

# School Staff Member Service Regulation

Department in charge: Academic Affairs Department 1073-4 · General Affairs Department 1143-4

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## Chapter 1 General Provisions

### Article 1 (Purpose)

This regulation seeks to stipulate the necessary matters in relation to the services of faculty members and staff members (hereinafter referred to as "School Staff Member") of Handong Global University (hereinafter referred to as "University").

### Article 2 (Application Scope)

Unless specifically provided for otherwise by other regulations, matters related to the services of the school staff member shall be governed by this regulation.

### Article 3 (Obligations of the School Staff Member)

The school staff member shall have the following obligations:

1. Observe all regulations and perform the given duties sincerely.
2. Follow the related orders of superiors when performing the given duties.
3. School staff members shall refrain from going out of the workplace during work hours without the permission of the responsible superior or without justifiable reason.
4. Strictly keep confidential all secrets obtained in the course of performing the given duties while in

office as well as after retirement.

5. Refrain from receiving money, goods, or entertainment in relation to the given duties.
6. Refrain from committing any act causing damage to his/her dignity in or outside the workplace.
7. Refrain from engaging in any work aimed at profits other than the given duties and refuse any additional appointment without the permission of the president.
8. School staff members shall refrain from participating in the formation of a political party or other political entity or joining one.
9. Faculty members shall refrain from participating in labor movements or other collective acts other than the given duties.
10. Report immediately any change in personal details to the personnel management department.

#### **Article 4 (Watch Service)**

1. <Deleted>(deleted on May 1, 2015)
2. <Deleted>(deleted on May 1, 2015)

#### **Article 5 (Official Trip)**

1. Any school staff member who is supposed to go on an official trip shall receive an official trip order.
2. If a reason that renders impossible the completion of the work within the designated period of an official trip occurs, the school staff member concerned shall notify the head of the relevant department accordingly and receive further instructions.
3. Any school staff member returning from an official trip after completing the work shall immediately submit a report; however, simple or confidential matters may be orally reported.

#### **Article 6 (Dispatched Service)**

School staff members dispatched to Hyundong Educational Foundation (hereinafter referred to as "Foundation") or the university for services shall be directed and supervised in relation to their services by the head of the organization where they have been dispatched.

#### **Article 7 (Clothes and Uniform)**

1. School staff members shall wear decent clothes to maintain their dignity while providing services.
2. School staff members engaged in special duties and required to wear uniforms may be instructed accordingly by the president.

### **Chapter 2 Services**

**Article 8 (Work Hours)**

1. The following are the work hours of the school staff member:

Category		Summer	Winter
Time	Weekdays	09:00 ~ 18:00	09:00 ~ 17:00
Period		Mar. 1 ~ Oct. 31	Nov. 1 ~ End of Feb.

- 2. The president may change the work hours based on the condition of the university; the work hours during the period of summer break shall be 09:00~15:00, and those during the period of winter break, 09:00~16:00.
- 3. Lunch time shall be 12:00~13:00.
- 4. The school staff member shall have Saturday as their day off.

**Article 9 (Overtime Work and Holiday Work)**

Notwithstanding the provision under Article 8, when deemed urgent for work performance, the president may order overtime work or holiday work subject to the agreement of the school staff members concerned; however, pregnant school staff members shall not be ordered to render overtime work.

**Article 10 (Attendance)**

School staff members shall come to the office by the specified time and sign the attendance log before working.

**Article 11 (Tardiness)**

Any school staff member who cannot come to the office by the specified time shall notify the office in advance. If no report is made by noon, the school staff member concerned shall be deemed absent on that day. In this case, 3 instances of tardiness shall be considered 1 absence.

**Article 12 (Undertime)**

Any school staff member who needs to leave the workplace early for unavoidable reasons shall submit an application for undertime. In this case, 3 instances of undertime shall be considered 1 absence.

### **Article 13 (Absence)**

Any school staff member who will absent himself/herself for unavoidable reasons shall submit a report of absence for approval; if it cannot be obtained in advance for unavoidable reasons, however, then approval shall be obtained post hoc.

## **Chapter 3 Holidays and Leaves**

### **Article 14 (Holidays)**

The following holidays are observed by the university:

1. Sundays
2. National holidays
3. Legal holidays
4. Other closing day as specially designated by the government or pursuant to the university regulation

### **Article 15 (Classification of Leaves and Permission)**

1. The leaves of faculty members are divided into yearly leaves, sick leaves, legal leaves, and special leaves, and those of school staff members, into yearly· monthly leaves, sick leaves, legal leaves, and special leaves.
2. The leaves under Clause 1 shall be permitted by submitting in advance an application for leave for approval by the person with the right to issue final approval and for submission to the personnel management department.

