
2018 GEPIK Teachers' Manual



**Gyeonggi Provincial
Office of Education**

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Changes in the 2018 GEPIK contract

1. Introduction of EPIK recruitment systems into GEPIK

Starting in year 2018, Gyeonggido Office of Education's Gyeonggido English Program in Korea (GEPIK) will begin to enlist the EPIK teacher recruitment system. Through the system, Gyeonggido will adapt the native english teachers' employment criteria and native English teachers will be hired by the superintendent of GOE. Teachers will also be placed to schools through the EPIK system. Schools excluded from GEPIK will continue in the direct recruitment system.

2. Change in contract

Content	2017	2018
Pay scale	Refer to page 4 of the manual.	
Article 11-4 renewal vacation days.	the awarded 5 renewal vacation days is required to be used consecutively.	the awarded 5 renewal vacation days <u>does not have to be used consecutively.</u>
Article 16-2 sick leaves.	Doctor diagnosis report is needed in the following scenarios: 1) at the school's request 2) employee declare the use of the sick leaves for 3 or more consecutive days.	Doctor diagnosis report is needed in the following scenarios: 1) at the school's request 2) employee declare the use of the sick leaves for <u>2</u> or more consecutive days.

3. Change in rates of health insurance (Rates as of Jan 2018)

	2017	2018
health Insurance ※refer to article 8-1 of contract.	6.12% (employer 3.06%, employee 3.06%)	<u>6.24%</u> (employer <u>3.12%</u> , employee <u>3.12%</u>)

4. Change in manual

Following Appendix has been added.

Appendix 14: Steps for Application for Alien Registration Card (ARC)

01. What is GEPIK?

GEPIK stands for **Gyeonggi English Program in Korea** and it is in charge of the Native English Teacher Program funded by Gyeonggi Provincial Office of Education(GPOE). The goal of the program is to close the educational gap in rural areas.

02. Sources of Funding

▶ GPOE Funding

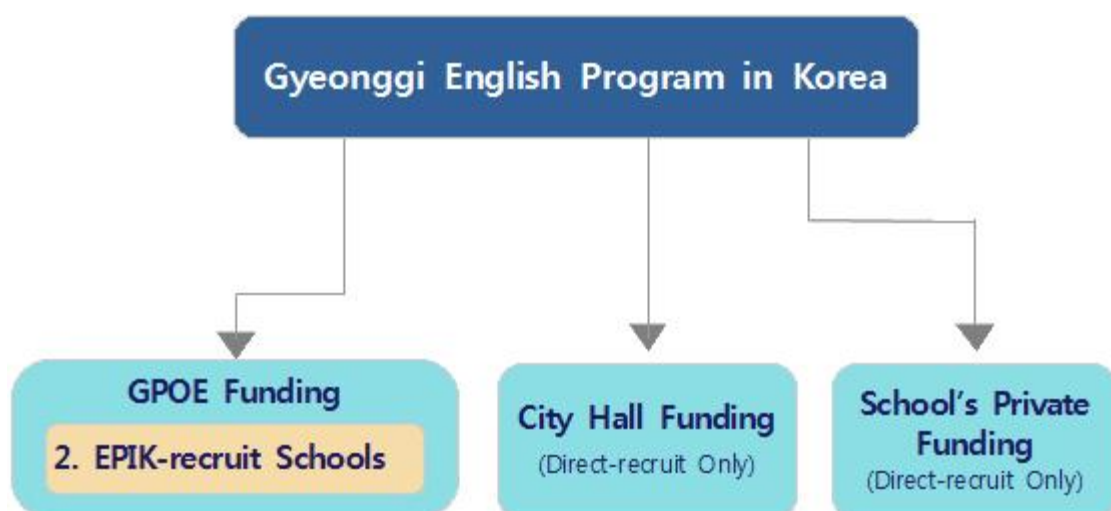
- ✓ **EPIK-recruit Schools: Schools where NETs get hired and assigned by GPOE.**

▶ City Hall Funding (Direct recruit only)

▶ School's Private Funding (Direct recruit only)

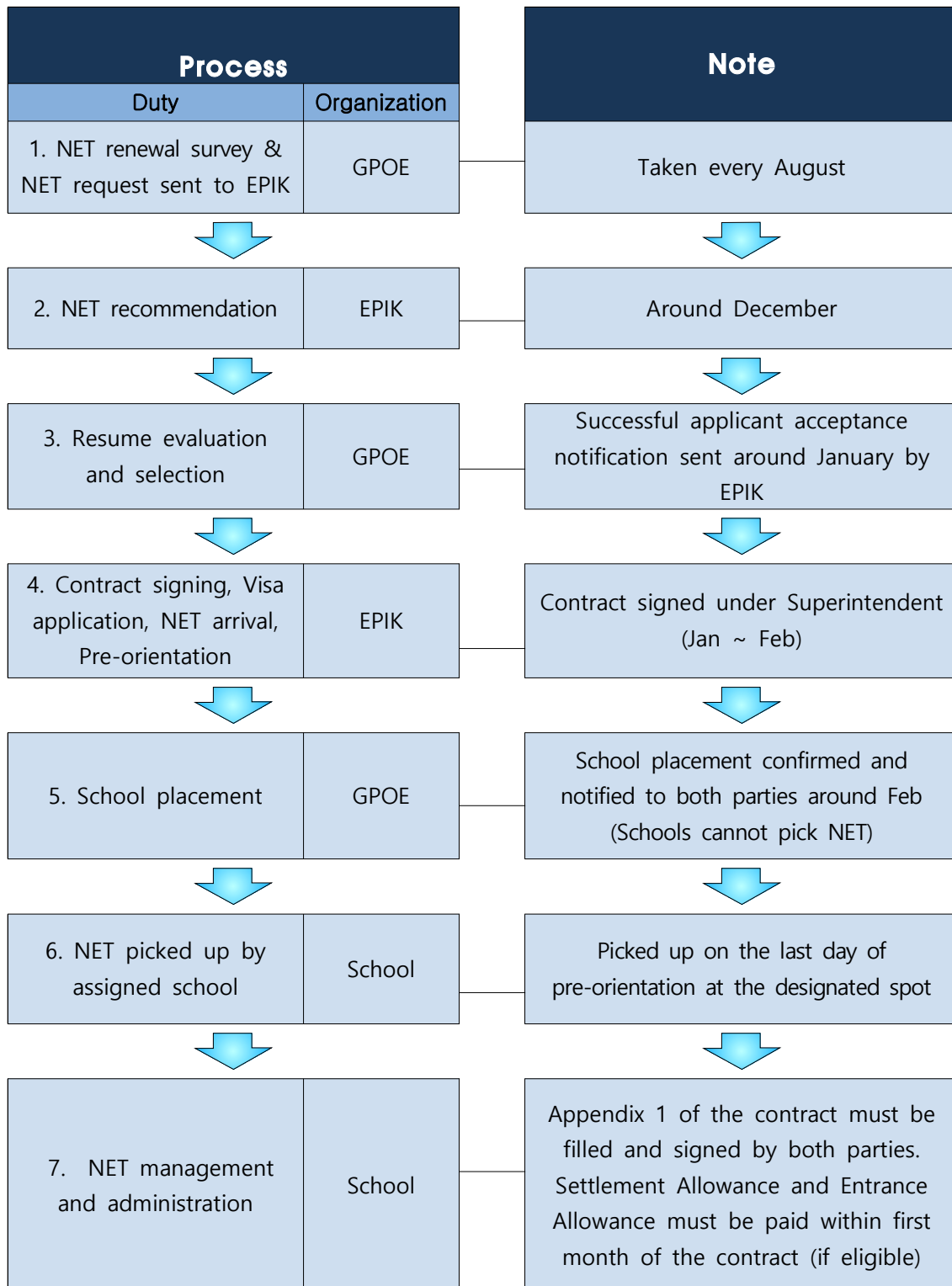
※NOTE!!

City Hall funded and Private funded schools will use the GEPIK contract as their standard contract but the contract details may differ slightly from the original. In such case, the coordinators help may be limited. So it is crucial to know where your school's source of funding is coming from.

