

16.Regulation on Personnel Management for Staff

Department in charge:General Affairs and Human Resources Team 1143-4 ≡

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Chapter 1 General Provisions

Article 1 (Purpose)

This regulation seeks to establish the criteria for personnel management to be applied to the staff of

Handong Global University (hereinafter referred to as "University") to ensure its fair operation.

Article 2 (Application Scope)

Unless specifically provided for otherwise by other regulations, personnel management shall be governed by this regulation.

Article 3 (Definition)

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

1. "Appointment" refers to new appointment, promotion, pay step increase, change of duty, change of employment, transfer, concurrent appointment, dispatch, demotion, deputy position, temporary retirement, relief from duty, temporary suspension from office, reinstatement, dismissal, release from office, or removal. (Amended on Dec. 2, 2015)
2. "Kind of duty" pertains to any of the administrative duties, technical duties, or operational duties.
3. "Position" refers to any of the duties and responsibilities that may be given to a staff member.
4. "Appointment to a position" involves giving a certain position to a staff member based on his/her qualification and aptitude and assigning certain duties.
5. "Reinstatement" pertains to return to a position of a staff member who temporarily retired or who has been relieved from duty or suspended from office.(Newly established on Aug. 20, 2010)
6. "Promotion" involves giving a higher position than the current one. (Newly established on Aug. 20, 2010)
7. "Pay step increase" involves giving a higher pay step than the current one. (Newly established on Aug. 20, 2010)

Article 3-2 (Principles of Personnel Management)

1. Staff members shall be posted to suitable positions based on actually proven ability; the work shall be performed fairly pursuant to the basic principles of ability development and circulation of positions (newly established on May 1, 1998).
2. Staff members shall not be discriminated against in remuneration, promotion, education, employment, or other areas in relation to personnel management for gender reasons (newly established on May 1, 1998).

Article 4 (Category of Staff Members)

Staff members shall be divided into administrative staff, technical staff, and operational staff members.

1. Administrative staff: Staff members in charge of general administration
2. Technical staff: Staff members in charge of technical works such as librarian· computer· communication· civil engineering· construction· electricity·equipment· landscaping works, etc.

3. Operational staff: Staff members in charge of functional works such as car driving; however, class 10 staff members are in charge of maintenance, etc.

Article 5 (Category of Position Class)

The position classes of staff members shall be divided as follows:

1. Administrative/Technical staff: Classes 2 ~ 9
2. <Deleted>
3. Operational staff: Classes 2 ~ 10
4. <deleted on Aug. 20, 2010>
5. <deleted on Aug. 20, 2010>
6. <deleted on Aug. 20, 2010>

Article 6 (Time of Appointment)

1. Staff members shall be deemed to have been appointed on the date set forth in the letter of appointment or notice of appointment order; however, a dismissal from office due to death shall be deemed effective on the day after the death.
2. When an order of appointment has been issued, the letter of appointment or notice of appointment order shall arrive at the subject of the appointment by the date of appointment.

Article 7 (Prohibition on the Retroactive Application of the Date of Appointment)

The date of appointment of a staff member may not be applied retroactively except in cases wherein a staff member has been prosecuted for a criminal case and is consequently relieved from his/her duty as of the date of prosecution.

Chapter 2 New Appointment

Article 8 (Principles of Appointment)

1. In principle, new appointments of staff members shall be made through open examinations.
2. New appointments of technical or operational staff members shall require certificates of qualification or licenses necessary for the relevant duties; however, this provision shall not apply to computing or class 10 operational staff members.

Article 9 (Age for Appointment)

1. Only persons aged 18 years or older may apply for examination for appointment as staff members.
2. The age specified in Clause 1 shall be based on the birth date as of the closing date for

receiving application documents.

Article 10 (Reasons for Disqualification)

The following persons may not be appointed as staff member:

1. Incompetent or quasi-incompetent persons
2. Insolvent persons whose financial status has not been restored
3. Persons have been sentenced to imprisonment or heavier punishment, and less than 5 years have passed since the execution was completed or the decision not to execute the sentence was given
4. Persons have been sentenced to imprisonment or heavier punishment and placed on probation, and less than 2 years have passed since the period of probation expired
5. Persons whose sentence of imprisonment or heavier punishment has been suspended
6. Persons whose qualification has been revoked or suspended by a judgment of a court or by any other law
7. Persons dismissed as a disciplinary punishment less than 5 years earlier
8. Persons released from office as a disciplinary punishment less than 3 years earlier

Article 11 (Required Documents)

Persons appointed as staff members shall submit the following documents:

1. Career and personal detail records (specified form)
2. Covenant (specified form)
3. Certificate of final school attended/highest educational attainment
4. Basic certificate and Copy of family register(amended on Aug. 20, 2010)
5. Abstract of resident registration or certificate of military register
6. Copy of resident registration
7. Fidelity guarantee insurance policy
8. Identity statement (specified form)
9. Certificate of physical examination for employment
10. Career certificate (if applicable)
11. Licenses or certificates of qualification (if applicable)
12. Photos (4 card-size pieces, 4 passport-size pieces, 4 portrait shot pieces)
13. Other necessary documents

Article 12 (Determining the Position Classes and Pay Steps of Newly Appointed Staff Members)

1. In the case of staff members on probation or newly appointed staff members, their initial position classes and pay steps shall be determined as follows:
 - (1) Initial position class: To be determined based on the career conversion rate table (Attached Table 1) as of the time of appointment, standard position class and pay step table for new

appointments (Attached Table 2), and provisions under Article 16; among the items in the career conversion rate table (Attached Table 1); note, however, the legal minimum number of years to earn a degree at a graduate school and the compulsory period of military service shall be excluded from the career conversion

(2) Initial pay step: To be determined based on the career conversion rate table (Attached Table 1) as of the time of appointment and standard position class and pay step table for new appointments (Attached Table 2); however, up to 20% may be added to/deducted from the standard in case the career cannot be recognized as the same type of occupation or as decided by the president

2. <Deleted>

3. Any remaining period that is not reflected when determining the initial pay step shall be added to the next period for pay step increase.

4. The initial position classes of those who were appointed after March 1, 2015 shall be governed by Clause 1, and the initial pay step shall be the same as the position classes and pay steps determined pursuant to the Clause 1. (Newly established on Dec. 2, 2015)

Article 13 (Probationary Appointment)

1. New appointees whose career spans less than a year shall go through a 4-month period of probationary appointment; however, the probationary period for candidates for graduation shall be extended to the last day of the month of graduation.

2. Persons whose work performance records and work attitudes are not good during the probationary appointment period under Clause 1 shall not be appointed as a regular staff member.

3. The Team Manager or the head of the office where the staff members on probation belong shall always monitor supervise their work status and submit his/her opinion on it to the Personnel Management Section 10 days before the expiration of the probationary appointment period. (amended on Aug. 20, 2010)

Article 14 (the identity investigation and career reference)

1. Subjects of new appointments shall be appointed after identity investigations and career references are completed prior to making new appointments or during the probationary appointment periods; if necessary, their educational backgrounds may be checked.

2. Any subject of a new appointment and who has been found to carry reasons for disqualification based on the result of the identity investigation and career reference shall not be appointed as a regular staff member.

Chapter 3 Promotion and Pay Step Increase

Article 15 (Principles of Promotion)

- 1. Promotions between position classes shall be executed based on the evaluation of the work performance record, career evaluation, multilateral evaluation by position class and department (hereinafter "multilateral evaluation"), and actual proof of other abilities.
- 2. <deleted on Aug. 20, 2010>
- 3. In principle, promotions shall be executed as of every September 1.

