

20.School Staff Member Remuneration Regulation

Department in charge: Budget Team 1041,3

Established on Mar. 1, 1995 Regulation No.2
Amended on May 1, 1998 Regulation No.16
Amended on Nov. 27, 2000 Regulation No.34
Amended on Dec. 30, 2000 Regulation No.35
Amended on Apr. 16, 2001 Regulation No.36
Amended on Jan. 16, 2002 Regulation No.38
Amended on Oct. 22, 2002 Regulation No.45
Amended on Feb. 28, 2003 Regulation No.50
Amended on Aug. 21, 2003 Regulation No.53
Amended on Jun. 23, 2004 Regulation No.59
Amended on Oct. 21, 2004 Regulation No.61
Amended on Dec. 8, 2004 Regulation No.62
Amended on Dec. 21, 2005 Regulation No.73
Amended on Aug. 20, 2010 Regulation No.133
Amended on Feb. 10, 2012 Regulation No.157
Amended on Apr. 3, 2012 Regulation No.158
Amended on Apr. 17, 2014 Regulation No.189
Amended on Dec. 31, 2014 Regulation No.203
Amended on Jan. 17, 2017 Regulation No.238

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Chapter 1 General Provisions

Article 1 (Purpose)

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

Article 2 (Application Scope)

1. Unless specifically provided for otherwise by the law or other regulations, the remuneration for the school staff members shall be governed by this regulation.
2. This regulation shall apply to the school staff members; however, this regulation shall not apply to

those receiving monthly fixed remuneration based on individual agreements on school staff member appointment.

3. Notwithstanding the provisions of Clause 2, Research allowances shall apply to school staff members who are receiving monthly fixed remunerations based on individual agreements on school staff member appointment.(newly established on Aug. 20, 2010)

Article 3 (Definition)

The terms used in this regulation shall have the following definitions:

1. "Remuneration" refers to the amount calculated by totaling the salaries and other various allowances.
2. "Salary" pertains to the basic pay paid by position class· pay step based on the complexity and responsibility of duties and period of being in office.
3. "Various allowances" refer to the additional amounts paid depending on the working conditions, living conditions, etc.
4. "Bonuses" pertain to quarter-end allowances and diligence allowances.
5. "Daily calculation of remuneration" involves calculating the monthly remuneration by dividing it by the number of days of the month.

Article 4 (Remuneration System)

The followings are the remuneration system for the school staff members:

1. Faculty members
 - (A) Salary
 - (B) Various allowances: Research allowances · children's study expense support allowances · Child care retirement allowances · Compensation for Specialized Education Development · Compensation for Educational Development and Innovation (Amended on Dec. 31, 2014)
 - (C) Bonuses: Quarter-end allowances · diligence allowances
2. Staff members
 - (A) Salary: Continuous service pay · job pay
 - (B) Various allowances: post allowances · special duty allowances · children's study expense support allowances · overtime work allowances · Child care retirement allowance · Compensation for Specialized Work Development · Compensation for Work Development and Innovation (Amended on Dec. 31, 2014)
 - (C) Bonuses: quarter-end allowances · diligence allowances

Article 4-2 (Ordinary Wages)

1. "Ordinary wages" refer to the amount calculated by dividing the sum of salary, post allowances, special duty allowances, meal expenses by the specified number of work hours. (Amended on Dec. 31, 2014)

2. The specified monthly number of work hours under Clause 1 shall be 192 hours.

Chapter 2 Payment of Remuneration

Article 5 (Method of Paying Remuneration)

In principle, remuneration shall be paid in cash or by demand deposit.

Article 6 (Period for the Calculation of Remuneration)

Remuneration shall be calculated for the period from the 1st day to the last day of the month.

Article 7 (Date of Remuneration Payment)

Remuneration shall be paid on the 17th of every month; if the date of remuneration payment falls on a Saturday or a holiday, however, remuneration shall be paid on the immediately preceding day.

