



# Personnel Work Operation Manual



As the Human Resources Department, responsible for educational personnel within the college, has created a work manual to ensure consistent and reliable operations. This manual aims to facilitate efficient, rapid, and cost-effective work, thereby improving the efficiency of the department's document management.

Personnel work

Ban Khai Technical College

## Resource Management Department

Personnel Name; Performance Evaluation of Civil Servants and Permanent Employees.

## Duties and responsibilities

To provide guidelines for evaluating civil servants and permanent employees in a manner that is consistent with regulations and effective.

As per the Cabinet's resolution approving measures to improve the efficiency and effectiveness of government methods, and by establishing a performance evaluation system for civil servants based on the criteria and performance **work,** evaluation form as outlined in the Civil Service Commission's letter No. NR0708.1/W5 dated August 2, 2001, and by adopting the open system as per the Cabinet resolution of June 17, 1997, for considering salary increases for civil servants, the Office of the Vocational Education Commission is tasked with implementing the salary increase process by evaluating the performance and effectiveness of civil servants according to the following criteria:

The assessment is divided into 4 parts.

Part 1 is divided into 2 sections: (1.1) Performance evaluation, full score 140 points; (1.2) Performance characteristics evaluation, full score 60 points; total score 200 points.

Part 2 contains opinions regarding salary increases.

Part 3 contains the comments of a higher-level evaluator.

Part 4 presents the opinion of an even higher-level evaluator.

Those with normal to good performance (60-89%) were considered for a 0.5 step promotion.

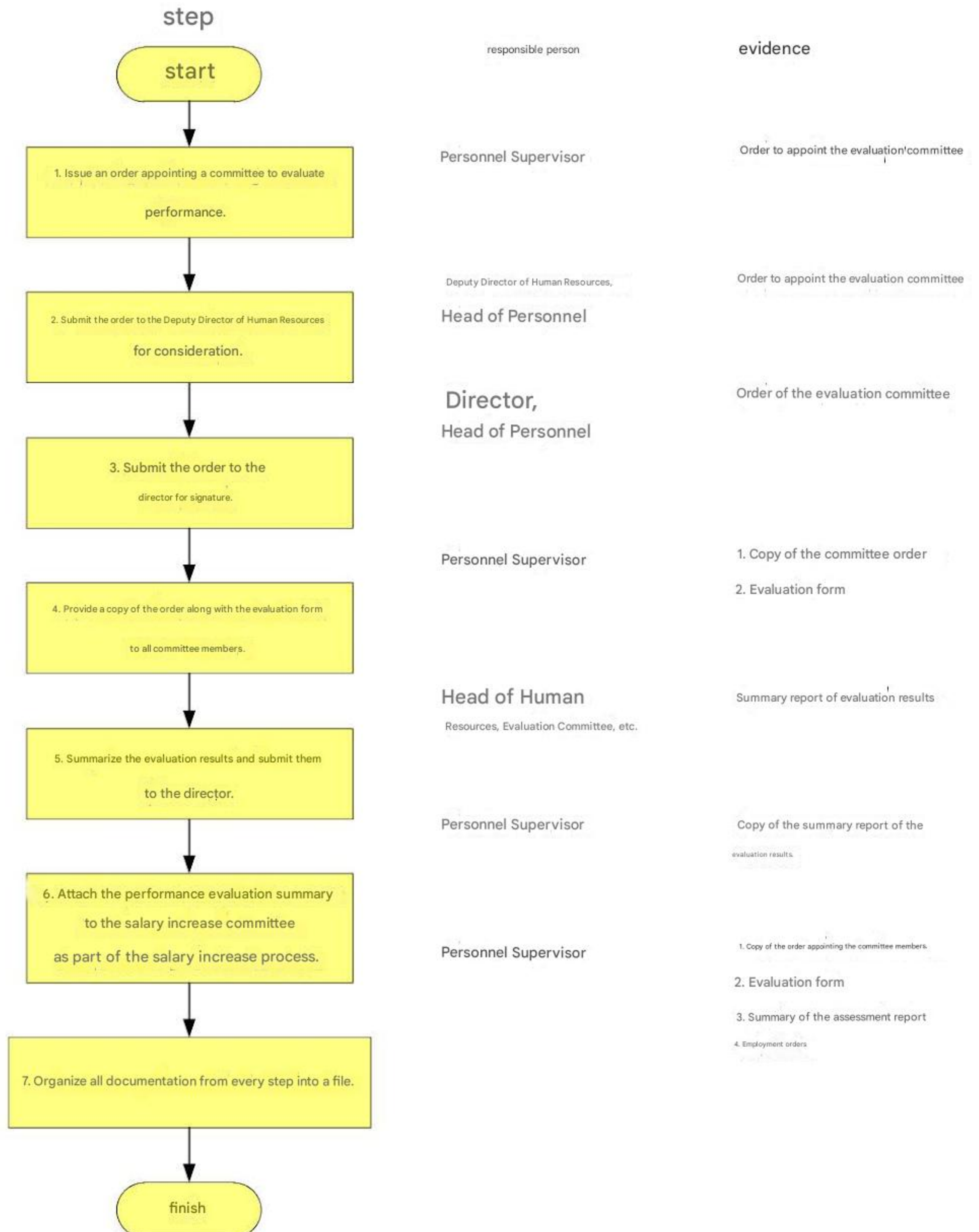
Those with outstanding performance (90-100%) will be considered for promotion one level.

Those with a performance level below 60% (level of improvement) will not be considered for a salary increase.