Article 16 (Minimum Number of Years of Service for Promotion)

- 1. For a staff member to be promoted, he/she shall have been in office in his/her current capacity for the period set forth below.
 - (1) Administrative staff members and technical staff members
 - A. Class 6 or higher - - - - - 4 years or longer
 - B. Class 7 or 8 - - - - - 3 years or longer
 - C. Class 9 - - - - - junior college graduates: 2 years or longer; high school graduates: 4 years or longer
 - (2) Operational staff members
 - A. Class 6 or higher - - - - - 4 years or longer
 - B. Class 7 or lower - - - - - 3 years or longer
- 2. The period of being in office for the current position pursuant to the provision under Clause 1 shall exclude the probationary period before graduation, periods of temporary retirement, periods of relief from duty, and periods of disciplinary punishment but shall include periods of temporary retirement due to occupational disease or injury.

Article 17 (Restriction on Promotion)

The following staff members may not be promoted:

- 1. In case the staff member is the subject of deliberation with regard to the request for resolution on disciplinary action · disciplinary punishment · relief from duty, or temporary retirement from office
- 2. In case the following periods have not lapsed after the completion of execution of a disciplinary punishment:
 - Suspension from office - - - - - 18 months
 - Salary reduction - - - - - 12 months
 - Reprimand - - - - - 6 months

Article 18 (Criteria for Promotion)

The detailed criteria for promotion shall be prescribed separately by the president.

Article 19 (Pay Step Increases)

Pay step increases shall be divided into periodic pay step increases and special pay step increases. Pay step increases shall be applied to staff members who were appointed before February 28, 2015. (Amended on Dec. 2, 2015)

Article 19-2 (Determining Annual Salary)

Details related to the evaluation for determining the annual salary of staff members who were appointed after March 1, 2015 shall be prescribed separately by the President. (Newly established on Dec. 2, 2015)

Article 20 (Periodic Pay Step Increase)

1. The period required for a pay step increase of a staff member shall be 1 year; however, probationary appointment periods before graduation shall not be included.
2. The pay steps of staff members shall be increased as of every March 1 and September 1.

Article 21 (Special Pay Step Increase)

1. The pay step of a staff member may be specially increased under any of the following cases:
 - (1) When the staff member rendered meritorious services for the development of the university
 - (2) When the creative proposal of a staff member has been adopted
 - (3) When a staff member was commended for a special merit
2. In case the special pay step increase is to be effected on a staff member pursuant to the provision under item (1), it shall be executed by 1 step as of the 1st day of the month after the month inclusive of the date the reason occurred; if the day of special pay step increase is his/her date of periodic pay step increase, however, the pay step shall be increased by two steps.
3. In the case of special pay step increases, the calculation of the period for the next pay step increase shall start from the date of periodic pay step increase immediately before the special pay step increase.

Article 22 (Restriction on Pay Step Increases)

1. The staff members shall not be promoted during the relevant period under any of the following items, and the base pay of those who were appointed after March 1, 2015, specified in Article 4 of School Staff Annual Salary System Regulation, shall not be increased during the relevant period under any of the following items (Amended on Dec. 2, 2015) :
 - (1) Those who were the subjects of disciplinary punishment • relief from duty or temporary retirement (except temporary retirements due to occupational disease or injury)

(2) In case the following periods have not passed from the date of completion of the disciplinary punishments of the staff member:

Suspension from office: 18 months

Salary reduction: 12 months

Reprimand: 6 months

2. Under any of the following items, staff members shall not be granted a pay step increase only once and for 1 year as of the date of pay step increase, and the base pay of those who were appointed after March 1, 2015 specified in Article 4 of School Staff Annual Salary System Regulation shall not be increased when determining the annual salary for the next year. (Amended on Dec. 2, 2015)

(1) Persons who have been absent without leave for 3 days or more

(2) Persons whose education & training performance record falls below the baseline points for completion

(3) Persons whose work evaluation record immediately before the date of periodic pay step increase is 40 points or lower out of 100 points as the highest possible score

Chapter 4 Concurrent Appointment and Dispatch

Article 23 (Concurrent Appointment)

The person with the right to appoint may concurrently appoint any staff member under his/her control to another position if necessary when the content of the job is considered to be similar and no trouble is expected to arise in performing the job under his/her responsibility.

Article 24 (Dispatched Work)

The person with the right to appoint may dispatch any staff member under his/her control to Hyundong Educational Foundation (hereinafter referred to as "Foundation") or the university when necessary to perform the works of the foundation or the university.

Chapter 5 Appointment to a Position and Transfer

Article 25 (Criteria for the Management of Appointments to Positions)

1. The positions shall be governed by Regulation on Office Organization and Duty Allocation. However, staff members on merit leave before retirement due to the age limit pursuant to Clause 4, Article 19 of the Staff Service Regulation shall maintain their statuses but shall not be given positions: (amended on Aug. 20, 2010)

2. In assigning positions to staff members, major, education & training, work career, ability to perform

his/her duties , specialization, aptitude, and etc., of relevant staff members shall be considered.
(amended on Aug. 20, 2010)

Article 25-2 (Deputy positions) (Newly established on Dec. 2, 2015)

Under any of the following cases, the president may appoint a deputy for department heads or the position equivalent to them to do the duties of the position.

1. When a position remains vacant because of transfer, retirement, or release from office until a successor is hired.
2. When a staff is unable to work for a considerable period of time because of he or she retired temporarily without hiring a successor and etc.

Article 26 (Transfer)

1. The person with the right to appoint shall execute transfers periodically to prevent slacks among staff members due to working for a long time in the same departments and for efficient work performance; if unavoidable, however, transfers may be executed from time to time.
2. Considering the specialization, difficulties, etc., a person with the right to appoint may have staff members continue working in their positions or choose not to transfer them to certain positions as deemed necessary for the special management of some positions
3. When transferring staff members, the head of the Personnel Management Section shall discuss with the head of the department where the staff members to be transferred belong.

Chapter 6 Guarantee of Status

Article 27 (Reason for Temporary Retirement)

If a staff member wants to retire temporarily for any of the following reasons, the person with the right to appoint may order temporary retirement; however, temporary retirement shall be ordered in the case of Clauses 1~4:

1. When long-term medical treatments are required due to physical· mental disorders
2. When a staff member has been enlisted or called pursuant to the provisions under the military service law
3. When the whereabouts of a staff member are unknown due to natural calamity, war, incident, or other reasons, and whether he/she is still alive cannot be confirmed
4. When a staff member leaves his/her position to fulfill his/her liabilities pursuant to the provisions of the law
5. When a staff member studies abroad to earn a degree or conduct research for at least 1 year in a foreign country
6. When a staff member has been employed by an international organization, a foreign institute, or

an overseas resident education institute

7. When a staff member studies and trains in a research institute or an educational institute designated by the Ministry of Education, Science, and Technology
8. When the staff member applies to temporary retirement for child care pursuant to Article 19 of Equal Employment Opportunity and Work Family Balance Assistance Act. (Amended on Apr. 3, 2012)
9. Other cases wherein any reason deemed by the president to warrant temporary retirement occurred

Article 28 (Period of Temporary Retirement)

The following are the periods of temporary retirement of staff members:

1. The period of temporary retirement pursuant to Clause 1, Article 27 shall be 1 year or less, but the period can be extended within the range of 1 year if unavoidable. In the case of temporary retirement due to disease or injury that are subject to the medical care expenses in line of duties specified in Pension for Private School Teachers and Staff Act, however, the period of temporary retirement shall be 3 years or less. The period of temporary retirement pursuant to Clause 8, Article 27 shall be 1 year or less.(Amended on Jan. 17, 2017)
2. The period of temporary retirement pursuant to Clauses 2 and 4, Article 27 shall be until the completion of the service period.
3. The period of temporary retirement pursuant to Clause 3, Article 27 shall be 3 months.
4. The period of temporary retirement pursuant to Clause 5, Article 27 shall be 3 years or less.
5. The period of temporary retirement pursuant to Clause 6, Article 27 shall be the period of employment.
6. The period of temporary retirement pursuant to Clause 7, Article 27 shall be 2 years or less.
7. Temporary retirement pursuant to Clause 8, Article 27 shall be based on Article 19 of Equal Employment Opportunity and Work Family Balance Assistance Act.(Amended on Apr. 3, 2012)
8. The period of temporary retirement pursuant to Clause 9, Article 27 shall be prescribed separately by the president.

