If unable to carry out the aforementioned mission, Academic position stipend will be withheld until able to perform specified duties. The new period will begin from the day the proposed mission is approved by the College Executive Committee.

Management position compensation

In cases where personnel are appointed to management positions The answer will be received in lieu of holding the position as follows:

1. Compensation rate

(1) Rector, monthly remuneration of 30,000 baht

(2) Vice President, compensation of 15,000 baht per month.

(3) Dean or Assistant Rector Monthly stipend 7,500 baht

(4) Deputy Dean or Office Director Monthly stipend 3,000 baht

(5) Assistant Dean, Department Head, Subject Head, Program Chair/Department Director
Monthly stipend 3,000 baht

2. In the case of being appointed to more than 1 position, compensation will be received only at the highest rate.

3. When personnel leave their position, they will not receive position compensation. When the person holding the position is not on duty during what period? The person performing the duties instead will receive salary for the position instead.

Welfare and financial support

To provide workers with stability in their lives The college provides welfare and benefits to workers in various forms. This is in accordance with the law.

Social Security

Insured person (Section 33)

is an employee who works for an employer in an establishment with one or more employees is covered in 7 cases as follows:

1. In case of illness

1.1 Normal illness

Benefits in medical facilities according to rights

Insured persons who have made contributions for 3 months within 15 months before the month of illness or danger. Able to receive medical treatment at a medical facility according to their rights or in the network of that medical facility for free. without paying any costs Whether they are outpatients or inpatients Including the cost of health examination and rehabilitation. Except for the need for facilities such as a special room, special doctor, or telephone fees, these must be paid additionally. Including sickness or suffering from harm that is not due to work due to causes or groups of diseases and services that do not have the right to receive medical services. If the doctor gives you time off for treatment, you can request compensation for lost income of 50 percent of your wages but not more than 90 days at a time and not in one calendar year. More than 180 days per year, except those with chronic illnesses will receive compensation for loss of income for no more than 365 days.

****In case of chronic illness Upon death, you will receive the same funeral expenses and death allowance as in the case of death****

Rights and benefits in the hospital according to the agreement

Medical service fees in the case of kidney replacement therapy The insured person is sick with end-stage chronic kidney disease and has been approved as a person entitled to receive medical service expenses in the case of: Kidney replacement therapy according to the criteria, conditions and medical service rates set by the Social Security Office as follows:

1. In the case of hemodialysis using a hemodialysis machine in a hospital designated by the Social Security Office, not less than 2 times per week, each time not less than 4 hours, no. Not exceeding 1,500 baht per time and not exceeding 4,500 baht per week.

2. In the case of permanent abdominal cleaning with solution, the said medical facility will be the cost of examination and treatment and the cost of the solution. Abdominal lavage with equipment not exceeding 20,000 baht per month, unless within the first and last month of approval the examination fee will be paid. Treatment and cost of gastric lavage with equipment not exceeding 750 baht per day according to the number of days remaining in that month

3. In the case of kidney transplant Paid to hospitals under agreement and providing services to insured persons according to the criteria and rates specified in the announcement of the Medical Board.

4. Preparation of blood vessels or catheters for hemodialysis: not more than 20,000 baht/case/2 years if within those 2 years the insured person has necessity. It is necessary to prepare the blood vessel or repair the blood vessel. You can withdraw additional money not exceeding 10,000 baht.

5. Laying a pipe to deliver medicine into and out of the abdominal cavity along with equipment to the insured person or a medical facility, not exceeding 20,000 baht per person. Extended for 2 years if within those 2 years, the insured needs to install a pipe to receive gastric lavage solution. You can withdraw an additional amount not exceeding 10,000 baht.

6. In the case of giving Erythropoietin medicine Rights will be received only if the right to kidney replacement therapy has been approved first. Insured people with anemia Blood concentration levels (Hct) less than or equal to 39% are eligible to receive medication. Erythropoietin From a hospital designated by the Social Security Office to provide permanent hemodialysis and abdominal lavage services.

In the case of hematopoietic stem cell transplantation Insured persons who are sick with leukemia or bone marrow disease according to this announcement. You must receive approval from the office to receive a hematopoietic stem cell transplant at the hospital with which the agreement was made before entering. Get a tissue test. The office will pay medical services to the hospital under the agreement until the completion of the hematopoietic stem cell transplant process as follows: 1) Autologous tissue method, rate 750,000 baht 2) Tissue examination of other siblings who share the same parents covers tissue examination of siblings sharing the same parents at a rate of 1,300,000 baht. 3) Tissue from other persons I donate Only those registered in the database of the National Blood Center, Thai Red Cross Society, rate 1,300,000 baht (tissue examination fee from donors who are not siblings of the same parents, The insured person has the right to receive one hematopoietic stem cell transplant, except for myeloma. The applicant has the right to receive 2 times.

corneal replacement Insured persons who wish to have their cornea replaced You must receive permission from the office to receive corneal replacement surgery at an agreed-upon medical facility before receiving services. The contract office pays medical services to the hospital under the agreement at the rate of 35,000 baht and pays the cost of storing and

maintaining eye quality to the Thai Red Cross Society at the rate of 15,000 baht per eye. Baht In the case of corneal surgery combined with cataract surgery and artificial lenses, the cost of the artificial lenses will be paid to the hospital at the rate specified. Appears in the list and rates of prosthetic organs and equipment in **action** Treat disease

organ transplant Heart Lungs Liver Pancreas Transplantation of more than one organ at the same time Paid according to the rules, conditions and rates specified.