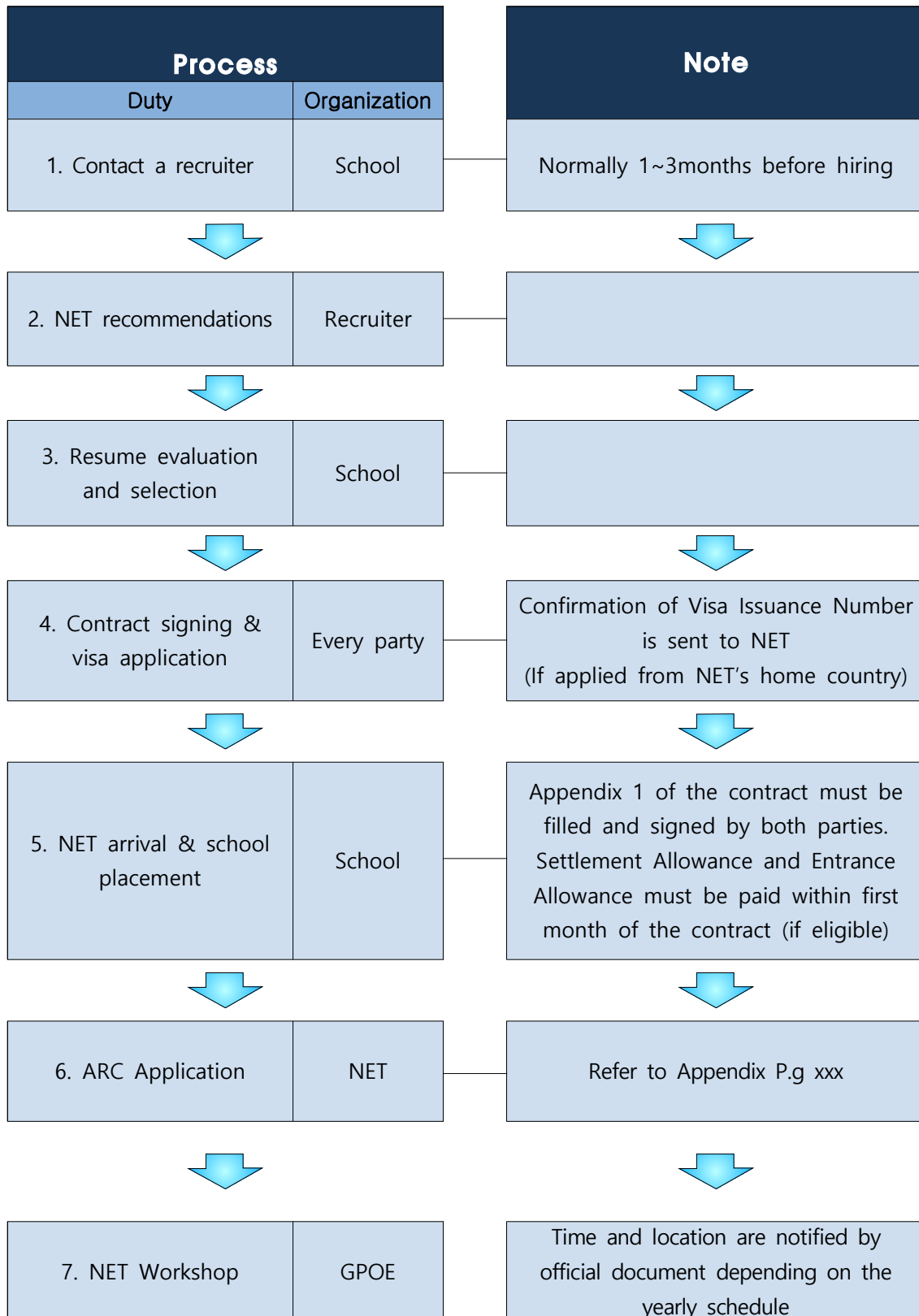


03. Recruiting Process

EPIK-recruit Schools NET Hiring Process



Direct-recruit Schools NET Hiring Process



04. Requirements & Pay Category

PAY CATEGORY	MONTHLY SALARY	REQUIREMENTS
CATEGORY 1+	2,500,000 KRW PER MONTH	- Contract renewal as a Category 1 at the GOE/same school within GOE.
CATEGORY 1	2,300,000 KRW PER MONTH	<p>* 2 years experience with an accredited institute plus ONE of the following:</p> <ul style="list-style-type: none"> - Master's/Bachelor's degree with majors related to English teaching (Education/ English Literature/ English Language/Linguistics/TESOL/Second Language Studies/Other teaching related majors) <p>(Must be clearly stated on either the diploma certificate or official transcript)</p> <ul style="list-style-type: none"> - Valid Elementary, Middle, or Secondary School Teacher's License/Certificate - Bachelor's degree in any field PLUS a TESOL/TEFL/CELTA (min. of 100 hrs) Certificate <p>* Category 2+ AND re-contract with GOE.</p>
CATEGORY 2+	2,100,000 KRW PER MONTH	<p>* Master's degree with majors related to English teaching (Education/ English Literature/ English Language/Linguistics/TESOL/Second Language Studies/Other teaching related majors)</p> <p>(Must be clearly stated on either the diploma certificate or official transcript)</p> <p>* 1 year experience with an accredited institute plus ONE of the following:</p> <ul style="list-style-type: none"> - Bachelor's degree with majors related to English teaching (Education/ English Literature/ English Language/Linguistics/TESOL/Second Language Studies/Other teaching related majors) <p>(Must be clearly stated on either the diploma certificate or official transcript)</p> <ul style="list-style-type: none"> - Valid Elementary, Middle, or Secondary School Teacher's License/Certificate - Bachelor's degree in any field PLUS a TESOL/TEFL/CELTA (min. of 100 hrs) Certificate <p>* Category 2 AND re-contract with GOE.</p>
CATEGORY 2	2,000,000 KRW PER MONTH	<p>ONE of the following with Bachelor's degree:</p> <ul style="list-style-type: none"> - Bachelor's degree with majors related to English teaching (Education/ English Literature/ English Language/Linguistics/TESOL/Second Language Studies/Other teaching related majors) <p>(Must be clearly stated on either the diploma certificate or official transcript)</p> <ul style="list-style-type: none"> - Valid Elementary, Middle, or Secondary School Teacher's License/Certificate - Bachelor's degree in any field PLUS a TESOL/TEFL/CELTA (min. of 100 hrs) Certificate

*Teachers in the 1+ category (2.4 million) of the previous payscale in the 2017 school year will be put into the new 1+ category (2.5 million) for the 2018 school year.

05. Contract Summary

Employer	Superintendent of Gyeonggi Provincial Office of Education
Managing Director	School Principal
Contract Term	One year (365 days) contract starting on the 1 st of March If the contract does not start on the 1 st of March, the NET may be asked to sign a renewal contract that is less than a one year with all benefits prorated.
NET Duties	Mainly but not limited to: 1) Assist Korean teachers with their English class(es) and/or jointly conduct English class(es) with Korean teachers, and/or lead extracurricular activities or English camps 2) Prepare teaching materials and lesson plans for English class(es) 3) Assist with and/or lead the development and creation of teaching materials related to English language education 4) Assist with and/or lead activities related to the English language education and other extracurricular activities such as but not limited to editing or creating English documents, judging contests, conducting teacher training, working at English camps, etc. 5) Conduct English conversational class(es) for Korean teachers, students, parents, etc.
Working Hours	8 hours a day, 5 days a week * NET shall not work on weekends and national holidays of Korea including Labour day.
Standard Teaching Hours	During Semester: 22 hours per week (max 28 hours) During School Winter/Summer Vacation: 20 hours per week *Overtime class instruction pay (20,000 KRW per hour)
Paid Holidays	20 days (excluding weekends and national holidays)

Sick days	11 days (must be notified to the employer)
Entrance and Exit Allowances	<p>1.3 mil KRW</p> <ul style="list-style-type: none"> ✓Trip must be made from/to his/her home country. ✓None if the Employee is hired within Korea or stays in Korea after the contract. ✓Departure date must be within 10 days after the contract completion date ✓Paid in the form of reimbursement within 30 days from the day reimbursement application is submitted.
Settlement Allowance	300,000 KRW upon signing the first contract with the Employer
Security Deposit	900,000 KRW (300,000 KRW/month for 3 months) to be given to the school at the beginning of the contract even if the NET finds his/her own housing. Security deposit will be given back at the end of the contract.
Furniture & Appliances	<p>Bed, Refrigerator, Washing Machine, Television, Microwave, Wardrobe, Gas range, Chair, Desk, Vacuum Cleaner</p> <p>(Optional Items: Electric Rice Cooker or Toaster, Electric Fan, Sofa, Telephone, Electric Iron, Table)</p>
Renewal Benefits	<ul style="list-style-type: none"> ✓2.0 mil KRW renewal bonus regardless of home visit ✓5 renewal leave (to be used during renewed contract term) ✓Upgrade in pay grade (350 ~ 365 days) <p>*Please note, the renewing benefits will follow the terms of the contract signed for the renewal.</p> <p>Eg. If 2017 contract is your renewal contract, your renewal benefits will follow 2017 contract not your 2016 contract</p>
Severance	Paid in a lump sum when the Employee leaves the Employer permanently without further renewal.

Chapter	
02	School Administration

01.	Administration Timeline
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	Checklist/ what to expect	check
Mar	On the day of pick up by the school	
	➤ Check your Co-Teacher's name and contact number.	
	➤ Check appliances and furniture provided are working and intact.	
	➤ Fill out <Appendix 1> of your contract with your Co-teacher	
	➤ Check location of the school, how to get there and how long it takes. (You don't want to be late on your first day!)	
	✓ Apply for ARC(Alien Registration Card) at the Immigration Office ✓ (refer to appendix A-14 steps for application for ARC, page xxx)	
	✓ Submit your Residency Certificate to your school for Tax exemption. (if applicable)	
	✓ Open a bank account(You will need your ARC)	
	✓ Make Security Deposit payment (KRW 300,000 X 3 months)	
	✓ Sign "Pledge of Confidentiality" Form	
	✓ Keep an eye out for Yearly NET data collection (see p.10)	
Aug	Contract renewal discussion (For next year's EPIK intake number estimate)	
Oct	NET Evaluation (Manner and Ethics, Teaching Skills, Cooperation, etc)	
Nov	Fill out a Renewal Application Form	
Dec	Check the budget announcement (late Dec) & re-sign evaluation result	

02. Leaves (Paid, Sick, and Special)

Leaves			No. of Days	Details
Paid Leave	Paid Leave		20	<ul style="list-style-type: none"> ✓ Exclusive of weekends and national holidays ✓ Must be approved 2 weeks in advance ✓ To be used during the School holidays when the school is not in session ✓ Discretionary leave will not count towards paid leave
	Renewal Leave		5	<ul style="list-style-type: none"> ✓ Excluding weekends and public holidays ✓ To be used during the term of the renewal contract ✓ Does not have to be used consecutively
	<p>✂ A set of 8 hours of leave will be considered as 1 day of paid leave.</p> <p>✂ Unused paid leave will not be rolled over to the next contract.</p>			
Sick days			11	<ul style="list-style-type: none"> ✓ Must be notified at least one hour prior to office hours ✓ Exclusive of weekends and national holidays ✓ Any sick days above 11 days are unpaid and must be approved by the Employer ✓ Any Sick days including paid and unpaid can not exceed 30 days ✓ For more than 2 consecutive sick days or upon request of the Employer, the Employee must submit Doctor's note.
			✂ A set of 8 hours of sick leave will be considered as 1 day of sick leave.	
	Maternity	Before giving birth	2 hrs per day	<ul style="list-style-type: none"> ✓ A pregnant Employee who is fewer than 12 weeks pregnant and/or more than 36 weeks

Special Leaves	Maternity	Before giving birth cont.		pregnant shall be entitled to two (2) working hours(not teaching hours) deduction a day. ✓ In order to apply, the Employee must submit a doctor's certificate not fewer than three (3) days before the commencing day of deduction.
		Before and after giving birth	90	✓ 60 days paid ✓ 30 days unpaid (see Employment Insurance p.16)
		Nursing recess	Twice a day/ 30mins per recess	✓ Female Employee with a child aged less than one year shall be entitled to thirty(30) minute of paid nursing recess twice a day.
		Paternity	5	✓ Paid
Special Leaves	Marriage	Employee's	5	✓ Paid
		Employee's child	1	✓ Paid
	Death	Employee's spouse and Employee's or spouse's parents	5	✓ Paid
		Employee's or spouse's grandparents	2	
		Employee's child or child's spouse		
	Employee's or spouse's siblings	1		

03. Attendance Record (근무상황부)

Any leave* or vacation needs to be approved in advance. Unless it is unexpected leave, such as sick leave or someone's death, notify your school as soon as possible. In order to get your leave or vacation approved, the following steps must be implemented.

1. Talk to your co-teacher
2. Your co-teacher will report to his/her superior on your behalf
3. Get verbal approval
4. Fill out "Attendance Record"
5. Get written approval



Tip!

There are official leaves and unofficial leaves. When unofficial leaves amount to 8 hours, 1 day leave will be deducted from the given number of days in respective leave category.

04. Yearly Data Collection Form (원어민영어보조교사 통계 기초자료)

Every March, GPOE sends out an excel form which requests basic information about each school's NET status. The collected data is used for various purposes such as statistics or future plans for Gyeonggi English Education.

GEPIK office uses this form to have NETs apply for the workshop that year. It is crucial that correct information is reported to GPOE.

05. NET Evaluation

Done around October~November by Co-teacher, Vice Principal, and Principal

06. Documents (FOR EPIK-recruit SYSTEM ONLY)

Documents	Who to contact
Recommendation Letter	School
Retrieving Original Documents	GPOE Head Coordinator
Proof of Employment	GPOE Head Coordinator
Release Letter	Not Provided

※ For Direct-recruit schools, all documents must be requested to school directly.

07. Contract Completion

Contract completion (without contract renewal)	check
Before departure	
✓ Apply for Severance & Security Deposit Return (Make sure you submit your home country bank details)	
✓ Request a "Proof of Employment"	
✓ Apply for Pension Return (if applicable)	
✓ Sign "Pledge of confidentiality" Form	
✓ Pay all bills and close all account under your name. (ie. phone, electricity, internet bank account etc)	
✓ Return ARC (airport/immigration office)	
After departure	
✓ Submit all the followings for your Exit Allowance 1. One way flight ticket/itinerary/receipt to your home country. 2. Boarding pass/scan of stamp on your passport	
✓ Collect Security Deposit, Exit-Allowance and Severance.	

08. Contract Renewal

Around August, EPIK will investigate the number of NETs who wish to renew with their current school to get an estimate for the next year.