Article 29 (Status of Temporary Retiree)

1. Staff members who have temporarily retired shall retain their statuses but shall not be engaged in their duties.
2. If the reason for temporary retirement has ceased to exist during the period of temporary retirement, the person with the right to appoint shall be notified accordingly within 7 days. For his/her part, the person with the right to appoint shall immediately order the reinstatement unless in case of special reasons.

Article 30 (Release from Position)

1. The person with the right to appoint may release any of the following staff members from his/her position:
 - (1) One whose ability to perform his/her duties is insufficient or whose work performance record or work attitude is very poor
 - (2) One who is the subject of a requested resolution on disciplinary punishment
 - (3) One who has been prosecuted for a criminal case (excluding those for whom a summary order has been requested)
2. In case the position has not been given pursuant to the provisions under Clause 1, the person with the right to appoint shall immediately give the position once the reason ceases to exist.
3. The person with the right to appoint shall order those who have been released from their positions pursuant to Item (1), Clause 1 to wait for up to 3 months.
4. The person with the right to appoint shall take the necessary actions such as providing education & training for the recovery of ability or improvement of work attitudes or assigning special study tasks, etc., for those who have received orders to wait pursuant to the provision under Clause 3.
5. If the reason for release from position under Item (1), Clause 1 and that under Item (2) or (3) are conflicting, the staff member shall be released from his/her position pursuant to Item (2) or (3).

Article 31 (Retirement Age)

1. The retirement age of staff members shall be a full 61 years.
2. Staff members shall naturally retire on the last day of the semester inclusive of the month the retirement age has been reached.

Article 32 (Status Action Against One's Will)

1. Staff members shall not be subject to any unjust disposition such as temporary retirement or dismissal against their will for reasons other than the handing down of a sentence, disciplinary punishment, or reasons specified by the Private School Law; however, this provision shall not apply in the case of Item (1), Clause 1, Article 34.
2. Staff members shall not be released from office based on a recommendation.
3. Any staff member with an objection to any disadvantageous disposition effected against his/her will such as disciplinary punishment may request for a reexamination from the reexamination committee for staff members.

Article 33 (Natural Retirement)

Any staff member falling under any of the items under Article 10 shall naturally retire.

Article 34 (Reason for Dismissal)

1. The person with the right to appoint may dismiss staff members under any of the following cases:
 - (1) When positions are abolished, or if the number of staff members has been deemed excessive due to the reorganization of office, reduction in the number limit, or decrease in budget
 - (2) When a resolution for the dismissal or removal of a staff member is adopted by the disciplinary punishment committee for staff members or disciplinary punishment reexamination committee for staff members
 - (3) When the staff member did not return to his/her position within 30 days of the expiration of the period of his/her temporary retirement or disappearance of the reason for temporary retirement
 - (4) When the staff member was deemed unqualified during his/her probationary appointment period; hence the resolution by the personnel management committee for staff members
2. When dismissing a staff member pursuant to the provision under Item (4), Clause 1, the person with the right to appoint shall obtain the agreement of the disciplinary punishment committee for staff members.
3. The date of a dismissal as per the provision under Item (2), Clause 1 shall be the date of expiration of the period of temporary retirement or date the reason for temporary retirement ceases to exist.

Article 35 (Dismissal due to Reorganization of Office, Etc.)

In principle, if positions have been abolished, or the number of staff members has been deemed excessive due to the reorganization of office, the number of staff members shall be reduced through natural reductions.

Chapter 7 Personnel Management Committee for Staff Members

Article 36 (Establishment)

Personnel management committee for staff members shall be established in the university (hereinafter referred to as "Personnel Management Committee") to deliberate on important matters regarding personnel management for staff members.

Article 37 (Function)

The personnel management committee shall deliberate on the following matters:

1. Matters regarding the establishment of major personnel management policies for staff members
2. Matters regarding overseas study & training and rewards for staff members
3. Matters regarding new appointments, promotions, change of occupation, special pay step increases of staff members and dismissal of staff members whose position is Team Manager or higher. (amended on Aug. 20, 2010)

4. Other matters requiring deliberation by the personnel management committee or deemed necessary by the chairman

Article 38 (Composition)

The personnel management committee shall consist of the following:

Chairman: Dean of General Affairs

Committee members: 4 staff members whose position is Team manager or higher as appointed by the president and 1 representative of the labor union; however, majority of the committee members shall be staff members(amended on Aug. 20, 2010)

Coordinator: Team Manager in charge of personnel management (also holding office as committee member) (amended on Aug. 20, 2010)

Article 39 (Chairman)

1. The chairman of the personnel management committee shall represent the committee and supervise its affairs.
2. The chairman shall convene and preside over meetings of the personnel management committee.
3. The committee member designated in advance by the chairman shall perform the duties of the chairman in his/her absence.

Article 40 (Convening Meetings, Etc.)

1. Meetings of the personnel management committee shall be convened by the chairman when requested by the person with the right to appoint or deemed necessary by the chairman.
2. During the meeting of the personnel management committee, a quorum shall be declared only when majority of the committee members in the register are present. Resolutions with the approval of majority of the attending committee members shall be adopted.

Article 41 (Preparation of Minutes)

1. The personnel management committee shall prepare the minutes of the meeting for reporting to the person with the right of final approval.
2. The minutes of the meeting in Clause 1 shall be signed or sealed by all attending committee members including the chairman.

Chapter 8 Disciplinary Punishment Committee for Staff Members

Article 42 (Establishment)

Disciplinary punishment committee for staff members (hereinafter referred to as "Disciplinary Punishment Committee") shall be established in the foundation to deliberate on· resolve matters regarding the disciplinary punishments of staff members.

Article 43 (Composition)

The disciplinary punishment committee shall consist of 5 committee members appointed by the president from among staff members provided more than half of the committee members shall be staff members; however, a representative of the labor union and one executive staff member appointed by the president between two executive staff members recommended by the labor union shall also serve as committee members.

Article 44 (Chairman)

1. The chairman of the disciplinary punishment committee shall be elected by committee members among them. He/She shall represent the committee and supervise its affairs.
2. The chairman shall convene and preside over meetings of the disciplinary punishment committee.
3. The committee member designated in advance by the chairman shall vicariously perform the duties of the chairman in his/her absence.

Article 45 (Reasons for Disciplinary Punishments)

Under any of the following cases, the person with the right to appoint the relevant staff member shall request for a resolution on disciplinary punishment and execute the disciplinary punishment pursuant to the result of the resolution on disciplinary punishment:

1. A staff member caused a major loss of property to the university whether intentionally or by mistake.
2. A staff member has been absent without leave for 7 days or longer without any justifiable reason.
3. Imprisonment has been meted out by a judgment of a court.
4. A staff member has committed acts damaging to the status of another staff member, thereby causing serious damage to the university.

Article 46 (Kinds and Effects of Disciplinary Punishments)

1. Disciplinary punishments shall be divided into dismissal · release from office · suspension from office · salary reduction · reprimand.
2. Suspension from office shall be set for a period of 1 month or longer but not longer than 3 months. Persons who are the subjects of disposition of suspension from office shall retain their status but may not engage in any work.
3. A salary reduction shall be set for a period of 1 month or longer but not longer than 3 months.
4. Reprimand involves admonishing the staff member on a previous fault and letting him/her repent

accordingly.

