

Regulations on Staff Members Personnel Management

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Chapter 1 General Provisions

Article 1 (Purpose) These regulations maximize the impartiality of personnel administration and efficiency of job performance by setting the standard to be applied to personnel management.

Article 2 (Application Scope) These regulations shall apply except on matters specifically stipulated by other regulations regarding personnel management. Provided, however, that these regulations shall not apply to the person defined in the “Detailed Rules on Contractual Research Staff Members.”

Article 3 (Classification of Staff Members) ① Staff Members shall be classified as follows:

1. Specialized Managerial Post
 - A. General Post: Staff members in charge of education, research, finance and accounting, and general administrative affairs
 - B. Research Post: Staff members in charge of research-related business at Pohang Accelerator Laboratory
 - C. Technical Post: Staff members in charge of the library, development and operation of system, facility management, operation of research equipment, development of educational media, etc.
2. Special post: Staff members in charge of operation of communication equipment and AV equipment, photography, operation of power plant, machining, maintenance of facilities, operation of dormitory, management of reserve forces, etc.
3. Part-time Post: Staff members who are hired if and when appointment based on the same condition as that of staff members in specialized managerial post or special post is deemed inappropriate given the nature of the business to be handled and service condition and for other reasons
4. Contract-based Post: Staff members who are hired based on a separately stipulated period of employment and labor condition given the nature and details of the business to be handled

② Deleted (March 1, 2010)

Article 4 (Definitions) The terms used in these regulations shall be defined as follows:

1. “Appointment” refers to a personnel measure such as new appointment, promotion, transfer, dual appointment, secondment, leave of absence, suspension from office, return from leave/reinstatement and dismissal.
2. “Position” pertains to the duty and responsibility that may be granted to an individual staff member.
3. “Appointed position” means that a staff member is given a certain position depending on his or her qualification and aptitude and requested to perform a specific duty.
4. “Transfer” means that the department and appointed position of a staff member deployed at a department and who performs his or her own duty are changed.
5. “Type of work” refers to a group of works of similar nature.

6. "Level" pertains to a group of positions wherein the categories, difficulty, and responsibility of duties are considerably similar.

7. "Promotion" means appointment to a higher rank from a lower rank.

Article 5 (Level) ① The levels of staff members shall be divided as follows:

Category	Level
Specialized Managerial Post Special Post	Level 2 (Principal Manager Class, Principal Class)
	Level 3 (Senior Manager Class, Acting Principal Class)
	Level 4 (Manager Class, Senior Class)
	Level 5 (Acting Manager Class, Acting Senior Class)
	Level 6 (Assistant Manager Class, Assistant Senior Class)
	Level 7 -
	Level 8 -
	Level 9 -

② In principle, the level and entry-level salary of a newly hired staff member shall be determined based on his or her academic background as described in the following. Provided, however, that the entry-level salary is adjustable depending on factors such as the individual's efforts, features of duty, and work experience. (Amended September 20, 2016)

Category	Level
Graduate School Graduate College Graduate	Level 8
Junior College Graduate High School Graduate	Level 9

③ The number of years of work experience of a newly hired staff member shall be calculated as described in Attached Table 1 (Conversion Standard for the Job Experience).

④ If deemed necessary by a person who has the authority to appoint when recruiting an excellent staff member, the level and entry-level salary shall be determined based on a separate standard.

⑤ The compensation package of part-time and contract-based staff members shall be stipulated separately.

Article 6 (Person Who Has Authority to Appoint) ① A staff member shall be appointed by the Chairman of the Board of Trustees. Provided, however, that a staff member belonging to the University shall be appointed by the Chairman of the Board of Trustees upon a request of the President of the University.

② Notwithstanding the previous Clause, a contract-based staff member belonging to the university shall be appointed by the President of the University.

Article 7 (Effects of Personnel Order) ① An appointment shall take effect with the issuance of a personnel order.

② No objection shall be received with regard to personnel order.

Chapter 2 Employment

Article 8 (Employment Principle) In principle, the new employment of a staff member shall be based on open screening. In case that personnel needs are not deemed to be met by open screening, employment by recommendation shall be acceptable.

Article 9 (Reasons for Employment Disqualification) Bylaws of POSTECH Foundation shall apply *mutatis mutandis* to the disqualification of a staff member for new employment.

Article 10 (Required Documents) A person hired as a staff member shall prepare and submit the following documents:

1. Job application and personal statement
2. Certificate proving the highest educational attainment
3. The abstract of resident registration (including military service record)
4. Medical report
5. Certificate of family relations and certificate of basic personal information
6. Three copies of a passport-sized photograph
7. Certificate of work experience (if applicable)
8. A copy of qualification certificate (if applicable)
9. Other documents deemed necessary

Article 11 (Method of Employment) ① In principle, a staff member shall be initially hired as a contract-based staff member and appointed to a specialized managerial post or a special post through processes such as performance and qualification evaluations, during the contract period.

② The contract period in the previous Clause shall be two years or less in total, and this can be shortened if specially determined by the person who has the authority to appoint. For a person whose contract period may not be limited pursuant to the provision of the Korean Act on the Protection, Etc., of Fixed-Term and Part-Time Workers, however, the contract period may exceed two years. (Amended March 1, 2010)

③ The following persons shall be excluded from a list of promotion described in Clause 1:

1. A person who is the subject of an active disciplinary measure
2. A person without an appointed position for more than one month
3. A person on leave of absence for more than three months
4. A person who has been absent for more than three days without justifiable reasons

④ The qualification evaluation for appointment shall be conducted on a person who meets the minimum qualification requirement in Attached Table 2 based on multi-source assessment, interview, and demonstration of other skills. However, the qualification evaluation for those whose contract period is less than two years as in Clause 2 shall be stipulated separately and Annexed Table 2 shall apply *mutatis mutandis*. Provided, however, that the minimum qualification requirement and procedure for staff members in the research post and technical post at Pohang Accelerator Laboratory shall be stipulated separately. (Amended March 1, 2010)

⑤ Notwithstanding the previous Clause, a contract-based staff member who is currently in service as of February 28, 2009 can be reviewed for an appointment according to a separate standard.