Steps	Process	etc.
1.	GPOE sends out official letter with Renewal Application form to schools.	Sent around November
2.	Teacher Evaluation - All schools must conduct NET evaluation regardless NET's wish to renew or not	
3.	Submit Renewal Application Form	※ Attachment: ✓ NET Evaluation, ✓ Renewal Application Form
4.	Processing NET Evaluation and Renewal Application by GPOE	Renewal will not be granted if NET's evaluation does not meet the satisfactory level
5.	Budget Decision Committee Meeting Based on the result, each schools' budget for next year will be decided	Mid~end of December ※ Budget decision is made by policy makers thus GPOE has no direct influence regarding budget.
6.	Renewal Decision Delivered to schools ✓ NET must have his/her Health Examination (일반체용신체검사 + TBPE) result ready before the renewal ceremony. ✓ The school must have NET's sign the Sexual Offense Record Check and Offences against juvenile check ready before the renewal ceremony.	NET is expected to sign a Consent Form for Sexual Offense Record Check and Offences against juvenile (성범죄 경력조회 동의서 및 아동학대 관련 범죄전력조회 동의서)
7.	Renewal Process Contract signing, submit Health Examination and Sexual Offense Record Check and Offences against juvenile check result	May be omitted
8.	Visa Extension ✓ Done by NET at the respective Immigration Office. ✓ Applied from 4 months before till the visa expiration date. ※ Needed documents: Passport, ARC, Contract, Integrated application Form, Business Registration, Proof of Residency, Fee (Immigration Office: ☎ 1345)	January ~ February ※ Make a visit reservation at hikorea.go.kr before you go ※ NETs who plans to visit home during their vacation must make sure they have valid visa when they come back or extend their visa before their trip



School Transfer Request

- Must have worked with the same school for more than two years.
- Only transferring between GPOE funding schools will be recognized as renewal. (It depends on whose name you are hired under)
- Transfer requests are considered on a case by case basis and are not guaranteed to all applicants.

01. Security Deposit

All teachers must pay Security Deposit upon starting of their very first Contract. It will be returned at the end of the last contract given that all the bills are paid and no damages are incurred to the housing provided.

Amount	₩900,000 (₩300,000 for 3months during the very first contract. Returned after the contract completion)
Purpose	<ul style="list-style-type: none"> ✓ Liability or damage caused during the contract ✓ Tax settlement which sometimes happens after the contract completion.

02. Salary

Paid every 17th of the month according to Pay category. (may differ between schools).

Note: What you get paid on the 17th is for the 1st till the last day of the month. For example salary paid on July 17th is for the period 1st ~ 31st of July.

03. Overtime Pay

○ **Non-teaching overtime pay:** average hourly rate which normally works out to be somewhere between ₩5000~8000

e.g. Monthly salary ÷ No. of days of the month ÷ 8(daily working hours) - taxes

○ **Teaching overtime pay:**

20,000 KRW per one teaching hour for anything above 22 hours per week quota.

It is possible to earn extra vacation days in lieu of teaching overtime pay upon mutual agreement. The maximum number of Extra vacation day is 5 days.

e.g. 1hr of teaching overtime = 1hr of extra vacation time.

8hr of teaching overtime = 1day of extra vacation day.

**Labour Day**

If you are required to work on Labour Day, your pay will be 1.5x your daily salary.

04. Allowances

Allowances	Details
Settlement Allowance	300,000 KRW on the first contract signed with the Employer
Entrance /Exit Allowance	<p>1.3 mil KRW</p> <ul style="list-style-type: none"> Employee must travel from/to his/her home country Paid in the form of reimbursement within 30days from the reimbursement application is submitted. The Employee must provide the following all of which should state the name and date; <ol style="list-style-type: none"> 1) a one-way flight ticket/itinerary or ticket receipt 2) boarding pass(es) or a passport stamp(s) Departure date must be within 10 days after the contract expiration date None if ; <ol style="list-style-type: none"> 1) the Employee is hired within Korea or stays in Korea after the contract. 2) the Employee submits return ticket details for the Exit allowance reimbursement.
※ Contract Termination During first contract: Settlement & Entrance Allowance forfeited, No Exit Allowance During renewed contract: Renewal bonus and renewal leaves forfeited in full, Exit Allowance provided	
Rural Allowance	<p>100,000 KRW if applicable</p> <p>*Designation of Rural area: There is no set list of rural or non rural school. The higher govt decides whether the <u>area</u> is rural or not (not by school). Then the governing district office can file a claim to change their decision if they feel the decision is unfit. Depending on their decision your rural allowance status may change during the contract.</p>

05. Major Social Securities (www.4insure.or.kr)

Health Insurance (www.nhic.or.kr) ☎1577-1000 or 02-390-2000

Governing Office	National Health Insurance Corporation (국민건강보험관리공단)
Obligation	Compulsory
Registerer	Employer or Employee
Registration Due	within 14 days from the start of the contract
Percentage	6.24% of monthly income ¹⁾ (Employer 3.12%, Employee 3.12%)

National Pension (www.nps.or.kr) ☎1355

Governing Office	National Pension Services (국민연금관리공단)
Obligation	Compulsory except South Africans (Citizens of South Africans do not pay pension)
Registerer	Employer
Percentage	9% of monthly income (Employer 4.5%, Employee 4.5%)

Employment Insurance (www.ei.go.kr) ☎1350

Governing Office	Ministry of Employment and Labor (고용센터)	
Obligation	Optional	E2, F4 visa holders
	Compulsory	F2, F5, F6 visa holders
Registerer	Employer	
Percentage	1.3% of monthly income (Employer 0.65%, Employee 0.65%)	

※ Tip!

During the 90 days of Maternity leave, 30 days of which are unpaid. The 30 days can be paid by Employment insurance, if you have been in the Insurance scheme for more than 180 days. Contact the Employment Insurance Office for more info.

Please note the information given above are for our teacher's convenience only. The rate, procedures or regulations of each category may differ. For more specific information, please contact the governing office directly.

1) Monthly income includes settlement, Entrance/Exit Allowance, Renewal Bonus, Housing subsidy etc that occurred that month

06. Renewal Bonus and Severance

Sort	Details
Renewal Bonus (staying)	2,000,000 KRW Paid within 30 days upon contract renewal.
Severance (Leaving)	<ul style="list-style-type: none"> Collected in a lump sum when the Employee leaves the Employer permanently after working more than 365days. One month's salary (not including Housing Allowance) * number of consecutive years of employment Paid within 30 days upon contract completion.

※ Contract Termination

During first contract: No Severance (Renewal Bonus not applicable)

During renewed contract: Renewal Bonus forfeited, Severance prorated

07. Taxes

Governing Office	National Tax Services (국세청)
website	www.nts.or.kr
Contact No.	Korean: 126 / English: 1588-0560

○ Tax Exemptions

NETs might be eligible for tax exemption for two years in Korea based on his/her citizenship (excluding Canada and Ireland). In order to get the tax exemption, his/her residency certificate must be submitted to school's financial office. They must then use that to register you as officially tax exempt with the district tax office.

- USA: Internal Revenue Service
www.irs.gov/pub/irs-pdf/i8802.pdf
- Australia: Australian Taxation office
<http://www.ato.gov.au/businesses/content.asp?doc=/content/43288.htm>
- England: HM Revenue & Customs
<http://www.hmrc.gov.uk/manuals/intmanual/INTM162030.htm>
- South Africa: South African Revenue Service

<http://www.sars.gov.za>

- New Zealand: Inland Revenue

<http://www.ird.govt.nz/income-tax-individual/different-income-taxed/income-outside-nz/double-tax/>

Until then, you may be subject to continued taxation. If you know that you will not be receiving your residency certificate for some time, we strongly advise that you opt to be taxed in the meantime.

You may be able to get a refund for what taxes you paid while waiting for your residency certificate (have your financial administrator work it out with the tax office).

NOTE: We cannot stress enough that dealing with your taxes and residency certificates is solely your responsibility.

It is up to you to apply, receive, and submit your residency certificate to your school. It is also up to you to request a pay slip to make sure that taxes are, indeed, not being taken out of your income. You may ask your co-teacher and/or financial administrator for any help along the process, but ultimately it is your money and your responsibility.

○ Year-end Tax Settlement

The tax liability of employee's wage and salary for the relevant taxable year are finalized through the Year-end Tax Settlement. It is calculated based on the Employee's wage and salary received and report of exemption and deduction from income submitted by the employee.

The NTS website is available and it offers English services as well as online automatic calculation services.

(www.nts.go.kr)

Chapter	
04	Visa Information

When visiting the immigration office, it is important that a NET visit the respective District Immigration Office (see chart below) and must make an appointment online at www.hikorea.go.kr in advance.

01. District Immigration Offices

Immigration Office	Districts	
Seoul Immigration	Seongnam, Anyang, Hanam, Gwacheon	For English Service for all districts: 1345
Seoul Nambu Immigration	Gwangmyeong	
Yangju Immigration	Uijeongbu, Dongducheon, Guri, Namyangju, Yangju, Yeoncheon, Pocheon, Gapyeong	
Yangju Immigration Goyang Branch Office	Goyang, Paju	
Inchon Immigration	Bucheon, Gimpo	
Inchon Immigration Ansan Branch Office	Ansan, Siheung	
Suwon Immigration	Gyeonggi Province Gunpo, Uiwang, Yongin, Osan, Ichon, Anseong, Hwaseong, Pyeongtaek, Gwangju, Yangpyeong, Yeosu, Suwon	

Visits to the immigration office or medical check up (for visa purposes) will be processed as official leave(공가) and will not be counted towards NET's annual leave.

02. Alien Registration

Upon arrival in Korea, NET must register at local immigration office and apply for an Alien Registration card.

- **Due Date:** within 90 days from the day of arrival. NETs are strongly recommended to apply ASAP as it will be needed to

open your bank account to receive your salary and settlement allowance.

- **Processing time:** about a month
- For more information about visit reservation to the immigration office and required documents, refer to appendix A-14 steps for application for ARC, page xxx

03. Visa Extension

- **Due Date:** 4 months before the visa expiration date
- **Required Documents:** Passport, ARC Card, Application Form, 1 copy of new contract, Copy of Certificate of School Registration, Processing Fee

04. Notification of Information Changes

Any information changes occurred after the Immigration registration must be reported within 14 days or you may be charged with fine.

