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Human Resource Management Policy Committee Announcement on Foreign Employee Hiring Procedure and Criteria, B.E. 2566

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In order to ensure that the hiring of foreign employees is conducted smoothly, in line with the current situation, and capable of efficiently supporting the university's missions in teaching, research, and international activities, it is appropriate to improve the foreign employee hiring procedure and criteria.

By virtue of Section 7(4) of Thaksin University's University Regulations on Personnel Management, B.E. 2563, the Human Resource Management Policy Committee, during its meeting No. 2/2566 on 3rd August B.E.2566, therefore, enacted an agreement as follows:

Section 1 This announcement is called “Human Resource Management Policy Committee Announcement on Foreign Employee Hiring Procedure and Criteria B.E. 2566.”

Section 2 This announcement shall come into force from 1st June B.E. 2566 onwards.

Section 3 The Human Resource Management Policy Committee Announcement on the Foreign Employee Hiring Procedure and Criteria B.E. 2560 is hereby canceled.

Section 4 In this announcement, "foreign employee" refers to an employee of Thaksin University who is hired by the university or has an employment contract that entitles them to receive compensation or remuneration from the university's income.

Section 5 The university departments that desire to hire university employee as the foreign employee, specifically for positions such as professor or other positions where the expertise of foreign nationals is necessary, to carry out tasks related to teaching, research, or other missions, shall proceed to request approval for the staffing quota and consider selecting qualified individuals according to the criteria established by the university for recruiting and selecting special academic personnel in the faculty member category, as per the Human Resource Management Policy Committee Announcement on criteria and methods for recruiting and selecting university employees, shall be applied by consensus.

Section 6 A person who serves as a foreign employee must be meet the specific qualifications as follows:

(1) Meet the general qualifications as stipulated in Section 18 of the University Regulations on Personnel Management of Thaksin University, B.E. 2563.

(2) Age is not over than 60 years old.

(3) Completed a bachelor's degree or higher from an educational institution in a field recognized by the Civil Service Commission or the Committee of Civil Servants in Higher Education Institutions.

(4) Have specific qualifications as required by the standard positioning system.

Section 7 The university employment contract for foreign employees shall have a maximum duration of 2 years per contract.

Section 8 The initial salary rate for a foreign employee, who is not a volunteer teacher, based on his qualifications as specified in Section 9 as follows:

Bachelor's degree or its equivalent, the monthly rate is 25,000 Baht.

Master's degree or its equivalent, the monthly rate is 30,000 Baht.

Doctoral degree or its equivalent, the monthly rate is 35,000 Baht.

Section 9 The salary rate for a foreign employee, who is a volunteer teacher, under the Center for Language Education and Cooperation (CLEC). cooperation project between the Ministry of Education of China and the Ministry of Higher Education, Science, Research, and Innovation of Thailand, the qualifications being as follows:

Bachelor's degree or its equivalent, the monthly rate is 12,000 Baht.

Master's degree or its equivalent, the monthly rate is 15,000 Baht.

Section 10 A foreign employee, who is not a volunteer teacher, as specified in Section 9, according to his knowledge, ability, and experiences, which are beneficial for job performance, will be considered for an initial salary rate higher than the one specified in Section 8. In this case, the criteria for determining the initial monthly salary for university staff as a lecturer with work experience, as specified in the announcement of the Human Resource Management Policy Committee regarding the criteria and methods for determining the initial salary rate for university staff as a lecturer with work experience, shall be applied by consensus.

Section 11 A foreign employee has the right to take leave with pay for each year as follows:

(1) Sick leave, not exceeding 15 working days, except for the first year of employment, not exceeding 10 working days

(2) Maternity leave, not exceeding 98 days.

(3) Leave to assist a wife giving birth, not exceeding 15 working days, within 90 days from the date of childbirth

(4) Personal leave, not exceeding 10 working days.

(5) Vacation leave, not exceeding 10 working days.

Employee leave procedures and criteria for a foreign employee shall be in accordance with those set by the university for university employees and university staff and shall be applied by consensus.

Section 12 A foreign employee who has received an outstanding performance evaluation is considered for contract renewal in the following year and has the right to be considered for an annual bonus at a rate not exceeding 4% of his monthly salary.

Section 13 A foreign employee has the right to be allocated university-provided accommodation or receive a housing allowance at a rate of 8,000 Baht per month.

Section 14 A foreign employee has the right to receive health and accident insurance, and annual health check-up benefits under the same criteria as those set by the university for university employees. They are also required to be members of the Social Security Fund.

Section 15 The department that employs the foreign employee shall establish a mutual agreement before commencing employment, and specifically, a foreign employee in the position of lecturer must have a minimum workload as set by the university for permanent faculty members by mutual consent. Whether or not they meet the minimum workload standards for a foreign employee is a significant factor in considering contract renewal.

Section 16 In all other cases not specified in this announcement, they shall be subject to the laws, regulations, announcements, or orders applicable to the employees of the university.

Announced on September 8th, B.E. 2566

Signed

Professor Dr. Supachai Yavaprabhas

Chairman of Human Resource Management Policy Committee