Chapter 3 Appointment

Article 12 (Appointment Principles) a staff member appointment shall be conducted based on the following principles:

1. The appointee shall possess appropriate qualifications for the respective type and/or level of the appointed position.
2. A person who has completed educational training required for the work performance and pursued specified job experience shall preferably be assigned to a post. Provided, however, that an assignment rotation plan shall be established and implemented to ensure the efficient work performance.

Article 13 (Criteria for Appointment) ① The basic criteria for an appointed position shall be as follows:

1. Deputy Vice President, Director of University Center, Principal Manager: Level 2
2. Director of Team: Level 5 and above

3. Person in Charge: Level 6 and above

4. Head: Level 7 and above

5. Supervisor: Level 8 and above

② Notwithstanding the criteria of Clause 1, exceptions may be allowed as specially determined by the person who has the authority to appoint.

Article 14 (Dismissal) ① A person who has the authority to appoint may not assign a staff member to a post under any of the following subparagraphs (Amended August 7, 2017):

1. A person with poor performance ability or evaluation or bad attitude in performing his or her duties

2. A person who is the subject of a request for a resolution on a disciplinary action

3. A person who has been indicted in a criminal case (excluding a person subject to summary order)

4. A person who disobeyed a justifiable work order

② In case an appointed position is not granted in accordance with Clause 1, such shall immediately be granted by a person who has the authority to appoint once the reason for such action ceases to exist.

③ A person who has the authority to appoint shall issue an order to wait for a period for less than 3 months to the person whose appointment is dismissed in accordance with Subparagraph 1 of Clause 1. For the remuneration during the waiting period, 15% shall be deducted from the monthly salary.

④ If desired, the person who has the authority to appoint shall take the necessary actions against a staff member under a waiting order in accordance with Clause 3, such as offering an educational training program to recover his or her skills or to improve work performance, and granting a specialized research project.

⑤ In case reasons for dismissal from the appointed positions in Subparagraphs 1 to 3 of Clause 1 coexist, necessary actions for dismissal shall be taken in accordance with either Subparagraphs 2 or 3.

Article 15 (Acting Person) A person who has the authority to appoint – if necessary to ensure the uninterrupted performance and to clarify the responsibility of the duty – shall appoint a person as an acting person for a certain period, who is below the level standard for a higher-level position.

Article 16 (Temporary Agent) A temporary agent may be selected from among those who are qualified to perform duties based on their ability.

Chapter 4 Transfer

Article 17 (Transfer Implementation Principles) ① A transfer is implemented to induce the multiple performance of businesses through the expansion of job experience, and to cultivate human resources through systematic career improvement and potential personal capability development.

② Transfer from a special post to a specialized managerial post shall not be conducted except for the case specially determined by the person who has the authority to appoint.

Article 18 (Criteria for Transfer Implementation) ① The personnel management department shall review the individual's length of service to confirm the person to be transferred, collect opinions of department heads, and transfer the selected person considering such as the position desired by the person, his or her university majors, work performance, aptitude, and language skills.

② In principle, a staff member's period of service in a post shall be more than two years in the same type of work. Provided, however, exceptions may be allowed as specially determined by the person who has the authority to appoint.

Article 19 (Secondment and Training) ① The person who has the authority to appoint can dispatch staff members for a certain period to other departments, domestic or overseas training institutions, and public institutions, or educate them to improve their work skills of efficiently handling administrative affairs and to enhance their ability and performance.

② A professional educational system may be put in place for a staff member who has work experience in a foundation or an for a certain period of time; the details concerning the matter shall be stipulated separately.

③ Sabbatical leave may be granted to a research staff member at Pohang Accelerator Laboratory; the details concerning the matter shall be stipulated separately.

Chapter 5 Promotion

Article 20 (Promotion Principles) ① In principle, promotion shall be based on the results of promotion examination, performance rating, interview, and other proof of capabilities. Provided, however, that a special promotion may be implemented if determined by the person who has the authority to appoint.

② In principle, promotion review shall be conducted for those who meet the minimum qualification requirement for promotion per level as determined in Attached Table 3. Provided, however, that the minimum qualification requirement for promotion of staff members in the research post and technical post at Pohang Accelerator Laboratory shall be stipulated separately.

③ Promotion to a position that is higher than or equal to level 5 shall be conducted by a comprehensive evaluation of such as the results of work performance, contribution to the POSTECH community, and the staff member's talent. (Deleted March 1, 2010, Amended January 1, 2016)

④ A promotion examination shall be conducted for promotion to levels 6 to 8. The point distribution criteria per promotion evaluation factor shall be referred to Attached Table 4. (Amended March 1, 2010, and January 1, 2016)

Article 21 (Promotion Schedule) The promotion of staff members shall be executed on March 1 of every year.

Article 22 (Criteria for Promotion Review) The details concerning the promotion review shall be stipulated separately.

Article 23 (Disqualification for Promotion) Persons falling under any of the following cases in the immediately preceding one year shall not be promoted only once:

1. A person against whom disciplinary actions such as reprimand or salary reduction have been taken two or more times
2. A person without an appointed position for more than one month
3. A person with poor results in educational trainings or work performances
4. A person on leave of absence for more than 3 months
5. A person who has been absent for more than 3 days without justifiable reasons

Chapter 6 Leave of Absence

Article 24 (Reason for Leave of Absence) Matters concerning leaves of absence for staff members shall be governed by Causes for Leave of Absence of the Bylaws of the POSTECH Foundation.

Article 25 (Period of Leave of Absence) Matters concerning leaves of absence for staff members shall be governed by Length of Leave of Absence of the Bylaws of the POSTECH Foundation.