Hemophilia The insured person is a patient with hemophilia. receive medical treatment In medical facilities that determine rights and allow medical facilities to register insured persons who are patients with hemophilia, in order to approve the use of medicines Factor

1. In the case of early treatment of bleeding (Early treatment)

- Insured persons who are entitled to receive factor drugs In the initial bleeding phase, those who are insured have been approved and registered as hemophilia patients with the insurance office. society

- In the case that the insured has previously received the right to receive factor drugs

from rights in other health insurance systems To be able to continue receiving rights, there must be documentary evidence certified that they have previously received medicine from other rights.

2. Average price of coagulation factors for patients with hemophilia. To be in accordance with the specified rate as follows:

- Coagulation factors 8, size 500 Unit, for patients with hemophilia A, at a rate of 6,000 baht

- Coagulation factors (9 factors) **500 Unit** For hemophilia B patients, the rate is 6,300 baht.

Cardiovascular disease at Chulabhorn Hospital

The office shall pay for medical services for the treatment of heart disease and stroke. According to the treatment plan, it is a one-time payment of treatment (Package), which covers the cost of treating complications that may occur to the patient while undergoing treatment. undergoing treatment or still undergoing treatment in the hospital The rates for medical services in each treatment plan are as follows:

list	Lump sum service fee (Baht/time)
1) Coronary angiogram (CAG)	32,000

2) Coronary angiogram (CAG) and enlargement Coronary artery bypass balloon (Percutaneous Coronary Intervention : PCI)	98,000
2.1) Simple type	170,000
2.2) Emergency type in cases where there is an emergency or urgency.	170,000
or there is also kidney dialysis (Acute Hemodialysis)	
2.3) Complex type: in cases that are complicated and have a high risk of undergoing the procedure and involving dialysis (Acute Hemodialysis) as well.	
3) Study of cardiac electrophysiology and cardiac electrocautery EPS with RFCA	95,000
4) Electrocautery of the heart with technology that uses an electrical computer system. To create an image 3D (EPS with Carto)	95,000
5) Inserting a permanent pacemaker (Permanent Pace Maker)	80,000
6) Use of a permanent cardiac defibrillator (AICD)	39,000
7) Inserting a pacemaker that shocks two ventricles at the same time. CRTP or CRTD	39,000

1.2 In case of experiencing danger or emergency illness Unable to receive services at designated medical facilities. When receiving medical services at other medical facilities The Social Security Office pays medical services to insured persons or hospitals as follows:

government hospital

» **Outpatients** The Social Security Office pays for medical services as much as is actually paid as necessary.

» **Inpatients** The Social Security Office pays for medical services as needed, not exceeding the first 72 hours, excluding periods on public holidays. Except for the room fee and the actual cost of food does not exceed 700 baht/day.

Private hospital

» **Outpatients** : Receive medical service fees in the amount actually paid, not exceeding 1,000 baht.

» **Inpatients** : Receive medical service fees only for actual expenses incurred as necessary. Within the first 72 hours, excluding public holidays. According to the criteria and amount of compensation for medical services in the event of danger or emergency illness as follows:

- Medical expenses but not more than 2,000 baht per day.

- Room and food costs According to the amount actually paid, not exceeding 700 baht per day.

- Room costs, food costs, medical expenses In the case of treatment in the ICU room, the amount actually paid but not exceeding 4,500 baht per day.

- In cases where major surgery is necessary Set the rate according to the duration of surgery. Not more than 8,000-16,000 baht per surgery according to the duration of surgery.

- The cost of resuscitation (Cardio Pulmonary Resuscitation-CPR) includes the cost of medicines and equipment as actually paid, not exceeding 4,000 baht per person.

- Laboratory examination fees and/or X-ray fees As much as actually paid but not more than 1,000 baht per person.

- Other special diagnostic examination fees Paid according to the following items and rates:

- EKG, ECG amount actually paid not more than 300 baht per person.
- Echocardiography. The amount actually paid is not more than 1,500 baht per person.
- EEG as actually paid is not more than 300 baht per person.
- Ultrasound as actually paid, not more than 1,000 baht per person.
- CAG amount actually paid is not more than 15,000 baht per person.
- Endoscopy, actual payment not exceeding 1,500 baht per patient.
- Intravenous, the amount actually paid is not more than 1,500 baht per person.
- CT-Scan for the amount actually paid but not more than 4,000 baht or MRI equal to actual payment but not more than 8,000 baht per person

- Transportation costs for transporting insured persons between medical facilities according to the criteria and rates announced.

Experiencing danger or critical emergency illness (UCEP)

In the event that the insured person experiences danger or critical emergency illness according to the announcement of the Ministry of Public Health on the criteria, methods and conditions for providing assistance and relief to emergency patients. Mobilizing resources and participating in providing relief and arranging for the transfer of patients to other medical facilities.

1. Unconscious, not conscious, not breathing.
2. Rapid breathing, severe panting Shortness of breath, noisy
3. Acute, severe chest pain
4. Feeling lethargic, sweating, being cold, or having seizures.
5. Weakness of the limbs in one half. Speak clearly and suddenly or continuously without stopping.
6. There are other symptoms that affect breathing. The circulatory system and brain system that may be harmful to

life when receiving medical services at a private hospital other than a hospital designated by the Office of Rights The office pays medical services to hospitals that provide treatment until the patient is out of crisis for no more than 72 hours, without the insured having to make a reservation.

dental case

- In the case of tooth extraction, tooth filling, scaling, and wisdom tooth surgery.

The insured person has the right to receive medical service fees as much as actually paid as necessary at a rate not exceeding 900 baht per year in the case that the insured person He or she receives medical services at a medical facility that has made an agreement with the Social Security Office for the insured person to pay medical services to the medical facility. Excess from the rights received

- In the case of wearing removable partial dentures You will receive medical service fees and denture costs. The amount actually paid as necessary must not exceed 1,500 baht within a period of 5 years from the date of wearing the dentures as follows:

- 1) 1-5 teeth, as much as actually paid as necessary

Not more than 1,300 baht

- 2) More than 5 teeth, the amount actually paid as necessary is not more than 1,500 baht.