Article 8 (Calculation of Remuneration)

1. Remuneration shall be calculated for the period beginning the date the order of appointment or reinstatement is given up to the day before the date the order of temporary retirement, suspension from office, or dismissal is given.
2. Remuneration shall be calculated and paid based on position class and pay step as of the 1st day of the payment month.
3. Reductions in remunerations due to disciplinary punishments, temporary retirements, release from duty, or absence occurring before the date of remuneration payment shall be made beginning the relevant month; if any reason for reduction occurs after the date of remuneration payment, the remuneration shall be reduced beginning the 1st day of the following month.
4. Notwithstanding the provision under Clause 1, if a school staff member who had continuously worked for 2 years or longer has been dismissed (except cases wherein the school staff member is dismissed prior to the date of remuneration payment because he/she was sentenced to imprisonment or more severe punishment, or fired or released from office), the full amount of remuneration for the month inclusive of the day before the date the order of dismissal is given shall be paid; if an order of dismissal of a school staff member was issued after the date of remuneration payment, however, the remuneration already paid shall not be collected regardless of the number of years of continuous service.
5. In case of retirement due to age limit, notwithstanding the provisions of Clause 1, full amount of allowance (reduced amount if the allowance is reduced due to disciplinary punishments or other reasons) for the month inclusive of the day of the retirement shall be paid. (Newly established on Apr. 17, 2014)

Article 9 (Reduction of Remuneration During the Period of Disciplinary Punishments)

or Release from Duty)

The reduction of remuneration during the period of disciplinary punishments or release from duty shall be 50% of the average daily wage during the period provided the reduction does not exceed 10% of the amount of monthly remuneration paid even in cases wherein the disposition of salary reduction has been imposed several times.

Article 10 (Reduction of Remuneration During the Period of Absence)

If a school staff member has been absent for the number of days exceeding his/her number of days of yearly leave, his/her remuneration shall be reduced by 50% of the average daily wage for each day of absence exceeding the number of days of yearly leave provided the reduction does not exceed 10% of the amount of the monthly remuneration paid.

Article 11 (Reduction of Remunerations During the Period of Temporary Retirement)

1. School staff members who temporarily retired due to physical or mental disorder shall be paid 70% of their remunerations during the period of temporary retirement for 1 year, and 30% when the period of temporary retirement exceeds more than 1 year. In case of those who temporarily retired due to tubercular diseases, 80% of their remunerations shall be paid during the period of temporary retirement for 1 year, and 30% when the period exceeds more than 1 year. However, in case of temporary retirement due to any occupational disease or injury, the full amount of remuneration shall be paid during the period for 1 year and 30% when the temporary retirement period exceeds more than 1 year.(Amended on Jan. 17, 2017)
2. Child care retirement allowances are paid during the period of temporary retirement but the amount shall be decided separately. (Amended on Apr. 3, 2012)
3. In the case of temporary retirements other than those specified under Clause 1 or 2, no remuneration shall be paid.

Article 12

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Article 13 (Remunerations of Deputies)

A staff member working as a deputy for a vacant position shall be paid the post allowance for said deputy position.

Article 14 (Remuneration of Dispatched School Staff Members)

The remuneration of those school staff members dispatched to Hyundong Educational Foundation (hereinafter referred to as "Foundation") or the university shall be paid by their original institutes.

Article 15 (Remuneration of Persons Holding Multiple Positions)

If a school staff member is holding an additional position, only the remuneration corresponding to the higher position shall be paid.

Article 16 (Remuneration of Transferred Persons)

If a school staff member's institute has been changed for reasons such as transfer, remuneration shall be paid by the institute where the school staff member belongs as of the date of remuneration payment; however, such shall not be the case for the remuneration already paid by the institute where the school staff member previously belonged.

Article 17 (Remuneration During Probation Periods)

Staff members to be newly appointed and who are on probation shall be paid 70% of their remuneration during said period.

Article 18 (Remuneration During the Periods of Leaves)

School staff members shall be paid remuneration during the periods of yearly, yearly-monthly, sick, official, or special leaves.

Chapter 3 Salary

Article 19 (Salary)

The amounts of school staff members' monthly salaries shall be separately determined.

Chapter 4 Various Allowances

Article 20 (Research Allowance)

Research allowances shall be paid to support faculty members' research activities; details in relation to the payment shall be separately determined by the "Regulation on the payment of faculty member research support fund".

Article 21 (Post Allowance)

Post allowances shall be paid to staff numbers who have been appointed to the corresponding positions; even if they are not given any position later, they shall be paid post allowances corresponding to their previous positions pursuant to the conditional provision under Clause 1, Article 25 of the Regulation on Personnel Management for Staff Members.