Article 26 (Status and Treatment During Leave of Absence) Matters concerning leaves of absence for staff members shall be governed by Status of a Faculty Member during Leave of Absence of the Bylaws of the POSTECH Foundation.

Article 27 (Leave of Absence Due to On-duty Injury) A staff member who is unable to perform his or her duty due to on-duty disease or injury may take a leave of absence for a period of not more than two years.

Article 28 (Accident Compensation) In case a staff member receives medical treatment or dies due to physical or mental disorder resulting from on-duty disease or injury, accident compensation shall be made pursuant to the provision of the Pension for Private School Teachers and Staff Act. If the person involved is not covered by the Pension for Private School Teachers and Staff Act, however, accident compensation shall be made pursuant to the provision of the Labor Standard Act.

Chapter 7 Staff Member Personnel Committee

Article 29 (Establishment of the Staff Member Personnel Committee) ① To deliberate important matters concerning the personnel affairs of staff members, the Staff member Personnel Committee (hereinafter referred to as “Personnel Committee”) shall be in place separately at the Foundation and the University. Provided, however, that the Personnel Committee for Pohang Accelerator Laboratory shall be stipulated separately.

② Details concerning the operation of the Personnel Committee shall be stipulated separately.

Chapter 8 Staff Member Disciplinary Committee

Article 30 (Establishment of Staff Member Disciplinary Committee) To deliberate on the disciplinary incidence of staff members, the Staff Member Disciplinary Committee (hereinafter referred to as “Disciplinary Committee”) shall be in place at the Foundation.

Article 31 (Composition of the Disciplinary Committee) ① The Disciplinary Committee shall be organized as follows:

Chair of the Committee	Division Chief in Charge of Personnel Affairs
Committee Member	Vice President of Business Affairs, Vice President of Academic Affairs, Vice President of Planning, Associate Director of Pohang Accelerator Laboratory, Director of the Management Support Department of the Foundation, Director of the Investment & Finance Team of the Foundation
Secretary	Director of the Administration Team at the Foundation

② Among the members of the Disciplinary Committee as specified in Clause 1, Vice President of Business Affairs, Vice President of Academic Affairs, Vice President of Planning, and Associate Director of Pohang Accelerator Laboratory shall serve as members of the Disciplinary Committee only when a person subject to disciplinary action is a staff member.

Article 32 (Chair of the Disciplinary Committee) ① The Chair of the Disciplinary Committee shall oversee the committee’s affairs and represent the committee.

② The Chair shall convene and preside over the Disciplinary Committee meeting.

③ In the absence of the Chair, a member designated in advance by the Chair shall act on his or her behalf.

Article 33 (Reasons for and Types of Disciplinary Action) ① In any of the following cases, the person who has the authority to appoint and dismiss the corresponding staff member shall request for disciplinary action decision and impose such decision according to the resolution of the Disciplinary Committee:

1. A person who has violated the Korean Private School Act and other education-related laws by committing an act in total disregard of his/her duty as a staff member
2. A person who has committed a breach of duty or neglected his/her duty
3. A person who has committed an act that caused him/her to lose his/her dignity as a staff member, affected within or beyond the obligation

② Disciplinary measures shall include discharge (*pamyeon*), dismissal (*haeim*), suspension from office, salary reduction, and reprimand.

③ “Suspension from office” shall range from one month to three months; a person under suspension from office shall not engage in the job but maintain his/her status as a staff member, and the monthly salary shall be reduced by two-thirds of the regular amount.

④ “Salary reduction” shall apply to the one-time payment of salary, with the monthly salary reduced by 10% of the regular amount.

⑤ “Reprimand” shall serve as admonition for a previous fault, and repentance is induced.

Article 34 (Request for a Resolution on a disciplinary action) ① The person who has the authority to appoint shall first conduct a thorough investigation on the person who is subject to disciplinary action as per Clause 1 of Article 33 before requesting the Disciplinary Committee to provide a resolution on a disciplinary action. In case of a staff member, however, prior recommendation for disciplinary action by the President of the University shall be required.

② In case of a request for a resolution on a disciplinary action as specified in Clause 1, the following documents shall be attached:

1. Written request for a resolution on a disciplinary action (Attached Form No. 1)
2. Evidentiary documents proving the fact of disciplinary action
3. Personnel record card of the person subject to disciplinary action
4. Performance rating table

Article 35 (Time Limit for the Resolution on a Disciplinary Action) ① The Disciplinary Committee must vote on a resolution within 60 days of the date of receipt of a request for a resolution on a disciplinary case. If inevitable, however, the time limit may be extended only once for up to 30 days with a resolution of the Disciplinary Committee.

② In case of proceeding with disciplinary action for an incident for which a resolution on a disciplinary action is requested is suspended for the following reasons, the period of time of suspension shall not be included in the period of time for deciding on disciplinary action:

1. In case the incident for which a resolution on a disciplinary action is requested is under investigation by the respective authorities, the disciplinary action shall not be applied to the same incident.
2. In case an incident for which a resolution on a disciplinary action is requested is under investigation by a prosecution, the police, or other investigation agencies, the disciplinary action for the same incident may be suspended.

Article 36 (Attendance by a Person Subject to Disciplinary Action) When the Disciplinary Committee issues an order of attendance to a person subject to disciplinary action, such shall be done by means of a written notice of attendance using Attached Form No. 2.

Article 37 (Reason for Exclusion from Hearing) A member of the Disciplinary Committee shall not take part in the hearing which deals with a disciplinary case concerning himself/herself or his/her relative.

Article 38 (Request for the Exclusion of a Member) ① If a person subject to disciplinary action believes that there is reasonable, substantial ground for a possible unjust resolution by a member of the Disciplinary Committee, the person may put such fact in writing and submit a written request for the exclusion of the relevant member from the disciplinary proceedings.