- In the case of wearing removable dentures for the entire mouth. You can withdraw the amount actually paid, not more than 4,400 baht, within 5 years from the date of wearing the denture according to the following criteria:

- 1) Removable dentures for both the upper or lower mouth with the actual cost not exceeding 2,400 baht.

2) Removable dentures for both the upper and lower mouth with the actual cost not exceeding 4,400 baht.

2. In case of childbirth

The insured person who has made contributions for 5 months within 15 months before the month of birth is entitled to receive maternity allowance, with no limit on the number of times, as follows.

2.1 Female insured You can give birth at any hospital and bring a copy of your child's birth certificate. Identification card submitted to the Social Security Office will receive a lump sum maternity allowance of 13,000 baht and will also receive time off allowance for work. Give birth again At the rate of 50 percent of the average wage for 90 days.

****Note (Maternity leave allowance) Can withdraw no more than 2 times)****

2.2 Male insured with a wife who has registered their marriage or a woman who live together as husband and wife but have not registered their marriage Able to withdraw maternity allowance By bringing a copy of the child's birth certificate. Copy of marriage certificate (if any) or certificate in case there is no marriage certificate. (Only if the insured person is not married to his wife) Come withdraw money at the Social Security Office. Will receive only lump sum maternity allowance in the amount of 13,000 baht.

2.3 Expenses for examination and maternity care

- Pregnancy not more than 12 weeks, pay at the rate actually paid, not more than 500 baht.

- Pregnancy more than 12 weeks but not more than 20 weeks, pay at the rate actually paid, not more than 300 baht.

- Pregnancy more than 20 weeks but not more than 28 weeks, pay at the rate actually paid, not more than 200 baht.

3. In the case of disability

Insured persons who have made contributions for 3 months within 15 months before the month of disability.

3.1 In the case of disability, the level of loss is not severe. Have the right to receive compensation for lost income as follows:

3.1.1 Disabled to the extent that the ability to work is reduced to the point of being unable to carry out normal work and other work. Have the right to receive compensation for lost

income at the rate of 30 percent of wages throughout the period of being unable to work, but not exceeding 180 months.

3.1.2 Incapacitated to the extent that their ability to work is reduced and their income has decreased from before, they will receive compensation for the reduced loss of income. but not more than 30 percent for a period not exceeding 180 months.

3.2 In the case of severe disability and loss Have the right to receive compensation for lost income at the rate of 50 percent of the average lifetime wage.

Medical service fees

government hospital

» In the case of outpatients Receive medical service fees only as actually paid as necessary.

» In the case of patients in Can access medical services free of charge. This is because the medical facility will be the recipient of the payment directly from the Social Security Office.

private hospital

» In the case of outpatients Receive medical service fees as actually paid, not exceeding 2,000 baht per month.

» In the case of patients in Receive medical service fees as actually paid, not exceeding 4,000 baht per month.

- Ambulance costs or transportation costs for people with disabilities. In the case of receiving medical services Lump sum payment not exceeding 500 baht per month.

- People with disabilities have the right to receive expenses in the process of rehabilitating their physical abilities. Mind and career According to the announcement of the Social Security Office regarding the criteria for rehabilitation rates for the disabled.

- When the disabled insured dies, they receive the same benefits as in the case of death.

4. In case of death

The insured person who has made 1 month's contribution within 6 months before the month of death.

- Received funeral expenses of 40,000 baht.

- Death allowance

If the insured person has paid contributions for 36 months or more but less than 120 months, they will receive assistance money at the rate of 50 percent of wages. 4 months If the insured has paid contributions for 120 months or more, they will receive an allowance at the rate of 50 percent of 12 months' wages.

5. In the case of child support

Insured persons who have made contributions for 12 months within 36 months before the month in which they are entitled to receive benefits. You will receive a monthly child allowance of 600 baht/child/month, not more than 3 children at a time, from birth to 6 years of age.

****Note (must be a legal child)****

- In the case of receiving a resolution of being disabled or dead to receive child allowance Continue until the child reaches 6 years of age.

6. In the case of old age

old age pension

- In the case of paying contributions for less than 12 months, you will receive an old-age pension equal to the amount of contributions only for the insured person.

- In the case of paying contributions for 12 months or more but less than 180 months, you will receive an old-age pension equal to the amount of contributions received by the insured and employer. contribution expenses with benefits and compensation as specified by the Social Security Office.

Formula for calculating old-age pension

In the case of paying contributions from 1 - 11 months = Contributions of the insured only.

In the case of paying contributions from 12 - 179 months = insured's contribution + employer's contribution

+ Benefits in return

****Old-age pension: paid in one lump sum****

old age pension

Receive an old-age pension of 20 percent of the average wage for the last 60 months, which is used as the basis for calculating pre-retirement contributions. The insured has ended. In

the case of paying contributions for more than 180 months (15 years or more), the old-age pension rate shall be increased by 1.5 percent for each period of contribution payment. Complete every 12 months

Formula for calculating old-age pension

= Average wage for the last 60 months multiplied by 20% (+ % added per year by 1.5%)

****Old Age Pension: Paid monthly for life****

In the case that the recipient of the old-age pension dies within 60 months from the month in which he is entitled to receive the old-age pension. Will receive an old-age pension in the amount of 10 times the monthly old-age pension that was last received before death.

1. In the case of the insured who receives benefits in the case of old age and death. or the pension recipient dies within 60 months from the month in which he or she is entitled to receive the old-age pension. The heirs of that person will receive old-age benefits, including:

(1) Children, except for adopted children or children given up for adoption by another person, shall receive two portions. If the insured person who dies has three or more children to receive three parts

(2) The husband or wife shall receive one share.

