

# Detailed Rules for the Implementation of Regulations on Staff Members Personnel Management

Established on August 1, 1988	Amended on March 1, 2000
Amended on August 1, 1989	Amended on June 1, 2001
Amended on March 1, 1991	Amended on July 31, 2006
Amended on June 19, 1992	Amended on March 1, 2007
Amended on July 1, 1993	Amended on March 1, 2009
Amended on December 22, 1994	Amended on March 1, 2010
Amended on September 1, 1995	Amended January 1, 2014
Amended on July 1, 1996	Amended June 9, 2014
Amended on May 23, 1997	Amended January 1, 2016
Amended on March 1, 1998	

## Chapter 1 General Provisions

**Article 1 (Purpose)** These regulations set forth detailed procedure and standards concerning personnel management for university staff members in accordance with Regulations on Staff Members Personnel Management (hereinafter referred to as “Regulations on Personnel Management”).

## Chapter 2 Staff Member Personnel Committee

**Article 2 (Functions of the Committee)** ① The functions of the Staff Member Personnel Committee are as follows:

1. Matters related to a request for a disciplinary action on a staff member
2. Matters related to awards for a staff member
3. Review on the transfer of full-time employees (specialized managerial post, special post) and full-time contract-based staff members
4. Other matters deemed necessary by the President of University

② The Vice President of Business Affairs shall be the Chair of the Committee, and the members shall be: the Vice President of Planning; the Vice President of Academic Affairs; the Vice President of Admissions and Student Affairs; the Vice President of Research and Industry Affairs; the Vice President of Academic Information Affairs; 1 staff member at least a director level appointed by the Director of Human resources Team and Vice President of Business Affairs; and 1 staff member at least Level 5 with a recommendation by Labor Union. A secretary shall be a staff member in charge of personnel management. (Amended on June 9, 2014)

**Article 3 (Operation of the Committee)** ① The Chair shall oversee the committee’s affairs and represent the committee.

② If it is deemed necessary, or at the request of the President of the University, the Chair shall convene and preside over a meeting.

③ A resolution requires a majority vote by the quorum of the committee.

**Article 4 (Preparation of Meeting Minutes)** ① The Committee shall prepare the meeting minutes and report such to the person with final approval authority.

② The meeting minutes specified in Clause 1 shall be signed and sealed by all attending members including the chair.

## Chapter 3 Awards

**Article 5 (Authority to Grant Award)** The President of the University shall have the authority to grant an award to staff members.

**Article 6 (Criteria for Award)** ① Any of the following staff members shall be awarded:

1. A staff member who has rendered distinguished service and achievements for the University's advancement.
2. A staff member who has helped mitigate the effects of the disasters.
3. A staff member who has demonstrated superior performance or rendered good deeds or provided a long-term service or served as a role model for other members, recognized by the President of the University with a recommendation of the Staff Member Personnel Committee.

② The President of the University may grant the prize winner specified in Clause 1 the following privileges:

1. Special leave
2. Commendation and a supplementary award

#### **Chapter 4 Evaluation and Assessment of Service**

**Article 7 (Criteria for Service Evaluation)** Each heads of departments shall conduct a service performance to evaluate individual staff member's achievements and respective talents for use in personnel management. The criteria are as follows:

1. Evaluation shall be conducted based not on the evaluator's subjectivity but on objective grounds.
2. Reliability and validity shall be ensured.
3. Comparative evaluation shall be conducted between the person subject to the evaluation and a colleague with the same staff level or position.
4. Details related to duty, level of difficulty of work, and degree of responsibility of the staff member subject to evaluation shall be considered.

**Article 8 (Scope of Evaluation)** All staff members including the Deputy Vice Presidents shall be subject to the evaluation.

**Article 9 (Type of Evaluation)** ① The evaluation of service shall be classified into a regular evaluation and a non-scheduled evaluation.

