

Regulations on Remuneration for Staff Members

Established Mar. 1, 2000 Amended Mar. 1, 2009
Amended Jun. 12, 2000 Amended Mar. 1, 2010
Amended Jun. 1, 2001 Amended Mar. 1, 2013
Amended Sep. 1, 2004 Amended Jun. 16, 2016
Amended Feb. 16, 2007 Amended Mar. 1, 2018
Amended Sep. 16, 2008

Chapter 1 General Provisions

Article 1 (Purpose) These regulations set forth matters concerning the remuneration of university staff members.

Article 2 (Application Scope) These regulations shall apply to all staff members pursuant to Article 3 of the Regulations on Staff Members Personnel Management. In Pohang Accelerator Laboratory, however, these regulations shall apply to staff members of the Administrative Team only. (Amended on September 16, 2008)

Article 3 (Definitions) The terms used in these regulations shall be defined as follows:

1. "Remuneration" refers to the sum of basic annual salary, merit pay, and sundry allowances. (Amended March 1, 2018)
2. "Basic annual salary" refers to an amount of pay which shall be paid over a period of one year starting in March 1st and ending on the last day of February of the following year
3. (Deleted)
4. (Deleted)
5. "Monthly Salary" refers to the amount provided each month by dividing the basic annual salary by 12.
6. "Merit Pay" refers to the non-cumulative salary differentially provided according to the level of skills and achievements.
7. "Sundry allowances" include the legal benefits and the allowance for his/her child's education, duty allowances, and other allowances. (Amended on September 16, 2008) (Amended March 1, 2018)
8. "Daily-based calculation" refers to the method of calculating the monthly salary and sundry allowances using the number of days worked. (Amended March 1, 2018)
9. "Number of days worked" refers to the number of days a person served in a position and shall include the first day of appointment and any holidays during the period of his/her service.

Article 4 (Remuneration Structure) A staff member's remuneration shall consist of the basic annual salary (including meal allowance), merit pay and sundry allowances. (Amended March 1, 2018)

Article 5 (Ordinary Wage) "Ordinary Wage" follows Article 6 of the Enforcement Decree of the Labor Standards Act. (Amended June 16, 2016)

Article 6 (Pay Period) The period used in the calculation of the monthly salary and the attendance and leave shall begin on the 16th of the previous month and end on the 15th of the current month.

Article 7 (Fractions) Fractions shall be disregarded in the calculation of the monthly salary.

Article 8 (Calculation Standard) ① The calculation of the monthly salary shall begin on the effective date of appointment, transfer, and return from leave/reinstatement and end one day prior to the effective date of suspension of university operation, leave of absence, and suspension from office or on the effective date of termination of employment. However, in the case of termination of employment other than discharge (*pamyeon*), a staff member shall be paid the full amount of his/her monthly salary for the month.

② The monthly salary of a staff member under disciplinary measure in the form of salary reduction shall be reduced for the duration specified in the official order starting from the first day of the monthly pay period in which the salary reduction takes effect.

③ The monthly salary shall be calculated and paid based on the position and basic annual salary as of the 15th of each month.

④ If a person on leave of absence or a person whose employment has been terminated or whose appointment period has expired continues to be in service for the transfer of work to his/her successor or handling of extra work, he/she may be paid a prorated salary for the service during such period using the daily-based calculation; the amount of monthly salary to be used as a basis of the daily-based calculation shall be the same as the person's previous monthly salary.

⑤ If the effective date of suspension from office or discharge (*pamyeon*) comes later than the payment of remuneration for the month, the amount already paid to the person in question shall not be retrieved.

⑥ If these regulations are amended, the monthly salary shall be paid as determined pursuant to the amended regulations, notwithstanding the effective date of amendment.

⑦ A retiree whose monthly salary was paid before an increase in salary takes effect shall not be paid the difference retroactively.

⑧ The reference daily wage in daily-based calculation shall be determined by dividing the monthly salary by the total number of days in the month. (Amended on February 16, 2007)

Article 9 (Monthly Salary During Absence) ① If the total number of days of absence with notice during a monthly pay period is seven days or less, the full amount of monthly salary shall be paid; if the total number of days of absence with notice during a monthly pay period is eight days or more, however, Article 10 shall apply *mutatis mutandis*.

② If a staff member is absent without notice, his/her monthly salary shall be reduced by using the daily-based calculation.

Article 10 (Remuneration for a Staff Member on Leave of Absence or Under a Disciplinary Measure) ① The remuneration for a staff member on leave of absence shall follow the remuneration of a faculty member on leave of absence as specified in the Bylaws of the POSTECH Foundation.