Article 47 (Request for Resolution on Disciplinary Punishment)

1. If there is any staff member carrying any of the reasons for a disciplinary punishment under Article 45, the person with the right to appoint shall sufficiently investigate the fact in advance before requesting the disciplinary punishment committee for a disciplinary punishment resolution.
2. When requesting for a disciplinary punishment resolution pursuant to Clause 1, the following documents shall be attached:
 - (1) Request for disciplinary punishment resolution (Attached Form No.1)
 - (2) Related evidentiary documents for a disciplinary punishment
 - (3) Personnel management record card of the subject of the disciplinary punishment resolution

Article 48 (Time Limit of Disciplinary Punishment Resolution)

1. Once a request for disciplinary punishment resolution has been received, the disciplinary punishment committee shall adopt a resolution on disciplinary punishment within 30 days of the date of receipt of the request; in case of unavoidable reasons, however, the time limit may be extended only once as per the resolution of the disciplinary punishment committee within the range of 15 days.
2. If the disciplinary punishment procedure and proceedings in case a disciplinary punishment resolution has been requested have been suspended under any of the following cases, the period of suspension shall not be included in the time limit for the disciplinary punishment resolution:
 - (1) If the incident for which a disciplinary punishment resolution has been requested is being investigated by the competent authority, the disciplinary punishment procedure for the same incident shall not be implemented.
 - (2) If the incident for which a disciplinary punishment resolution has been requested is being investigated by the prosecutory authority, police, or other investigating organization, the disciplinary punishment procedure for the same incident may be suspended.

Article 49 (Attendance of the Subject of a Disciplinary Punishment Resolution)

When the disciplinary punishment committee requests the subject of a disciplinary punishment resolution to attend the meeting, he/she shall be served a notice of attendance as per Attached Form No.2.

Article 50 (Reason for Exclusion)

Any member of the disciplinary punishment committee shall not be involved in any resolution on disciplinary punishment concerning him/her or any person with whom he/she has a relationship of kinship.

Article 51 (Challenging the Committee Members, Etc.)

1. When a subject of a disciplinary punishment resolution has justifiable reason to believe that any of the members of the disciplinary punishment committee may pass an unfair resolution, he/she may prove such in writing and apply for a challenge.
2. If an application for challenge has been received pursuant to the provision under Clause 1, the committee shall decide on the challenge by coming out with a resolution. In this case, persons who are the subjects of the application for challenge shall not participate in the resolution.
3. If the number of attending committee members is smaller than two thirds of the members of the disciplinary punishment committee in the register due to the exclusion pursuant to the provision under Article 50 or challenge pursuant to the provision under Clause 1, and adopting a resolution on the matter regarding the disciplinary punishment has become impossible, the chairman of the disciplinary punishment committee shall request the person with the right to appoint committee members for the appointment of temporary committee members so that the number of attending committee members becomes two thirds or more of the number of committee members in the register.

Article 52 (Notice of Reason for Requesting for Disciplinary Punishment Resolution)

When requesting for a disciplinary punishment resolution against a staff member, the person with the right to appoint shall send an explanation letter stating the reason for the disciplinary punishment of the subject along with a request for a disciplinary punishment resolution.

Article 53 (Fact Finding and Opinion Statement)

1. For the disciplinary punishment resolution, the disciplinary punishment committee shall execute fact finding and hear the person's statement before passing a resolution on disciplinary punishment; if the person ignores the written summons, however, the fact may be recorded, and the resolution on disciplinary punishment may be passed.
2. When deemed necessary, the disciplinary punishment committee may have related persons attend the meeting to hear their opinion.

Article 54 (Disciplinary Punishment Resolution)

1. During the meeting of the disciplinary punishment committee, a quorum shall be declared when two thirds of the committee members in the register are present. A disciplinary punishment resolution approved by majority of the attending committee members shall be adopted.
2. When the disciplinary punishment committee has deliberated on matters regarding a disciplinary punishment and adopted a resolution on disciplinary punishment, it shall prepare a statement of disciplinary punishment resolution (Attached Form No.3) stating the text and reason for sending to the person with the right to appoint.

3. Upon receiving a notice under Clause 2, the person with the right to appoint shall effect the disciplinary punishment pursuant to the content of the resolution within 7 days.
4. The person with the right to appoint shall issue to the relevant staff member a decision letter (Attached Form No. 4) stating the reason for disciplinary punishment.
5. The meetings of the disciplinary punishment committee shall not be disclosed.

Article 55 (Preparation of Statement of Disciplinary Punishment Resolution)

The reason indicated in the statement of disciplinary punishment resolution under Clause 2, Article 54 shall specify the fact serving as the cause of the disciplinary punishment, judgment on the evidence, applicable laws, and regulations.

Article 56 (Consideration, Etc. of Conditions in the Statement of Disciplinary Punishment Resolution)

For a resolution on a disciplinary punishment, the disciplinary punishment committee shall consider the behaviors, work performance records, merits, possibility of repentance of the subject, content of the request for disciplinary punishment, and other conditions.

Article 57 (Prescription of Reasons for Disciplinary Punishments)

1. No disciplinary punishment resolution may be applied for if the cause of a disciplinary punishment occurred more than 2 years earlier.
2. If the disciplinary punishment reexamination committee for staff members or a court made a decision or a judgment nullifying or canceling the disposition of disciplinary punishment for reasons of flaws in the composition of the disciplinary punishment committee or procedure of the disciplinary punishment resolution, a disciplinary punishment resolution reexamination may be applied for within 3 months of the conclusion of the decision or judgment even if the period under Clause 1 has lapsed.

Chapter 9 Disciplinary Punishment Reexamination Committee for Staff Members

Article 58 (Establishment)

Disciplinary punishment reexamination committee (hereinafter referred to as "Reexamination Committee") shall be established in the foundation to reexamine the dispositions of disciplinary punishment for staff members or other disadvantageous dispositions executed against their will.

Article 59 (Request for Reexamination)

1. A staff member who is dissatisfied with a disposition of disciplinary punishment or any other disadvantageous disposition executed against his/her will may request for a reexamination.
2. The request for reexamination pursuant to the provision under Clause 1 shall be made within 10 days of the date of receipt of the disciplinary punishment resolution or other disposition statement.
3. The request for reexamination (Attached Form No.5) shall have attachments specifying the followings:
 - (1) Department · position · salary step · name · address · resident registration number of the requester for reexamination
 - (2) Copy of the statement of disciplinary punishment resolution or other disposition statement
 - (3) Reason for the request for reexamination
 - (4) Evidence necessary for reexamination

Article 60 (Composition)

The reexamination committee shall be composed in the same manner as that of the disciplinary punishment committee for staff members.

Article 61 (Chairman)

1. The chairman of the reexamination committee shall be elected from among the committee members.
2. The chairman of the reexamination committee shall represent the committee and supervise its affairs.
3. The chairman shall convene and preside over meetings of the reexamination committee.
4. The committee member designated in advance by the chairman shall vicariously perform the duties of the chairman in his/her absence.

Article 62 (Examination)

1. When a request for reexamination has been received pursuant to the provision under Article 59, the reexamination committee shall examine such within 30 days.
2. When necessary for examination under Clause 1, the reexamination committee may perform inspections or appraisals, investigate other facts, or have witnesses attend the meeting or request for the submission of related documents.
3. When deemed necessary, the reexamination committee may request for inspection or appraisal from a person(s) with special knowledge/experience.

Article 63 (Scope of Examination)

The reexamination committee shall not examine facts other than those that have become the cause

of the disciplinary punishment or the subject of the request for reexamination.

Article 64 (Statement of the Requester)

1. When examining a reexamination case, the reexamination committee shall give an opportunity to the requester to make a statement.
2. Any decision made without giving the opportunity to make a statement under Clause 1 shall be nullified.

Article 65 (Cancellation of Request for Reexamination)

The requester may cancel all or part of the request before a decision is made by the reexamination committee.

Article 66 (Decision of the Reexamination Committee)

1. During the meeting of the reexamination committee, a quorum shall be declared when two thirds of the committee members in the register are present. Any decision on a reexamination case shall be made only when approved by majority of the attending committee members; in case of differing opinions, however, the number of committee members with a more favorable opinion shall be added to the number of committee members with the most disadvantageous opinion one by one until the sum reaches the majority of the committee members in the register, and the most favorable opinion shall be deemed to be the agreed upon opinion.
2. Reexamination committee members may not serve as witnesses in a reexamination case pending in the committee; neither can they be involved in the following reexamination cases:
 - (1) Matters related to the committee members
 - (2) Matters related to any person who is or was in a relationship of kinship with the committee members
3. The decisions of the reexamination committee shall be divided as follows:
 - (1) If a request for reexamination is unlawful, it shall be dismissed.
 - (2) If a request for reexamination is deemed unreasonable, it shall be rejected.
 - (3) If a request for reexamination seeking for the cancellation or change of a disposition is deemed reasonable, the disposition shall be canceled or changed, or its cancellation or change shall be recommended to the person with the right of disposition
 - (4) If a request for reexamination seeking to determine the effectiveness or existence of a disposition is deemed reasonable, the effectiveness or existence of the disposition shall be determined.
 - (5) If a request for reexamination seeking the performance of obligation against any unlawful or unjust refusal of disposition or nonperformance is deemed reasonable, the reexamination committee shall execute the requested disposition immediately or make the corresponding recommendation.