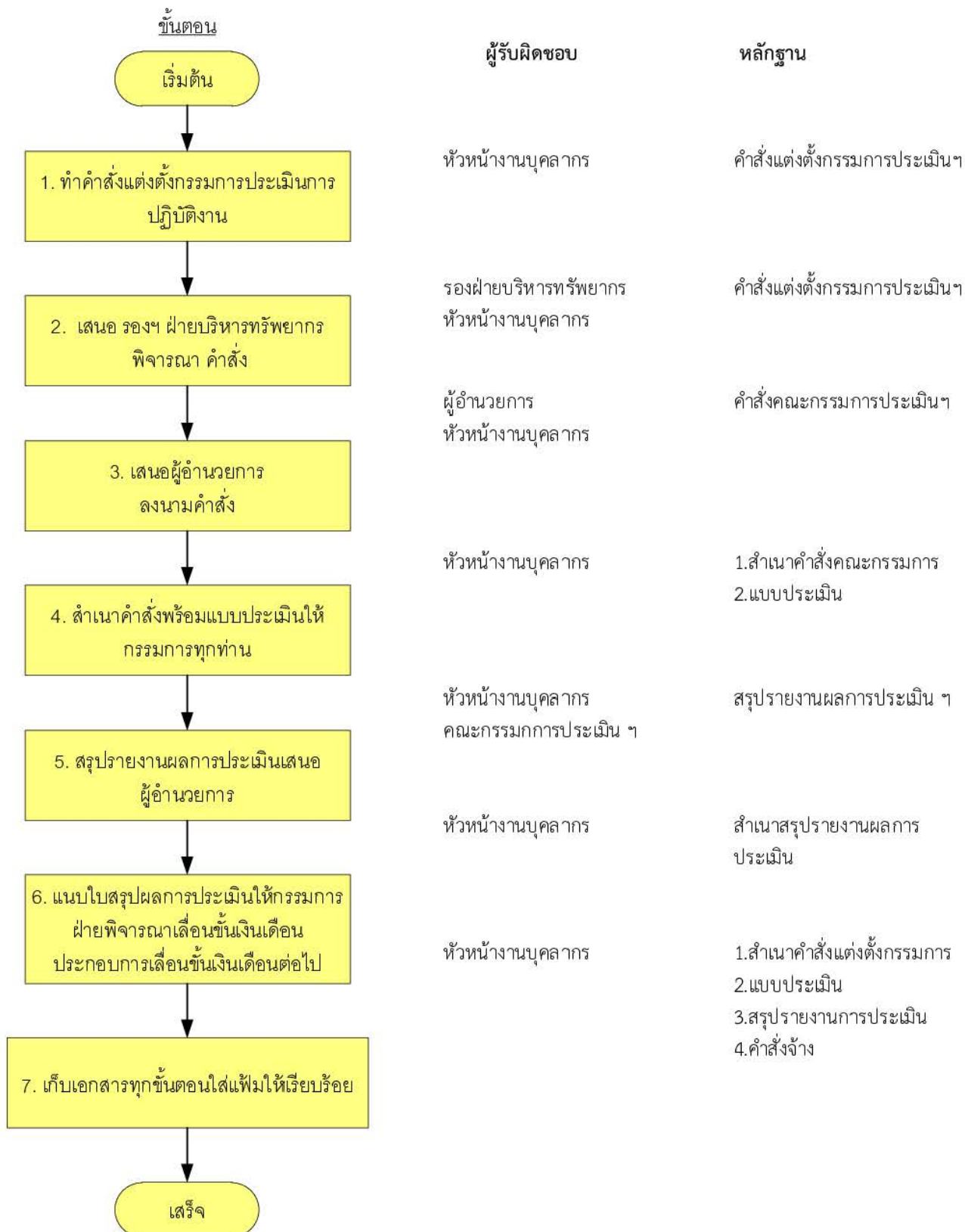


## Resource Management Department

## Human Resources: Performance Evaluation of Civil Servants and Permanent Employees.



**ฝ่ายบริหารทรัพยากร  
งานบุคลากร การประเมินข้าราชการและลูกจ้างประจำ**





## Process for evaluating civil servants and permanent employees

1. Issue an order appointing a committee to evaluate the performance of civil servants and permanent employees.
2. Submit the order to the Deputy Director of Human Resource Management for consideration.
3. Submit the order for the director's signature.
4. Copies of the order and evaluation forms shall be provided to all committee members. The Human Resources Department shall prepare performance and effectiveness evaluation forms for civil servants and permanent employees under the Office of the Vocational Education Commission, appropriate to the number of individuals being evaluated. These forms shall be distributed to all committee members along with the order and details of each individual being evaluated, such as number of days off, number of days late, number of days absent, disciplinary action, or other relevant information. The Human Resources Department shall also coordinate with the individuals being evaluated to prepare relevant documents such as portfolios, lesson plans, etc.
5. Summarize the Evaluation Report and Submit it to the Director. The Human Resources department will summarize the evaluation results from all committee members and submit them through the Deputy Director of Human Resources for the Director's acknowledgment. The evaluation results will also be kept for the management to use as information in considering salary increases and will be reported to the Office of the Vocational Education Commission in cases where candidates show a performance level requiring improvement.
6. Attach the performance evaluation summary to the salary increase committee for consideration. The Human Resources department will provide a copy of the performance evaluation summary to the salary increase committee for consideration.
7. Organize all documents from each step into separate files, and ensure all related documents are properly filed as follows:
  - 7.1 Performance evaluation forms for all civil servants and permanent employees, both times (collected annually).
  - 7.2 Orders appointing the evaluation committees on both occasions.
  - 7.3 Statistics on days of leave, sick leave, absence from duty, or other absences during the year.
  - 7.4 Record a summary of the results of both evaluations.

Resource Management Department

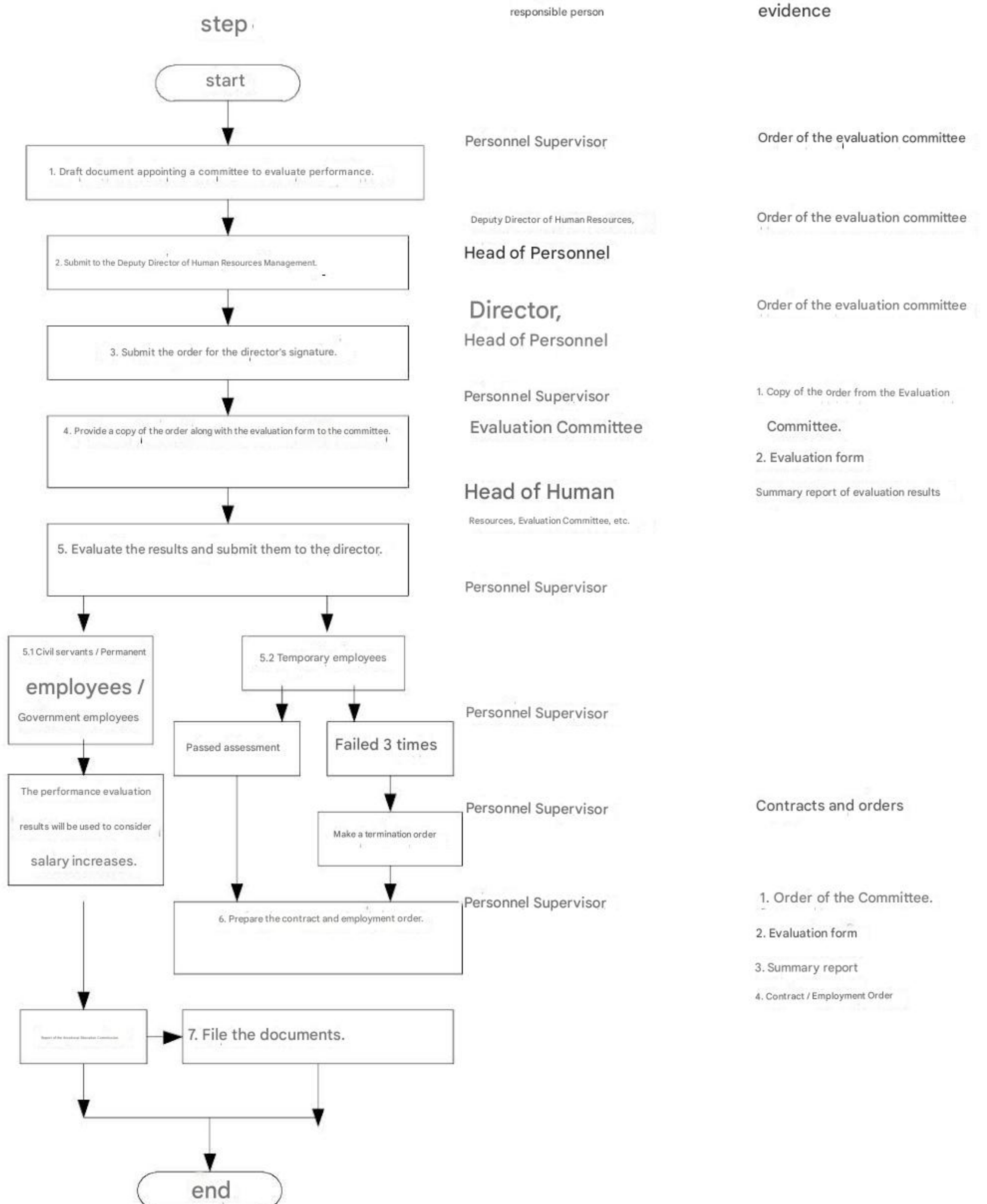
Personnel Name: Teacher and Educational Personnel Competency Evaluation

## Duties and responsibilities

The Human Resources department prepares evaluation forms for various groups: the administrative group, civil servant teachers and permanent employees, government employees, temporary employees, special education teachers, and staff. An evaluation committee is appointed twice a year, the first time in March and the second time in September.

Resource Management Department

Human Resources; Teacher and Educational Personnel Competency Assessment





## Procedures for evaluating the competencies of teachers and educational personnel.

1. Issue an order appointing a committee to evaluate the performance of temporary employees in the positions of special education teachers and staff members between March 1-10 and September 1-10 of each year, under the Human Resources Department.

2. Submit the order through the Deputy Director of Human Resource Management for verification.

3. Submit the order for the director's signature.

4. Copies of the order, along with the evaluation forms, should be provided to all committee members. The evaluation forms should include details of the person being evaluated, such as number of days off, number of days late, or other relevant information. Committee members should also be contacted to prepare any other relevant documents as specified by the committee.

5. The Human Resources department will summarize the evaluation results and submit them to the Director through the Deputy Director for Human Resources Management, and then to the Director for signature. A summary of the evaluations of those who failed will also be compiled, including a detailed record of those who did not pass.

6. Contracts and employment orders will be prepared for temporary employees who have passed the evaluation. Upon completion of their contract, the Human Resources department will renew the contract and issue an employment order for them to continue working. For those who do not pass the evaluation, the Human Resources department will issue a circular informing them of the reasons for the failure and will conduct a new evaluation in three months. If they fail the evaluation three times, the college will consider terminating their employment. Contracts and employment orders will be prepared for those who pass the evaluation.

7. Organize all documents from each step into a file as follows:

7.1 Orders appointing committee members to evaluate the performance of civil servants, permanent employees, government employees, and temporary employees on both occasions.

7.2. Evaluation forms for all individuals, both times.

7.3 Statistics on the number of days of leave, tardiness, absences, and other related matters.

7.4 Copies of the summary results of both evaluations.

7.5 Copy of the employment contract.

7.6 Copy of the employment order.

Resource Management Department

Personnel Name: Performance Evaluation of Government Employees in the Position of Teacher.