- **Report details:** change of name, sex, date of birth, nationality, passport (number, issue date, expiry date) and address
- **Due Date:** within 14 days from the date of occurrence.
- **Required Documents:** an integrated application form, passport, Alien Registration Card, and any documents proving change of your information. (No fee)

For more information call the Immigration Office at ☎1345

(hikorea.go.kr)



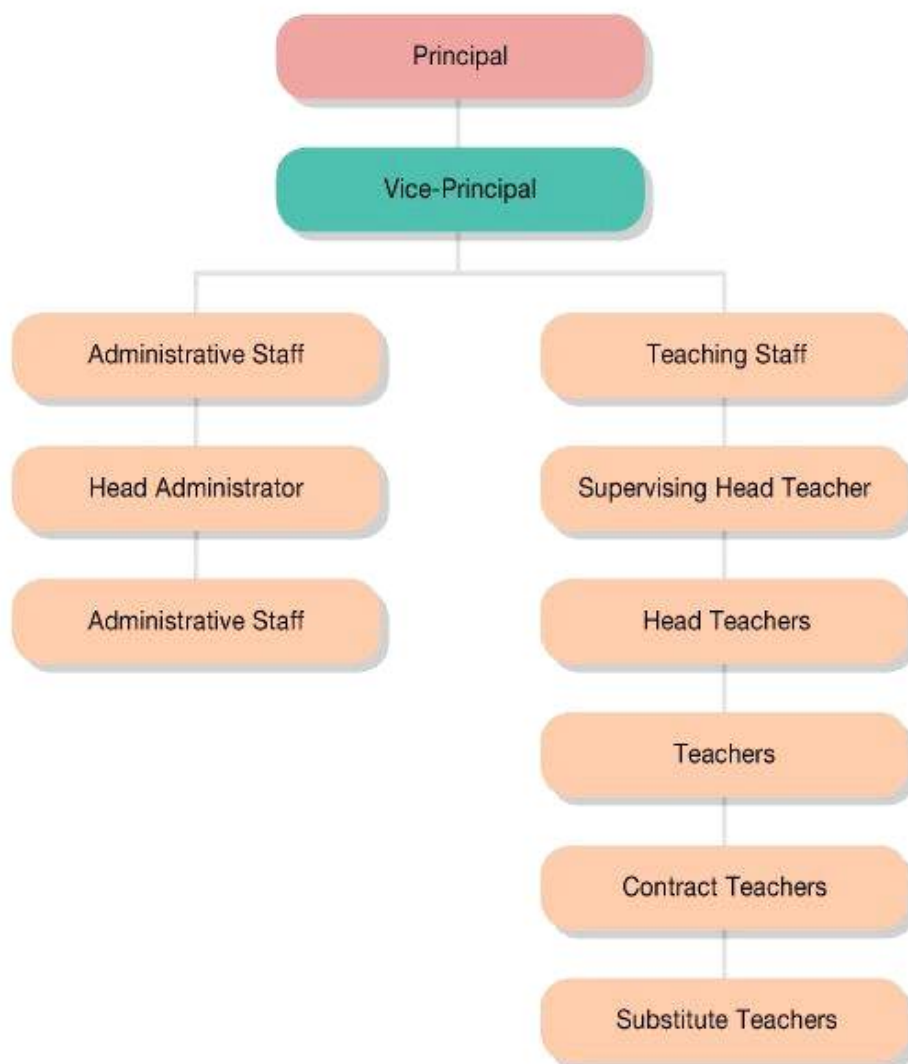
Medical Check

All medical check up must be done at one of the designated hospitals set by the Immigration Office. The list can be found at hikorea.go.kr or GEPIK homepage.

Teachers are regarded as highly respected member of the Korean society. This means the expectation and consequences of teachers' actions will be higher than any other social status people. Knowing what to expect or having helpful tips can help you make your transition in Korea a lot smoother and painless. We encourage NETs to abide by school rules and regulations that will not tarnish the image nor the reputation of the school they are working at.

1. School Culture

○ The Korean Public School Hierarchy



Hierarchial System

Korea has a very strong hierarchial culture. NETs are expected to abide by the public school hierarchial system. Do not break the chain of command as this may undermine the responsibility that your co-teacher has been entrusted by the school. The co-teacher is, according to the hierarchial system, your boss so regarding matters, however trivial, is expected to be discussed with him/her first.

Greeting

Regardless of having your own classroom or not, it is customary to drop by the teachers' lounge, vice principal and principals room as a gesture of respect. This may be tedious, however, dropping by and greeting the teachers and staff is not only considered good manners but it also informs them that you are present and involved. You never want to be an invisible member of the school. Even if the school staff doesn't speak nor understand English, it shows them that you are making an effort, thus having a favorable impression of you.

Dress Code

NETs are expected to dress semi-formally. If you have an extra black or dark colored jacket, we advise you to keep it at school. This is because often times you may realize the day of that there is a picture day or special guests coming to observe your class or a school event. By having a semi-formal jacket handy will have you prepared no matter the situation.

Tattoos are expected to be covered at all times.

Teachers, as well as students, are expected to wear indoor shoes or slippers. Keep in mind that Jandals are not acceptable.

School Dinners(Hweshik 회식)

NETs do not have to attend all school dinners but are encouraged to attend school dinners, or *hweshik*, because this is typically a time where teachers get to bond and get to know each other better. There is a monthly fellow membership fee (varies from school to school) that the accounting office deducts from your pay should you agree to participate. It is used to pay for school dinners or staff field trips, etc.

Sign of Interest

You may notice that Koreans, as well as teachers, like to give you food even if you are full or ask personal questions. This is not to be taken as an offense because Koreans express their interest in you and care for you through these means.

Sick Leaves

Koreans, in general, are hard workers and have strong work ethics. This is how Korea went from destitution to an economic powerhouse. For this reason you will notice that Korean teachers hardly ever take sick leaves unless they are seriously ill or go in for surgery. Naturally, when you, a NET, calls in sick, the school will worry about you and, in some cases, check up on you to see how you are feeling. It is strongly advised to be aware of how your sick days are used. Yes, you are given 11 days per year however these sick leaves are not to be abused. Most certainly, sick leaves are not to be used to supplement your 20 days of paid leave. Please use your sick leaves with utmost discretion.

Konglish

When the Korean language is directly translated to English, it may sound awkward or demanding. We would like to remind you that you are working in a foreign country where English is not its first language. Please do not take offense at the choice of words or phrases used by your co-teacher and instead, guide the co-teacher to use a different phrase or word that is more acceptable when talking to a foreigner.

Saving face and Losing face

The concept of *face* can be described as a combination of social standing, reputation, influence, dignity, and honor. Causing someone to lose face lowers them in the eyes of their peers, while saving or "building face" raises their self worth. Keep this in mind when dealing with both teachers and students. Depending on how you treat your co-teacher or a rowdy student, the rest of the class will act according to your action. It is important to maintain a professional relationship with your co-teacher and despite differences to always show respect and to never tarnish his/her reputation as a teacher. This applies to students as well. Scolding a rowdy student in front of the whole class may seem effective but that can lead the student to lose face. To save face, he/she may make light of your scolding and decide to wreak more havoc to garner the attention and respect from his/her peers.

2. Classroom Culture

Teaching Materials

Some teaching materials may not be suitable due to cultural differences. If you wish to bring in outside source materials and unsure whether they are suitable or not, check with your co-teacher before using them in your planned lesson.

Classroom Management

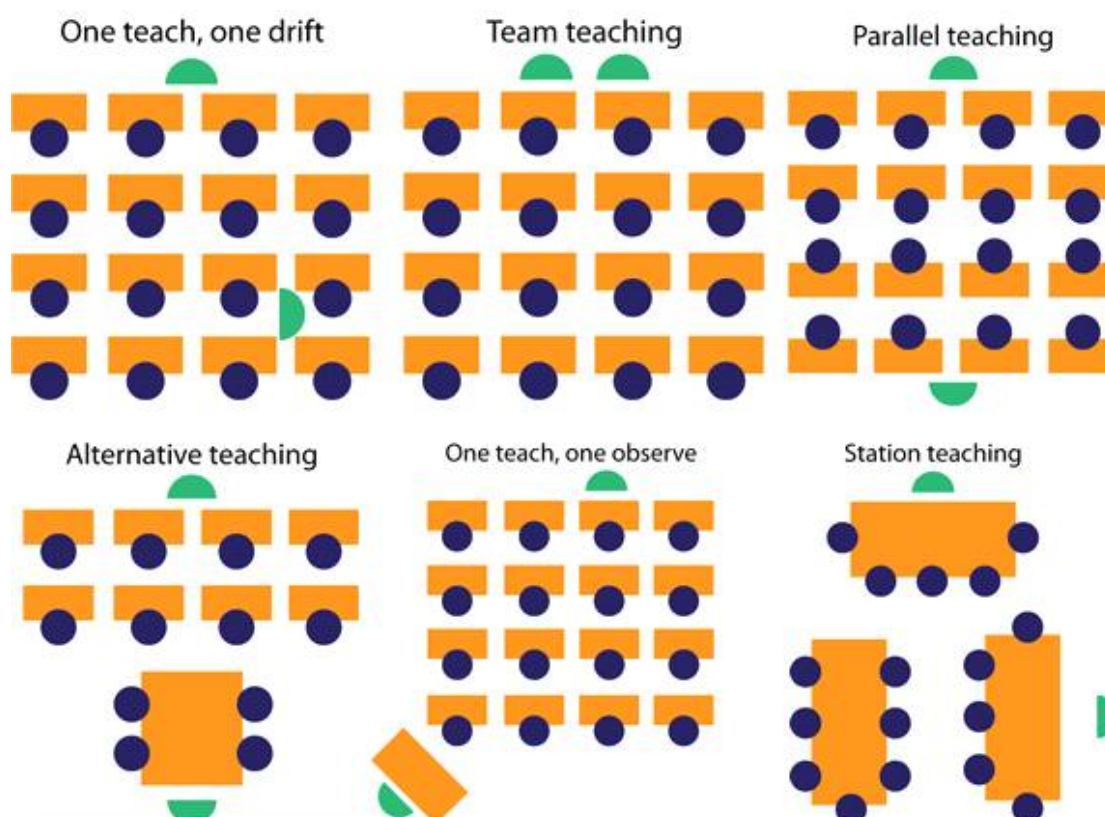
Disciplining students can be a sensitive matter, especially with the language barrier. We advise caution when proceeding to discipline students and to do so with your co-teacher's supervision. Avoid physical contact at all times and refrain from raising your voice at students. At the beginning of each semester, set clear rules, instructions, and seating arrangements to prevent major problems that can be detrimental to students and teachers. As mentioned in the **Saving Face and Losing Face** section, losing face in front of their peers and friends can make things worse so use discretion and, if possible, deal with the problem and student quietly. Usually, when a problem arise, your co-teacher will take the lead and discipline the rowdy student. However, if you are on your own you may ask your co-teacher for help. It is noteworthy to mention that students can and will lie and even shift blame on others to make themselves look like the victim even if there is clear evidence. This usually happens when students feel they are being verbally attacked or when they feel they are losing face in front of a large crowd. It is imperative that you and/or the co-teacher resolve the issue by allowing the rowdy student to admit to his/her wrongdoing but at the same time save his/her face by focusing on his/her good points and with plenty of encouragement. There is no "one-size-fit-all" when it comes to classroom management so it is important to talk things through thoroughly with your co-teacher as soon as possible.

Teaching Style

Many teachers have different approach when it comes to teaching and teaching style. Naturally, you and your co-teacher may have different style of teaching and teaching philosophy. To prevent unwanted conflict, we advise NETs to be open minded and learn to negotiate with your co-teacher about lesson planning and ultimately find a common ground. Most co-teachers are open minded to NETs input and are willing to give NETs to lead the class. However, even in unfortunate cases, it is important to establish roles at the beginning of the year.

Co-teaching 101

The goal of the NET program is to bring and introduce the culture of the Native English Teachers' home country and integrate them into the classroom as well as to improve the quality of public English education. The vision is to provide an opportunity for students to learn English who cannot go abroad and experience first hand what it is to be around foreigners. The goal of a co-teacher is to effectively and efficiently guide how the integration can go about and build upon that for a fun-filled English class. That being said, teaching styles should be based on students' needs. Below is an example of various teaching styles. Again, we emphasize the importance of negotiating the roles at the beginning of the year and find the right balance of teaching method that will ultimately fit the needs of students. From time to time, you and your co-teacher may need to shift the teaching style as the year progress and as you get to know the strengths and weaknesses of students overall.



Co-teachers are required to be present during regular teaching hours, except during camps and after school programs. Most NETs teach without the assistance of co-teachers during these times because they are not required to teach with NETs. However, since camps and after school programs do not follow a fixed structure, NETs can get very creative and teach students that they, otherwise, would not have been

able to during normal teaching hours due to time constraints, large number of students, and co-teaching style.