② Upon the receipt of a request pursuant to Clause 1, a resolution of the Board of Trustees shall determine whether to accept the request or not. If the request is granted, the member whose exclusion has been requested shall not participate in the resolution.

③ If the number of attending members is rendered below two-thirds of the number of members currently holding membership in the Disciplinary Committee due to the exclusion as per Article 37 or Clause 1, and it becomes impossible to hold a hearing of the disciplinary case, the Chair of the Disciplinary Committee shall make a request for the appointment of a substitute to the person who has the authority to appoint and dismiss so that the two-thirds quorum requirement may be met.

Article 39 (Notice of the Reason for Request for Disciplinary Action) At the same time as he/she makes a request for a disciplinary resolution, the person who has the authority to appoint and dismiss staff members must send an explanation specifying the reason for a disciplinary action to the person subject to the disciplinary action.

Article 40 (Investigation and Statement) ① The Disciplinary Committee shall conduct an investigation to gather the facts when hearing a disciplinary case and take the statement of the disciplinary subject before passing a resolution on a disciplinary measure. If the disciplinary subject does not respond to the written summons at least twice, such shall be specified accordingly in the

record, and a resolution on a disciplinary measure may be passed.

② The Disciplinary Committee shall ask the persons concerned to attend the meeting and hear their statement if deemed necessary.

Article 41 (Resolution on Disciplinary Action) ① A disciplinary resolution shall be passed based on the majority vote of the attending members, with a quorum formed with two-thirds of the committee members.

② The Disciplinary Committee shall prepare a Resolution on Disciplinary Action (Attached Form No. 3) specifying its decision and the reasons and notify the person who has the authority to appoint accordingly after hearing a disciplinary case and passing a disciplinary resolution.

③ Upon the receipt of the notice specified in Clause 2, the person who has the authority to appoint must order a disciplinary action as directed by the resolution within 15 days of receiving the notice.

④ The person who has the authority to order a disciplinary action shall issue to the staff member subject to the disciplinary action a written decision (Attached Form No. 4) specifying the reasons for the disciplinary action.

⑤ The meetings of the Faculty Disciplinary Committee shall not be open to the public.

Article 42 (Method of Preparing a Resolution on a disciplinary action) The reason in the written resolution on a disciplinary action as specified in Clause 2, Article 41 shall clearly state a fact based on which a disciplinary action is taken as well as judgment of evidence and applicable laws and regulations.

Article 43 (Extenuation in a Disciplinary Resolution) When passing a disciplinary resolution, the Disciplinary Committee must attempt to extenuate a case, taking into account the person's deeds, work performance, achievements, penitence, details of the request for disciplinary action, and other circumstances.

Article 44 (Prescription of Reasons for Disciplinary Action) ① A request for a disciplinary resolution may not be made after two years (or five years in case of acceptance of money or other benefits, or embezzlement/misappropriation of public funds) since the basis for disciplinary action occurred. (Amended March 4, 2014)

② When the Staff Member Appeals Committee or the court nullifies or cancels the disciplinary action on grounds of a fault in the organization or resolution on a disciplinary action of the Disciplinary Committee or other procedural defect, the request for disciplinary action resolution can be made again within 3 months of the date such a decision is made even after the period set forth in Clause 1.

Chapter 9 Staff Member Appeals Committee

Article 45 (Establishment of Staff Member Appeals Committee) To re-deliberate a disciplinary action for a staff member or any disadvantageous measure taken against his/her will, the Staff Member Appeals Committee (hereinafter referred to as "Appeals Committee") shall be established and shall be in place in the Foundation.

Article 46 (Request for Appeals) ① A staff member who wishes to object to a disciplinary action or any disadvantageous measure taken against his/her wishes may appeal the case to the Appeals Committee.

② The request for appeal as described in Clause 1 shall be made within 10 days of the date of receipt of a written resolution on a disciplinary action or other written disposition.

③ A written request for appeal (Attached Form No. 5) shall have the following information recorded therein or as attachment:

1. Department, position, level, name, address, and resident registration no., of the person requesting for appeal
2. Copies of the written resolution on a disciplinary action or other written disposition
3. Reason for request of appeal

4. Evidences necessary for appeal

Article 47 (Composition of the Appeals Committee) ① The Appeals Committee shall be organized as follows:

Chair	Vice Chairman of the Board of Trustees
Member	Three non-standing directors appointed by the Chairman of the Board of Trustees, one attorney, Provost & Executive Vice President, and Dean of Graduate School
Secretary	Head of the Management Support Department at the Foundation

② Among the members of the Appeals Committee set forth in Clause 1, Provost & Executive Vice President and the Dean of Graduate School shall serve as members only when the person making the request for appeal is a staff member of the University.

Article 48 (Chair of the Appeals Committee) ① The Chair of the Appeals Committee shall represent the committee and oversee its operation.

② The Chair shall convene and preside over a meeting of the Appeals Committee.

③ In case of the absence of the Chair of the Appeals Committee, a member who was designated by the Chair in advance shall act on his/her behalf.

Article 49 (Review of the Appeals Committee) ① The Appeals Committee shall conduct a review within 30 days of receiving a written request for appeal as specified in the provision of Article 46.

② The Appeals Committee may conduct an investigation, issue a summoning order to a witness, or request for the submission of relative documents if deemed necessary for the review as specified in Clause 1.

③ In case the Appeals Committee summons the agency requesting for disciplinary action or related agency as witness for the purpose of review of the appeal case, the head of the agency must comply with such request.

④ If deemed necessary, the Appeals Committee may request for appraisal by a person with special expertise and/or experience.

Article 50 (Scope of Review) The Appeals Committee may not review other than the reason for the disciplinary action or facts based on those which the appeal was requested.

Article 51 (Right to Make a Statement of the Person Requesting for Appeal) ① When conducting a review for an appeal case, the Appeals Committee shall grant to the person requesting for appeal an opportunity to make a statement.