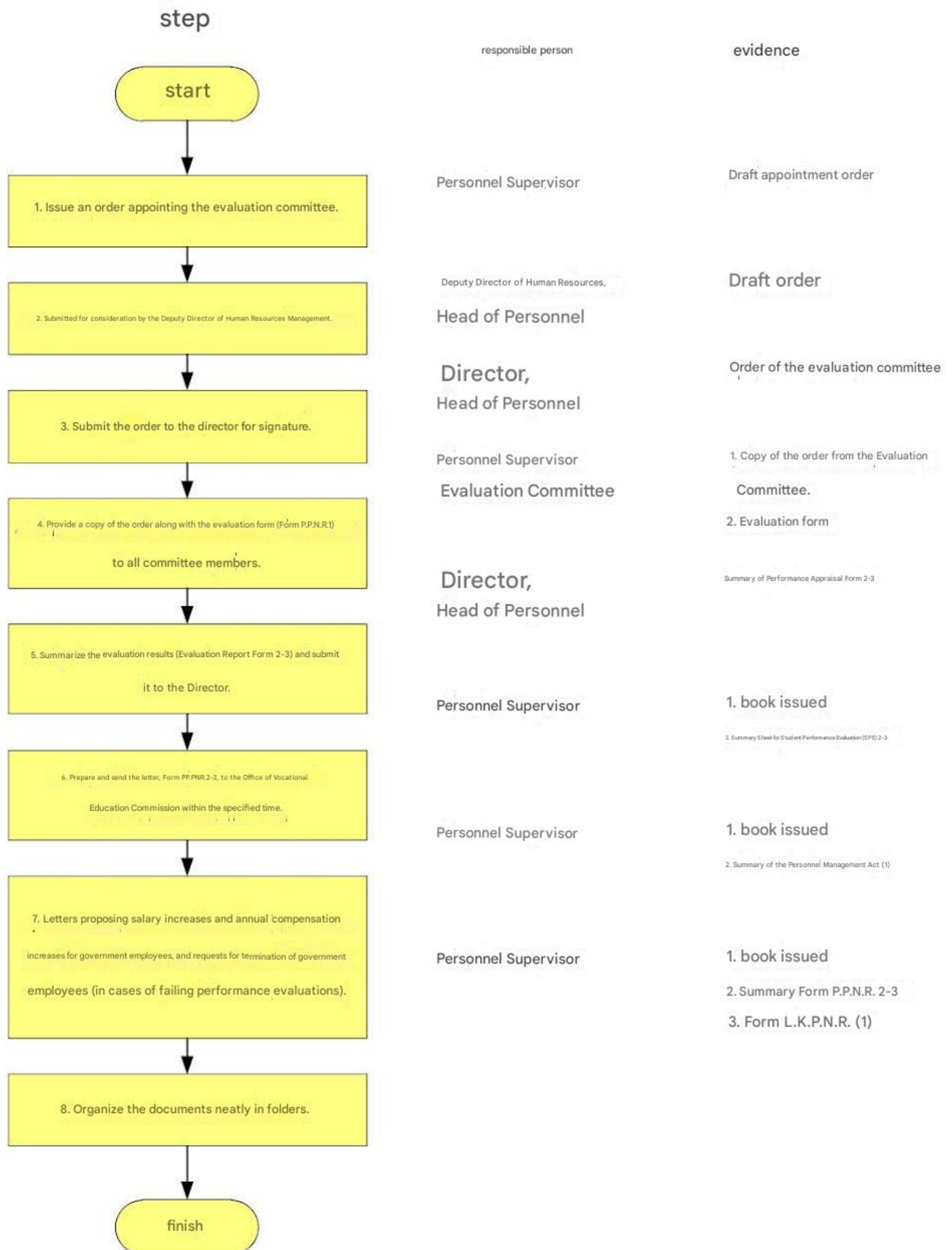
## Duties and responsibilities

To provide guidelines and procedures for the systematic and efficient evaluation of government employees in teacher positions in educational institutions.



## Resource Management Department

## Human Resources: Performance Evaluation of Government Employees in the Teacher Position.





## Process for evaluating government employees in the teaching position

According to the Prime Minister's Office Regulations on Government Employees B.E. 2547 (2004) and the Announcement of the Government Employee Management Committee on Guidelines for Performance Evaluation of Government Employees dated February 5, 2004, government agencies are required to conduct performance evaluations of government employees according to the criteria and methods determined by the agency. The following procedures have been implemented regarding the evaluation of government employees:

1. Prepare a draft order appointing a committee to evaluate the performance of government employees working in educational institutions, submitting it through the Deputy Director, based on the Office of the Vocational Education Commission Order No. 1684/2549 regarding the appointment of a committee to screen and evaluate the performance of government employees working in educational institutions.

1.1 The school director is the chairman of the committee.

1.2 The Deputy Director of the Educational Institution is a committee member.

1.3 The head of the personnel department serves as a committee member and secretary.

1.4 Civil servants working in personnel management serve as committee members and assistant secretaries.

2. Submit the draft order to the Deputy Director of Human Resource Management for consideration.

3. Submit the order for the director's signature.

4. Copies of the order and evaluation forms should be provided to all committee members. The Human Resources department should prepare the evaluation forms sent from the central office (Form PP.PNR.1) along with copies of the order, attaching details of the person being evaluated, such as number of days off, number of late arrivals, number of days absent, disciplinary action taken, or other relevant information. This should be provided to all committee members, and the personnel being evaluated should be contacted to prepare other relevant documents, such as portfolios, lesson plans, etc.

5. The Human Resources Department summarizes the performance evaluation results (Form PF.PN.R. 2-3) and submits them to the Director. All committee members complete the performance evaluation summary sheet (Form PF.PN.R. 2 and 3), submit it through the Deputy Director for Administration and Resources, and then to the Director for signature.

6. Prepare and send the evaluation form (Form 2-3) to the Office of Vocational Education Commission within the specified time. The Human Resources Department will send the official evaluation form to the Office of Vocational Education Commission as scheduled and inform the employee of the evaluation results. The employee must sign the evaluation form to acknowledge receipt. If an employee refuses to accept the evaluation results, the Human Resources Department will report it to the school director. Employees who achieve a score below 1.5 are considered to have failed the evaluation. If this is the first time, it is at the discretion of the school director whether to allow them to continue working. However, if they are allowed to continue working and their evaluation score is below 1.5 for two consecutive times, they must follow the regulations.

7. Prepare a letter to request an increase in the annual salary of government employees and request the termination of government employees (in case of failure to pass the evaluation) according to form No. LP.PNR.(1).

8. Organize documents neatly in files. The Human Resources department shall organize all documents from every step of the process in files as follows:

8.1 Orders appointing the committee to evaluate government employees, both times (kept annually).

8.2 Performance Evaluation Form (PE.PN.R.1) for all government employees.

8.3 Copies of the official letters issuing the summary of evaluation results (Form P.N.R. 2-3) for both occasions.

8.4 Copy of the official letter requesting an annual salary increase for government employees.

(L.K.P.N.R.1)