4. If the decision pursuant to the provisions under Items (3) or (4), Clause 2 has been made with apparent flaws in terms of the application of laws and based on evidence or fact investigations related to the disposition of disciplinary punishment as the subject of the request for reexamination or flaws in the composition of the disciplinary punishment committee or procedures for the disciplinary punishment resolution or other procedures, the person with the right to appoint shall go through the disciplinary punishment procedures again for the relevant disciplinary punishment and complete the procedures within 3 months of the date of receipt of the decision statement. The decision of the reexamination committee with regard to cancellation or change shall not affect any disposition of an already performed disciplinary punishment until the disposition of disciplinary punishment or one that has been made pursuant to the decision.
5. The reexamination committee shall not make a decision that is more disadvantageous to the requester than the disposition as the subject of the request for reexamination.
6. A decision shall be made by the reexamination committee and indicated in a decision statement by specifying the reason.
7. Each decision of reexamination shall be resolved within 60 days of the date of receipt of the request for reexamination.

Article 67 (Preparation of Decision Statement)

When making a decision on a request for reexamination, the reexamination committee shall prepare a statement of reexamination decision (Attached Form No. 6) stating the following matters for signing or sealing by the chairman and attending committee members:

1. Indication of the parties in the reexamination case
2. Text of decision
3. Reason for and summary of the decision
4. Judgment on evidence

Article 68 (Delivery of Decision Statements)

Original decision statements shall be prepared and sent to the requester and the person with the right to appoint immediately.

Article 69 (Compensation for Loss)

If any disposition of an already performed disciplinary punishment has been concluded to have been unjust by a reexamination resolution, the person with the right to appoint shall immediately compensate the relevant staff member for the loss suffered as a result of the disciplinary punishment.

Article 70 (Amendment of Disposition of Disciplinary Punishment)

Once a statement of reexamination decision requiring the cancellation or change of a disposition of disciplinary punishment has been received, the person with the right to appoint shall immediately

amend the already effected disposition of disciplinary punishment.

Chapter 10 Personnel Appointment

Article 71 (Factors in Personnel Appointments)

Factors in personnel appointments are divided into basic factors and incidental factors of appointment items:

1. Basic factors: These are matters serving as the objects of appointments including department, position (job), job categories, pay steps, ID numbers, names, etc.
2. Incidental factors: These are matters that indicate the contents of basic factors in appointments including the fact of appointment and date of appointment.

Article 72 (Appointment Register)

1. The Personnel Management Section shall keep and maintain appointment registers to write matters related to personnel appointments of staff members and manage the numbers and items.
2. The number of appointments shall be indicated using serial numbers by year.

Chapter 11 Personnel Record

Article 73 (Preparation · Keeping · Storage of Personnel Records)

1. The Personnel Management Section shall prepare · keep · store the following personnel records of staff members:
 - (1) Personnel records
 - (2) Reference documents of personnel records
 - (3) List of staff members
 - (4) Rewards register
 - (5) Disciplinary punishment register
 - (6) List of retirees
 - (7) List of temporary retirees
2. The personnel records may be substituted by computer lists or micro films.

Article 74 (Method of Personnel Record Storage)

The personnel records of staff members shall be kept confidential; they shall be placed in personnel record envelopes and stored in the Personnel Management Section. however, they may be stored separately if necessary.

Article 75 (Recording and Changes in Personnel Record Cards)

1. Staff members' personnel appointments, work evaluations, or other matters to be recorded in personnel record cards shall be recorded by the person in charge of personnel management in the personnel record cards of the relevant staff members based on the specified procedures.
2. Any staff member who needs to correct change, or supplement his/her personnel record card for reasons other than those under Clause 1 shall submit evidentiary documents to the Personnel Management Section.

Article 76 (List of Staff Members)

Lists of staff members shall be prepared by department and by position class and in the order of ID numbers.

Article 77 (Rewards Register)

Rewards registers assigning serial numbers by year to prize-winning staff members shall be prepared and kept.

Article 78 (Disciplinary Punishment Register)

1. Disciplinary punishment registers assigning serial numbers by year to those staff members who have been the subjects of disposition of a disciplinary punishment shall be prepared and kept.
2. Once a reexamination has been requested, the date of request for reexamination shall be written in the Remarks column. If the result of the reexamination is the same as the original disposition, "the punishment was confirmed after a reexamination" shall be indicated; if a different punishment was decided, however, a red line shall be drawn over the original indication, and the content shall be recorded in a separate column. The original correction number and date of disposition shall be written in the correction number column and column for the date of disposition, and the contents, in the Remarks column.

Article 79 (Issuance of Certificates, Etc.)

1. If a staff member in office requests for the issuance of a certificate of employment, the person with the right to appoint shall issue a certificate of employment based on the personnel record card of the staff member.
2. If a staff member in office or a retired staff member requests for the issuance of a certificate of career, the person with the right to appoint shall issue a certificate of career based on the personnel record card of the staff member.

Article 80 (Fidelity Guarantee)

1. A fidelity guarantee shall be received from each new appointee.
2. The fidelity guarantee shall be made by submitting a guarantee insurance policy for KRW 2 million or more as issued by an insurance company.
3. The guarantee period of the guarantee insurance shall be 5 years; however, accounting-related staff members (referring to the staff members in charge of revenues · expenditures · receiving, releasing, storage, or management of goods or properties) shall submit renewed policies once the guarantee period has expired.

Chapter 12 Evaluation

Section 1 Work Performance Evaluation

Article 81 (Principle of Work Performance Evaluation)

The work performance records of staff members shall be documented after evaluating their work records · work performance capability based on the following principles: (Amended on Jun.24, 2016)

1. The evaluation shall be performed separately for each job category · position title.
2. The subjectivity of evaluators shall be excluded. Instead, the evaluation shall be conducted based on objective grounds.
3. The evaluation shall be performed to ensure reliability and validity.
4. The evaluation shall be conducted considering the importance and complexity of the duty of the subject of evaluation.

Article 82 (Subject Period of Work Performance Evaluation)

In principle, the subject period of work performance evaluation shall be the immediately preceding year.(amended on May 19, 2015)

Article 83 (Subject of Evaluation)

The subjects of work performance evaluation shall be staff members excluding Deans. (amended on Aug. 20, 2010)

Article 84 (Evaluator and Checker)

1. In principle, the initial evaluator of staff members shall be the immediate superior of the subject of evaluation, and the secondary evaluator, the immediate superior of the initial evaluator. (amended on Aug. 20, 2010)

2. <deleted on Aug. 20, 2010>

3. (amended on Aug. 20, 2010)(deleted on May 19, 2015)

Article 85 (Work Performance Score)

In principle, work performance scores shall be determined based on 100 points as the highest possible score (points to be reflected on promotion shall be determined pursuant to Article 97 of this regulation). Staff members shall be evaluated by the initial evaluator for 60% of the highest possible score and by the secondary evaluator for the remaining 40%.(Amended on Jun. 24, 2016)

Article 86 (Exemption from Evaluation)

1. If a staff member did not work for 3 months or longer during the period of work performance evaluation due to new appointment · temporary retirement from office · release from duty · other reasons, his/her work performance record shall not be evaluated.