② The period of the regular evaluation shall be from January 1 to December 31 (Amended on January 1, 2014)

③ The non-scheduled evaluation shall be conducted under any of the following cases:

1. The service performance of a staff member subject to evaluation is particularly excellent, enough to merit promotion to a one-step higher class.
2. The service performance of a staff member is extremely poor, and transfer, dismissal from the assigned post, or removal from office is considered.

**Article 10 (Evaluation Factor)** ① Service performance evaluation shall be classified into a comprehensive evaluation including a workplace motivation and accomplishment evaluation, a talent evaluation, and a leadership evaluation, and a multi-source assessment. (Amended on January 1, 2014 and January 1, 2016)

② (Deleted on January 1, 2014)

**Article 11 (Exemption from Service Performance Evaluation)** (Amended on March 1, 2010)  
(Deleted on January 1, 2014)

② Staff members on secondment outside the University shall be evaluated separately. (Amended on March 1, 2010)

**Article 12 (Evaluator)** ① The evaluators per case are as follows:

1. Non-director

a. A primary evaluator: the superior of the staff member subject to evaluation at the time of evaluation.

b. A secondary evaluator: the superior of the primary evaluator, a Vice-President acting class in accordance with Regulations on Delegation and Discretionary Approval.

2. Director

a. A primary evaluator: the superior of the director-level member subject to evaluation at the time of evaluation, a Vice-President acting class under Regulations on Delegation and Discretionary Approval.

b. A secondary evaluator: The President of POSTECH and Provost & Executive Vice President. (Amended January 1, 2014 and January 1, 2016)

② In case the service period of the staff member subject to evaluation is less than 6 months after secondment or transfer, the evaluator shall consult with the evaluator of the department where the staff member in question previously belonged.

③ The group classification standard for evaluators and staff members subject to evaluation shall be separately determined per sector and work type.

**Article 13 (Evaluation Grade)** ① An evaluation grade for achievements and talent shall be determined by reflecting the result of the comprehensive evaluation. A multi-source evaluation shall be used as reference when the secondary evaluator conducts an evaluation. (Amended on March 1, 2010 and January 1, 2014)

② The weighted values for the evaluation are as follows:

1. The weighted value for evaluating the non-director shall be 70% and 30% for the primary evaluator and the secondary evaluator, respectively. Provided, however, that 100% of the grades shall be applied to the primary evaluation in case there is no secondary evaluation.

2. The weighted value for evaluating the director shall be 70% and 30% for the primary evaluator and the secondary evaluator, respectively. (Amended January 1, 2016)

**Article 14 (Evaluation Procedure and Method)** The evaluation procedure and method shall be established separately.

**Article 15 (Storage of Evaluation Table)** Deleted (March 1, 2010)

**Article 16 (Confidentiality)** ① The evaluation table shall be prepared confidentially; under no circumstances shall it be copied in whole or in part or perused.

② Once submitted, an evaluation table shall not be amended or drafted again.

### **Addendum**

These amended regulations shall take effect on December 22, 1994.

### **Addendum**

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

### **Addendum**

These amended regulations shall take effect on July 1, 1996.

### **Addendum**

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

### **Addendum**

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

### **Addenda**

1. These amended regulations shall take effect on March 1, 2000.
2. (Interim Measure) With regard to the time of promotion as described in Article 4, the promotion examination for school year 2000 shall be carried out exceptionally as of September 1.

### **Addenda**

1. These amended detailed rules shall take effect on June 1, 2001.
2. (Interim Measure) ① The amendment and enforcement of these detailed rules shall include Regulations on Evaluation and Assessment of Staff Members.  
② Based on the 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.

### **Addendum**

These amended regulations shall take effect on July 31, 2006.

### **Addendum**

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

### **Addendum**

These amended regulations shall take effect on March 1, 2009.

### **Addendum**

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

### **Addenda**

1. These amended regulations shall take effect on January 1, 2014.
2. (Interim Measure) The amendments made on Clause 1 of Article 12 and Clause 2 of Article 13 shall be applied from the evaluation in 2013.

### **Addendum**

These amended regulations shall take effect on June 9, 2014.

### **Addendum**

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