(3) Parents or living father or mother shall receive one share.

(4) Persons whom the insured has written a letter specifying as Persons entitled to receive old-age pensions to receive one part

2. In the case where there is no heir according to (1), (2), (3) or (4), or the heir has died before Divide the money among the heirs. Persons with rights under the subsection who have heirs who are entitled to receive

3. In the case that there is no heir who is entitled to receive the old-age pension according to Section 2, the heir of the insured person or the recipient of the old-age pension, as the case may be. as follows Have the right to receive old age pension accordingly. If there are more than one person in any order, The person in that order will receive an equal share.

(1) Siblings sharing the same parents

(2) Siblings of the father or mother.

(3) ancestors, grandparents, grandparents

(4) uncle, aunt, aunt

7. In case of unemployment

Insured persons who have made contributions for 6 months within 15 months before unemployment.

Case 1: Being fired

- Receive compensation for lost income during unemployment at 50% of wages, not exceeding 180 days at a time.

Case 2: Resigning or ending an employment contract with a definite employment period.

- Receive compensation for lost income during unemployment at 30% of wages, not exceeding 90 days at a time.

If in one calendar year there is an application for compensation for loss of income during unemployment, both Case 1 and Case 2, the period of receiving compensation shall be counted. Lack of income during unemployment Total not more than 180 days

If in 1 calendar year there is an application for compensation for lost income during unemployment, case 2 more than 1 time, count the period of receiving compensation for lost income. Income during unemployment Total not more than 90 days

Note: The insured person must register as unemployed and report himself via the internet system (website www.empui.doe.go.th) within 30 days from the date. who were fired or resigned or termination of the employment contract in order not to lose the right to receive compensation for lost income in the case of unemployment

In the case of not being able to work due to force majeure

Receive compensation for lost income during unemployment at 50 percent of wages, not exceeding 180 days at a time. “Force majeure” means fire. Storms or geological disasters and other disasters caused by nature which has an impact on the public and makes the insured unable to work or the employer is unable to operate the business as usual Requesting compensation The insured person can submit a request for compensation benefits. Available at the Social Security Office, Bangkok area/province/branch nationwide.

Channels for receiving alternative benefits

» Receive money in person/or authorize to receive money on your behalf. In the future The Social Security Office will process the payment. By paying via bank or

Service units following the electronic government policy

» Receive money by money order

» Receive money through 11 banks including:

1. Kasikorn Bank Public Company Limited
2. Bank of Ayudhya Public Company Limited
3. Bangkok Bank Public Company Limited
4. Siam Commercial Bank Public Company Limited
5. Islamic Bank of Thailand
6. Krung Thai Bank Public Company Limited
7. Thanachart Bank Public Company Limited
8. Thai Military Bank Public Company Limited
9. CIMB Thai Bank
10. Government Savings Bank
11. Bank for Agriculture and Agricultural Cooperatives

Days, working hours, holidays and leave

The college determines the normal working hours of faculty and staff to be 8 hours a day, excluding 1 hour of break time. In one week there will be 5 normal working days for faculty and 5 and a half days of normal working days for support personnel. In addition to the weekly holidays, there will be traditional holiday By announcing in advance

Normal working days

1. Faculty Monday - Friday from 8:00 a.m. - 5:00 p.m.

Support personnel: Monday - Friday from 8:00 a.m. - 5:00 p.m.

Saturday from 8:00 AM - 12:00 PM.

2. In cases where it is necessary or appropriate to the circumstances and working conditions of each position or college department may change the day Normal working hours and holidays for personnel can be changed from those specified as appropriate. and is at the discretion of the Rector

3. Faculty who need to organize teaching on days and times other than the normal criteria. Follow the working principle of 8 hours/week. An average of not less than 2 days per week.

weekly holiday

2 days a week, including Saturday - Sunday, with changes possible as appropriate to the nature of the work.

traditional holiday

traditional holiday According to the announcement of the college In the event that any traditional holiday falls on a weekly holiday The College provides compensatory holidays for the next working period or as appropriate.

working time recording

All personnel must manually record their time each time they come to work and leave work. In the event that personnel need to leave the college or stop working Before normal work time Ask permission in writing. and with supervisors at the dean level and above and record the actual departure time In cases where the agency needs to operate 24 hours a day, work must be clearly divided into work periods.

strike

1. Personnel have the right to take a leave of absence from work in these various cases.

- (1) Sick leave
- (2) Leave of absence
- (3) Annual leave
- (4) Leave for ordination or leave to perform the Hajj ceremony.
- (5) Maternity leave
- (6) Leave for military service
- (7) Leave for training or development of knowledge and abilities.
- (8) Leave for study or training, seminars, or research.
- (9) Leave to go abroad
- (10) Leave during business days

2. Guidelines for practice

(1) Calculation of leave days shall be based on the academic year specified by the college, which is from June 1 of the year to May 31 of the following year.

(2) Leave must be taken using a leave form. Follow the form or make a leave record. Except in cases of necessity or urgency, notice of leave must be made by telephone only. However, the leave form must be submitted on the first day of work.

(3) Leave of the same type which lasts continuously, whether in the same year or not shall be counted as one leave. If the work holiday is during leave, that holiday from work must be counted as leave, except for sick leave and annual leave. Holidays are not counted.

(5) If there is a continuous holiday before the leave day, counting leave days starts from the opening day of work.

(6) If the holiday continues after the leave day, count the holiday before the day off as the day the leave expires.

(7) Leave of absence of 3 days or more must be approved by the Rector.

(8) That agency must keep an account and collect leave days. Send to personnel within the 25th of every month.