2. For staff members who cannot be evaluated for reasons under Clause 1, the immediately previous evaluation shall be deemed to be the evaluation for this period; however, the score of any staff who cannot be evaluated or who has no immediately previous evaluation shall be prescribed separately by the president.

Article 87 (Score Allotment Ratios of Factors in Work Performance Evaluation)

The score allotment ratios of factors in work performance evaluation shall be as follows: 60% for work record and 40% for work performance capability. (Amended on Jun. 24, 2016)

Article 88 (Adjustment of Scores in Work Performance Evaluation)

1. The department in charge of personnel management shall adjust evaluation scores as follows to minimize differences between evaluators. If the number of person who needs to be evaluated in the department (office) is one, however, the department (office) concerned shall be separately decided by the president when calculating the adjusted scores in work performance evaluation.(Amended on Apr. 3, 2012)

Adjusted score = $0.5 * \text{Evaluation score (Personal score)} + 0.5 * \text{Evaluation score (Personal score)} * \text{Average score of all subjects/Average score of the department}$ (Amended on Apr. 3, 2012) (Amended on Dec. 2, 2015)

2. If the basis for evaluation is not satisfactory or significantly different from the past evaluation, a staff member can request re-evaluation by the evaluator. In case that the evaluation scores are deemed unsatisfactory even after the re-evaluation, the president can adjust the scores within one level. (Newly established on Jun. 24, 2016)

Article 89 (Prohibition on Evaluations with the Same Score)

<deleted on Jun. 24, 2016>

Article 90 (Restriction on the Disclosure of the Work Performance Evaluation)

The results of the work performance evaluation shall not be disclosed.

Section 2 Career Evaluation

Article 91 (Time of Career Evaluation)

Career evaluation shall be conducted as of the last day of August every year.

Article 92 (Subjects of Career Evaluation)

1. Career evaluation shall be conducted for staff members whose position is class 3 staff or lower and satisfied the required minimum number of years of continuous service for promotion. (amended on Aug. 20, 2010)

2. Career evaluation shall be performed based on the personnel record cards of the relevant staff members.

Article 93 (Career Evaluator and Checker)

1. The person in charge of personnel management shall serve as career evaluator, and the Team Manager in charge of personnel management shall serve as checker. (amended on Aug. 20, 2010)
2. <Deleted>

Article 94 (Career Evaluation Score)

1. Career evaluation scores shall be given with 10 points as the highest possible score. The basic career shall be evaluated as 3 points, career beyond the basic one, as 4 points, and career before the current position, as 3 points. (Amended on Jun. 24, 2016)
2. The basic career shall be the minimum number of years of continuous service required for promotion to a higher position.
3. A career beyond the basic one shall be the number of years of continuous service exceeding the minimum number of years of continuous service; 0.07 points shall be given for each month of the career period. (Amended on Jun. 24, 2016)
4. The career before the current position pertains to the number of years of continuous service as calculated by adding the career prior to being appointed to the university and the career from the date of initial appointment to the date immediately before the appointment to the current position; 0.024 points shall be given for each month of the career period. In this case, the career shall be calculated pursuant to Clause 1, Article 12 (Attached Table 1). (Amended on Jun. 24, 2016)
5. The career calculation under Clauses 3 and 4 shall be carried out using the month of career as the unit; however, a period of 15 days or longer shall be regarded as 1 month, with periods of less than 15 days excluded in the calculation.

Article 95 (Excluded Career)

The period of temporary retirement · release from office and disciplinary punishment during the subject period of career evaluation shall be excluded from the evaluation.

Section 3 Multilateral Evaluation by Position Class

Article 95-2 (Principle of Multilateral Evaluation by Position Class)

Multilateral evaluation is an evaluation system that staff members anonymously evaluate each other. Evaluation shall be performed fairly and objectively to develop and foster capable talents.

Article 95-3 (Time and Subjects of Multilateral Evaluation by Position Class)

1. Multilateral evaluation by position class shall be performed as of the last day of August every

year.

2. Multilateral evaluation shall be performed for staff members whose position is class 3 staff or lower to be promoted. However, the evaluation can be performed for staff members on an open-ended contract, if necessary.

Article 95-4 (Score in Multilateral Evaluation by Position Class and Evaluator)

1. The score in the multilateral evaluation shall be given based on 100 points as the highest possible score (allotted points to be reflected on promotion; 10 points). In this case, 5/100 of the highest score and the lowest score shall be excluded from the evaluation scores to calculate the average score to be reflected.
2. Evaluators for multilateral evaluation shall be staff members whose position is class 3 staff or lower including the subjects of evaluation.
3. The detailed criteria for multilateral evaluation by position class shall be prescribed separately by the president.

Section 4 Multilateral Evaluation by Department

Article 95-5 (Principle of Multilateral Evaluation by Department)

Multilateral evaluation by department is a system wherein department (evaluation group) staff members participate firsthand in evaluation; they shall perform evaluation reasonably to foster practical talents who will contribute to organizational performance through their performance of works under their responsibility.

Article 95-6 (Time and Subjects of Multilateral Evaluation by Department)

1. Multilateral evaluation by department shall be performed as of the last day of August every year.
2. Multilateral evaluation by department shall be performed for staff members whose position is class 3 staff or lower. (Amended on Jun. 24, 2016)

Article 95-7 (Score in Multilateral Evaluation by Department and Evaluator)

1. The score in the multilateral evaluation by department shall be given based on 100 points as the highest possible score (points to be reflected on promotion shall be determined pursuant to Article 97 of this regulation). In this case, the highest score and the lowest score shall be excluded from the evaluation scores to calculate the average score by evaluation group to be reflected; however, the adjusted score calculation method under Article 88 shall be applied to minimize the differences in evaluation between evaluators. (Amended on Jun. 24, 2016)
2. Evaluators for the multilateral evaluation by department shall consist of staff members in the relevant department (evaluation group) excluding the subjects of evaluation.

3. The detailed criteria for the multilateral evaluation by department shall be prescribed separately by the president.

Section 5 Added or Deducted Points

Article 96 (Added or Deducted Points)

1. Staff members who have received prizes for their meritorious performance of works, those who were subject to dispositions of disciplinary punishment, those with excellent English performance records, and those who completed education & training shall receive scores with points added or deducted under any of the following cases: (Amended on Jun. 24, 2016)
 - (1) In case a staff member receives a prize while working in the relevant position from a minister or a higher-ranking official, the person shall earn 0.5 point; 1 point for a prize from the chairman of the foundation and the president of the university. If a staff member receives a prize several times while working in the relevant position, however, more than 1 point shall not be given as added points. (Amended on Apr. 3, 2012)
 - (2) If a staff member was subject to a disposition of disciplinary punishment while working in the relevant position, 1 point for reprimand, 2 points for salary reduction, 3 points for suspension from office shall be deducted; note, however, points shall be deducted maximum 3.
 - (3) When a staff member obtains foreign language performance records recognized by the university and the expiration date of the score is before September 1 every year, the date to evaluate requirements for promotion, min 0.5 to max 1.5 points shall be given as added points. In this case, details of added points given for foreign language performance records shall be decided by the president separately.(Amended on Apr. 3, 2012)
 - (4) Up to 1 point shall be added to staff members who completed education & training prescribed by the university and details shall be determined separately by the president. (Newly established on Jun. 24, 2016)
2. <Deleted>

Section 6 Preparation of List of Candidates for Promotion

Article 97 (Preparation of Lists)

1. Lists shall be prepared for those staff members who satisfied the requirements for promotion by assigning evaluation scores based on 100 points as the highest possible score; however, the evaluation scores in the lists shall be determined by allotting 60 points to the work performance evaluation, 30 points to multilateral evaluation, and 10 points to career evaluation. For staff members with added or deducted points pursuant to the provision under Article 96, the scores after adding or deducting said points shall be the final evaluation scores in the lists.
2. Lists by job category and by position class shall be prepared as of the last day of August every

year, with staff members with the higher scores topping the list.