② Any decision made without granting the opportunity to make a statement as specified in Clause 1 shall be nullified.

Article 52 (Withdrawal of Request for Appeal) The person requesting for appeal may withdraw all or part of such request until the Appeals Committee makes a decision.

Article 53 (Resolution of the Appeals Committee) ① A resolution of the Appeals Committee shall require the majority consent of the attendees accounting for more than two-thirds of all the incumbent members. In case opinions are divided among the committee members, however, the number of opinions favorable to the person requesting for appeal shall be added to the number of opinions unfavorable to him/her in sequence until the votes of the majority of all the incumbent members have been considered; whichever is the most favorable opinion shall then be deemed the agreed upon opinion.

② A member of the Appeals Committee shall not serve as witness for a case under review by the committee; neither shall he/she be involved in the review case with regard to the following:

1. Matters related to the member of the committee himself or herself
2. Matters related to the person who is or was in relative relation with the member of committee

③ When the Appeals Committee reviews a case, if there was a fault in the organization, resolution on a disciplinary action of the Disciplinary Committee, or other procedural defect, and the fault or defect was not critical enough to have any impact on the result of the disciplinary action, and as well as there was a clear reason for disciplinary action, the Appeals Committee can make a decision for such case. If the Appeals Committee believes there was a clear fault in the application of the law, evidence, and investigation of a fact in taking the disciplinary action, however, the corresponding

disciplinary action shall be reversed and remanded to the person with the disposition right to take the disciplinary process again. In this case, the decision of remand after reversal shall have no impact on the previous disciplinary action until the disciplinary action or other disposition is finalized.

Article 54 (Preparation of Appellate Review Report) When making a decision on the appeal request, the Appeals Committee shall prepare the Appellate Review Report specifying the following (Attached Form No. 6) and bearing the signatures and seals of the chair and attending members of the committee:

1. Indication of the party concerned with the appeal
2. Text of decision
3. Reason for decision and summary
4. Judgment on the evidence

Article 55 (Sending the Appellate Review Report) ① The text of the Appellate Review Report shall be prepared and immediately sent to the person requesting for appeal and person with disposition right.

② In sending the Appellate Review Report pursuant to Clause 1, if the decision is not delivered to the requester of the appeal for reasons other than those attributable to the Appeals Committee, the decision is deemed delivered to the corresponding requester 2 weeks after the address and name of the requester and text of decision are publicly announced.

Article 56 (Compensation for Damage) If the disciplinary action taken against a staff member was deemed unfair as a result of the appeal review, the person who has the authority to appoint shall immediately compensate the corresponding staff member for damage suffered due to the disciplinary action.

Article 57 (Correction of Disciplinary Action) Upon receiving an Appellate Review Report ordering the cancellation or modification of a disciplinary action, the person who has the authority to appoint shall immediately correct the disciplinary action taken.

Chapter 10 Personnel Order

Article 58 (Types of Personnel Order) ① Personnel orders (hereinafter referred to as “Order”) shall be divided as follows:

1. Personnel Order (special): Orders on executives
2. Personnel Order (university): Order for the staff members of the Educational Foundation of the Pohang University of Science and Technology
3. Personnel Order: Order for the staff members of the Pohang University of Science and Technology and for whom the right to appoint is delegated to the President of the University

Article 59 (Factors of Order) The factors of an order shall be classified into basic factors and additional factors.

1. Basic factors: Basic factors shall mean the subject of order and include such as the department, position (assigned work), level, employee ID number, and name.
2. Additional factors: Additional factors shall mean the details of order for basic factors and include matters related to such as the order, and date of order.

Article 60 (Records for Orders) ① The department responsible for orders shall furnish the records for orders and control the type of order, order number, and item based on the record.

② The order number shall be a serial number per year and order type.

Chapter 11 Management of Personnel Records

Article 61 (Personnel Record Document) ① The department responsible for personnel affairs shall prepare and use the following documents to prepare and maintain personnel records:

1. Personnel record card
2. Evidentiary documents for personnel record
3. List of staff members
4. Award Records

5. Disciplinary Action Records
6. List of retired staff members
7. List of staff members on leave of absence
8. Performance rating record card

② A computerized list may replace the personnel record document.

Article 62 (Use and Peruse) The personnel record document may not be perused or used for purposes other than the processing of businesses. Provided, however, that the person involved may peruse his/her own document in the presence of the person in charge of personnel record documents and request for correction by presenting an evidentiary document in case of any discrepancy.

Article 63 (Preparation of Personnel Record Document) ① The department in charge of managing personnel affairs shall prepare the personnel record card and annexed document at the time of appointment of a person.

② Under any of the following cases, the personnel record document may be re-prepared following confirmation by the director of the personnel department (Provided, however, that the reason for and date of re-preparation shall be recorded in the remarks field of the personnel record document and confirmed and sealed):

1. Lost or broken
2. When the document can no longer be used due to extreme wear and tear
3. When the records are illegible due to the many corrections made

Article 64 (Method of Recording in the Personnel Record Card) The personnel record card shall be prepared based on evidentiary document, statement of the person, and various orders.

Article 65 (Envelope for Personnel Record) ① The department in charge of managing personnel affairs shall place the documents stipulated in Article 10 in the envelope for personnel record.

② In addition to the documents specified in Clause 1, supporting or evidentiary documents for the entries in the personnel record card may be stored in the envelope.

Article 66 (List of Staff Members) A list of staff members shall be prepared for staff members per department and level.

Article 67 (Award Records) For those who were awarded, an award record with serial numbers per year shall be prepared and kept.

Article 68 (Disciplinary Action Records) ① For staff members against whom disciplinary action was taken, a disciplinary action record with serial numbers per year shall be prepared and kept.