3. Criteria for various types of leave

3.1 On sick leave, personnel should do the following:

All types of personnel who are sick cannot work. Have the right to paid sick leave for treatment. However, this must not exceed 30 normal working days per year, regardless of whether the leave is taken only once in a row or taking leave many times, additional leave days will not be paid. By doing this

- Sick leave must be reported to the respective supervisor on the first day of work.
- In the case that personnel are sick and unable to come to work. Give to personnel or close people. Contact your supervisor by phone, and submit a leave of absence form to the supervisor as soon as he returns to work.
- Sick leave from 3 consecutive working days. A first-class medical certificate must be presented at all times.
- The person with authority to approve leave must be a supervisor at the level of Associate Dean or Office Director. For ordination leave of 3 days or more, the officer at the level of Vice-Rector or Dean or above must approve.

(2) Leave of absence for workers who have essential work. Have the right to take no more than 10 business days of leave per year by doing the following:

- Submit a leave of absence form to your commander at least 1 day in advance.
- In the case of necessity, the notice cannot be delayed. Notify the leave and explain the reasons as soon as possible by telephone. and must submit leave on the first day of work
- The person with authority approves the leave. The room is a supervisor of the vice president or dean or above.

(3) Annual leave Workers are entitled to 6 working days of annual leave per year.

It is not considered a leave day. By doing the following:

- Workers who are entitled to annual leave. Must have worked for not less than 1 year. Submit a leave of absence form to the supervisor in advance.
- The college determines such holidays for workers in advance or as agreed upon by the college and workers.
- The person with authority approves the leave. Must be a commander at the level of Vice President or Dean or higher.

(4) Leave for ordination or leave to perform the Hajj ceremony. Workers have rights for no more than 120 days by doing the following:

- Workers must have worked at the college for not less than 3 consecutive academic years.
- Never took leave from ordination. or have taken leave to perform the Hajj before
- Submit a leave of absence form to your supervisor at least 90 days in advance.
- Commander Must be a supervisor at the level of Vice President in the line of work and above to approve. If the college is unable to find a replacement worker in time You may withhold leave in order to take leave in the following year.
- When the leave is due. Evidence must be presented to the supervisor on the first day of returning to work and submitted to Human Resources within 7 days from the date of starting to return to work. If evidence is not presented within the stated time limit, It will be considered that the worker is absent from work.

(5) Maternity leave for pregnant female workers. Have the right to maternity leave before and after giving birth for no more than 90 days, including holidays. You will receive a salary at

the rate you receive for no more than 45 days, and for the next 45 days you will receive time off work allowance for maternity. From the Social Security Office The person on leave must do the following:

- Practitioner who is a pregnant woman Inform your supervisor of the estimated delivery date.

- Workers wishing to take leave from work before giving birth must submit a leave form to their supervisor before or on the day of leave. unless unable to sign the leave form You can have someone else sign on your behalf, but when you can sign the leave form, send it in quickly.

- In the case of needing to take time off from work due to childbirth. It is an emergency and cannot request permission in advance. to the worker Or close people hurry to notify and send a leave of absence form with a medical certificate to the supervisor as soon as possible.

- Authorized person approves leave. Must be approved by a supervisor at the level of Vice President or Dean or above.

- Miscarriage, regardless of the cause, is considered to be a miscarriage. But it must be considered as sick leave. If there is a first-class modern medical certificate showing that he or she cannot continue performing his or her previous duties. The College will consider suitable job replacements.

(6) Leave to serve in the military during the summons for inspection. for military training or for experimentation

Being fully prepared according to the law regarding military service has the right to leave for such purpose for the period specified in the summons. By receiving the money at the normal rate on the requested date. But not more than 60 days per year by doing the following:

- The worker who is summoned must submit a leave letter and a copy of the summons to the supervisor as soon as possible from the date the summons is received. If the worker takes time off work for this purpose Without submitting a leave form, it is considered absent from work.

- Authorized person approves leave. The supervisor who receives the leave form will consider it according to the rank and file and submit it to the president for approval.

- When returning to work Evidence of military service must be presented to the supervisor on the first day of returning to work.

(7) Leave for training or developing knowledge and abilities. Workers who have worked with the college for a period of not less than 2 years who want to develop their knowledge,

abilities or skills to work in responsible positions. Have the right to leave for training not more than 15 days per academic year or leave not more than 3 times per year. Do as follows:

- dot Apply for permission to train with evidence of a course or training topic to accompany the leave.

- dot Authorized person approves leave Must be a commander at the level of Vice President or Dean or higher. is the approver In the case of training leave for a period of 3 days or more, the supervisor will propose it to the president for approval. If the leave will cause damage to the college, the leave may be suspended at that time.

- dot Upon completion of training Report training results according to the format specified by the college along with evidence of training to present to your supervisor within 3 days from returning to work.

(8) Leave for study or research seminar training. More at a higher level To be in accordance with St. Teresa International College regulations.

(9) Leave to go abroad Workers who wish to take leave to go abroad for any reason Other than going for study, training, or viewing work, submit the leave letter to the commander in sequence. and must receive permission from the Rector before traveling abroad

(10) Leave during working days Workers have the right to take leave for non-college business, 2 hours per day and not more than 2 times a week, by doing the following:

- dot Submit documents to request permission from your supervisor.

- dot Such leave must not cause damage to the College and the commander may revoke granting of such leave.

(11) Absence from work, time off work without permission. As specified above or stop working longer than the permitted time limit or according to personnel regulations. shall be considered as absence from work or desertion from duty which is considered a violation of discipline

performance evaluation

St. Theresa International College Requires continuous evaluation of worker performance throughout their working life. To achieve the aspiration of assessment for development based on the principles of "fairness, transparency, and accountability"

Objectives of performance evaluation

The college will evaluate performance. With the following objectives:

- 1) To recruit workers after the probationary period has elapsed.
- 2) To consider the employment of workers In the case of the employment contract ending
- 3) To consider the merits of the workers.
- 4) For use in considering promotion/level adjustment. Position or transfer of department
- 5) For use in considering personnel development. or adjust educational qualifications
- 6) To provide information for consideration of outstanding workers.
- 7) For use in considering increasing employment. In the case that the age limit has expired

Performance evaluation criteria

- 1) Faculty evaluate the following topics.