### **Article 16 (Yearly Leaves of Faculty Members)**

1. In principle, yearly leaves shall be granted to faculty members during vacations. The following are the numbers of days of yearly leaves according to the period of continuous service (in this case,

Period of Continuous Service	Number of Days of Yearly Leaves
Less than 1 year	7 days
1 year or more but less than 2 years	8 days
2 years or more but less than 3 years	11 days
3 years or more but less than 4 years	14 days
4 years or more but less than 5 years	17 days
5 years or more	20 days

the reference date of yearly leaves shall be March 1 of every year):

2. The period of service under Clause 1 does not include the period of temporary retirement · period of suspension from office or period of release from office. In the case of dispatched workers, the period shall be calculated by adding the period of dispatch to the period of service in their original position.
3. The number of days of absence · temporary retirement · suspension from office or release from duty shall be included in the number of days of yearly leaves; however, this provision shall not apply to the number of days of temporary retirement due to an occupational injury.

## **Article 16-2 (School Staff Members' Yearly· Monthly Leaves)**

1. The monthly leaves of school staff members shall be 1 day per month of continuous service and may be accumulated for up to 1 year or used partially after accumulation.
2. The yearly leaves shall be 10 days for those with 100% attendance for 1 year and 8 days for those with 90% attendance. In the case of those who have continuously worked for more than 2 years, 1 day shall be added for every year of continuous service exceeding 1 year; if the total number of days calculated as such exceeds 20 days, however, regular wages may be paid for the days in excess instead of granting paid leaves. In this case, the number of days of paid leave shall not exceed 20 days.
3. The number of years of continuous service under Clause 1 shall be calculated based on the date of appointment excluding the periods of temporary retirement, suspension from office, and release from duty; however, the periods of temporary retirement due to occupational injuries or diseases or performance of obligations pursuant to the legal requirements shall be included in said calculation.
4. The numbers of days of absence, temporary retirement, release from duty, and suspension from office shall be included in the number of days of yearly leaves; however, this provision shall not apply to the number of days of sick leaves or temporary retirement due to occupational injuries or diseases, or number of days of official leaves or temporary retirement due to the performance of obligations pursuant to the legal provisions.
5. Yearly leaves shall be granted in units of school year; in the case of school staff members whose number of years of continuous service is less than 1 year, however, the number of days of yearly leaves shall be calculated monthly.
6. Leaves shall be granted at the requested time points; in case granting leaves at the requested time points would cause considerable trouble to the operation of the university, however, the time points may be adjusted.
7. <Deleted>
8. <Deleted>
9. Leaves shall be used within the relevant year; the remaining number of days shall not be carried forward to the following year.

## **Article 17 (Sick Leaves)**

1. Under any of the following cases, the president may grant sick leaves of up to 60 days per year

to school staff members (in this case, the period of application for sick leaves shall be from March 1 up to the last day of February of the following year):

- (1) When the school staff member cannot perform his/her duties due to diseases or injuries
  - (2) When the school staff member is infected with an infectious disease, and his/her attendance may affect other school staff members' health
2. In case a school staff member cannot perform his/her duties, or he/she needs medical treatment due to occupational diseases or injuries, the president may grant sick leaves of not more than 180 days.
  3. A doctor's medical certificate shall be attached if the number of days of sick leave is 7 or more; if the number of days of sick leave is less than 7, a medical examination and a treatment confirmation indicating the name of the disease and period of treatment or receipt of medical examination and treatment fees indicating the name of the disease and period of treatment shall be attached.

### **Article 18 (Official Leaves)**

Under any of the following cases, the president shall grant a school staff member official leave for the necessary period:

1. When responding to a call · review roll call or intending to participate in mobilization or training pursuant to the military service law or other laws
2. When intending to participate in election pursuant to the provisions of the law
3. When coming to the office is impossible because of natural calamity or traffic blocking or for other reasons

## Article 19 (Special Leaves)

1. School staff members may file for special leaves pursuant to the following criteria:

Category	Subject	Number of Days
Marriage	School staff member himself/herself	7
	Children	1
	Siblings of the school staff member or his/her spouse	1
60th birthday	School staff member and/or his/her spouse	5
	Direct ascendants of the school staff member or his/her spouse	1
Childbirth	Spouse	3
Death	Spouse, or parents of the school staff member or his/her spouse	7
	Grandparents or maternal grandparents of the school staff member or his/her spouse	5
	School staff member's children or their spouses	3
	Siblings of the school staff member and their spouses or those of his/her spouse	3
	Aunts and uncles of the school staff member or his/her spouse	3
Expiration of the period of mourning	Parents of the school staff member or his/her spouse	1

\* Remarks: For remote places, the number of days required for the back and forth trip as actually necessary may be added.