Article 22 (Family Allowance)

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Article 22-2 (Compensation for Specialized Education Development and Compensation for Specialized Work Development) (Newly established on Dec. 31, 2014)

1. School faculty members and staff members shall be paid compensation for specialized education development and compensation for specialized work development, respectively.
2. Compensation for specialized education development and compensation for specialized work development shall be calculated for the first day up to the last day of the month of payment. However, these compensations shall not be paid to those who worked for less than 15 days as of the closing date of the quarter-end allowance calculation.

Article 22-3 (Compensation for Educational Development and Innovation and Compensation for Work Development and Innovation) (Newly established on Dec. 31, 2014)

1. School faculty members and staff members shall be paid compensation for educational development and innovation and compensation for work development and innovation, respectively, on the date of remuneration payment in February, April, May, August, October, and November. In February and November, 75% of the amount of the monthly remuneration shall be paid, and in April, May, October, and November, 50% shall be paid.
2. These compensations shall be calculated for the period below. However, these compensations shall not be paid to those who worked for less than 15 days as of the closing date of the quarter-end allowance calculation.

(1) February: From the 1st of January to the end of February

(2) April: From the 1st of March to the end of April

(3) May: From the 1st of May to the end of June

(4) August: From the 1st of July to the end of August

(5) October: From the 1st of September to the end of October

(6) November: From the 1st of November to the end of December

3. These compensations shall be calculated based on the number of days as described below in case of employment · temporary retirement (except the disposition of temporary retirement for the purpose of duties) · temporary suspension from office · dismissal and absence during the payment period.

Compensation for educational development and innovation and compensation for work development and innovation: $\text{Salary} \times (\text{Number of days worked} / \text{Number of days for payment}) \times \text{Payment rate} =$
The amount of monthly remuneration paid

4. When the reason for addition or reduction in remuneration occurs due to new appointment or change of status after the compensation is paid, the changes shall be calculated on the date of remuneration payment on March, June, September, and December, and the remuneration for retirees shall be calculated on the date of remuneration payment after his/her retirement.

Article 23 (Special Duty Allowance)

Staff members who are in charge of special duties shall be paid special duty allowances depending on the complexity of such duties. In such case, if a staff member has been selected for 2 or more licenses, allowances shall be paid for each of the licenses.

Article 24 (Overtime Work Allowances)

1. If staff members worked overtime or on holidays in compliance with work orders, overtime work allowances amounting to 50% of the ordinary wages shall be paid in addition to the ordinary wages.
2. If staff members who work only at night or those who work in day· night shifts worked from 22:00 to 06:00 the following day, nighttime work allowances amounting to 50% of the ordinary wages shall be paid in addition to the ordinary wages.

Article 25 (Criteria for Overtime Work)

The overtime work rendered by staff members shall be managed pursuant to the following criteria (however, this provision shall not apply to the case of driving staff members and staff members who work only at night or those who work in day· night shifts):

1. When staff members are to work overtime as specified under Article 24, approval shall be obtained in advance from the head of the relevant department by indicating the purpose.
2. The cases under Clause 1 shall be acknowledged within the limit of 46 hours a month.
3. Staff members who normally work at night may be paid the determined monthly fixed amounts.

4. In principle, overtime work allowances shall be paid by the date of remuneration payment for the following month.

Article 26 (Children's Study Expense Support Allowance)

1. School staff members who have children attending middle or high schools shall be paid children's study expense support allowances by the date of remuneration payment in March for the first quarter, May for the second quarter, August for the third quarter, and November for the fourth quarter. In this case, the amount may not exceed that of the registration fee charged by national-public schools located in Seoul.
2. School staff members who were appointed before Feb. 29, 2012, and have children attending universities (including special colleges but excluding graduate schools) shall be paid children's study expense support allowances equal to the registration fee of the school attended by each of the children in March for the first semester and in August for the second semester; if the school being attended is a university in a foreign country (including Korean branches of universities in foreign countries, foreigners' schools in Korea, etc.), children's study expense support allowances shall be paid in the amount equal to the registration fee of a similar department of the university. (amended on Feb. 23, 2012)
3. School staff members who were appointed after Mar. 1, 2012 and have children attending HGU (excluding graduate schools) shall be paid children's study expense allowances equal to the registration fee on the date of remuneration payment in March for the first semester and in August for the second semester. (Newly established on Feb. 23, 2012)
4. "Children" under Clauses 1 ~ 3 refer to children in the same family register. In this case, up to 2 children shall be supported; the payment period shall be determined by applying regular educational system period of Korea.(amended on Feb. 23, 2012)
5. If the same schoolchildren are supported by two or more school staff members (only those in the university), only one of them shall be paid.
6. School staff members wishing to receive children's study expense support allowances shall submit the receipt of registration fee (payable notice or certificate of being in school if unavoidable) to the remuneration department when the reason for receiving such has first occurred; this provision shall also apply when there has been a change in the school attendance details while in school such as withdrawal from school, temporary absence from school, return to school, change of school, etc.
7. Children's study expense support allowances shall be paid only to those who submitted the required document before the end of the relevant semester (or quarter) and shall not be retroactively paid for the past semesters (or quarters).