Co-teaching Relationship

The common misconception NETs have is that their co-teachers are their personal secretary or translator. The co-teacher, according to the public school hierarchial system, is your boss. Most co-teachers will help the NET with a lot of the issues and inform them of upcoming school events, however we advise NETs to politely ask instead of demand.

Co-teachers have multiple roles and responsibilities outside of teaching. This is commonly known as a "업무" or "work."

NETs are encouraged to take the initiative and take the lead.

Co-teachers, often than not, are not familiar with cultures abroad. By sharing and integrating your culture into the lesson will have an impact on the way the students and co-teacher view English.

Co-teaching Conflict and Resolution

Conflict: Co-teaching styles and expectations can be different. This happens when the co-teacher or the NET both have ideas but don't know how to delegate the work properly.

Resolution: Ask the co-teacher ahead of time what his/her expectation of the NET is and ask for constructive criticism. If it's an experienced English co-teacher, the NET could ask if he/she could see how the co-teacher teaches and get an idea of his/her style of teaching.

Conflict: The co-teacher can be very busy or absent during class. This is fairly common towards the end of each semester when big projects are due or when the co-teachers workload gets bigger or is given unexpectedly.

Resolution: It can be very frustrating when the co-teacher is absent or very busy during class. However, if the NET offers to help take over the class while the co-teacher is finishing up his workload, this will speak volumes when it comes time for the NET to receive special attention. It is important to clear up any misunderstanding however small it may appear. This is because misunderstandings will always arise and the last thing we want to see is for these misunderstandings to fester and turn into an impossible situation. Remember to maintain professionalism and treat co-teachers with utmost respect. Respect goes a long way.

Conflict: Last minute notices with regards to lesson plans and school activities are given.

Resolution: Last minute notice is considered normal in the Korean workplace and public school is not exempt from this. Co-teachers will not deliberately give last minute notice if they can help it. Please understand the needs of the school will always come first.

3. Other Tips

1. Koreans are generally conservative in thinking and reluctant to change. We advise NETs to do their best to conform to the school and teaching environment and try not to change the school atmosphere.

2. You don't have to tip. Korea has a no-tip culture so even when you dine at fine restaurants you don't have to feel terrible if and when you forget to tip.

3. It is customary to take your shoes off in Korean homes and *some* restaurants. Koreans don't want to bring the outside dirt and grime into their homes or to restaurants that require sitting on the floor.

4. Hand someone something with both hands. This is done as a show of respect and courtesy. Bowing during greeting is also customary and a sign of respect.

5. The number 4 is bad luck. Often times, especially in elevators, you will rarely see the number 4 as one of the buttons. Rather, you will see the letter F in place of 4. This is because 4 is pronounced "*sah*" which means "*death*" in Chinese character.

6. Don't write a person's name in red. Red is considered a cursed color.

7. Koreans, in general, embrace the *pally pally moonhwa*, which literally translates to "quick quick culture" where everything from driving to walking, internet speed to internet banking, is expected to be done quickly.

Chapter	
06	HOUSING

The Employee may choose between housing or housing allowance before signing the contract. Once it is been decided, it may not subsequently change during the term of the contract.

You may however bring it to a re-negotiation when you are renewing your contract.

The condition, size and form of housing varies due to differences between districts. Those who prefer to choose their own housing will be given 400,000 won per month as housing allowance.

(The Inventory of the Appliances and Furniture Provided by Employer)

No.	Item	Qty	No.	Item	Qty
 Furnitures and Appliances					
1	침대 Bed	1	6	옷장 Wardrobe	1
2	냉장고 Refrigerator	1	7	가스레인지 Gas range	1
3	세탁기 Washing machine	1	8	의자 Chair	1
4	텔레비전 Television	1	9	책상 Desk	1
5	전자레인지 Microwave	1	10	진공청소기 Vacuum cleaner	1
 Optional					
11	전기밥솥 또는 토스터기 Electric rice cooker or Toaster	1	14	전화기 Telephone	1
12	선풍기 Electric Fan (냉풍기 within budget at school's discretion)	1	15	전기다리미 Electric iron	1
13	소파 Sofa	1	16	테이블 Table	1

(1) 2018 Contract For EPIK Recruit

2018년도 경기도교육청 원어민영어보조교사 고용계약서
CONTRACT FOR 2018 NATIVE ENGLISH TEACHERS OF
GYEONGGI PROVINCIAL OFFICE OF EDUCATION(GPOE)

대한민국 경기도교육감(이하 "고용자"라 한다)과 _____ 국민인
 원어민 (성명) _____ (이하 "피고용자"라 한다)은 대한민국의 원어민
 영어보조교사 선발·활용 사업을 위하여 다음과 같이 고용 계약을 체결한다.

This Contract of Employment (hereinafter referred to as "Contract") is made by and
 entered into between the Superintendent of Gyeonggi Provincial Office of Education
 (hereinafter referred to as "Employer"), and the Native English Teacher _____
 (hereinafter referred to as "Employee") a citizen of _____.

- 고용기간: 년 월 일 ~ 년 월 일

- **Term of Employment** : A one-year period from _____, 2018 to _____, 2019.

- 고용등급 및 급여(Pay Level and Salary)

- | | |
|---|---|
| <input type="checkbox"/> 1+등급: 한화 _____ 원 | <input type="checkbox"/> 1+level/ _____ KRW per month |
| <input type="checkbox"/> 1 등급: 한화 _____ 원 | <input type="checkbox"/> 1 level/ _____ KRW per month |
| <input type="checkbox"/> 2+등급: 한화 _____ 원 | <input type="checkbox"/> 2+level/ _____ KRW per month |
| <input type="checkbox"/> 2 등급: 한화 _____ 원 | <input type="checkbox"/> 2 level/ _____ KRW per month |

제1조 (목적)

- ① 이 고용계약서는 대한민국의 원어민영어보조교사 선발·활용 사업의 일환으로 선
 발된 피고용자의 직무와 고용조건에 관한 사항을 규정함을 목적으로 한다.
- ② 학교 취업규칙 등 제 규정에도 불구하고 원어민영어보조교사의 근무조건 등은
 본 계약서의 계약기준을 우선으로 적용한다.

Article 1 (Purpose)

- ① This Contract sets forth the terms and conditions of employment for the Employee's participation in the English Program in Korea as a Native English Teacher (hereinafter referred to as NET).
- ② The terms of this employment of this Contract shall take precedence over School Employment Regulations and Policies.

제2조 (고용등급)

- ① 고용자는 피고용자를 본 계약서 서두에 명시된 등급으로 고용한다.
- ② 피고용자는 본 계약서 서두에 명시된 고용등급에 따른 증빙 서류를 고용자에게 제출해야 한다.
- ③ 본 계약서 서두에 명시된 고용 등급은 고용기간 시작일 기준으로 산정된 것이며, 고용기간 중 고용등급은 변경되지 않는다.
- ④ 재계약 시 학교 회계에 맞추기 위하여 1년 미만의 계약을 하게 될 경우 350일 이상의 경력은 1년 경력으로 인정되며 등급산정에 반영 된다.

Article 2 (Pay Category)

- ① The Employee shall be hired pursuant to this Contract with the Pay Category set forth at the beginning of this Contract.
- ② The Pay Category set forth at the beginning of this Contract will be contingent upon provision of all the necessary documents proving the qualifications and experience required by the Employer to be eligible for said Pay Category.
- ③ Any new qualifications obtained after the beginning of the Term of Employment will not subsequently change the Pay Category during the Term of Employment; the Pay Category will remain as that agreed to at the beginning of the Term of Employment.
- ④ In the event the Employee works for at least 350 days upon renewal, then one year teaching experience shall be acknowledged in accordance to the school's fiscal year.

제3조 (임무)

원어민 영어보조교사로 근무하는 피고용자의 임무는 다음과 같다.

- ① 정규수업의 경우 한국인교사와 협력수업을 실시하고, 방과 후 또는 영어 캠프의 경우 수업을 주도적으로 실시할 수 있다.
- ② 영어수업 관련 자료를 제작한다.
- ③ 영어교육관련 교육 자료의 개발을 보조하거나 주도한다.
- ④ 학교 영어 활동 및 기타 특별활동을 지원하거나 주도한다.
- ⑤ 한국인 교사, 학생, 학부모에 대한 영어회화 교육을 실시한다.
- ⑥ 방학 중 각종 영어프로그램을 포함한 고용자가 지정하는 기타의 업무를 수행한다.

Article 3 (Duties)

The Employee shall perform the following duties in the educational institutions of the undersigned Office of Education for the period indicated at the beginning of the Term of Employment.

고용자(Employer's Signature):

피고용자(Employee's Signature):

- ① Assist Korean teachers with their English class(es) and/or jointly conduct English class(es) with Korean teachers, and/or lead extracurricular activities or English camps;
- ② Prepare teaching materials and lesson plans for English class(es);
- ③ Assist with and/or lead the development and creation of teaching materials related to English language education;
- ④ Assist with and/or lead activities related to the English language education and other extracurricular activities such as but not limited to editing or creating English documents, judging contests, conducting teacher training, working at English camps, etc.;
- ⑤ Conduct English conversational class(es) for Korean teachers, students, parents, etc.
- ⑥ Perform other duties as designated by the Employer including various English programs during the school vacation period.

제4조 (지휘 감독)

피고용자는 고용자가 지정하는 소속기관장의 구체적인 지휘 감독을 받아 위 제3조에 정한 임무를 수행한다.

Article 4 (Supervision)

The Employee shall carry out the duties set forth in the foregoing Article 3 pursuant to and under specific instruction and supervision of the Employer.

제5조 (고용기간)

- ① 신규 계약자 또는 계약 만료일이 2월 말일인 재계약자일 경우, 고용기간은 본 계약서의 서두에 명시된 1년 기간으로 한다. 고용자와 피고용자 간에 재계약에 따른 별도의 합의가 없으면, 본 계약은 기간만료일에 자동 종료된다.
 1. 단, 계약 만료일이 2월 말일이 아닌 재계약자가 학교 회계(3월~2월)에 맞추어 재계약할 시 1년 미만의 재계약을 해야 한다.
- ② 피고용자가 이유를 불문하고 최초 작성한 계약서상에 명시된 근무 시작일에 근무를 개시할 수 없는 경우, 신규 계약자는 새로운 1년 고용기간이 명시된 계약서를 한국 입국 후 재작성 한다. 계약서는 실제 근무 시작일 부터 효력을 발생하며, 고용기간은 근무 시작일로부터 1년간이다.
- ③ 피고용자가 원어민영여보조교사로서 타 시.도에서의 근무경력이 있더라도, 고용자가 변경되므로 타 시.도에서의 근무기간이 본 고용계약 기간에 합산되지 않는다. 따라서 본 계약은 신규고용이다.

Article 5 (Term of Employment)

- ① The term of Employment shall be the period of one calendar year set forth at the beginning of this Contract (March - February). Unless separately agreed otherwise by the Employer and the Employee, this Contract shall automatically terminate at the end of the contract period set forth herein. In the case of Employee's First Contract with the Employer or Renewal with the last day of February as the contract end date, the term of employment shall be the period of one calendar year set forth at the beginning of this contract.

고용자(Employer's Signature):

피고용자(Employee's Signature):

1. In the event the contract end date is not the last day of February, the Employee shall be given a Renewal Contract, that is less than one calendar year, in accordance to the school fiscal year (March - February).
- ② If the Employee, for whatever reason, is unable to begin work on the date specified herein, the Contract shall be rewritten to indicate the new one year Term of Employment foregoing Clause 1. The Contract will only take effect on the day the Employee actually begins work and the Term of Employment shall be a one-year period beginning from that day forth.
- ③ This Term of Employment is not and shall not be considered a continuation of any previous Term of Employment with a different Provincial Office of Education. Hence, the Employer shall hire the Native English Teacher as a new Employee.