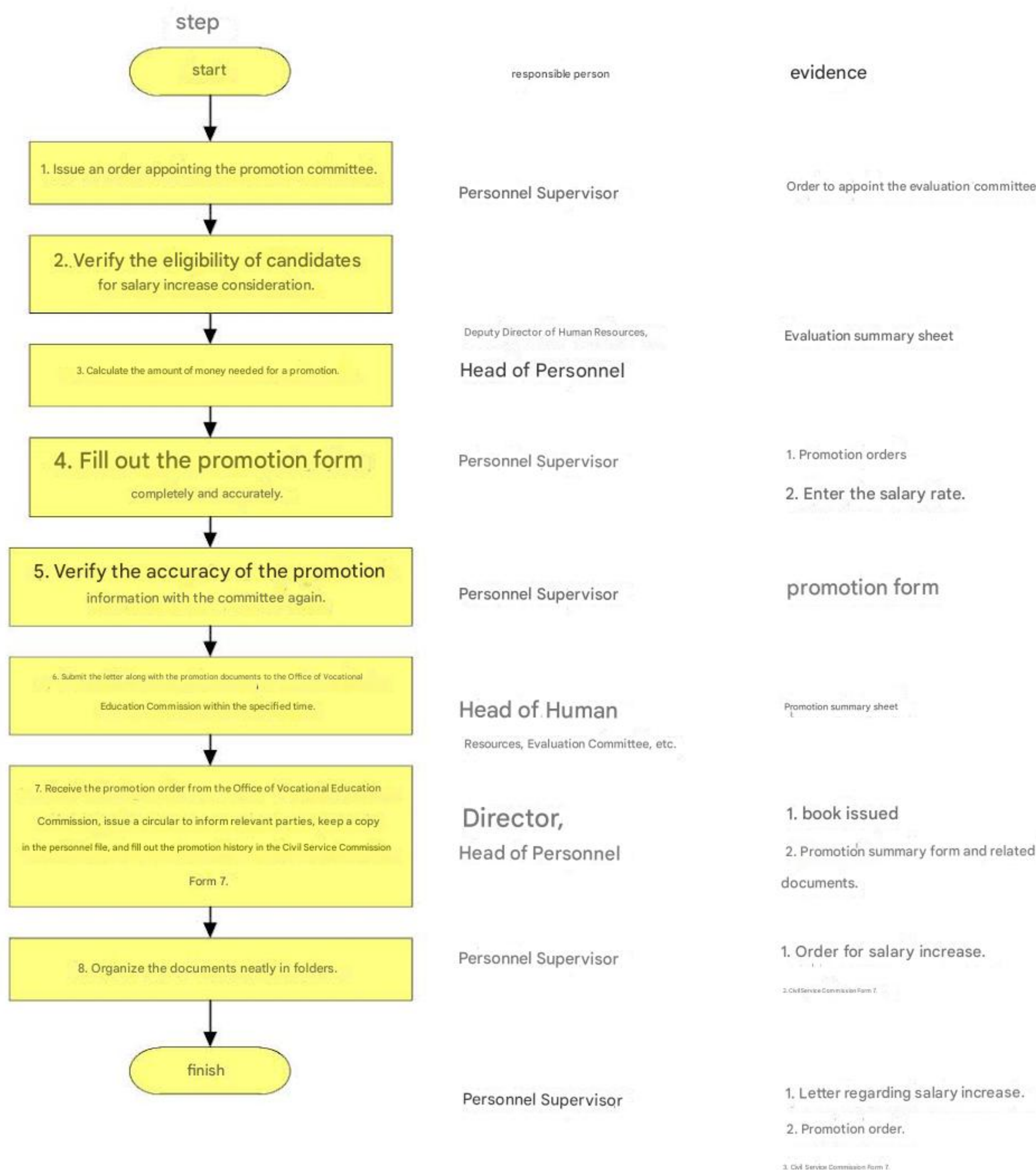


Resource Management Department

Personnel Name; Salary Increment for Government Officials / Permanent Employees

Duties and responsibilities

To provide guidelines for the systematic, correct, and efficient process of salary increments for civil servants and permanent employees of Phetchaburi Polytechnic College.





Procedures for salary advancement for civil servants/permanent employees.

6. Prepare an order appointing a committee of three members to consider and provide opinions consist of at least (if applicable) on salary and wage increases for civil servants/permanent employees. The committee shall members and shall evaluate the performance and effectiveness of teachers, educational personnel, and permanent employees according to the established criteria, methods, and performance evaluation forms.

**2. Verify the eligibility of candidates for salary and wage increases, primarily based on their performance evaluation summary for the past five months.**

**3. Calculate the amount for promotion:** Add up the current salaries of civil servants listed in the salary payment schedule (Form J.18) to calculate the 6% promotion fee. Then, deduct the following amounts.

3.1 The amount used for the first salary increase (the amount according to the annual salary increase order dated April 1st of each year), excluding any special compensation.

3.2 The amount of money used for salary increments for civil servants who retire on September 30th of that year (if applicable).

3.3 The amount of money used for salary increments for civil servants who resign under the early retirement program on September 30th of that year (if applicable).

3.4 Amount used for promotion exceeding 0.5 steps (second half step) in the case of a one-step salary increase for those temporarily seconded to the office on April 1st of that year.

3.5 Use the remaining amount from point 2 for the second salary increase (October 1st of that year).  
In the following case:

3.6 Salary increase of 0.5 steps, 1 step, and 1.5 steps. However, if the college considers granting a 1.5 step increase, it must take into account the quotas for both increase periods: the first period (April 1st of that year) combined with the second period (October 1st of that year). The total number of civil servants receiving a 2-step increase must not exceed 15% of the total number of civil servants holding positions as of March 1st of that year.

**3.7** A special remuneration shall be paid to civil servants who have reached the highest salary level of their position at the rate of 2% (in the case of 0.5 steps), 4% (in the case of 1 step), and 6% (in the case of 1.5 steps) of their salary rate.

3.8 If a special one-step promotion request is submitted for a person seconded to official duties, the additional 0.5 step (half a step) of the educational institution's promotion fund should be used, within the 5% promotion fund of the civil servant's salary rate as of April 1st of that year. For permanent employees, the same procedure as for civil servants as in points 1-4 should be followed.

**4. Complete all information on the salary increase form for civil servants and permanent employees in the following order:**

4.1 Summary page of submitted forms and information for salary increase requests.

4.2 Government Official Report Form

4.3 Application Form 1, Civil Servant Level

4.4 Application form 1.5, step level, for civil servants (if applicable).

4.5. Form for Special Compensation for Government Officials.



#### 4.6 Civil Servant Quota System

#### 4.7 Permanent Employee Report Form

#### 4.8 Application Form 1: Permanent Employee

#### 4.9 Application Form 1.5, Step 1, Permanent Employee.

#### 4.10 Special Compensation Form for Permanent Employees

#### 4.11. Permanent Employee Quota System

5. Re-verify the accuracy of the salary increase information for civil servants and permanent employees with the Salary Increase Committee.

6. Prepare a letter along with the promotion documents and submit it to the Office of Vocational Education Commission within the specified time. The Human Resources Department will prepare the official letter and send it to the Office of the Vocational Education Commission within the specified time, through the Deputy Director for Resource Management, and submit it to the Director for signature on the official letter and the documents mentioned in point 5.

7. Receive promotion orders from the Office of Vocational Education Commission (OVEC). Issue a circular to inform relevant parties, keep a copy in the personnel file, and fill in the promotion history in the Civil Service Commission (CSC) Form 7 file. When the Human Resources department receives a salary increase order for civil servants and permanent employees, it should issue a circular to inform the civil servants, permanent employees, and the Finance department to ensure that salaries are up-to-date. The Human Resources department should make a copy of the salary increase order with details, attach it to the personnel file, and fill in the salary increase history in the CSC Form 7 file for each individual civil servant and permanent employee.

8. Organize documents neatly in files. The Human Resources department should keep copies of documents regarding salary increases for civil servants and permanent employees in a properly organized Human Resources salary increase file, which should include:

8.1 Incoming letters regarding salary increases for civil servants and permanent employees, rounds 1 and 2.

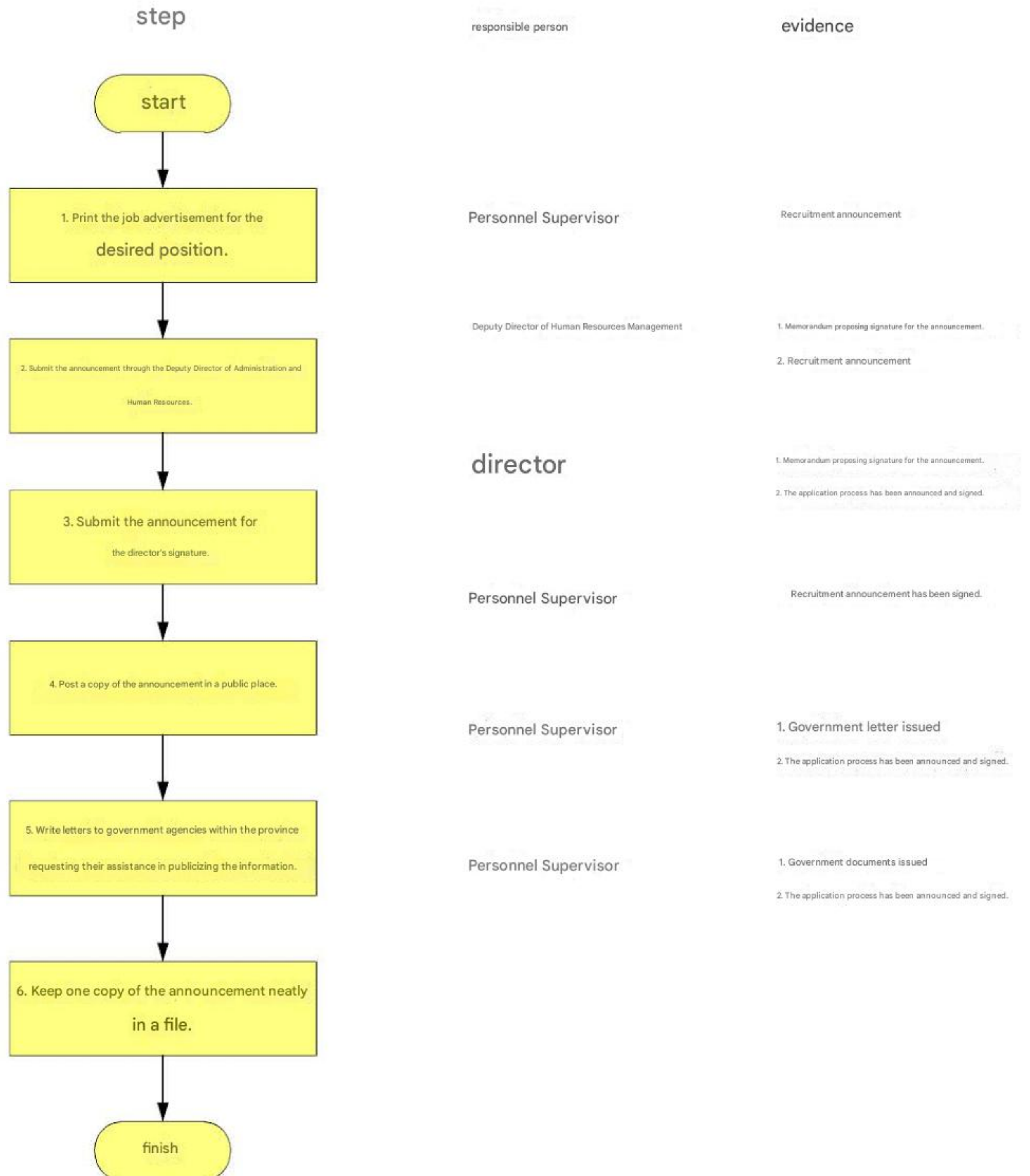
8.2 Copies of official letters regarding salary increases, both the first and second increases.