Article 27 (Amounts of Various Allowances to be Paid)

The amounts of various allowances to be paid under Articles 20~23 shall be determined separately.

Chapter 5 Bonuses

Article 28 (Quarter-end Allowance)

1. School staff members shall be paid quarter-end allowances equal to 100% of the monthly salary by the dates of remuneration payment every March, June, September, and December.
2. Quarter-end allowances shall be calculated for the period beginning the 1st day of the month following the previous payment month to the last day of the current payment month.
3. Quarter-end allowances shall not be paid to those who worked for less than 15 days as of the closing date of the quarter-end allowance calculation.
4. Quarter-end allowances for retired staff members shall be paid by the date of remuneration payment after retirement.
5. New appointees · absent school staffs and retirees shall be paid quarter-end allowances in a reduced amount for the relevant period as follows: Quarter-end allowance amount=Salary x(Number of days worked/Number of days for payment).
6. School staff members who have received any disposition of suspension from office · salary reduction · release from duty or temporary retirement (except the disposition of temporary retirement for the purpose of duties) and staff members on probation shall be paid quarter-end allowances in a reduced amount based on the relevant periods.

Article 29 (Diligence Allowance)

1. School staff members shall be paid diligence allowances as follows based on the payment category in Attached Table 1 by the dates of remuneration payment every January and July:
 - (1) The diligence allowances paid in January shall be paid to those school staff members with status of school staff and are to be paid salaries as of January 1 and have been continuously paid salaries since before December 1 of the previous year (including those who have been paid part of salaries).
 - (2) The diligence allowances paid in July shall be paid to those school staff members with status of school staff and are to be paid salaries as of July 1 and have been continuously paid salaries since before June 1 of the relevant year (including those who have been paid part of salaries).
2. School staff members who have received any disposition of suspension from office · salary reduction · release from duty or temporary retirement (except the disposition of temporary retirement for the purpose of duties) and staff members on probation shall be paid reduced amounts based on the relevant periods; the following are the periods for application:
 - (1) Diligence allowances paid in January: from July 1 to December 31 of the previous year
 - (2) Diligence allowances paid in July: from January 1 to June 30 of the relevant year

Chapter 6 Retirement Allowance

Article 30 (Subject of Payment)

Those who are not covered by the Private School Teaching School Staff Member's Pension Act shall be paid retirement allowances pursuant to the Labor Standard Act.

Article 31 (Reason for Payment)

Retirement allowances shall be paid to those who have been working continuously for 1 year or longer when their contract periods have expired or when they have been dismissed.

Article 32 (Number of Days for Payment)

1. The numbers of days for the payment of retirement allowances based on the periods of continuous service are shown in Attached Table 2.
2. When calculating the period of continuous service, fractions of years for the period for payment shall be calculated in units of month.

Article 33 (Average Wages for the Calculation of Retirement Allowances) Average wages for the calculation of retirement allowances shall be calculated by dividing the sum of wages paid for 3 months counted backward starting from the day before the date of retirement (day before the date of temporary retirement when retiring during temporary retirement) by the number of calendar days during the period; however, amounts less than KRW 1 as obtained after the calculation shall be deleted.

Article 34 (Calculation of Retirement Allowances)

Retirement allowances shall be calculated by multiplying the number of days for payment under Article 32 by the average wage at the time of retirement; however, amounts less than KRW 1 as obtained after the calculation shall be deleted.

Article 35 (Calculation of the Period of Continuous Service)

1. The period of continuous service shall begin from the date of appointment and end on the date the reason for payment under Article 31 occurred.
2. In calculating the period of continuous service, fractions of a month shall be treated as 1 month.
3. The periods of suspension from office and temporary retirement shall be included in the period of continuous service.