제6조 (근무지)

- ① 피고용자는 고용자가 관장하는 교육청 관할의 학교, 교육청, 연수기관, 교육기관에서 근무하여야 한다.
- ② 피고용자는 상호동의 하에 경기도교육청 소속의 복수기관에서 근무할 수 있다.
- ③ 고용자는 학교 방학기간 동안 피고용자의 근무지를 교육청, 연수기관 및 교육기관에서 근무하도록 지시할 수 있다. 이때 근무시간이 제7조에 명시된 근무시간이라면 피고용자는 추가의 보수를 요구할 수 없다.

Article 6 (Work Place)

- ① The Employee shall work at any location(s) operated by the Employer, including schools, Office of Education, training centers, or any other educational institutes, located within the jurisdiction of the undersigned Office of Education.
- ② The Employee may be asked to teach at more than one school under the Gyeonggi Provincial Office of Education.
- ③ The Employer may designate the Employee to work at the Office of Education, training centers or other educational institutes affiliated with GPOE during the school vacation period. In this case, the Employee shall not claim for any additional pay if the hours of work fall under the regular Work Hours stated in Article 7.

제7조 (근무시간)

- ① 피고용자는 점심시간을 포함한 일일 8시간, 주 5일 근무를 원칙으로 하며, 토요일과 일요일, 근로자의 날 및 대한민국 공휴일은 근무하지 않는다.
- ② 피고용자의 근무시간은 대한민국 교원의 출퇴근 시간을 준용하되, 근무지의 소속기관장이 정하는 바에 의해 본 계약서 제 7조 1항 안에 조정할 수 있다.
- ③ 피고용자의 주당 실제 수업 시간 수는 22시간을 초과하지 않는다.
 1. 고용자는 피고용자에게 근무시간 내 또는 외의 6시간까지의 초과 수업을 요구할 수 있으며, 주당 6시간 이상을 요구할 경우 피고용자의 동의를 얻어야 한다.
 2. 정규 시간외 수업으로 주당 실제 수업시간수가 22시간을 초과하는 경우에는 초과하는 시간에 대하여 시간외 수업수당 (시간당 20,000원)을 지급

고용자(Employer's Signature):

피고용자(Employee's Signature):

할 수 있다. 피고용자는 초과수업 시간을 기여휴가로 사용할 수 있으며, 한 시간의 수업은 휴가 한 시간으로 계산되며, 8시간의 초과수업은 평일 근무 하루로 계산된다.

- ④ 피고용자의 정규수업 시간 수는 주당 22시간이다. 피고용자의 수업시간수가 주당 22시간에 미달하는 경우, 고용자는 피고용자에게 부족시수에 대하여 일반교과수업을 지원하도록 할 수 있다.
- ⑤ 원어민 영어보조교사의 개인사정(학기 중 사용하는 유급 및 무급휴가, 혹은 병가)로 발생하는 정규 수업 시수의 손실에 한하여 고용주의 요구 시 추가 비용 없이 보강수업을 할 수 있다.
- ⑥ 소속기관장은 피고용자에게 위의 근무일 또는 근무시간외 수업 이외의 근무를 피고용자의 동의하에 지시할 수 있다. 이 경우 시간외 수당 지급은 근로기준법에 따라 지급한다.
- ⑦ 방학 중에는, 고용자가 피고용자에게 추가수당을 지급하지 않고 주당 20시간까지 보충수업이나 영어캠프활동에 참여하도록 요구할 수 있다.

Article 7 (Work Hours)

- ① The Employee shall work eight (8) hours per day including lunch hour for five (5) calendar days per week from Monday to Friday and shall not work on Saturdays, Sundays, Labor day (May 1st) and any national holidays of the Republic of Korea.
- ② The Work Hours of the Employee shall follow the normal work schedule of Korean teachers; however, such work hours may be adjusted by the Employer as he/she deems appropriate within the bounds set forth in Article 7, Clause 1.
- ③ Actual class instruction hours of the Employee shall not exceed twenty-two (22) hours per week.
 - 1. The Employee may be asked to teach an extra six (6) hours per week within and/or out of the regular working hours without the Employee's consent. Extra class instruction hours shall not exceed six (6) hours per week without the Employee's consent.
 - 2. If the Employee's actual weekly class instruction hours exceed twenty-two (22) hours due to supplementary class instruction, the Employee shall be entitled to a supplementary class instruction pay of 20,000 KRW per hour or use it as contribution holiday in which eight (8) hours of teaching will be considered as one (1) paid leave day.
- ④ The Employee's teaching hours are twenty-two (22) hours per week. If the Employee does not fulfill his/her class instruction quota of twenty-two (22) hours per week, the Employer may ask the Employee to teach classes in other subject areas, outside of English, for the remaining hours.
- ⑤ In the case the Employee shall use paid/unpaid leave or sick leave during the Employee's teaching hours, the Employer may require the Employee to make up his/her teaching quota without overtime pay.
- ⑥ The Employer may require the Employee to work non-instructional over-time hours in addition to normal Work Hours. In this case, the Employee shall be entitled to supplementary overtime pay in accordance to the Labor Standards Act.

고용자(Employer's Signature):

피고용자(Employee's Signature):

- ⑦ During school vacation periods, the Employee shall participate in special classes or English day camps up to twenty (20) hours per week within the bounds set forth in Article 7, Clause 1.

제8조 (보수)

- ① 피고용자의 보수는 본 계약서 서두에 명시된 금액이며, 대한민국 법에 따라 소득세, 주민세, 건강보험료, 국민연금 등을 원천 징수한다.
- ② 피고용자의 근로소득은 대한민국 세법(소득세법 포함)에 따라 과세 대상으로 당해 연도 발생한 근로소득에 대하여는 연말정산을 실시하고, 연도 중에 계약이 만료될 경우 퇴직정산을 하여야 한다. 단, 14조 5항에 언급된 조세조약 해당자는 2년간 면세 혜택을 받는다.
- ③ 보수는 매월 17일에 지급한다. 만일 이날이 근무일이 아닌 경우에는 그 전날에 지급한다.
- ④ 피고용자의 근무일이 한 달이 되지 않는 경우에는 근무 개시일 또는 종료일에 따라 일할 계산으로 보수를 지급한다.
- ⑤ 피고용자가 사전 허가 없이 무단결근 하였을 경우에는 결근일수만큼 일할 계산하여 보수에서 공제할 수 있다.
- ⑥ 피고용자는 본 계약에 규정된 보수 이외에는 일체의 다른 보수를 청구할 수 없다.
- ⑦ 최상등급인 1+ 등급 피고용자에 한하여 경기도교육청 소속 학교와 재계약시 고용자는 경기도교육청의 교육목적에 부합한 교수능력과 실적, 공헌을 평가하여 인정될 경우 최고 월 270만원까지 매년 10만원씩 월급을 인상할 수 있다.

Article 8 (Salary)

- ① The Employee shall be paid the amount set forth at the beginning of this Contract. However, the Korean income tax, residence tax, medical insurance premium, the national pension contribution, and any other tax or withholding mandated by the various levels of government (and/or applicable to the Employee) shall be withheld each month from the Employee's salary.
- ② The Employee's salary shall be liable for Korean Income Tax which will be finalized through the year-end tax settlement. If the Employee retires in the middle of the taxable year, the Employee's income tax due is finalized for the salary received until the month of retirement based on the report of exemption and deduction from income submitted by the Employee. However, the Employee, in accordance to Article 14 Clause 5, shall be tax exempt for the first 2 years of the Employee's employment in South Korea.
- ③ The Employee's salary shall be paid on the seventeenth (17th) of each month. If the seventeenth (17th) of them on the falls on a Saturday, Sunday or national holiday the salary shall be paid on the immediately preceding business day.
- ④ If the Employee has not worked all of the normal working days in a month, the Employee's salary for that month shall be prorated for the corresponding number of days worked.
- ⑤ If the Employee should be absent from work, for whatever reason, without having obtained prior approval from the Employer, the Employee's salary for

고용자(Employer's Signature):

피고용자(Employee's Signature):

that month shall be prorated according to the corresponding number of unauthorized absent days.

- ⑥ The Employee shall not claim against the Employer any compensation and/or payment other than those provided for in this Contract.
- ⑦ In the event the Employee, limited to Category 1+, renews at the same school, the Employee may be eligible for a salary raise up to the maximum limit of 2,700,000 KRW by increments of 100,000 KRW per year. The increase is at the discretion of the Employer, neither automatic nor guaranteed, according to the Employee's teaching performance and contributions made toward the achievement of the educational goals of GPOE.

제9조 (입·출국 지원비)

- ① 피고용자의 입국 지원비는 한국 입국목적이 경기도교육청 원어민영어보조교사 고용계약서를 이행하기 위한 것인 경우에 한하여 지급한다. 신규 계약자에 한하여 고용자는 피고용자에게 130만원의 입국 지원비를 지급한다. 단 피고용자가 증빙서류, 즉 계약개시 최대 15일 전에 대한민국에 입국했다는 증거(이름과 날짜가 명시된 1. 비행기 표 혹은 영수증과 2. 보딩패스 혹은 출입국확인 스탬프가 찍힌 원본대조 여권사본)를 제출할 경우에만 해당 혜택을 받을 수 있다. 피고용자의 입국날짜는 고용자와 상의하여 결정하며, 재계약자와 국내에서 고용된 자에게는 지급되지 않는다.
- ② 피고용자가 본 계약상의 임무를 만료하고 계약기간 이후 10일 이내에 본국으로 출국하는 경우 증빙서류 (이름과 날짜가 명시된 1.편도 비행기 표 혹은 영수증과 2. 보딩패스 혹은 출입국확인 스탬프가 찍힌 원본대조 여권사본)를 제출한 날부터 1개월 이내에 한화 130만원의 출국 지원비를 받는다.

Article 9 (Entrance Allowance/Exit Allowance)

- ① The Entrance Allowance shall be provided as a support for the Employee's entrance into Korea for the purpose of fulfilling employment contract with GEPIK. Upon beginning the Term of Employment, the Employee shall receive a 1,300,000 KRW Entrance Allowance within one month (30days) upon providing all of the following documents to prove his/her flight from home country into the Republic of Korea which should not exceed fifteen (15) days prior to the Contract start date. 1) flight ticket or ticket receipts (all of which should state the name and dates) and, 2) boarding pass(es) or a verified copy of passports stamp(s) by the Employer. The arrival date shall be discussed and decided between the Employee and the Employer. The Entrance Allowance is not offered to the Employee who is renewing his/her contract or are hired within Korea.
- ② If the Employee successfully completes his/her duties set forth in this Contract for the full Term of Employment specified herein and leaves Korea within ten (10) days from the contract completion date, the Employee shall be entitled to an Exit Allowance of 1,300,000 KRW within one month (30 days) upon providing the necessary documents to prove his/her departure from the Republic of Korea. To qualify for the Exit Allowance, the Employee must provide a one-way flight ticket to his/her home country or itinerary and

고용자(Employer's Signature):

피고용자(Employee's Signature):

ticket receipt (all of which should state the name and date) accompanied by a boarding pass(es) or a passport stamp(s).