8.3 Copies of the salary increase orders, first and second.

## Personnel Personnel recruitment

### Responsibilities

The human resources department is responsible for preparing documents such as job postings, application forms, job advertisements for various positions, recruitment, document verification, and announcement of results.





## Personnel recruitment process

1. Print the job advertisement for the desired position. The advertisement includes the following:

1.1 What is the required qualifications for the position, and how many positions are needed?

1.2 The applicant's qualifications must comply with clause 1.1 and possess other required qualifications.

Entering government service in accordance with the Civil Service Act B.E. 2535 (1992) by analogy.

1.3 Items to bring on the application day: a recent passport-sized photograph showing your face, without a hat or glasses.

Required documents include the application fee, a copy of the house registration certificate, copies of educational certificates, a copy of the national ID card,

and other documents as appropriate to the type of employment.

1.4. Wage rates should be clearly stated.

1.5 Application and Selection Schedule: The application period is set at 15 days, excluding public

holidays. The application location and convenient contact telephone number of the college must be clearly specified.

Along with clearly defining the selection date and time.

1.6 Clearly specify the date, time, and location for announcing the selection results.

2. Submit the job advertisement through the Deputy Director of Human Resources Management, who will verify the accuracy of the advertised position.

3. Submit the job advertisement to the Director for signature.

4. Post a copy of the announcement in a public place.

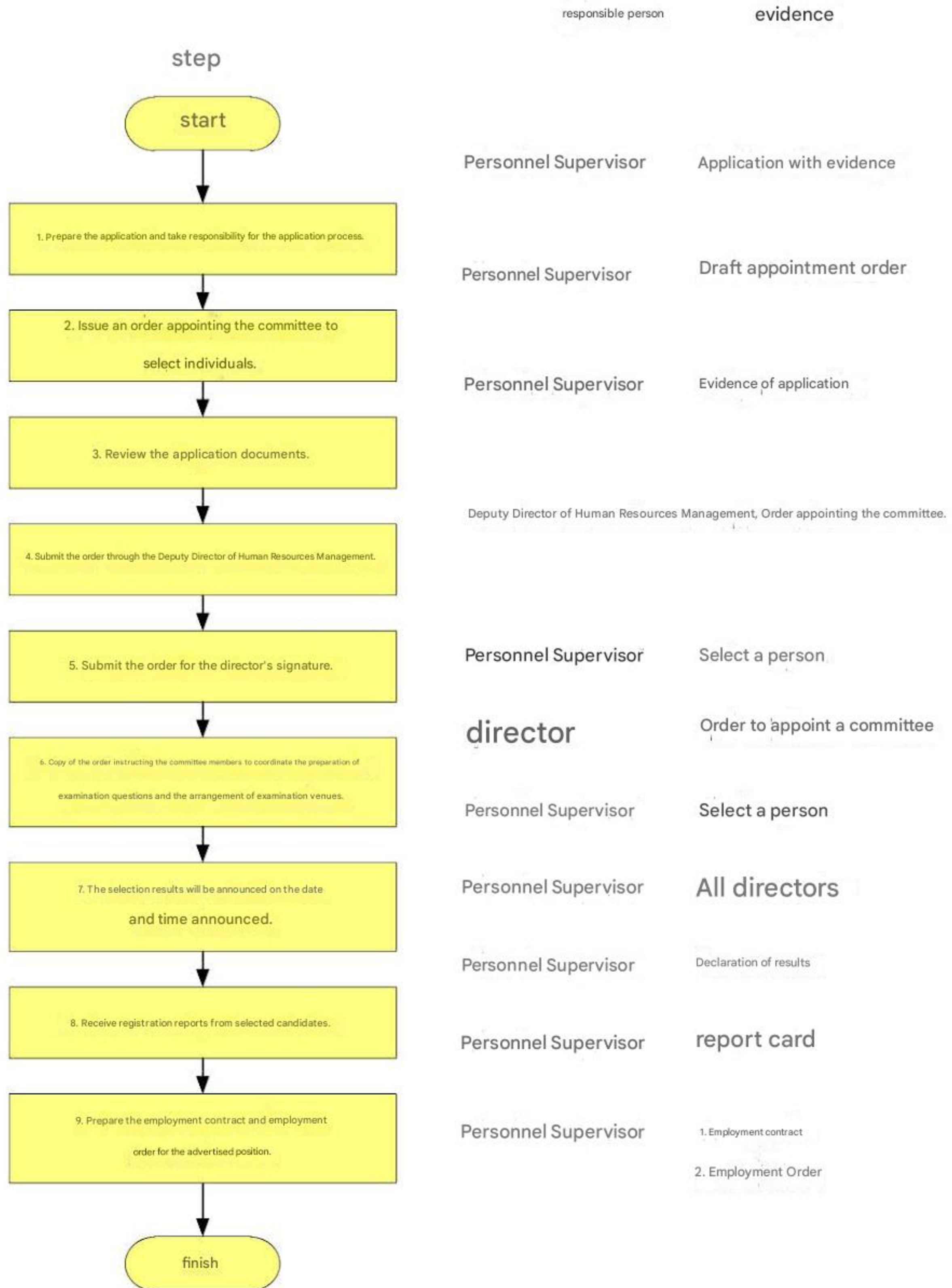
5. Write a letter to government agencies within the province requesting their assistance in posting the job application announcement.

Human resources coordinating with public relations to prepare letters.

6. Keep one copy of the announcement neatly in a file and make photocopies to give to the selection committee.

Human Resources Department, Personnel Management, Personnel Selection, Duties and Responsibilities.

To serve as a guideline for personnel selection practices in the recruitment of educational institutions.





## Personnel selection process

1. Prepare the application and take responsibility for the application process, ensuring it is appropriate for the advertised position.

2. Issue an order appointing a selection committee to select individuals for the announced positions.

3. Verify Application Documents: The personnel department will verify the application documents as follows:

- A frontal photograph, without a hat or sunglasses, taken within the last 6 months, 1-2 inches in size, 1 copy.
- One certified copy of the house registration certificate.
- One certified copy of the national identification card.
- One certified copy of educational qualifications.
- One certified copy of the military service exemption certificate (for males only).

- A medical certificate stating that the applicant is free from prohibited diseases according to the Civil Service Commission Regulation No. 12 (B.E. 2526), issued

no more than 15 days before the application date.

- Copy of name change certificate (if current name does not match the above documents)

- Assign finance staff to issue application receipts, and HR staff to keep records of applications.

- The application period for personnel positions has ended. The college has published the list of eligible candidates for the selection exam

in a public place for everyone to see.

4. Submit the order through the Deputy Director of Human Resource Management.

5. Submit the order for the director's signature.

6. Distribute copies of the order to all committee members and coordinate with them regarding selection procedures, such as...

The examination preparation, grading, theoretical examination, practical examination, and selection locations are as specified in the announcement.

7. The selection results will be announced on the date and time specified in the announcement.

8. Receiving registration for selected candidates. The Human Resources department will prepare the necessary registration documents.

9. Prepare two copies of the employment contract and the official hiring order for the position as announced, submit them to the director for signature, and keep them on file.