1.1) Teaching work: consists of topics used in the assessment as follows:

- Teaching workload
- TQF exams and grading
- Examination supervision
- Analysis and development of exams
- Production of teaching materials
- Production of teaching media or tools Laboratory or operating manual or other equivalent media
- Teaching quality evaluated by teachers and students.

1.2) Advisor work

1.3) Research, academic development, academic articles

1.4) Academic services to society and communities

1.5) Art and culture preservation work

1.6) Administrative work or office assistance

1.7) Responsibility cooperation, attitude, dedication of time

2) Teaching support workers Evaluate the following topics.

2.1) Quality and quantity of work

- Accuracy
- Time spent performing assigned tasks.
- Amount of work responsible according to position
- The amount of work done outside of duties and responsibilities.

2.2) Operation

- Knowledge and ability to perform duties
- Trust/care for work
- Coordination and cooperation with others.
- Management of resources used in operations
- Communication skills
- Solving problems at work

2.3) Personal behavior or personality

- Consciousness of service
- Conducting oneself according to discipline
- Dedication, sacrifice and time dedication.
- Participating in faculty/department/college activities.

- Helping the college in various aspects

2.4) Development of work or management skills

Performance evaluation for consideration of annual salary increase

The operating criteria for considering merit or annual salary increases are as follows:

- 1) Processed once a year, in June of the following year.
- 2) Consideration of merit for annual salary increase Considered according to the academic year, which is from June. Until May of next year
- 3) Consideration of salary increase is based on performance level in the past year. The worker must meet the minimum qualifications set by the college. and must work for not less than 1 academic year, with a salary increase in proportion to the period of work
- 4) Salary increases are based on a percentage system based on the college's salary structure applicable to those working in that line of work.
- 5) In evaluating work performance, it must be in accordance with the evaluation process specified by the college. Then have the primary commander or person assigned to prepare a report summarizing the evaluation results for the year. Propose superiors to the next step in the hierarchy. To consider giving opinions on a case-by-case basis and propose to the authority to order a salary increase in June of each year.

Qualifications and criteria for consideration of annual salary increase

- 1) Assessment result level consists of 4 levels:

Excellent level (90-100 points or average 4.51 and up)

Very good level (80--89 points or average 3.51 4.50)

Good level (70-79 points or average 2.51-3.50)

Fair level (60-69 points or average 1.51-2.50)

- 2) Criteria for consideration

level "**Fair enough**"

(1) Workers must perform their own regular duties or other duties assigned by the College for a total of not less than 1 year.

(2) Dedicate time to work regularly.

(3) Not being punished for violating discipline.

(4) Those who worked for 12 months during the previous academic year have no more than 10 days of business leave and no more than 30 days of sick leave. This does not include sick leave due to being exposed to danger while performing their duties. or while traveling to perform duties which was not caused by their own negligence

- (5) Maternity leave not exceeding 90 days.
- (6) Leave for ordination does not exceed 90 days and leave to perform the Hajj rites does not exceed 90 days.
- (7) Not absent from work which is not due to force majeure.
- 8) Have work performance not less than fair level
- 9) Have a workload not lower than the standard set by the college.

Level "Good"

- (1) Performance at a good level and have qualifications not lower than "fair" level
- (2) Worked for a total of 12 months in the previous year, with a total of no more than 30 days of personal leave and sick leave.

Level "Very good"

- (1) Work performance is at a very good level. and have qualifications not lower than "good" level
- (2) Worked for a total of 12 months in the previous year, with a total of not more than 20 days of personal leave and sick leave.
- (3) Have work results in the following manner:
 - dot Considered to be a good example of performance in duties and
 - dot Performed duties according to duties with very good results. By having toil and using special diligence

level "Excellent"

- (1) Work performance is at a very good level. and have qualifications not lower than the level of "very good"
- (2) Worked for a total of 12 months in the previous year, with a total of no more than 10 days of personal leave and sick leave.
- (3) Have work performance in the following manner:
 - In addition to having excellent performance evaluation results according to the duties of their position, they have also performed duties beyond the duties of their position to the extent that they are of special benefit to the College, or
 - Have initiative in a matter or have researched something. which is especially beneficial to the college and the College has implemented that initiative or has certified that research or invention.

Evaluating work performance for consideration of evaluation of work trials or consideration of contract renewal.

1. Working with full salary for a specified period of time. According to position type as follows:

- (1) Teaching position (teacher)
 - The first contract is for 1 academic year, and if necessary, the second contract is for a period of 3 years, the third contract is for 5 years, and the last contract is an indefinite contract. It is an employment contract for employment until the age of 60 years according to the period specified in the employment contract. (during trial work If any person working in the category of

professor is appointed to an academic position, they will be hired and appointed as permanent personnel. from the date of appointment)

(2) Position: Professional Support and Operations Practitioner There is a trial period of 4 months or according to the period specified in the employment contract.

2. The supervisors of the agency evaluate their performance according to the criteria and methods specified by the college continuously every evaluation round. and have the work of individuals take the results of the evaluation into consideration as a decision to present to the president for consideration

3. In the case of having to leave work/termination Due to the performance being lower than the standard, the personnel task was to prepare a report to present to the President.

Termination and termination of employment contract

worker of St. Teresa International College will terminate their employment.