제10조 (사직)

- ① 피고용자는 제 5조에 규정된 고용기간 동안 제3조에 명시된 임무를 수행한다.
- ② 그러나 만약 피고용자가 불가피하게 고용기간 중도에 사직할 경우에는 최소한 60일 전에 사직하고자 하는 일자와 사유를 서면으로 고용자에게 통보하여야 한다.
- ③ 피고용자가 60일전에 사직하고자 하는 일자와 사유를 서면으로 고용자에게 통보하지 않고 일방적으로 직을 그만둘 경우, 그 사실이 출입국관리소에 통보되며 추후 피고용자의 한국 입국 시 불이익을 당할 수 있다.
- ④ 피고용자가 사직하는 경우에 피고용자의 비자는 취소된다.
- ⑤ 부득이하게 피고용자가 계약을 만료하지 않는 경우, 11조 7항에 해당하는 경우를 제외하고 피고용자는 즉시 고용자에게 입국지원비와 정착금을 고용자에게 반환한다. 이 경우, 고용자는 출국 지원비를 지급하지 않는다.

Article 10 (Resignation)

- ① The Employee shall perform the duties set forth under Article 3 hereof during the Term of Employment set forth under Article 5 hereof.
- ② This contract is binding unless the Employee gives a sixty(60) day written notice of termination to the Employer.
- ③ In the event the Employee fails to give a sixty(60) days written notice of termination to the Employer shall be reported to the Korean Immigration Service and shall affect the Employee's ability to freely enter the Republic of Korea in the future.
- ④ In the case of the Employee's resignation, his/her visa shall be cancelled.
- ⑤ In the case of the Employee's resignation without fulfilling the full year term, with the exception that the Employee qualifies under Article 11 Clause 7, the Entrance Allowance and Settlement Allowance shall be paid back to the Employer, and the Exit Allowance shall be forfeited.

제11조 (재계약)

- ① 제5조에서 정한 고용기간은 피고용자와 고용자간의 합의에 의하여 1년 단위로 재계약 한다.
- ② 학교장은 피고용자에게 계약만료 2개월(60)일 전에 재계약 여부를 서면으로 알린다.
- ③ 피고용자가 경기도 내에서 학교를 바꾸는 경우, 고용자의 이름이 바뀌면 재계약으로 간주되지 않으며, 그러므로, 재계약시에 주어지는 재계약 휴가와 재계약 보너스는 주어지지 않는다.
- ④ 본 조 제1항의 규정에 의해 같은 학교에서 재계약을 체결하는 피고용자에게는 5 근무일(주말 및 공휴일 제외)의 재계약 휴가를 제공한다. 단, 학사운영에 피해가 가지 않는 범위에서 재계약 개시 후 방학기간을 이용하여 사용할 수 있으며, 연속으로 사용할 필요는 없다.
- ⑤ 고용자는 재계약을 하는 피고용자에게 재계약 개시 후 1개월 이내에 200만원의 재계약 보너스를 지급한다. 재계약의 경우, 입.출국 지원비는 받지 않는다.

고용자(Employer's Signature):

피고용자(Employee's Signature):

- ⑥ 재계약자가 고용자의 요청에 의해 1년 미만의 계약을 할 경우, 본 조 4항과 5항 및 15조 1항과 16조 3항의 혜택은 계약기간과 비례하여 지급한다.
 - 1. 재계약 휴가, 유급휴가 및 병가는 계약기간만큼 월할 계산하여 지급된다.
 - 2. 재계약 보너스는 계약기간만큼 일할 계산하여 지급된다.
- ⑦ 피고용자가 이유를 불문하고 재계약 중 사직할 경우, 피고용자는 재계약 지원금 200만원을 즉시 고용자에게 반환하며, 이미 사용한 재계약 휴가는 무급 휴가로, 유급휴가 및 병가는 본 조 6항에 따라 처리한다. 출국지원비 관련은 이 계약서 제9조 2항에 따른다.

Article 11 (Renewal of the Contract)

- ① The Term of Employment stated in Article 5 hereof may be renewed, in one-year contract terms only, by the mutual written agreement of the Employer and the Employee.
- ② A written notification of renewal or completion of employment shall be provided two (2) months, or sixty (60) days, prior to the expiration of the Contract.
- ③ If the Employee changes schools and/or region in the Gyeonggi Province after completing a contract, the subsequent contract is not considered a renewal **if the** name of the Employer changes, and therefore the Renewal Leave and Renewal Bonus shall not be given.
- ④ In the case of Renewal, pursuant to the foregoing Clause 1, the Employee shall be given a 5 working day paid Renewal Leave (weekends and holidays exclusive; **does not have to be used consecutively**) which shall take place during school vacations in the new Term of Employment with the condition that the days do not conflict with the school schedule.
- ⑤ The Employer shall provide the Employee with a Contract Renewal Bonus of 2,000,000 KRW within one month of the beginning of the new Term of Employment. In such case, the Employee shall not receive an Exit Allowance for the completion of the current Term of Employment nor shall the Employee receive an Entrance Allowance for the renewal Term of Employment.
- ⑥ In the case of Renewal that is less than one calendar year, all benefits foregoing Clause 4 and Clause 5, in addition to Article 15 Clause 1 and Article 16 Clause 3, shall be given on a prorated basis.
 - 1. The Employee shall be given paid Renewal Leave and Paid Leave and Sick Leave on a pro-rata monthly basis.
 - 2. The Contract Renewal Bonus shall be given based on the number of days of the Renewal term.
- ⑦ In the case of termination of the Renewal Contract, regardless of course or ground thereof, the Employee shall immediately pay back to the Employer the 2,000,000 KRW Renewal Allowance and the Renewal Leave specified in the foregoing Clause 2 shall become Unpaid Leave. The terms for Paid Leave and paid Sick Leave shall be in accordance to Clause 6 and the Exit Allowance shall be in accordance to Article 9 Clause 2 of this Contract.

고용자(Employer's Signature):

피고용자(Employee's Signature):

제12조 (계약해지)

- ① 고용자는 다음과 같은 경우에 본 계약을 해지할 수 있다.
1. 피고용자가 대한민국 법을 위반하는 경우
 2. 18조 1항부터 5항까지의 복무규정을 위반한 경우
 3. 피고용자가 E-2 비자 등 적법한 비자를 소지하지 않고 근무한 경우
 4. 피고용자가 계약사항을 이행하지 아니하거나, 성실하게 임무를 수행하지 않아 3회 이상 서면 경고를 받은 경우
 5. 피고용자가 고용자가 지정한 근무지 이외의 다른 기관에서 영업 행위(시간제, 과외, 자영업, 온라인 수업 포함)를 한 경우
 6. 피고용자가 특별한 이유 없이 근무일 기준 5일 이상 근무를 하지 않은 경우
 7. 피고용자가 제출한 지원서의 내용이 사실이 아니거나 거짓이 있는 경우
 8. 피고용자가 채용신체검사에서 불합격 판정을 받은 경우
 9. 피고용자가 신체적, 정신적 질환 또는 만성질환(당뇨, 고혈압, 간질환, 결핵, 뇌질환, 약물중독, 알코올중독 등)이 있어 계속 근무하기 어렵다고 판단되는 경우
 - a. 피고용자는 고용자가 신체 및 정신과 검사를 요구하면 근무일 기준 2일 이내에 응하여야 한다.
 - b. 피고용자는 공교육기관 근무를 위한 신체검사를 국내에서 받아야 하며 고용자가 요구하면 즉시 그 결과를 알려야 한다. 신체검사에 따른 제반 경비는 피고용자가 부담한다.
 10. 본 계약 제16조에서 정한 피고용자의 병가기간(유급 및 무급 포함)이 고용기간 동안 총 30일을 초과하는 경우
- ② 본 조 제1항 각호의 사유로 인하여 본 계약이 해지되는 경우 고용자는 피고용자에게 보수를 일할 계산하여 지급한다.
- ③ 본 조 제1항 각호의 사유로 인하여 본 계약이 해지되는 경우 피고용자는 제10조 제5항에 따라 입국 지원비와 정착금을 즉시 상환하여야 한다.
- ④ 본 조 제1항 각호의 사유로 인하여 본 계약이 해지되는 경우 고용자는 출국 지원비를 지급하지 않으며 피고용자의 비자는 취소된다.

Article 12 (Termination of the Contract)

- ① The Employer may legally terminate or cancel this Contract upon occurrence of any one or more of the following events:
1. The Employee violates the laws of the Republic of Korea.
 2. The Employee violates the Codes of Conduct set forth under Article 18, Clause 1 to 5.
 3. The Employee works in Korea without holding the required valid visa (e.g. E-2 visa).
 4. The Employee fails to perform or unsatisfactorily performs any of the duties stipulated in this Contract. In this event, the Employer shall provide a formal written notice of unsatisfactory performance to the Employee. Three (3) or more written notices shall be considered sufficient grounds for termination of the Contract.

고용자(Employer's Signature):

피고용자(Employee's Signature):

5. The Employee engages in any other employments (including any part-time, private or self-employment, or online instruction) during the Term of Employment set forth under Article 5 herein.
 6. The Employee fails to perform his/her duties for more than five working days without receiving prior consent from the Employer.
 7. Any of the information provided in the Employee's application is false or inaccurate.
 8. The Employee fails the medical examination in Korea in accordance with the requirements of the Korean Immigration Office and/or the EPIK program.
 9. It is determined that the Employee is prevented from or incapable of performing the duties set forth under Article 3 hereof for any medical reason, whether it is physical, mental or psychological in nature, including chronic ailments such as Diabetes Mellitus, high blood pressure, chronic liver disease, tuberculosis, neurologic disorder, substance or alcohol addiction, etc.
 - a. If requested to take a physical and/or psychological examination by the Employer, the Employee must make him/herself available within two (2) working days for the medical examination.
 - b. The Employee must complete a medical examination in Korea for the purpose of working in Korean public schools. If requested by the Employer, the Employee must submit the results to the Employer immediately. All related expenses shall be borne by the Employee.
 10. The total number of days of Sick Leave (both paid and unpaid) used by the Employee pursuant to Article 16 hereof exceeds thirty (30) days.
- ② In the event of termination of this Contract pursuant to any of the provisions set forth in the foregoing Clause 1, the Employer shall pay the Employee a prorated salary based on the number of days actually worked by the Employee.
 - ③ In the event of termination of this Contract pursuant to any of the provisions set forth in the foregoing Clause 1, the Employee shall immediately refund the Entrance Allowance and Settlement Allowance to the Employer pursuant to Article 10 Clause 5.
 - ④ In such event, the Employer will not pay the Employee the Exit Allowance and the Employee's visa will subsequently be cancelled.

제13조 (주거)

- ① 고용자는 피고용자에게 고용자가 선정한 주거를 제공한다. 주거 형태는 임대주택, 원룸, 또는 아파트를 포함하나 이에 한정되지 않는다. 주거의 사용에 따른 제세공과금은 피고용자의 부담으로 한다.
- ② 고용자는 피고용자에게 계약 만료 익일까지 주거를 제공한다.