One copy of the employment contract is kept by the Human Resources department, while the other copy is returned to the employee. A copy of the employment order is given to the Finance department for payroll processing, and all documents should be properly filed as follows:

9.1 Application forms from all applicants.

9.2 Order appointing the selection committee.

9.3 Copy of the college's announcement regarding the list of eligible candidates for selection.

9.4 Copy of the college's announcement regarding selected candidates.

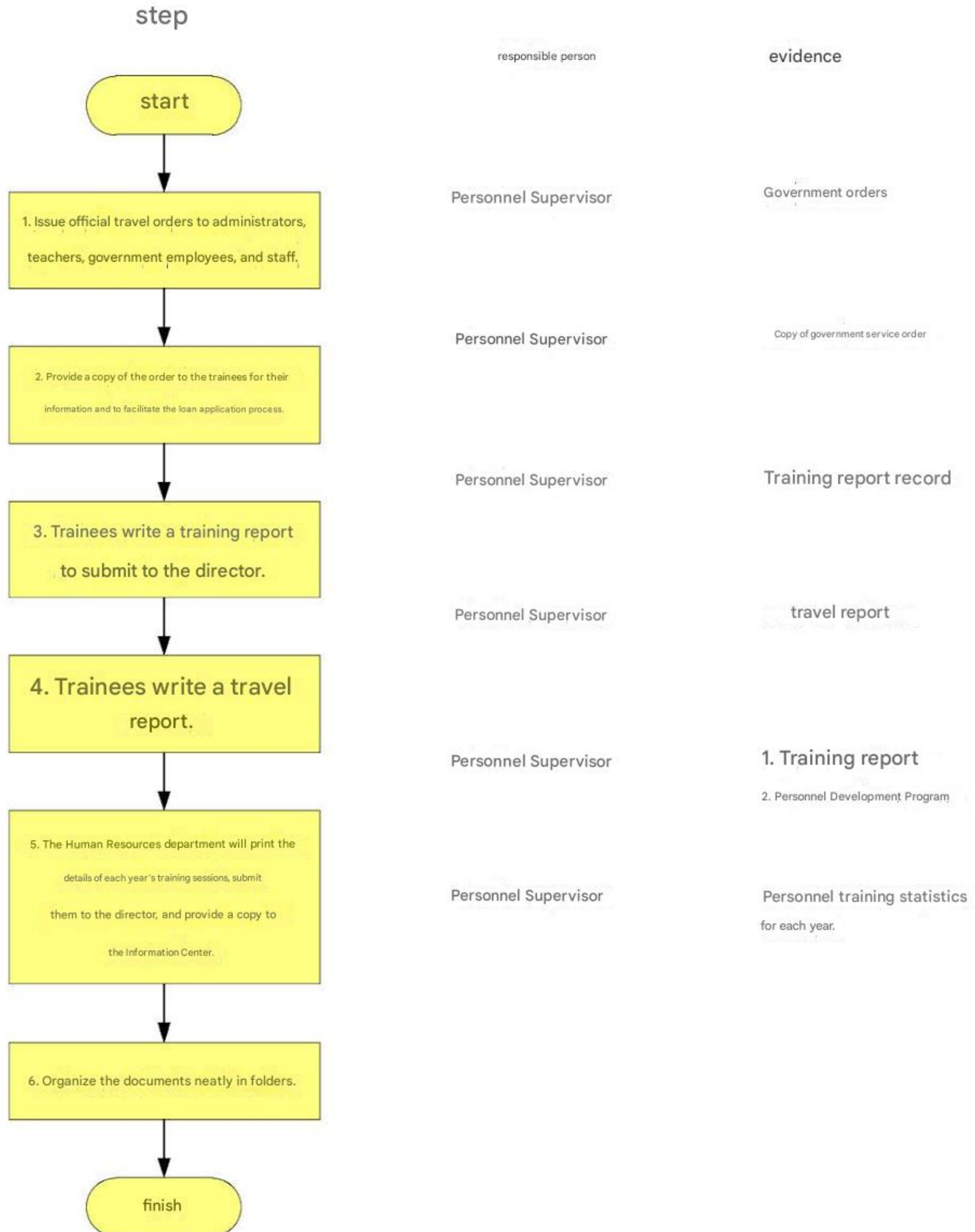
### 5. Selected Candidate Registration Form

6. Copy of the employment contract.

7. Copy of the employment order for the position as stated in the announcement.

Resource Management Department

Personnel job name Personnel development





## Personnel development process

1. Prepare official travel orders from the official letter authorizing administrators, teachers, government employees, and staff to go on official business.

2. A copy of the order must be provided to the trainees for their information, so that they can coordinate with the finance department to request a loan for official travel at least 3 days before the departure date (in the case of borrowing money from the college for official travel).

3. Trainees submit training reports to the director. After successfully completing the training, trainees must submit training reports through their supervisors, department heads, the deputy director for academic affairs, and finally to the director for their information.

4. Trainees may write travel reports to claim reimbursement for per diem, transportation, and accommodation expenses according to their entitlements, while maintaining frugality. In claiming expenses for official travel, the Office of the Vocational Education Commission uses the Ministry of Finance's regulations on reimbursement of official travel expenses, B.E. 2550 (2007), published in the Royal Gazette, Announcement and General Affairs Section, Category D, Volume 124, Special Issue 91 D, dated August 2, 2007, which came into effect on August 3, 2007. This also includes guidelines for claiming reimbursement for hired transportation across provincial boundaries, compensation, and other necessary expenses incurred during official travel, while considering frugality in accordance with the Office of the Vocational Education Commission's annual budget austerity policy for fiscal year 2007.

5. The Human Resources Department will print details of staff training attendance each year, submit them to the director, provide a copy to the Information Center, and compile statistics at the end of each year to align with the internal quality assurance of the educational institution, as follows:

6. Organize documents neatly in files. The Human Resources department should make copies of training statistics reports with details and place them neatly in files.



## Human Resources Management, Personnel, Application for Royal Decorations, Duties and Responsibilities.

The Human Resources department processes requests for royal decorations for those working in educational institutions, following the established procedures for those eligible to request royal decorations.

According to the Prime Minister's Office Regulations on Requesting Royal Decorations of the Most Exalted Order of the White Elephant and the Most Honourable Order of the Crown of Thailand, B.E. 2536 (1993), government agencies are required to submit supporting documents for requests for the Royal Decorations of the Most Exalted Order of the White Elephant, the Most Honourable Order of the Crown of Thailand, and the Emperor's Medal to the Cabinet Secretariat at least 90 days before the Royal Birthday Celebration. Furthermore, the Office of the Vocational Education Commission requires educational institutions proposing royal decorations for their civil servants and permanent employees to proceed with meticulous care in submitting applications to the qualifications and merit screening committee as stipulated in the regulations. The criteria for requesting royal decorations are as follows:

Qualifications of applicants for royal decorations.

- Be of Thai nationality
- They are people of good conduct and perform their public service or work that benefits the public with diligence, honesty, and utmost dedication to their duties.
- A person who has never had their royal decorations revoked or been sentenced to imprisonment by a final judgment, except for offenses committed through negligence or minor offenses.
- Must be a permanent employee of a government agency according to the regulations of the Ministry of Finance concerning permanent employees of government agencies, and this includes permanent employees of local government agencies such as Pattaya City and Bangkok Metropolitan Administration, but does **not** include employees under revolving funds. Furthermore, the employee must be a permanent employee whose name and nature of work are directly categorized as skilled employees or permanent employees whose name and nature are similar to civil servants.

The process for requesting royal decorations begins with requesting the Most Honourable Order of the Crown of Thailand and the Most Exalted Order of the White Elephant, alternating between the two, progressing through the ranks from the lowest (7th class) to the highest. Consideration should be given to the applicant's position, rank, class, and merits, in accordance with the conditions and timeframes for the Most Exalted Order of the White Elephant and the Most Honourable Order of the Crown of Thailand.

### Floor below the sash

Seventh class: Silver coin with white elephant design.	(Royal Thai Police)
Sixth Class, Gold Medal of the White Elephant.	(Lt. Col.)
Fifth Class, Order of the White Elephant	(B.C.)
Fourth Class Order of the White Elephant	(J.C.)
Third Class Order of the White Elephant	(T.C.)
Second Class of the Order of the White Elephant	(T.C.)

### Sash layer

First Class of the Order of the White Elephant	(P.C.)
The highest class, the Grand Cross of the Order of the White Elephant (M.P.Ch.).	

### Floor below the sash

Seventh tier, Thai silver crown medal.	(R.N.M.)
Sixth Class, Gold Medal of the Crown of Thailand	(Lt. Col.)
Fifth Class, the Order of the Crown of Thailand (Benjamaporn Mongkut Thai)	(B.M.)
Fourth Class, Order of the Crown of Thailand	(sink.)
Third Class, The Order of the Crown of Thailand	(Immigration)
Second Class of the Order of the Crown of Thailand	(T.M.)