- 1) die
- 2) resign
- 3) Completed retirement
- 4) The employment contract is due.
- 5) Failed to pass the work trial.
- 6) Was terminated or removed from teaching position.
- 7) The college goes out of business or has its license revoked.

resignation

worker who wish to resign from work Submit a letter requesting resignation in advance to your direct supervisor one floor above. The commander shall submit a resignation letter through the supervisor to consider granting permission or not granting permission to resign, and personnel with work responsibilities during the semester are not allowed. unless the dean considers it possible to resign

Submitting a resignation letter later than the deadline without reasonable cause or not being approved to resign It is considered a violation of discipline. or abandon duty

Moreover, the worker Must coordinate with various agencies involved, such as returning equipment. Teaching documents and others must be completed first. (According to the form at the end of the resignation letter)

Completed retirement

Colleges require employees to retire when they reach 60 years of age, with the month they reach 60 years of age being the retirement date. Unless the President approves the hiring based on reasons or reasons. Benefits to the college and is also a person who is in good enough health to be able to work

The employment contract is due.

Any worker who has a contract with the college If the employment period expires, the contract will be renewed. That worker ceases to be a personnel from the day following the contract date onwards.

Was terminated or removed from teaching position

Termination of an employment contract without a specified period of employment In order to relieve the worker from the condition, the college will

Letter of notice in advance

1) Termination of employment must be in accordance with the regulations and employment contract of the college. In the case where the college terminates the employee's employment The workers did not violate discipline and ministerial regulations regarding Work Protection and Compensation of Workers in Private Higher Education Institutions 2006 The College will pay compensation to faculty and personnel in accordance with St. Teresa International College's regulations regarding personnel management. 2009, the College will not pay compensation to

workers under special contracts with a fixed period of employment and who terminate the contract according to that period. In the case of work according to a specific project that is not normal work of the College or work that is of an occasional nature with a deadline or completion of the work with an end period not exceeding 2 years and the College has specified a period of Contract since the beginning of employment

2) Termination due to disciplinary offenses Will not receive compensation due to the following reasons:

2.1) Abandoning duties for three consecutive working days, whether or not there is a holiday in between.

2.2) Violating regulations, orders, announcements, or orders that are legal and related to the work of the worker. which supervisors in the line of work have received the month in writing Except in serious cases, the college does not need to warn.

2.3) Be negligent and cause serious damage to the College's property or reputation.

2.4) Deliberately dishonest duties or committing a criminal offense against the College.

2.5) Must be sentenced to imprisonment by a final judgment. unless it is a petty offense or an offense

2.6) Intentionally causing damage to the college.

2.7) Do not cooperate with, obstruct, or fail to comply with the legitimate orders of officials who abide by the law.

3) In the case that the college moves its office to a new location. or assign work to

Workers go to work regularly at new offices in different localities. which has an important impact on the normal life of the worker or kitchen worker The college will give notice not less than thirty days in advance. Before moving the work location

4) In the case where the college terminates the worker's contract due to improvements in the unit. Bring new machinery or technology to use or there is a replacement of new machinery or equipment resulting in a reduction in the use of workers. The college will notify the worker whose contract has been terminated at least sixty days in advance.

In the case of urgent necessity, unable to notify in accordance with the said deadline. The College will pay an additional severance pay in lieu of forward notice equal to the final salary of sixty days.

Discipline and disciplinary measures

College worker Must act and maintain discipline as well as strictly professional ethics at all times Whoever behaves in violation of discipline Must be punished as specified in these regulations.

discipline

1. Discipline that every worker must adhere to and maintain is as follows.

1.1 Workers must come to work on time to the best of their ability. and dedicate himself to the work Do not neglect your duties and do not act outside of the College's business during business hours.

1.2 Workers must dress modestly.

1.3 Operators must perform their duties with honesty, integrity, and fairness. Making false reports or giving dishonest opinions to supervisors. or acting or refraining from acting illegally in order to gain undue benefit to oneself or others. It is considered malpractice.

1.4 Workers must be polite and polite to the general public. Uses harsh language towards co-workers and all employees in the college. Be willing to provide services to faculty, staff, students, and outsiders. Must obey and follow orders from superiors according to authority and duties. In accordance with the laws, regulations, announcements and orders of the college. without any hesitation Do not do anything that contradicts your superiors. unless the superior commands to do so.

1.5 Practitioners must perform their duties with diligence. Pay attention and use college property with care to avoid damage.

1.6 Workers must act as a good example to their subordinates and students, maintain their reputation and not reveal the secrets of the college. Do not behave in an immoral manner that is offensive to society.

1.7 Workers must maintain unity. help each other Do not spread bad news or slander others. and during the consideration of appeals or complaints of the Work Protection Committee No worker is allowed to act provocatively. Invite or encourage other workers or students to do anything to support or benefit any party. or a break from duty or study. Anyone who violates this is considered to have intentionally caused damage to the College.

1.8 Workers must maintain themselves sufficiently and appropriately for their status and not be in debt.

1.9 Workers must not gamble or participate in any type of gambling industry. And don't share in college.

1.10 Workers must not come to work while intoxicated and must not drink alcohol or intoxicants in the College area. Except at parties organized or permitted by the college.

1.11 Workers must not take narcotic drugs. or bring all kinds of narcotic drugs into the college premises

1.12 Workers must not solicit any personal information in College offices. unless permitted by the college

1.13 Operators must not act as representatives of any person or juristic person. To seek undue benefit for oneself or others which causes damage to the college

1.14 Workers who are supervisors, supervisors, inspectors and supervisors at all levels. Must adhere to justice Do not do anything that is unfairly discriminatory against personnel. worker Anyone who violates this is considered to have intentionally caused damage to the college.

1.15 Workers who are faculty members, supervisors, supervisors or inspectors. Must not commit acts that violate or cause sexual distress to workers or students. Anyone who violates this is considered to have intentionally caused damage to the College.