② When an appeal is requested, the date of request for an appeal shall be recorded in the remarks field. In case the result of the appeal is the same as that of the original disposition, "Decision Upheld" shall be indicated; if it is different from the original disposition, a red line is drawn on the original disposition, and the appeal result is recorded in a separate field created. In such case, the original correction number and date of disposition shall be recorded in the correction number and date of disposition fields with the necessary matters in the remarks field.

Chapter 12 Removal from Office

Article 69 (Retirement Age) ① The retirement age of a staff member shall be as follows (Amended June 16, 2016):

1. Specialized managerial post (general, research, technical): 60
2. Special post: 60

② A staff member shall retire on the last day of the school semester when he/she reaches the retirement age. The last day of the first semester shall be August 31, and the second semester as the last day of February of the next year. (Amended June 16, 2016)

Article 70 (Natural Retirement) A staff member shall be considered to have retired under any of the following cases:

1. When the staff member is deceased
2. When the staff member reaches the retirement age

3. Person who fails to submit a letter of reinstatement within 30 days of expiration of the period of leave of absence
4. When the contract period expires in case of employment for a definite period
5. Reasons of natural retirement unspecified in cases 1 to 4 shall follow Paragraph 3 of Article 77 of the Bylaws of the POSTECH Foundation (Established June 16, 2016)

Article 71 (Dismissal from an Assigned Post) ① A person who has the authority to appoint may dismiss an assigned post of any of the following staff members:

1. A post is abolished or overstaffed due to any change of organization or number of staff members or budget cuts, etc.
2. A staff member fails to be reinstated to his/her duty, or he/she is unable to perform the duty after the expiration of the period of leave of absence or after the reason for the leave of absence ceases to exist.
3. A person subject to a waiting order pursuant to Clause 3 of Article 14 is deemed unable to improve his/her ability or performance rating during the specified period of time.
4. A person runs for assemblyman, local assemblyman, or local government head.
5. A person is absent from office for more than 14 days without justifiable reason and is deemed unwilling to continue his/her employment.
6. A person who has any defect in his/her biodata

② When the person who has the authority to appoint dismisses a staff member from office pursuant to the provision of Clause 1, he/she shall listen to the opinion of the Disciplinary Committee. If a staff member is dismissed from office pursuant to Items 3 to 6 of Clause 1, however, the consent of the Disciplinary Committee shall be obtained.

③ The date of dismissal from office pursuant to the provision of Item 2 of Clause 1 shall be the expiration date of the period of leave of absence or the date the reason for the leave of absence ceases to exist.

Article 72 (Dismissal at One's Own Request) When a staff member wishes to retire for reasons other than those specified in Articles 70 and 71 and other than disciplinary action, he/she may be dismissed from office.

Article 73 (Unfavorable Action Against One's Will) A staff member shall not be subject to leave of absence, demotion, or dismissal from office against his/her will except by sentence of imprisonment, disciplinary action, or reason specified in the applicable law. Provided, however, that this shall not apply to the case specified in Item 1 of Clause 1 of Article 71.

Article 74 (Order of Dismissal from Office due to Change of Organization, Etc.) When a post is abolished or overstaffed due to change of organization or change of number of staff members and a staff member may be dismissed from his/her office accordingly, the staff member with poorer records considering the performance, experience, training records, and cases of disciplinary actions shall be dismissed first.

Chapter 13 Supplementary Provisions

Article 75 (Award) ① An award shall be granted to a staff member or an organization that makes a great contribution to the Foundation or the University.

② The person with the authority to grant an award shall be the Chairman of the Board of Trustees or the President of the University.

③ Details related to awards shall be stipulated separately.

Article 76 (Performance Rating) ① Performance rating shall be conducted to evaluate the individual ability of staff members and to reflect the result to personnel management.

② Detailed matters related to the performance rating shall be determined separately.

Article 77 (Mutatis Mutandis Application) For matters other than those specified in these Regulations, the provisions of applicable laws such as the Korean Private School Act and Bylaws of POSTECH Foundation shall apply *mutatis mutandis*.

Article 78 (Remuneration) Matters related to staff members' remuneration shall be governed by the provisions of the Regulations on Remuneration for Staff Members.

Addendum

These amended Regulations shall take effect on June 19, 1992. Matters executed prior to the effective date of these regulations shall be deemed executed pursuant to these regulations.

Addendum

These amended regulations shall take effect on July 1, 1993.

Addenda

1. These amended regulations shall take effect on December 22, 1994.
2. Provided, however, that the amendment wherein “Pohang Institute of Science and Technology” is changed to “Pohang University of Science and Technology” and “Dean” is changed to “President” shall be deemed effective as of March 1, 1994.

Addendum

These amended regulations shall take effect on September 1, 1995.

Addendum

These amended regulations shall take effect on May 23, 1997.

Addendum

These amended regulations shall take effect on October 22, 1997.

Addendum

These amended regulations shall take effect on March 1, 1998.

Addendum

These amended regulations shall take effect on July 5, 1999.

Addenda

1. These amended regulations shall take effect on March 1, 2000.
2. (Interim Measures) ① Full-time staff members governed by the previous regulations and transferred to Level 6 upon the enforcement of these regulations shall need to have rendered a minimum of two years' service when they are promoted to Level 5.
② In the case of Pohang Accelerator Laboratory, these regulations shall apply only to staff members of the planning and administration team of the administration office; the previous regulations prior to the amendment shall apply to all other staff members.

Addenda

1. These amended regulations shall take effect on June 1, 2001.
2. (Interim Measures) ① The amendment and enforcement of these regulations shall include Regulations on Evaluation and Assessment of Staff Members.
② Based on Clause 1 of Article 2 of the Addenda, Regulations on Evaluation and Assessment of Staff Members prior to the date of amendment and enforcement shall be abolished as of the date of amendment.

Addenda

1. These amended regulations shall take effect on March 1, 2007.

2. (Interim Measures) ① The minimum qualification requirement per level for promotion (attached Table 1) shall take effect as of March 1, 2008. Provided, however, that the application of TOEIC score per level shall be effective as of March 1, 2009.