② Remuneration for a staff member under a disciplinary measure shall be determined as provided for in Article 33 of the Regulations on Staff Members Personnel Management.

Article 10-2 (Remuneration on Secondment) ① For staff members on secondment to a foundation or a university, the institution where the staff members originally belong provides the remuneration.

② For staff members on secondment to an external institution, the remuneration shall be determined based on mutual agreement.

Article 11 (Payment Date) ① A staff member shall be paid his/her monthly salary on the 17th of each month. If the payment date falls on a weekend day or a legal holiday, however, payment shall be made on the immediately preceding day.

② If a staff member dies or retires, payment shall be made within 14 days from the date of death or retirement.

Article 12 (Time-loss Benefit) Time-loss benefit shall be paid pursuant to the relevant laws and regulations if a staff member is ordered to rest from work for reasons attributable to the University.

Article 13 (Remuneration of Part-time and Contract-based Staff Members) The remuneration of part-time and contract-based staff members shall be stipulated separately.

Chapter 2 Basic Annual Salary and Merit Pay

Article 14 (Basic Annual Salary) ① The basic annual salary and its minimum and maximum amount of the basic annual salary for each position shall be determined each year.

② The basic annual salary of each individual for the following 3 years is differentially adjusted every 3 years by reflecting the evaluation results and shall be confirmed through a contract. Provided, however, that this does not apply to the staff member who is currently in service as of February 28, 2009.

③ The Standard for Differential Adjustment of Basic Annual Salary is shown in Attached Table 1.

Article 15 (Merit Pay) Merit Pay shall be paid based on the rules stipulated separately.

Article 16 (Payment Method for Bonus) (Deleted)

Article 17 (Payment Method for Merit Pay) (Deleted)

Chapter 3 Sundry Allowances

Article 18 (Family Allowance) (Deleted September 16, 2008)

Article 19 (Night Duty Allowance) A staff member who has worked between 22:00 and 06:00 of the following day shall be paid the legal night duty allowance. (Amended June 16, 2016)

Article 20 (Overtime Pay) ① A staff member who has worked more than the legal working hours per day shall be paid the legal overtime pay. (Amended June 16, 2016)

Article 21 (Holiday Overtime Pay) A staff member who has worked during holidays shall be paid the legal holiday overtime allowance. (Amended June 16, 2016)

Article 22 (Overtime Work and Holiday Work) ① The overtime work and holiday work of the full-time staff member shall be managed based on the following standard:

1. If overtime work and holiday work are unavoidable under special circumstances, the overtime work and holiday work can be arranged within the scope of the legal overtime work by obtaining the approval of the director of the team (Head of the department). (Amended June 16, 2016)

2. The following shall not be regarded as overtime work:

A. Urgent work upon the occurrence of a natural disaster or an emergency situation

B. Urgent work demanded by the country or any work based on similar enlistment

C. Period on watch duty or period on the waiting list for an assignment

② Overtime work of a shift worker shall be allowed only in the instance wherein an alternate shift worker is unavailable and the execution of the operation by a single shift worker is deemed impossible.

Article 23 (Allowance for Children education) A staff member shall be paid education support allowance for his/her children. Provided, however, that details concerning the payment shall be determined separately.

Article 24 (Personal Pension Allowance) (Deleted March 1, 2013)

Article 25 (Duty Allowances) Duty allowances shall be paid to a staff member with a position. However, detailed matters regarding the payment shall be stipulated separately. (Established March 1, 2018)

Article 26 (Other allowances) A night duty allowance and admissions allowance may be paid, if necessary, considering the characteristics of duties. However, detailed matters regarding the payment shall be stipulated separately. (Established March 1, 2018)

Chapter 4 Supplementary Provision

Article 27 (Mutatis Mutandis Application) The relevant laws and regulations or other precedents shall apply *mutatis mutandis* to matters concerning staff members' remuneration but are not stipulated by these regulations.

Addenda

1. These regulations shall be established and shall be effective on March 1, 2000.
2. (Interim Measures) ① The basic annual salary to be changed on the effective date of these regulations shall be the sum of the following amounts to be paid from March 1, 2000 to the last day of February 2001:

1. Base salary
2. Job allowances
3. Meal allowance
4. Adjustment allowance
5. Compensation allowance
6. End-of-term allowance
7. Regular attendance allowance
8. Physical fitness allowance
9. Filial piety vacation allowance
10. Annual leave allowance
11. Allowance for the Post
12. Information allowance
13. Summer vacation allowance
14. Transportation support allowance

- ② The interim measures for job allowance, allowance for the post, and information allowance are as follows:

1. The basic annual salary of the person appointed to each of the following positions shall be determined by considering the job allowance, allowance for the post, and information allowance specified in the previous Regulations on Remuneration for Staff Members and adding the corresponding amount to the salary:

- A. Vice President Class: KRW 7,625,000
- B. Senior Manager Class: KRW 1,859,000
- C. Acting Manager Class: KRW 2,511,000
- D. Assistant Manager (3rd year in the position): KRW 1,131,000

2. The basic annual salary of the person appointed to or dismissed from the following posts shall be determined by considering the job allowance and allowance for the post specified in the previous Regulations on Remuneration for Staff Members and adding or subtracting the corresponding amount to/from the salary:

- A. Head: KRW 1,706,000 (when the supervisor was assigned to the head's post: KRW 1,165,000)
- B. Supervisor: KRW 541,000

- ③ The interim measures for other allowances are as follows:

1. When changing the job type of shift workers and full-time workers, the payment standard for adjustment allowance and compensation allowance in Articles 18 and 19 of the previous Regulations on Remuneration for Staff Members shall apply *mutatis mutandis* to the basic annual salary.

2. For staff members who received the license allowance, computer allowance, and receipt and disbursement allowance in accordance with Articles 21 to 23 of the previous Regulations on Remuneration for Staff Members, allowances related to previous Regulations on Remuneration for Staff Members and the overall allowances (adjustment allowance, compensation allowance, and annual leave cost) reflected at a fixed ratio according to such allowances shall be provided

separately until the end of February 2002; these shall be completely abolished and stopped as of March 1, 2002.

④ The previous Regulations on Remuneration for Staff Members are applied to staff members who are not part of the Planning and Administration Team of the Administrative Division of Pohang Accelerator Laboratory.

⑤ Determine the basic annual salary of the staff member promoted in September 2000 by adding the basic annual salary after promotion from September 1, 2000 to February 8, 2001 to the current basic annual salary from March 1, 2000 to August 31, 2000.

Addendum

These amended regulations shall take effect on June 12, 2000.

Addendum

These amended regulations shall take effect on June 1, 2001.

Addendum

These regulations are amended on September 1, 2004 and shall be retroactively implemented as of March 1, 2004.

Addendum

These amended regulations shall take effect on February 16, 2007.

Addenda

1. (Effective Date) These amended regulations shall take effect on September 16, 2008.
2. (Interim Measures on Family Allowance) A staff member who is currently in service as of the effective date of amendment of these regulations shall be paid family allowance as of September 15, 2008 by adding such to his/her basic salary.
3. (Interim Measures on Vehicle Maintenance Allowance) "Payment Instructions for Personal Vehicle Maintenance Allowance" shall be revoked as of the effective date of amendment of these regulations; the following are the interim measures with regard to vehicle maintenance allowance:
 - ① The vehicle maintenance allowance as of September 15, 2008 shall be added to the minimum amount of a basic salary in each position pursuant to Article 14 of these regulations. Provided, however, that a newly hired staff member at the acting manager class after the effective date of amendment of these regulations shall be paid an amount (KRW 1,200,000) equal to the vehicle maintenance allowance by adding such to his/her basic salary.
 - ② A staff member who is currently in service as of the effective date of amendment of these regulations shall be paid vehicle maintenance allowance as of September 15, 2008 by adding such to his/her basic salary.

Addenda

1. (Effective Date) These amended regulations shall take effect on March 1, 2009.
2. (Interim Measures) The previous Regulations on Remuneration for Staff Members shall be abolished and integrated into these regulations as of the date of enforcement of these polices.

Addenda

1. (Effective Date) These amended regulations shall take effect on March 1, 2010.
2. (Interim Measures) Notwithstanding the Supplementary Provisions that took effect as of September 16, 2008 and March 1, 2000, for promotion to Level 3 (Senior Manager level) or Level 5 (Acting

Manager Class), the lower limit in a position shall be applied. If the sum of the previous remuneration and the corresponding amount is higher than the lower limit of the Level, however, then the remuneration is determined at that amount.

Addenda

1. (Effective Date) These amended regulations shall take effect on March 1, 2013.
2. (Interim Measures) The deletion of Article 24 (Personal Pension Allowance) shall be retroactively implemented as of December 1, 2012.

Addendum

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

Addendum

These amended regulations shall take effect on March 1, 2018.

(Attached Table 1)

Standard for the Differential Adjustment of Basic Annual Salary

Category	Upper Group	Middle Group	Lower Group
Adjustment Standard	Average Increase Rate X 120%	Same as the Average Increase Rate	Average Increase Rate X 80%

※ Adjust the average increase rate within the financial resources.