1.16 Faculty workers You must not copy or secretly plagiarize the academic work of others for your own benefit. Anyone who fails to do so is considered to have committed a serious violation of ethics and is considered to have intentionally caused damage to the College.

1.17 Every worker has a duty to protect and preserve the nation's arts and culture. Anyone who ignores this is considered a breach of discipline.

1.18 Workers must not quarrel and harm each other. or commit a criminal offense in the College's business premises.

1.19 Workers must not carry any weapons into the office or within the premises of the College, except for those responsible for maintaining security and order within the College.

1.20 Workers must not express their words or write or post announcements. or amending the original announcement with a rude, offensive, insulting, or insulting message to any person in the office or in the college area.

Disciplinary measures

1. An operator who is a commander has a duty to promote Supervise and be careful to ensure that subordinates always adhere to discipline and do not violate the law.

In the case where the commander knows that the subordinate has violated discipline. Disciplinary action must be taken immediately. If it is seen that the person who has violated the discipline must be punished and it is within his power to punish, he shall order punishment. But if it is seen that that person should receive a punishment higher than that which he has the power to punish Report to the commander above to consider taking appropriate action in the case.

Any commander who neglects to perform his duties or performs his duties in accordance with this section dishonestly is considered to have violated discipline.

2. Operators who are in command must assign work to personnel under their command that are appropriate to their knowledge and abilities. Assigning work without taking into account the knowledge and abilities of the operator and not teaching or recommending methods of working under the camera. Safe for operators Causes danger to personnel or damage to the college. The commander is also responsible for any damage that occurs.

3. There are 6 disciplinary punishments. Operators who commit violations may receive one of the following punishments:

3.1 Verbal warning then recorded as evidence by supervisor

3.2 Written warning by supervisor

3.3 Probation by order of the President

3.4 Cut salary or benefits By order of the Rector

3.5 To be dismissed by order of the President.

3.6 Expulsion by order of the president

Consideration of punishment to be given to operators who violate discipline. The college will consider the severity of the offense and the intent of the perpetrator. There is no need to punish workers who are punished according to Section 3.2 to Section 3.4 if they commit the same offense again. It is considered a repeat offense. Warning: The college will punish you by expulsion according to Section 3.5 or expulsion according to Section 3.6 without compensation.

4. Workers who commit serious offenses may be punished by dismissal according to Section 3.5 or fired according to Section 3.6. Such serious offenses include:

4.1 Dishonesty in performing duties or committing a criminal offense against the College. or commits a violation of disciplinary measures 1.3 and 1.13.

4.2 Intentionally causing damage to the college and property. to honor and reputation College credibility or violates the discipline clause 1.7, 1.14, 1.15 and 1.16

4.3 Negligence causes serious damage to the college.

4.4 Violate or fail to comply with the College's legal and fair requirements, regulations, announcements, or orders. Except in serious cases Colleges do not need to warn.

4.5 Abandon duty for 3 consecutive days, whether there is a holiday in between or not. without reasonable cause

4.6 received a prison sentence According to the final judgment, imprisonment Except it is a punishment for an offense committed negligently or a petty offense.

4.7 Not cooperating with, obstructing, or not following the legitimate orders of employees. Officials perform their duties in accordance with the Private Higher Education Institutions Act B.7. 2003, amended from the original (No. 2) B.E. 2007.

4.8 The following offenses are considered by the College to be intentional and cause damage to the College.

(1) Taking drugs Or bring illegal drugs into the college premises or commit a violation according to disciplinary code 1.11.

(2) drunk on drugs Go on a rampage or cause quarrels on college grounds.

(3) Carrying deadly weapons into the college premises.

(4) Revealing the secrets of the college. or violates the discipline according to Section 1.6

(5) Forgery of important college documents

(6) Stealing another person on campus.

5. Punishment and discipline of personnel must be done as follows:

5.1 Committing a non-serious disciplinary offense for the first time Give command to someone at the level of dean or director of the office. Be the person who scoops the month verbally according to section 3.1.

5.2 In the case where punishment and verbal warning are ineffective repeat offense Proceed as follows:

(1) The Rector appoints an investigation committee of not less than 3 people to conduct an investigation quickly. and let the committee investigate The results of the investigation are summarized and presented to the President for punishment according to Section 3 according to the severity of the offense and the intent of the perpetrator.

(2) In the case where the worker is questioned and sees that Any member of the investigative committee may not be impartial. Objections must be submitted together with reasons to the president during the investigation process. If the Rector considers and sees that

Listen to objections May appoint any member of the investigation committee or set up a committee to replace the member who is objected. The decision of the President is final.

(3) During the investigation The College may order a temporary suspension of the person under investigation for no more than 7 days with compensation not less than half of the rate of pay received.

(4) When the investigation committee concludes the investigation and presents it to the president. that the person under investigation is the perpetrator of the crime The President shall punish the workers according to the regulations and the recommendations of the investigation committee.

(5) In the case where the investigation results of the investigation committee conclude that It is an offense punishable by dismissal or expulsion. The president must use his powers under the Private Higher Education Institutions Act B.E. 2003, amended (No. 2) B.E. 2007, to punish expulsion or redemption or removal of staff members who are faculty members. The offender must leave his position within 30 days from the day the results of the investigation are known. But the removal of the vice-chancellor Associate Professor Special Associate Professor Special Assistant Professor or equivalent position Must receive approval from the College Council.

5.3 Workers who are punished An appeal can be filed with the Work Protection Committee within 30 days from the date of punishment or dismissal.

complaint

Any worker who sees that his supervisor is using his authority to treat him incorrectly or not complying with rules, regulations, announcements, or orders That person may file a complaint with the rector.

Complaining without reasonable cause or to harass anyone to be punished or should be considered a serious disciplinary offense, request permission in writing