② In case of the minimum qualification requirement for Levels 3, 4, and 5 based on the promotion examination as of March 1, 2007, only the current service years per level shall apply.

Addenda

1. (Enforcement Date) These amended regulations shall take effect on March 1, 2009. Provided, however, that the amendment details of “Other Qualification Requirements” of Attached Table 3 shall apply to and beginning with the review on the person subject to promotion for 2009.

2. (Interim Measures) The previous Personnel Regulations of the Foundation and the University shall be integrated into these regulations as of their effective date.

Addenda

1. (Effective Date) These amended regulations shall take effect on March 1, 2010.

2. (Interim Measures) the “Point Distribution Criteria per Promotion Evaluation Factor” (Attached Table 4) shall take effect as of March 1, 2010. For the application of additional points to promotion as of March 1, 2010 based on TOEIC scores of Levels 2, 3, and 4, additional points shall be applied based on the highest score obtained during the period of service.

Addendum

These amended regulations shall take effect on December 1, 2010.

Addendum

These amended regulations shall take effect on March 4, 2014.

Addendum

These amended regulations shall take effect on January 1, 2016.

Addendum

These amended regulations shall take effect on May 16, 2016.

Addendum

These amended regulations shall take effect on June 16, 2016.

Addenda

1. (Effective Date) These amended regulations shall take effect on September 20, 2016.

2. (Interim Measures) The Level 6 and below amendment of minimum qualification requirement per level (Attached Table 3) shall take effect for newly hired personnel as of September 21, 2016.

Addendum

These amended regulations shall take effect on August 7, 2017.

(Attached Table 1)

Conversion Standard for Job Experience (Number of Years)

Standard for job experience	Conversion rate
1. Service period as public official of educational administration 2. Service period as university staff member of other private educational institute or school 3. Period of conscription or call to complete the duty as per the Military Service Act or other Acts 4. Service period at POSCO 5. Service period as contractual staff member at the Foundation and the University	100%
6. Service period at the central government, government-invested agency, and publicly certified research institute	90%
7. Service period at a private corporation deemed a legal corporation and at various organizations 8. Service period as general public official 9. Service period as military officer (excluding the compulsory service period)	80%
10. Service period (excluding compulsory period) as military serviceman (including non-commissioned officer) 11. Service period at other corporations excluding Items 1 to 10	70%

1. The service period shall require fact-based evidence.
2. In case of various job experiences with different conversion rates, each job experience is converted separately and added; if the types of job experience are not quite distinct from one another, the prevailing social norms shall apply.
3. In case a certain type of job experience is not deemed to be the same type of work, or in special cases, 10 to 20% may be added to or deducted from the standard.
4. Any job experience prior to the final educational attainment required for employment shall not be accepted. In case academic background and job experience or two different job experiences overlap, the more favorable one shall apply.

(Attached Table 2)

Minimum Qualification Requirement for Appointment

Category		Qualification requirement
Specialized managerial post	Level 7	<ul style="list-style-type: none">- Performance rating of AB and above on the average for the past two years- TOEIC score of 730 or English certification level of 2- Minimum education hours completed
	Level 9	<ul style="list-style-type: none">- Performance rating of AB and above on the average for the past two years- TOEIC score of 470 or English certification level of 4- Minimum education hours completed
Special post		<ul style="list-style-type: none">- Performance rating of AB and above on the average for the past two years- TOEIC score of 470 or English certification level of 4- Minimum education hours completed- Certificate of specialized qualification (applicable to the corresponding areas)

(Attached Table 3)

Minimum service period for promotion per level

1. Minimum qualification requirement per level

A. Level 5 and above (Amended March 1, 2010)

Category	Level 2 (Principal Manager Class)	Level 3 (Senior Manager Class)	Level 4 (Manager Class)	Level 5 (Acting Manager Class)
Minimum number of years of service per level	Level 3 for 3 years	Level 4 for 5 years	Level 5 for 1 year	Level 6 for 6 years

B. Level 6 and below (Amended September 20, 2016)

Category		Level 6	Level 7	Level 8	Application
Qualification		Level 7	Level 8	Level 9	
Added service periods (converted)	College graduate	Four years	Two years	-	
	Junior college graduate	Seven years	Four years	One year	
	High school graduate	Nine years	Six years	Three years	
Minimum number of years of service in the corresponding level		Three years			
Minimum number of years of service at the Foundation and the University		One year			

- 1) The number of years of added overall job experiences shall mean the sum of the service period at the Foundation and the University and the converted number of years of job experience at the time of employment. In case educational attainment and job experience or two different job experiences overlap at the time of calculating the added overall job experience, however, the more favorable one shall apply.
- 2) The minimum compulsory service period pursuant to the provisions of the Military Service Act shall be excluded from the calculation of added overall job experience.
- 3) In case of middle school graduate and below, two years shall be deducted from the standard for high school graduate.

2. Other Qualification Requirements (Amended March 1, 2010)

Category	Performance rating for the past two years	TOEIC (or English certification Level)	Completion of education
Level 2	Average of B or higher	Deleted (March 1, 2010)	Deleted (March 1, 2010)
Level 3 (Senior Manager Class)			
Level 4 (Manager Class)			
Level 5 (Acting Manager Class)			
Level 6 (Assistant Manager)			
Levels 7 and 8			

(Attached Table 4)

Point Distribution Criteria per Promotion Evaluation Factor (Amended January 1, 2016)

Category		Continuous Service	Performance Rating	TOEIC	Essay	Subtotal	Management Evaluation	Total	Additive and Deducted Evaluation		
									TOEIC	Reward and Punishment	Non-completion of Education
Level 6 (Assistant Manager Class)	Administrative Staff	25	35	10	10	80	20	100	-	±5	-5
	Technical Staff	25	35	10	10	80	20	100			
Levels 7 and 8	Administrative Staff	30	40	-	10	80	20	100	Maximum +3 points: up to 800 points * Reflect 500 or higher points only. *Points acquired / 800 × 3	±5	-5
	Technical Staff	30	40	-	10	80	20	100			