Article 36 (Payment of Retirement Allowances)

1. In principle, retirement allowances shall be paid within 14 days of the date of retirement.
2. Retirement allowances due to death shall be paid following the order specified by the Labor Standard Act.

Chapter 7 Supplementary Rules

Article 37 (Injuries or Deaths Due to Duties)

1. Those who cannot be reinstated even after the specified period due to injuries sustained while performing their duties shall be paid consolation bonuses in the amount equal to the remuneration for 6 months as calculated based on the date of dismissal.
2. If a school staff member died while performing his/her duties, consolation bonus in the amount equal to the remuneration for 6 months plus the amount equal to the remuneration for 3 months to cover funeral expenses shall be paid.
3. When a school staff member has been injured for any other reasons related to the performance of his/her duties, consolation bonus may be paid depending on the degree of injury through the resolution of the Personnel Committee for School Staff Member.

Article 38 (Welfare Allowances)

Welfare allowances for the school staff members shall be governed by the Regulation on Welfare Allowances Payment.

Article 39 (Others)

For matters other than those specified in this regulation, the applicable laws or regulations shall apply.

Article 40 (Remuneration of School Staff Members Contracted for Monthly Fixed Amounts of Remuneration)

The remuneration of school staff members contracted for a monthly fixed amount of remuneration shall be determined pursuant to the individual agreements on school staff member appointment.

ADDENDUM

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

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; however, Clause 1, Article 26 shall apply to the school year immediately after the enforcement date of this regulation and the

school years thereafter, and Clause 2, Article 26, to the school year inclusive of the enforcement date of this regulation and the school years thereafter.

ADDENDUM

1. (Enforcement Date) This amended regulation shall enter into force as of December 30, 2000.
2. (Interim Measure) The school fund research allowances and school support association's research allowances paid prior to the enforcement date of this regulation since January 2000 pursuant to Article 20 shall be deemed to have been paid pursuant to this regulation.

ADDENDUM

This amended regulation shall enter into force as of March 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 August 21, 2003.

ADDENDUM

1. (Enforcement Date) This amended regulation shall enter into force as of June 23, 2004.
2. (Special Case Regarding the Payment of Children's Study Expense Support Allowances for Junior Tenure Full-time Faculty Members) The junior tenure full-time faculty members subject to the provision under Item 3, Clause 3 of the Regulation on Personnel Management for School Staff and who have been in office prior to the enforcement date of this amended regulation (June 23, 2004) shall be paid the children's study expense support allowances under Article 26.

ADDENDUM

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

ADDENDUM

This amended regulation shall enter into force as of December 8, 2004.

ADDENDUM

This amended regulation shall enter into force as of December 21, 2005.

ADDENDUM

This amended regulation shall enter into force as of May 23, 2006.

ADDENDUM

This amended regulation shall enter into force as of September 1, 2010.(Aug. 20. 2010, Regulation No.133)

ADDENDUM

This amended regulation shall enter into force as of February 24, 2012.(Feb. 23. 2012, Regulation No.157)

ADDENDUM

This amended regulation shall enter into force as of April 4, 2012(Apr. 3. 2012 Regulation No.158)

ADDENDUM

This amended regulation shall enter into force as of April 17, 2014.

ADDENDUM

This amended regulation shall enter into force as of January 1, 2015.

ADDENDUM

This amended regulation shall enter into force as of January 17, 2017.(Amended on Feb. 21, 2017)

[Attached Table 1]

Table of Diligence Allowance Payment Category

Pay Step		Payment Ratio
Faculty Member	Staff Member	
	1	50% of monthly salary
	2	55% "
	3	60% "
	4	65% "
	5	70% "
	6	75% "
1	7	80% "
2	8	85% "
3	9	90% "
4	10	95% "
5 or higher	11 or higher	100% "

[Attached Table 2]

Number of days for the payment of retirement allowances

Number of Years of Continuous Service	Number of Days for Payment	Number of Years of Continuous Service	Number of Days for Payment
1	30	16	480
2	60	17	510
3	90	18	540
4	120	19	570
5	150	20	600
6	180	21	630
7	210	22	660
8	240	23	690
9	270	24	720
10	300	25	750
11	330	26	780
12	360	27	810
13	390	28	840
14	420	29	870
15	450	30	900

[Attached Form] <Deleted>(Amended on Dec. 31, 2014)