2. Pregnant school staff members may receive up to 90 days' maternity leave covering the period before and after childbirth. In this case, the period of leave shall be arranged to be 45 days or longer after childbirth.
3. Female school staff members may receive a 1-day menstrual leave during their menstrual period.
4. School staff members who will soon retire before reaching the age limit may be granted merit leave of up to 2 months before retirement; however, special leave may be granted to a school staff member who has been in office for at least 5 years and who has rendered distinguished services for the benefit and development of the university.

## Article 20 (Official Holidays During Periods of Leaves)

Official holidays during the periods of leaves shall not be counted in the number of days of leaves; if the number of days of continuous leave is 1 month or longer, however, this provision shall not apply.

## Article 21 (Exceeding the Period of Leave)

Any leave exceeding the number of days of leaves specified by this regulation shall be considered an absence.

## **Chapter 4 Education & Training**

### **Article 22 (Education and Training)**

The following education shall be provided as necessary to promote self-development among the school staff members and pursue the enhancement of the quality of work:

1. Periodic education necessary to enhance work areas and administrative professionalism of school staff members
2. Education on all works in relation to academic affairs for school staff members on probation
3. Overseas study & training to enhance culture and quality

## **Chapter 5 Safety and Health**

### **Article 23 (Disaster Prevention)**

The university shall observe appropriate standards for disaster prevention and create comfortable working environments in an attempt to improve the safety and health of the school staff members and cooperate on policies for preventing industrial disasters as implemented by the government.

### **Article 24 (Safety Obligation)**

1. School staff members shall utilize the safety facilities, observe all regulations and rules related to safety, and always make efforts toward arrangement to try to prevent disasters.
2. When any risk of fire or other emergency disaster has been found, school staff members shall immediately take the necessary actions and notify the person in charge or their superiors accordingly.
3. When any emergency disaster has occurred, school staff members shall cooperate with each other to try to minimize the damage.

### **Article 25 (Safety and Health Education)**

1. The university shall provide the necessary safety and health education to enable school staff members to perform their work.
2. School staff members shall undergo the safety· health education and other education provided by the university.



## **Article 26 (Disinfection and Emergency Treatment)**

1. The university shall keep the school facilities clean and disinfect them from time to time as well as establish a special disinfection plan when an infectious disease has occurred.
2. The university shall maintain the necessary medical facilities and drugs in order to supply minimum emergency treatment when a safety accident has occurred.

## **Article 27 (Health Examination)**

1. The university shall conduct health examinations when employing school staff members and after employing them pursuant to the provision under Article 26 of the Enforcement Decree of the National Health Insurance Act.
2. School staff members who does not want to undergo the health examinations under Clause 1 shall go through the same examinations conducted by the doctors of their choice and submit the doctors' certificates with regard to the results by the date designated by the person in charge.

## **Article 28 (Disasters Occurring While on Duty)**

1. When any disaster has occurred while a school staff member is on duty, the university shall cooperate so that medical treatments or compensation can be executed quickly.
2. When a school staff member who has suffered from a disaster that has occurred while he/she is on duty returns to his/her duty, the university shall assign duties considering his/her health conditions, etc., and take actions so that he/she can receive the necessary treatments.

### **ADDENDUM**

This regulation shall enter into force as of March 1, 1995.

### **ADDENDUM**

This amended regulation shall enter into force as of November 1, 1995.

### **ADDENDUM**

1. (Enforcement Date) This amended regulation shall enter into force as of March 1, 1996.
2. (Case of Application of Yearly· Monthly Leaves) The monthly leaves under Article 16-2 shall apply beginning January 1, 1997, and the yearly leaves, beginning March 1, 1997.

### **ADDENDUM**

This amended regulation shall enter into force as of May 1, 1998.

**ADDENDUM**

This amended regulation shall enter into force as of November 27, 2000.

**ADDENDUM**

This amended regulation shall enter into force as of November 27, 2000; however, the closing on Saturday under Clause 4, Article 8 shall enter into force as of July 1, 2001.

**ADDENDUM**

This amended regulation shall enter into force as of January 16, 2002.

**ADDENDUM**

This amended regulation shall enter into force as of October 22, 2002.

**ADDENDUM**

This amended regulation shall enter into force as of February 28, 2003.

**ADDENDUM**

This amended regulation shall enter into force as of October 21, 2004.

**ADDENDUM**

This amended regulation shall enter into force as of December 6, 2006.

**ADDENDUM**

This amended regulation shall enter into force as of May 1, 2015(amended on May 1, 2015 No. 209)