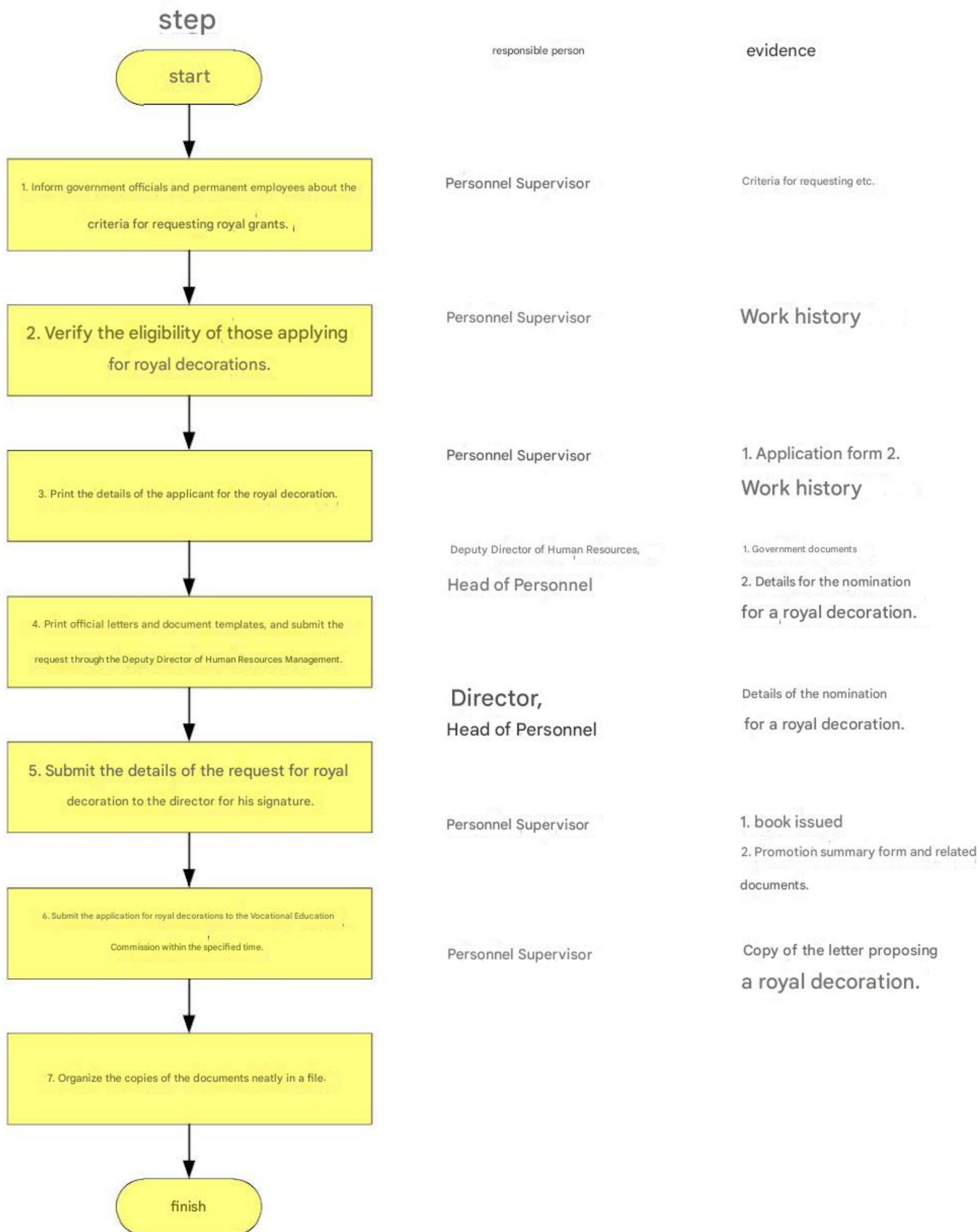
### Sash layer

First Class of the Order of the Crown of Thailand	(P.M.)
The highest rank, the Great Vajiramongkut.	(M.V.M.)



Resource Management Department

Personnel matters; Application for Royal Decorations.



## The process of requesting a royal decoration.

1. Inform civil servants and permanent employees of educational institutions about the criteria, conditions, and procedures for requesting royal decorations annually, as per the letter received from the Office of Vocational Education Commission.
2. Verify the qualifications of applicants for royal decorations and screen the qualifications of nominees according to the criteria and conditions for requesting royal decorations.
3. Print the details of the applicant for the royal decoration and verify the title, first name, last name, and supporting details according to the form prescribed in the letter from the Office of Vocational Education Commission, ensuring it is correct, complete, and clear.
4. Print the official letter and attach the documents from step 3, then submit it through the Deputy Director for Human Resource Management.
5. Submit the details of the application for royal decoration to the Director for signature. The official letter, issued along with the documents from point 4, shall be signed by the Director for the application for royal decoration for that year.
6. Submit the application for royal decorations to the Directorate of Vocational Education Commission by March 30th of the year.
7. Keep copies of the documents requesting the royal decoration neatly in a file.

Resource Management Department

Human Resources: Application for a Government Official Identification Card

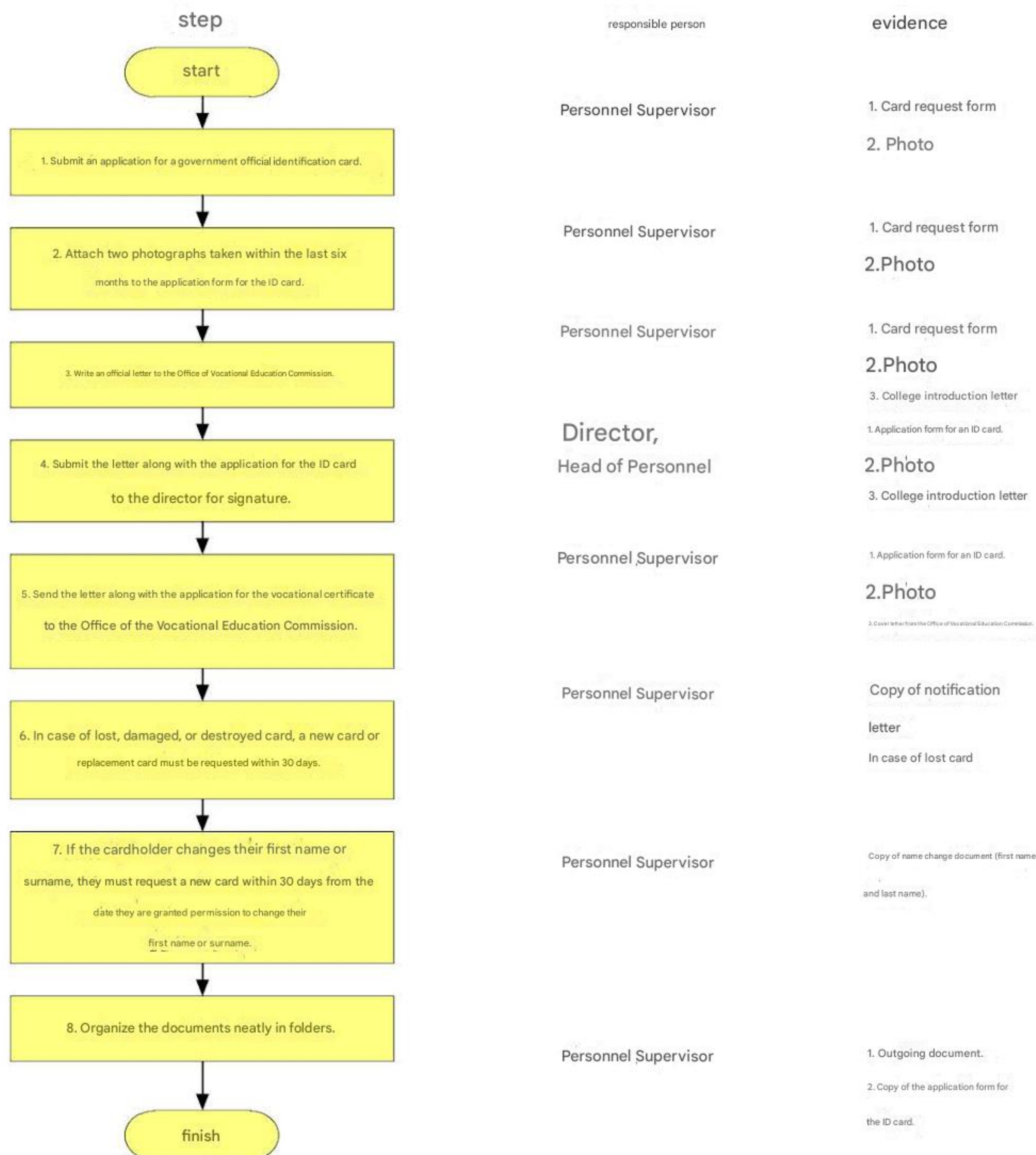
## Responsibilities

The Human Resources department is responsible for preparing application forms, verifying the accuracy of the information entered on the application, ensuring that all supporting documents are complete and correct; and preparing official letters to send the application to the Office of the Vocational Education Commission regarding the procedures for applying for a government official identification card.

According to the Government Officials Identity Card Act B.E. 2542 (1999), the Ministerial Regulations (B.E. 2542) issued under the Government Officials Identity Card Act B.E. 2542 (1999), and the Royal Decree specifying government officials and those authorized to issue government officials identity cards under the Government Officials Identity Card Act B.E. 2542 (1999) (No. 10) B.E. 2549 (2006),



## Human Resources Department, Personnel Section, Application for Government Official Identification Card.



## Steps for applying for a government official identification card.

1. Write your application for a government official identification card in your own handwriting using the prescribed form.