※ Award (Applied within the service years of the corresponding level) / disciplinary action (applied for recent 2 years)

(Attached Form No. 1)

Written Request for a Resolution on a disciplinary action

Personal Information	Name	Korean		Department		Position (Level)	
		Chinese Character		Resident Registration No.		Service Period	
	Address						
Reason for disciplinary action							
Decision of person with the authority to request for disciplinary action decision							
<p>A resolution on a disciplinary action is hereby requested as described above.</p> <p style="text-align: center;">Month/Day/Year</p> <p style="text-align: center;">(Person with the authority to request for a resolution on a disciplinary action)</p> <p>To: Chair of the Staff Member Disciplinary Committee</p>							

(Attached Form No. 2)

Notice of Attendance

Personal Information	Name	Korean		Department	
		Chinese Character		Position (Level)	
	Address				
Reason for Attendance					
Date and Time of Attendance		Month / Day / Year	Hour	Min.	
Place of Attendance					
Note		<p>1. Please immediately submit a written waiver of the right to make a statement below if you do not intend to attend.</p> <p>2. If you wish to make a written statement for any reason, please do so by making sure it arrives at the Staff Member Disciplinary Committee a day before the meeting of the committee.</p> <p>3. If you do not attend at the designated date and time without a justifiable written reason for non-attendance and without making a written statement, you shall be deemed to have no intention of making a statement.</p>			
<p>The foregoing written notice of attendance is hereby served pursuant to Article 36 of the Regulations on Staff Members Personnel Management.</p> <p>Month/Day/Year</p> <p>Chair, Staff Member Disciplinary Committee</p>					
To:		(Perforated line)			

Written Waiver of the Right to Make a Statement

Personal Information	Name	Korean		Department	
		Chinese Character		Position (Level)	
	Address				
<p>The person whose name appears above waives his/her right to make a statement at a meeting of the Staff Member Disciplinary Committee.</p> <p>Month/Day/Year</p> <p style="text-align: right;">Name</p>					
To: Chair of the Staff Member Disciplinary Committee					

(Attached Form No. 3)

Written Resolution on a Disciplinary Action

Personal Information of the Person Subject to Disciplinary Action	Department	Position (Level)	Name																		
Text of the Resolution on a disciplinary action																					
Reason																					
<p style="text-align: center;">Month/Day/Year</p> <p>Staff Member Disciplinary Committee</p> <table style="width: 100%;"><tr><td style="width: 50%;"></td><td style="width: 25%; text-align: right;">Chair</td><td style="width: 25%; text-align: right;">(seal)</td></tr><tr><td></td><td style="text-align: right;">Member</td><td style="text-align: right;">(seal)</td></tr><tr><td></td><td style="text-align: right;">Member</td><td style="text-align: right;">(seal)</td></tr><tr><td></td><td style="text-align: right;">Member</td><td style="text-align: right;">(seal)</td></tr><tr><td></td><td style="text-align: right;">Member</td><td style="text-align: right;">(seal)</td></tr><tr><td></td><td style="text-align: right;">Secretary</td><td style="text-align: right;">(seal)</td></tr></table>					Chair	(seal)		Member	(seal)		Member	(seal)		Member	(seal)		Member	(seal)		Secretary	(seal)
	Chair	(seal)																			
	Member	(seal)																			
	Member	(seal)																			
	Member	(seal)																			
	Member	(seal)																			
	Secretary	(seal)																			

(Attached Form No. 4)

Written Decision on Reason for Disciplinary Action

Department	Position (Level)	Name
Text		
Reason		
<p data-bbox="279 1003 1109 1037">Please be informed that disposition has been executed as stated above.</p> <p data-bbox="769 1167 975 1200">Month/Day/Year</p> <p data-bbox="831 1328 1238 1361">Person with Disposition Authority</p> <p data-bbox="188 1529 236 1563">To:</p>		
<p data-bbox="263 1731 1356 1850">Note: A staff member who is dissatisfied with this disciplinary action may make a request for appeal within 10 days of receiving this decision in accordance with Article 46 of the Regulations on Staff Members Personnel Management.</p>		

(Attached Form No. 5)

Written Request for Appeal

Personal Information	Name	Korean		Department		Position (Level)	
		Chinese Character		Resident Registration No.		Service Period	
	Address						
Details of the Disciplinary Action							
Reason for Appeal Request							
<p>Appeal is hereby requested as described above.</p> <p style="text-align: center;">Month/Day/Year</p> <p style="text-align: center;">Person Requesting for Appeal</p> <p>To: Chair of the Staff Member Disciplinary Committee</p>							

(Attached Form No. 6)

Appellate Review Report

Personal Information of the Person Subject to Disciplinary Action	Department	Position (Level)	Name												
Text of Decision															
Reason for Decision and Summary															
Judgment of Evidence															
<p style="text-align: center;">Month/Day/Year</p> <p>Staff Member Appeals Committee</p> <table style="margin-left: auto; margin-right: auto;"><tr><td>Chair</td><td>(seal)</td></tr><tr><td>Vice Chairman</td><td>(seal)</td></tr><tr><td>Member</td><td>(seal)</td></tr><tr><td>Member</td><td>(seal)</td></tr><tr><td>Member</td><td>(seal)</td></tr><tr><td>Secretary</td><td>(seal)</td></tr></table>				Chair	(seal)	Vice Chairman	(seal)	Member	(seal)	Member	(seal)	Member	(seal)	Secretary	(seal)
Chair	(seal)														
Vice Chairman	(seal)														
Member	(seal)														
Member	(seal)														
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Secretary	(seal)														