3. The score in the work performance evaluation under Clause 1 shall be calculated based on the following calculation method using the evaluation scores obtained for the past 3 years in the relevant position:

Score in work performance evaluation = (Evaluation score for the past 1 year × 50/100) + (Evaluation score 2 years earlier × 30/100)+ (Evaluation score 3 years earlier × 20/100)

4. Each of the evaluation scores pursuant to the provision under Clause 1 shall be rounded off to three decimal places as applicable.
5. The score in multilateral evaluation under Clause 1 shall be calculated based on the following calculation method using the evaluation scores obtained for the past 3 years. However, use the evaluation scores of the relevant year when there is a year with no evaluation scores.

Score in multilateral evaluation = (Evaluation score for the past 1 year × 50/100) +(Evaluation score 2 years earlier × 30/100)+ (Evaluation score 3 years earlier × 20/100) (Newly established on Jun. 24, 2016)

Article 98 (Ranking of Staff Members with the Same Score)

1. If the evaluation scores in the list are the same, the person with the higher ranking shall be determined based on the following factors:
 - (1) The one with the higher score in the work performance evaluation
 - (2) The one who has worked longer in the position class
2. If the ranking still cannot be determined despite the provisions under Clause 1, the ranking shall be determined based on seniority.

Article 99

<Deleted>

Article 100 (Recommendation for Promotion)

When planning to promote staff members, the head of the department in charge of personnel management shall recommend to the president those staff members with higher scores first.

Chapter 13 Supplementary Rules

Article 101 (Remuneration)

1. Remuneration for staff members who were appointed before February 28, 2015 shall be determined pursuant to the staff remuneration regulation.
2. Remuneration for staff members who were appointed after March 1, 2015 shall be determined pursuant to School Staff Annual Salary System Regulation

Article 102 (Service)

The service of staff members shall be determined pursuant to the staff service regulation.

Article 103 (Rewards)

Rewards for staff members shall be determined pursuant to the Staff Reward Regulation.

Article 104 (Application)

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

ADDENDUM

1. (Enforcement Date) This regulation shall enter into force as of March 1, 1995; however, Chapter 12 shall enter into force as of March 1, 1996.
2. (Interim Measure Regarding Appointment, Etc.) Staff members in office prior to the enforcement of this regulation shall be deemed to have been appointed pursuant to this regulation.

ADDENDUM

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

ADDENDUM

This amended regulation shall enter into force as of May 1, 1998. The "office work assistant" in the "Functional Position" column in Attached Table 2 and Attached Table 3 shall be corrected to "office worker."

ADDENDUM

1. (Enforcement Date) This regulation shall enter into force as of December 15, 1999.
2. (Case of Application of the Minimum Number of Years of Continuous Service as Required for Promotion Under Article 16) Staff members appointed before the enforcement date of this regulation and who have careers in organizations other than the university may not be covered by the restriction on the minimum number of years of continuous service required for promotion in case especially necessary.

ADDENDUM

This amended regulation shall enter into force as of January 18, 2000.

ADDENDUM

This amended regulation shall enter into force as of August 14, 2001.

ADDENDUM

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

ADDENDUM

This amended regulation shall enter into force as of January 1, 2003.

ADDENDUM

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

ADDENDUM

This amended regulation shall enter into force as of June 13, 2006.

ADDENDUM

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

ADDENDUM

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

2. (Case of Application of the added points under Article 96) If a staff member receives a prize from a minister or a higher-ranking official, the chairman of the foundation, the president of the university, or the head of an equivalent institute before the enforcement date of this amended regulation, 2 points shall be added only once for the reward received while working in the relevant position.

ADDENDUM

This amended regulation shall enter into force as of May 19, 2015.(amended on May. 19, 2015, Regulation No.210)

ADDENDUM

This regulation shall enter into force as of December 2, 2015.(Regulation No.218)

ADDENDUM

1. (Enforcement Date) This amended regulation shall enter into force as of June 24, 2016.
2. (Interim measure regarding the preparation of lists under Article 97) In 2016, the highest possible scores for work performance evaluation, career evaluation, multilateral evaluation by position class, and multilateral evaluation by department shall be 50, 30, 10, and 10, respectively. In 2017, the highest possible scores for work performance evaluation, career evaluation, multilateral evaluation by position class, and multilateral evaluation by department shall be 60, 20, 10, and 10, respectively. In 2018, the highest possible scores for work performance evaluation, career evaluation, multilateral evaluation by position class, and multilateral evaluation by department shall be 60, 10, 20, and 10, respectively. The evaluation scores for January. the basis for the career evaluation during the period when this interim measure is effective, shall be determined separately by the president.

ADDENDUM

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

ADDENDUM

This amended regulation shall enter into force as of August 8, 2018.

[Attached Table 1]

Career conversion rate table

Career	Conversion Rate
1. Legal minimum number of years required to earn a degree in graduate school 2. Career of compulsory military service pursuant to the military service law (maximum of 3 years)	100%
3. Career of working in the same job category in school, foundation, or national public-private school 4. Career of working in the same job category in educational administrative institutions	80%
5. Career of working in the same job category as a public servant 6. Career of working in school as a teacher pursuant to the education law 7. Career of working in the same job category in an education association pursuant to the education law 8. Career of working in the same job category in a government-invested (contributed) institution 9. Career of working in the foundation or university as professor's assistant part-time worker contracted worker	60%
10. Career of working in the same job category in corporations or public organizations established under the law 11. Career of working in the same job category in corporations established under the law 12. Career of serving as an officer	50%
13. Work careers other than those set forth under Items 1~12	40%

NOTE : 1. If there are any overlapping educational background and career, select more favorable one.

2. When calculating careers, the periods of each career to which the same career conversion rate is applied are added and if the results are more than 15 days, it is counted as a month and if they are less than 15 days, do not count those careers.

[Attached Table 2]

Initial position class and pay step criteria table (entry level)

Division	Administrative position · Technical position · Operational position				Operational position
	University graduate	Junior college graduate		High school graduate	Maintenance worker, etc.
		3-year system	2-year system		
Position class · Pay step	Class 8 Pay step 5	Class 9 Pay step 4	Class 9 Pay step 3	Class 9 Pay step 1	Class 10 Pay step 1

Remarks: Among general position · technical position · operational position staff members, middle school graduates or lower shall receive pay reduced by 3 steps.

[Attached Table 3] Staff member position class table <Deleted>

[Attached Form No. 1]

징 계 의 결 요 구 서

(Request for resolution on disciplinary punishment)

인적 사항 (Personal details)	성 명 (Name)	한글 (Korean)		소 속 (Belonging to)		직위(급) (Position (class))	
		한자 (Chinese characters)		주민등록번호 (Resident registration no.)		재직기간 (Period of being in office)	
	주 소 (Address)						
징 계 사 유 (Reason for disciplinary punishment)							
징계의결 요구권자 의 의견 (Opinion of person with right to request for resolution on disciplinary punishment)							
<p>위와 같이 징계의결을 요구합니다. (I hereby request for a resolution on disciplinary punishment as described above.)</p> <p style="margin-left: 200px;">년 월 일(Month/Day/Year)</p> <p>(징계의결 요구권자)(Person with right to request for a resolution on disciplinary punishment) (인)(Seal)</p> <p>(징계위원회장 귀하)(To: The Chairman of the Disciplinary Punishment Committee)</p>							

[Attached Form No. 2]

출 석 통 지 서(Notice of Attendance)

