**昆山杜克大学教育发展基金会**

**人事管理制度（试行）**

**Duke Kunshan University Education Development Foundation**

**Personnel Management Regulations (Trial)**

为加强昆山杜克大学教育发展基金会（以下简称“基金会”）的人事管理，根据国家有关劳动法规、政策和基金会章程之规定，结合基金会实际，特制定本制度。

In order to strengthen the personnel management of the Duke Kunshan University Education Development Foundation (hereinafter referred to as the "the DKU Foundation"), the regulations are formulated in accordance with the provisions of the relevant state labor regulations and policies, the Charter of the DKU Foundation and its actual situation.

1. **员工聘用与管理**

**Section 1 Hiring and managing employees**

1. 本基金会工作人员，除应执行国家相关法律、法令、法规外，依本制度管理。

Article 1 Employees shall be governed by the personnel management regulations (hereinafter referred to as the "DKU Foundation Personnel Regulations"), in addition to the related Chinese laws, decrees and regulations.

1. 本基金会专职工作人员，实行聘用制。

Article 2 The DKU Foundation enters into employment contracts with its full-time employees.

1. 本基金会人员聘用的程序、内容依昆山杜克大学相关人事文件执行。

Article 3 The hiring procedures and requirements shall be consistent with the relevant personnel documents of Duke Kunshan University.

1. 基金会所聘人员经过考试、面试合格，方能录用、签订劳动合同，并需过通过试用期考核。

Article 4 Employees shall only be formally employed and sign employment contact, after passing pre-employment tests, job interviews and a successful probation period.

1. 试用期内表现不符合录用要求的员工，基金会可提前三日通知该员工终止劳动合同，并按实际工作日发给试用人员试用期的基本工资。

Article 5 The DKU Foundation shall terminate the contract with a three-day notice in advance if the employee on probation fails to meet the performance requirements, and shall pay the employee pre-agreed basic salary based on his/her actual working days.

1. 员工一经正式聘用，应与基金会签订聘用合同，双方共同遵守。

Article 6 When an employee is formally employed, he/she shall enter into an employment contract with the DKU Foundation, and both parties shall abide by it.

1. 基金会所有工作人员均应遵守基金会规章制度。

Article 7 All employees shall comply with the rules and regulations of the DKU Foundation.

1. **工资福利与考核**

**Section 2: Compensations, social welfare benefits and performance reviews**

1. 员工的工资制度及各项福利补贴，参照昆山杜克大学薪酬管理制度执行。

Article 8 Employees’ compensation and social welfare benefits shall be in accordance with the compensation management regulations of Duke Kunshan University.

1. 员工因公致残或死亡者依劳动保险有关规定予以补偿。

Article 9 Employees shall be compensated for work-related disability or death in accordance with the relevant provisions of labor insurance.

**第十条**　员工享受失业、养老、生育、医疗、工伤保险，并统一由基金会或昆山杜克大学与员工按规定缴纳保险金，参加社会统筹，按实际工资额计。员工和基金会按国家规定共同缴纳住房公积金。

Article 10 Employees shall be entitled for unemployment insurance, retirement pension, maternity insurance, medical insurance and work-related injury insurance. The insurance premiums shall be jointly paid for into the socially coordinated accounts, by the DKU Foundation or Duke Kunshan University and the employees themselves, in accordance with the provisions of the relevant regulations, based on employees’ actual salary. Employees and the foundation shall the Housing Accumulation Fund subsidy in accordance with the regulations.

**第十一条**　实行员工考核制度。考核依照昆山杜克大学年终考核程序及方案执行，以昆山杜克大学考核结论为依据。

Article 11 Employees’ performance reviews are delivered according to Duke Kunshan University’s year-end assessment procedures and plans, and benchmarked against Duke Kunshan University’s evaluation results.

1. **休假**

**Section 3 Leave**

**第十二条**　员工享受国家法定休假日，并支付员工休假日薪金及津贴。

Article 12 Employees shall have statutory leave entitlement, and receive salary and allowances.

**第十四条**　基金会参照《中华人民共和国劳动法》及国家事业单位的工作规范执行各种假期的规定。

Article 14 The DKU Foundation’s employees leave entitlements are in accordance with Labor Law of the People's Republic of China, and work norms for public institutions in China.

**附　则**

**Supplementary provisions**

**第十五条**　本制度由昆山杜克大学教育发展基金会负责解释。

Article 15 The DKU Foundation Personnel Regulations shall be explained by the DKU Foundation.

**第十六条**　本制度即日起试行。

Article 16 The DKU Foundation Personnel Regulations enter into trial implementation as of today.