



**Walailak University Announcement**  
**On Personnel Management of Enterprise Employees of Walailak**  
**University,**  
**B.E. 2562**

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It is deemed appropriate to improve the criteria and methods for hiring Walailak University contract staff who are paid with the off- budget funds in order to increase flexibility and suitability to the employment characteristics and improve morale and encouragement for the staff, which will contribute to more efficient performance.

By virtue of Section 24 of the Walailak University Act, B.E. 2535, the Walailak University Regulation on Hiring of Contract Staff, B.E. 2538, resolution by the Personnel Management Committee in the meeting no. 4/2019 dated June 21, 2019, the criteria and methods for personnel management of enterprise employees of Walailak University shall be as follows:

1. That this announcement shall be called “Walailak University Announcement on Personnel Management of Enterprise Employees of Walailak University, B.E. 2562”
2. This announcement shall take effect on the day following the announcement day onwards.
3. No. 2 of the Walailak University Announcement on Criteria and Methods for Hiring Contract Lecturers to Perform in the University, B.E. 2551, regarding

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hiring of contract staff with budgets from outside the university, shall be repealed

Other announcements, or regulations conflicting or negating with this announcement shall be replaced by this announcement.

4. In this announcement,

“University”	meaning	“Walailak University”
“President”	meaning	“the president of Walailak University”
“Personnel Management Committee”	meaning	“A committee on personnel management of Walailak University”
“enterprise employee”	meaning	“individuals hired on a contract basis and receive pay from budget outside the university”
“Section”	meaning	“Schools, colleges, graduate schools, institutes, centers, parks, divisions, projects or others going by different names but being equivalent in status with the aforementioned”.
“Off-budget funds”	meaning	Off-budget funds are all money secured by or allocated to organizations by legal ownership, regulations, orders, legal acts or juristic acts or other causes requiring the organizations to return them to treasury. However, by legal permission, the organizations can retain the money

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without transferring it back to the treasury.

5. The president, the vice-president supervising the section and Head of Section shall be superintendents of the enterprise employees and have authority to manage enterprise employees as provided in this announcement and criteria given by the Personnel Management Committee.
6. Other matters concerning enterprise employees which are not provided in this announcement shall be in line with the criteria and methods for university employees as warranted by the situations.
7. the president shall take charge of this announcement and has authority to issue announcements or orders to carry out what is stated in this announcement.

In case any disruptions or issues arise due to this announcement, final decisions shall be at the president's discretion

### **Part 1**

#### **Qualifications and types of enterprise employees and manpower plan**

8. Enterprise employees have all the general qualifications and no prohibited characteristics as specified in the Walailak University Regulation on Personnel Management.

In case where it is necessary, the president may approve recruitment and appointment of enterprise employees holding different qualifications.

9. Enterprise employees are classified into 2 types as follows:

- 1) Academic staff
- 2) Professional operation staff and general support staff

10. Hiring of enterprise employees as described in No. 9 (2) shall be for the same duties performed by the university employees, as well as position titles and position-specific qualifications as those of the university employees.

In case where it is necessary for sections to hire enterprise employees with position titles different from those of the university employees, the president may approve recruitment and appointment of enterprise employees holding different qualifications.

11. Hiring of enterprise employees shall be in accordance with the manpower plan with significant focus on missions, objectives, work plans, personnel plans, financial plans, efficiency and effectiveness in alignment with the section's goals.

The manpower plan in Paragraph one needs to be approved by the Committee on Workload Consideration and Manpower of Employees and Contract staff.

## **Part 2**

### **Criteria and Methods**

12. Criteria and methods for hiring enterprise employees shall be as stated below:

- 1) Select qualified individuals to be hired as enterprise employees in accordance with criteria and methods specified by the section.
  
- 2) Submit a copy of the selection result announcement together with the successful applicants' documentation to the Division of Human Resources and Organization in order to make employment contracts and import them into the university's system.

13. Hiring of enterprise employees shall be subject to a 1-year contract/time or a period not exceeding that of the project to which the off-budget funds were allocated.

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For the making of employment contract as described in Paragraph one, the president or the vice-president assigned by the president shall be the person signing the contract.

Forms of employment contracts shall be the same as those for the university employees.

14. In cases where sections wish to hire enterprise employees for the continuous duration, the sections shall provide explanations regarding reasons and necessity for hiring as well as results of the recent performance appraisal to the president or the vice-president assigned by the president in order to approve employment contract renewal. In this case, the employment term shall be as determined in No.13.

### **Part 3**

#### **Pay rate and remuneration, pay raise, welfare and benefits**

15. Pay rates and remuneration, pay raise, and welfare and benefits of the enterprise employees shall be as determined by the section under the approval of the president.
16. In case where it is of absolute necessity, the university or sections may provide extra remuneration or allowance in addition to the monthly pay such as bonuses or annual performance awards under the approval of the Personnel Management Committee.
17. Remuneration, monthly pay, welfare and benefits shall be withdrawn from the off-budget funds to which the sections are allocated.

Criteria and method concerning money withdrawal, monthly pay or remuneration and employees' entitlement o monthly pay shall be in accordance with university regulations or announcements.

### **Part 4**

#### **Performance appraisal**

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18. Within the employment term, sections shall administer the performance appraisal for enterprise employees to obtain the result for personnel management as follows:
- 1) Raise of monthly pay or wages
  - 2) Improvement and development of work efficiency
  - 3) Employment contract renewal
  - 4) Others as assigned by the university or sections
19. Criteria and methods for the performance appraisal shall be as stated in the relevant university regulations or announcements unless directed otherwise through university announcements.

## **Part 5**

### **Working days/ Work hours and leaves**

20. Working days, clock-in and clock-out time, weekly day off and annual holidays of enterprise employees shall be the same as those for the university employees.
21. In cases of absolute urgency for work's benefit, the university or sections may request enterprise employees to work overtime or perform on holidays as deemed appropriate and necessary, the enterprise employees shall receive overtime pay as provided in the regulation or criteria concerning overtime work and overtime pay which the university sets for the university employees.
22. Leave of enterprise employees shall be as specified in the Walailak University Regulation in Leave of Employees and Contract Staff.

## **Part 6**

### **Moral quality and ethics**

23. The enterprise employees' code of conduct shall be in accordance with the Walailak University Announcement on Leave of University Employees and Contract Staff.

## **Part 7**

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## **Suspension, Cessation, Dismissal and Termination of Employment Contract**

24. The suspension order shall be issued in accordance with the criteria and methods concerning suspension as determined by the university for the university employees by mutatis mutandis.
25. Cessation, dismissal and termination of employment of enterprise employees shall be in accordance with the Walailak University Regulation on Personnel Management as well as relevant regulations and announcements for the university employees by mutatis mutandis.

## **Part 8**

### **Upgrading educational degrees and change of positions**

26. Upgrade of educational degrees and change of positions shall be as determined by the sections.

### **Transitional Chapter**

27. Contract staff hired by the university or sections with the off-budget funds before this announcement is effective shall continue being enterprise employees as stated in this announcement until 30 September 2019 with entitlement to the same pay rates, welfare and benefits.

Announced on July 2, 2019.

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 (Prof. Dr. Sombat Thamrongthanyawong)  
 President of Walailak University