인적 사항 (Personal details)	성 명 (Name)	한글 (Korean)		소 속 (Belonging to)	
		한자 (Chinese characters)		직위(급) (Position (class))	
	주 소 (Address)				
출 석 이 유 (Reason for attendance)					
출 석 일 시 (Date and time of attendance)					
출 석 장 소 (Place of attendance)					
유 의 사 항 (Notes)		1. 진술을 위한 출석을 원하지 아니할 때에는 아래의 진술권 포기서를 즉시 제출할 것.(If you do not want to attend the meeting to state your opinion, immediately submit the waiver of right to state opinion.) 2. 사정에 의하여 서면진술을 하고자 할 때에는 징계위원회 개최일 전일까지 도착하도록 진술서를 제출할 것.(If you submit a statement in writing for any unavoidable reason, the statement should arrive by the day before the date of the meeting of the disciplinary punishment committee.) 3. 정당한 사유서를 제출하지 아니하고 지정된 일시에 출석하지 아니하고 서면진술서를 제출하지 아니하는 경우에는 진술한 의사가 없는 것으로 인정·처리한다.(If no reasonable statement of reason has been submitted, if you do not attend the meeting on the specified date, or if you do not submit any written statement, you shall be considered to have no intention to state your opinion and treated as such.)			
직원인사규정 제 49조에 의하여 위와 같이 귀하의 출석을 통지합니다. (Please be informed of the time and place of the meeting pursuant to Article 49 of the Regulation on Personnel Management for Staff.)					
년 월 일(Month/Day/Year) 징계위원회 의장(Chairman of the Disciplinary Punishment Committee) (인)(Seal)					
귀하(To:)					

.....(절 취 선).....(Cutting line)

진 술 권 포 기 서(Waiver of right to state opinion)

인적 사항 (Personal details)	성명 (Name)	한글 (Korean)		소 속 (Belonging to)	
		한자 (Chinese characters)		직위(급) (Position (class))	
	주 소 (Address)				
본인은 귀 징계위원회에 출석하여 진술하는 것을 포기합니다.(I hereby waive my right to attend the Disciplinary Punishment Committee and to state my opinion.)					
년 월 일(Month/Day/Year) 성명(Name) (인)(Seal)					
징계위원회 의장 귀하(To: The Chairman of the Disciplinary Punishment Committee)					

[Attached Form No. 3]

징 계 의 결 서

(Statement of resolution on disciplinary punishment)

징계결의대상자 인 적 사 항 (Personal details of the subject of resolution on disciplinary punishment)	소 속 (Belonging to)	직 위 (급) (Position (class))	성 명 (Name)												
의 결 주 문 (Text of resolution)															
이 유 (Reason)															
<p style="text-align: center;"> 년 월 일(Month/Day/Year) </p> <p style="text-align: center;"> 징계위원회(Disciplinary Punishment Committee) </p> <table style="width: 100%; margin-top: 20px;"> <tr> <td style="text-align: center;">의장(Chairman)</td> <td style="text-align: right;">(인)(Seal)</td> </tr> <tr> <td style="text-align: center;">위 원(Member)</td> <td style="text-align: right;">(인)(Seal)</td> </tr> <tr> <td style="text-align: center;">위 원(Member)</td> <td style="text-align: right;">(인)(Seal)</td> </tr> <tr> <td style="text-align: center;">위 원(Member)</td> <td style="text-align: right;">(인)(Seal)</td> </tr> <tr> <td style="text-align: center;">위 원(Member)</td> <td style="text-align: right;">(인)(Seal)</td> </tr> <tr> <td style="text-align: center;">간 사(Coordinator)</td> <td style="text-align: right;">(인)(Seal)</td> </tr> </table>				의장(Chairman)	(인)(Seal)	위 원(Member)	(인)(Seal)	위 원(Member)	(인)(Seal)	위 원(Member)	(인)(Seal)	위 원(Member)	(인)(Seal)	간 사(Coordinator)	(인)(Seal)
의장(Chairman)	(인)(Seal)														
위 원(Member)	(인)(Seal)														
위 원(Member)	(인)(Seal)														
위 원(Member)	(인)(Seal)														
위 원(Member)	(인)(Seal)														
간 사(Coordinator)	(인)(Seal)														

[Attached Form No. 4]

징 계 처 분 사 유 결 정 서
(Statement of decision on the reason for the disposition of disciplinary punishment)

소 속 (Belonging to)	직 위 (급) (Position(class))	성 명 (Name)
주 문 (Text)		
이 유 (Reason)		
<p style="text-align: center;">위와 같이 처분하였음을 통지합니다.(Please be informed that we have come out with the foregoing disposition.)</p> <p style="text-align: center;">년 월 일 (Month/Day/Year)</p> <p style="text-align: center;">처 분 권 자(Person with the right to disposition) (인)(Seal)</p> <p style="text-align: center;">귀하(To:)</p>		
<p>참고(Note): 이 처분에 대한 불복이 있을 때에는 직원인사규정 제 69조의 규정에 의하여 이 결정서를 받은 날로부터 10일 이내에 직원 징계 재심 위원회에 재심을 청구할 수 있습니다.(If you have any objection to this disposition, you may request for reexamination from the Disciplinary Punishment Reexamination Committee for staff members within 10 days of the date of receiving this statement of decision pursuant to the provision under Article 69 of the Regulation on Personnel Management for Staff.)</p>		

[Attached Form No. 5]

재심청구서 (Request for reexamination)

인적 사항 (Personal details)	성명 (Name)	한글 (Korean)		소속 (Belonging to)		직위(급) (Position (class))	
		한자 (Chinese characters)		주민등록번호 (Resident registration no.)		재직기간 (Period of being in office)	
		주소 (Address)					
징계처분사항 (Disciplinary punishment determined)							
재심 청구 사유 (Reason for requesting for reexamina tion)							
<p>위와 같이 재심을 요구합니다. (I hereby request for a reexamination as described above.)</p> <p style="margin-left: 200px;">년 월 일 (Month/Day/Year)</p> <p style="margin-left: 100px;">위본인(Requester) (인)(Seal)</p> <p>징계재심위원회 의장 귀하 (To: The Chairman of the Disciplinary Punishment Reexamination Committee)</p>							

[Attached Form No. 6]

재심심사결정서 (Statement of reexamination decision)

징계결의대상자 인적사항 (Personal details of the subject of resolution on disciplinary punishment)	소속 (Belonging to)	직위(급) (Position (class))	성명 (Name)												
결정주문 (Text of decision)															
결정이유 및개요 (Reason for and summary of the decision)															
증거의판단 (Judgment on the evidence)															
<div style="text-align: center; margin-bottom: 20px;"> 년 월 일 (Month/Day/Year) </div> <div style="text-align: center; margin-bottom: 20px;"> 재심위원회(Reexamination committee) </div> <table style="width: 100%; margin-left: auto; margin-right: auto;"> <tr> <td style="width: 60%;">의장(Chairman)</td> <td style="width: 40%; text-align: right;">(인)(Seal)</td> </tr> <tr> <td>위원(Member)</td> <td style="text-align: right;">(인)(Seal)</td> </tr> <tr> <td>위원(Member)</td> <td style="text-align: right;">(인)(Seal)</td> </tr> <tr> <td>위원(Member)</td> <td style="text-align: right;">(인)(Seal)</td> </tr> <tr> <td>위원(Member)</td> <td style="text-align: right;">(인)(Seal)</td> </tr> <tr> <td>간사(Coordinator)</td> <td style="text-align: right;">(인)(Seal)</td> </tr> </table>				의장(Chairman)	(인)(Seal)	위원(Member)	(인)(Seal)	위원(Member)	(인)(Seal)	위원(Member)	(인)(Seal)	위원(Member)	(인)(Seal)	간사(Coordinator)	(인)(Seal)
의장(Chairman)	(인)(Seal)														
위원(Member)	(인)(Seal)														
위원(Member)	(인)(Seal)														
위원(Member)	(인)(Seal)														
위원(Member)	(인)(Seal)														
간사(Coordinator)	(인)(Seal)														

[Attached Form No. 7] <Deleted>(deleted on May. 19, 2015)

[Attached Form No. 8](deleted on Aug. 20, 2010)

[Attached Form No. 9]

승진후보자명부 (List of candidates for promotion)

직종 (Job category)		직급 (Position class)		작성기준일 (Reference date of preparation)					
소속 (Belonging to)	직무 (Duty)	급호 (Pay step)	성명 (Name)	평점내역 (Evaluation score detail)			총평점 (Total evaluation score)	순위 (Ranking)	비고 (Remarks)
				근무성적 (Work performance record)	경력 (Career)	가점 (Added score)			

작성자 직위(Position of preparer):

성명(Name):