### 1.1 Application form for teachers and educational personnel.

1.2 Application form for permanent employees.

1.3 Application form for government employees.

2. Take two photographs, write your name and surname on the back of each photo, place them in a small plastic envelope, and staple the envelope to the front of the application form for an identification card. The photographs used must meet the specified criteria as follows:

2.1 The photo must have been taken no more than 5 months prior to the date of application for the identity card.

2.2 It measures 2.5 x 3.0 centimeters.

2.3. The photograph must be a half-body, front-facing shot, without a hat or dark glasses.

2.4 Applicants for identification cards must be dressed appropriately for their position.

2.5 Copy of house registration certificate, copy of government employee ID card (if renewing), copy of national ID card, with certified copies.

3. Submit the application form along with the application form (including the photograph already enclosed in the plastic envelope) through the Deputy Director of Human Resources Management.

4. Submit the letter along with the application for the ID card to the director for signature.

5. Send the letter along with the application form to the Office of the Vocational Education Commission (Secretary-General of the Vocational Education Commission).

6. In case of loss, destruction, or material damage to the card, the cardholder must apply for a new card or a replacement card, as the case may be, within 30 days from the date the card was lost, destroyed, or damaged. (A police report must be attached in cases where the card is completely lost or destroyed, or a copy of the damaged card or a partial copy of the remaining card that has not yet been destroyed must be attached, along with a certified copy of the national identification card.)

7. In cases where the cardholder changes their first name, last name, or both first and last names, the cardholder must apply for a new card within 30 days from the date of receiving permission to change their first and last names. (A copy of the name change permit must be attached along with a copy of the national identification card and a certified copy thereof.)

8. Organize and file the copies of the documents neatly as follows:

8.1 Copy of the official letter issued along with a copy of the application for a government official identification card and related supporting documents.

Note: Anyone who is not a government official but uses or displays an identification card identifying themselves as a government official shall be punished with imprisonment from 6 months to 5 years and a fine from 10,000 baht to 100,000 baht.



## Resource Management Department

Personnel Name; Payment of Temporary Employees According to Regulations.

## Duties and responsibilities

Human Resources: Verify the number of days of personal leave and sick leave taken by temporary employees during their 5-month work period.

Monthly Report 1.

2. The finance department is responsible for paying salaries according to regulations, after deducting excess leave days.

## Definition

Temporary employees refer to monthly, daily, and hourly employees hired to perform work of a temporary nature and/or for a fixed term. Temporary employees are divided into two types: temporary employees funded by the government budget and temporary employees funded by non-government funds.

According to the delegation of authority order No. 1063/2549 of the Office of the Vocational Education Commission, which grants heads of educational institutions the power to hire and terminate temporary employees, Phetchaburi Polytechnic College has hired temporary employees and disbursed their wages in accordance with the regulations concerning the payment of wages by government agencies, B.E. 2526 (1983), as follows:

- Monthly payments to temporary employees will be made once a month, with working hours adhering to government working hours.
- Payment of wages for weekly holidays and special holidays shall be considered overtime work, with the wage rate in accordance with the Ministry of Finance's regulations on payment of compensation for overtime work.
- The payment of wages to temporary daily and hourly employees is scheduled based on working days, typically paid once a month.

The regulations regarding leave of absence and sick leave for temporary employees, as stipulated in the Prime Minister's Office Regulations on Leave B.E. 2535 (1992), amended B.E. 2539 (1996), are as follows:

Temporary employees starting their first year of employment are entitled to a maximum of 8 working days per year, except in cases where the employment period is less than 6 months, in which case they are not eligible. In subsequent years, temporary employees who continue to work are entitled to 15 paid sick days per year.

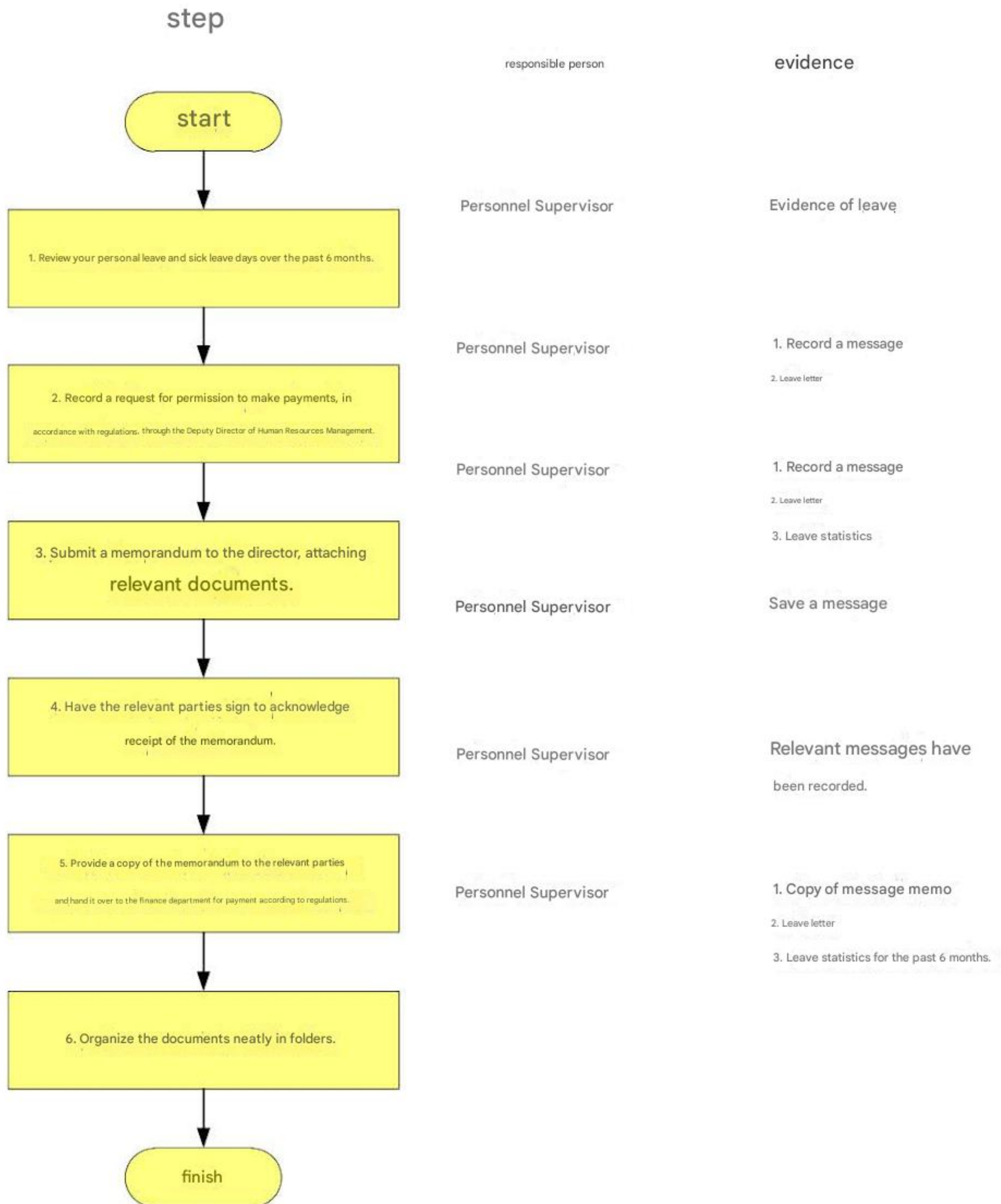
Temporary monthly employees who are continuously employed are entitled to maternity leave of up to 90 days, with the right to receive 45 days' wages during their leave from the college, except in cases where they have not worked for 7 months in their first year.

Following the Cabinet's resolution approving measures to improve the efficiency and effectiveness of government work, which mandates performance evaluations every 5 months, temporary employees are therefore entitled to a combined total of 8 working days of personal and sick leave during that 5-month period, and will receive their wages at the normal rate during leave.

However, if any temporary employee takes more than 8 working days of leave or sick leave in a 5-month period, the college will consider paying their wages according to regulations.

Resource Management Department

Job title: Human Resources. Payment of temporary employees according to regulations.





## Procedure for paying temporary employees according to regulations

1. Survey of Leave and Sick Leave over the Past 5 Months: The Human Resources department surveys the statistics of personal and sick leave taken by temporary employees every 5 months. The first period covers October 1st to March 31st of the following year, and the second period covers April 1st to September 30th.

2. Memorandum requesting permission to pay wages according to regulations: If any temporary employee has more than 8 working days of leave in a 5-month period, the Human Resources department must record a memorandum and report it to the Director through the Deputy Director of Human Resources to request permission to pay wages according to regulations, attaching details of the leave days which include:

2.1 Leave letter

**2.2. Attendance logbook.**

2.3 Leave statistics over the past 5 months.

3. A memorandum from the director is to be signed by the relevant temporary employee acknowledging receipt of the information and authorizing the deduction of wages for days of leave exceeding the regulations.

4. Have the relevant parties sign the memorandum to acknowledge receipt.

5. Submit the memorandum and a copy from step 3 to the finance department for payment processing according to regulations.

6. Organize the relevant documents neatly in files as follows:

6.1 Leave letter

6.2 Leave statistics

**6.3 Copy of the memorandum.**