고용자(Employer's Signature):

피고용자(Employee's Signature):

- ③ 피고용자의 주거가 선정될 때까지 고용자는 임시주거를 제공할 수 있다.
- ④ 피고용자가 본 조 1항에 명시한 주거 대신 주거지원비를 지원받기 원하는 경우 상호 합의 하에 고용자는 피고용자에게 매월 한화 400,000원의 주거비를 지원한다. 이 경우 피고용자는 지원 단계에서 본인의 의사를 알려야 한다.
- ⑤ 주거의 형태를 일단 결정한 이후에는 고용기간 동안 이를 변경할 수 없다. 피고용자의 개인적인 사정으로 인한 주거 변경 시 발생하는 모든 경비는 피고용자가 부담한다.
- ⑥ 고용자가 주거를 제공하는 경우 <양식1>에 명시된 가전제품 및 가구를 제공할 수 있으며, 그 외의 물품을 요구할 수 없다. 제공된 물품에 대한 관리 및 수리 일체에 대하여는 피고용자가 책임을 진다.
- ⑦ 고용자가 제공한 숙소를 사용할 경우 피고용자는 고용 계약을 만료하고 퇴실할 시 처음 입주 시와 같은 상태로 숙소를 보존하여야 하며, 피고용자가 거주한 기간 중에 발생한 건물이나 가전제품 및 가구에 대한 손상에 대하여 피고용자는 책임을 진다.
- ⑧ 고용자는 결혼한 부부가 동반 지원한 경우에 한하여 동반 주거를 제공할 수 있으며, 피고용자는 부부의 성(last name)이 다를 경우 '결혼증명서' 등을 제출하여 혼인 상태를 입증하여야 한다.

Article 13 (Housing)

- ① The Employer shall provide the Employee with a single housing unit chosen by the Employer. Housing selected by the Employer may be a leased house, a studio-type room, an apartment, or dormitory. Any and all fees, charges, costs, taxes, expenses, etc. incurred in using the housing shall be borne by the Employee. Such fees may include, but are not limited to, electrical, gas, water, internet, cable, home phone service, and building maintenance fees from the landlord.
- ② The Employer shall provide the Employee with housing until the succeeding day upon the Employee's successful completion of the contract.
- ③ The Employer may choose to provide temporary housing for the Employee until appropriate permanent housing can be obtained for the Employee.
- ④ If the Employee requests for the housing allowance in lieu of the single housing set forth in the foregoing Clause 1, the Employer shall provide the Employee with 400,000 KRW per month as a rent subsidy upon the mutual agreement between the Employer and the Employee. In this case, the Employee shall notify the Employer of his/her decision to request housing allowance during the application stage.
- ⑤ Once housing is decided, it shall not be subsequently changed during the Term of Employment. Any and all costs incurred by the Employee's decision to change Housing during the Term of Employment shall be borne by the Employee.
- ⑥ If the Employer provides housing to the Employee, the Employer may provide appliances and furniture (refer to Appendix 1). The Employee shall not request or demand any other appliances or furniture beyond those outlined in Appendix 1. The Employee shall take the responsibility for the

고용자(Employer's Signature):

피고용자(Employee's Signature):

maintenance and repair of the appliances and furniture provided by the Employer.

- ⑦ If the Employee uses the Housing provided by the Employer, the Employee shall leave the housing unit in the same condition as when it was first occupied by the Employee and the Employee shall be liable for any damage to the building and appliances occurring during the period of occupied by the Employee.
- ⑧ The Employer shall provide couples housing only to married couples jointly employed by the Employer. If the couple holds different last names, they must prove their marital status with a marriage certificate or other relevant documentation.

제14조 (기타혜택)

- ① 고용자는 피고용자에게 정착금 30만원을 고용계약 첫 해 1회에 한하여 지급한다.
- ② 고용자는 피고용자에게 국민건강보험료(피고용자1인을 원칙으로 하되, 가족 동반 시에는 가족 국민건강 보험료 포함) 의 50%를 지원한다.
- ③ 피고용자가 지정된 농어촌, 벽지학교*에 근무하는 피고용자에게는 매월 10만원 씩의 수당이 지급된다. (*한국인 교사에게 근무가산점이 부여되는 학교)
- ④ 피고용자가 2개교 공동 근무 시 계약이 체결된 학교를 원 근무처로 하며, 복무 관리의무는 원 근무처에 있다. 고용주는 병설, 통합학교를 포함하여 피고용주가 2개교 공동 근무 시 10만원, 3개교 공동 근무 시 15만원의 복수학교연구지도비를 지급한다.
- ⑤ 국제조세조정에 관한 법률시행규칙에 의거하여 이중 과세 방지협약 적용대상에 한하여 이중과세면제를 신청하는 원어민은 최초 2년 동안 소득세 이중과세를 면제 받을 수 있다.
- ⑥ 고용자는 국민연금보험료의 50%(월보수액의 약 4.5%)를 피고용자에게 지원한다. 미국, 캐나다 및 호주국적의 피고용자는 계약종료 후 한국을 떠날 때 소정의 서류를 국민연금관리공단에 제출하면 불입한 국민연금보험료를 환불 받을 수 있다.
- ⑦ 피고용자는 노동부에서 정한 『근로자 퇴직급여 보장법』에 따라 해당고용자와의 1년 이상의 최종 계약 만료 후 퇴직금을 지급 받는다.

Article 14 (Additional Benefits)

- ① The Employee shall be entitled to a one time Settlement Allowance of 300,000 KRW, when he/she first begins the contract. This Settlement Allowance will not be granted in the case of a Contract Renewal.
- ② On behalf of the Employee, The Employer shall provide 50% of the Employee's medical insurance premium (including the medical insurance premium for the Employee's dependents (spouse and/or children) in the event the dependents of the Employee live with him/her in Korea) pursuant to the National Medical Insurance Act of Korea.
- ③ In the case that the Employee is working in a remote area (as designated by the undersigned Office of Education), the Employee may be eligible for a Rural Allowance of 100,000 KRW per month.

고용자(Employer's Signature):

피고용자(Employee's Signature):

- ④ In the case that the Employee is working at more than one school, the Employee shall receive a Multiple Schools Allowance of 100,000 KRW per month for two schools or 150,000 KRW per month for three schools.
- ⑤ Employees eligible for exemption from paying Korean income tax during the period of the first two years of employment in Korea must provide the following documents to the Employer before the first payment of salary in order to qualify for the tax exemption:
 - a. "Residence Certificate" issued by the relevant authority of the Employee's resident country
 - b. "Application for Tax Exemption" on non-resident's Korean source of income provided under the Korean Tax Treaty.

** If the Employee has already worked more than two years in Korea, he/she shall not be eligible for tax exemption.
- ⑥ The Employer, on behalf of the Employee, shall provide half of the national pension plan deduction (approximately 4.5% of the Employee's salary) pursuant to the National Pension Corporation Act of Korea. Employees eligible for a pension distribution refund must submit the required documents to the Korean National Pension Corporation when they leave Korea after the completion of their Contract.
- ⑦ The Employee shall be entitled to severance pay according to the standard formula set out by the Ministry of Labor (equivalent to approximately one month's salary per annum), upon successful completion of the duties set out herein for the entire Term of Employment. The Employee shall receive his/her severance(s), based on his/her most recent pay category, upon completing and leaving the Employer and place of employment without renewal in accordance to the law(s) set by the Ministry of Labor.

제15조 (유급휴가)

- ① 고용자는 피고용자에게 제5조에 규정한 고용기간 동안 20일의 유급휴가를 주며, 토요일 및 일요일 그리고 대한민국 공휴일은 포함되지 않는다. 피고용자는 15일 전에 소속기관장에게 휴가를 신청하여 승인을 받아야 하며 방학 및 학기 중 학사운영에 지장이 없는 범위에서 사용된다.
- ② 피고용자는 방학기간이라 할지라도 유급휴가나 무급휴가를 사전승인 받은 경우가 아니라면 정상적으로 근무하여야 한다.
- ③ 고용자는 본 조 1항에 명시된 유급휴가와 별도로 학교장 재량으로 학교재량 휴업일이나 개교기념일 등으로 인한 학기 중 휴무일에 피고용자를 출근시키지 않을 수 있다.
- ④ 지각, 조퇴, 외출 및 반일연가 1회의 경우 누계시간으로 계산하며 8시간을 1일로 공제한다. 8시간미만은 계산하지 않는다.
- ⑤ 계약 파기 시 기사용 한 유급휴가는 근무기간에 비례하여 월 할 계산한다.

Article 15 (Paid Leave)

- ① The Employee shall be entitled to a vacation period of a total of twenty (20) working days during the Term of Employment set forth under Article 5 hereof. Paid leave shall be divided and taken at any time when school, or classes, are not in session, and must be approved by the Employer at least

고용자(Employer's Signature):

피고용자(Employee's Signature):

fifteen (15) days in advance. Saturdays, Sundays and Korean national holidays do not count as vacation days.

- ② The Employee shall note the difference between school vacation and Paid Vacation days; the Employee is expected to fulfill normal working duties during the school vacation period unless the Employee has received prior approval for Paid Vacation or Unpaid Leave during the school vacation period.
- ③ During the school semester, the Employer may allow the Employee to not come to work on the day(s) when the school is closed for in-semester school holiday(s), school anniversary day(s), etc. and these days will not be considered part of the Paid Leave set forth in the forgoing Clause 1.
- ④ In the case of tardiness, early leave and other absences during the work day and/or half-days of Paid Leave, regardless of the number of days over which they occur, each set of eight (8) accumulated hours shall be counted as one (1) day of Paid Leave. Totals of less than eight (8) hours will not be counted.
- ⑤ Upon termination of the Contract, regardless of course or ground thereof, Paid Leave will be calculated based on a pro-rata monthly basis.

제16조 (병가)

- ① 피고용자는 고용기간 중 출근할 수 없는 정도의 질환이 있을 때 근무시간 시작 1시간 전까지 소속기관장의 승인을 받아 유급병가를 받을 수 있다.
- ② 피고용자는 소속기관장 요구 시, 혹은 유급 병가기간이 2일을 초과하는 경우에는 매번 의사의 진단서를 병가 만료 익일 소속기관장에게 제출하여야 한다.
- ③ 피고용자의 유급 병가기간이 11일을 초과하는 경우에는 무급으로 한다.
- ④ 피고용자의 병가 일수 및 사유는 근무상황부에 기록되며 고용자는 피고용자의 복무 평가 및 재계약시 근거 자료로 활용한다.
- ⑤ 피고용자의 선택에 의한 미용관련 시술 및 수술들은 병가사유로 적합하지 아니하다.

Article 16 (Sick Leave)

- ① The Employee shall be entitled to a paid Sick Leave in the case of any illness or injury which prevents the Employee from performing the duties herein only with the expressed consent of the Employer. The Employee shall notify the Employer of any absence due to sickness no later than one (1) hour prior to the beginning of the Employee's duties.
- ② A practicing doctor's medical report shall be required for any sick-leave periods taken exceeding two (2) full day or upon the request of the Employer. Reports from a physician must be submitted to the Employer on the first day that the Employee returns to the work place.
- ③ If the Employee requires a Sick Leave of more than eleven (11) working days during the Term of Employment, any Sick Leave days beyond the 11-day limit will be unpaid.
- ④ The total number of days of Sick Leave (both paid and unpaid) used by the Employee and the reasons for taking Sick Leave will be included in the Employee's Personnel Record Card, which shall be utilized by the Employer to

고용자(Employer's Signature):

피고용자(Employee's Signature):

evaluate the Employee's conduct and determine the Employee's contract renewal.

- ⑤ Elective cosmetic surgery or treatment including laser surgery or any complications arising as a result of this type of surgery or treatment will not be considered for Sick Leave.

제17조 (특별휴가)

- ① 피고용자는 다음 각 호의 사유가 있을 경우 소속기관장의 승인을 받아 유급 특별휴가를 받을 수 있다. 특별휴가중 경조사휴가 기간은 토요일과 일요일, 대한민국 공휴일을 포함하지 아니한다.
 - 1. 피고용자 본인의 결혼 5일, 자녀의 결혼 1일
 - 2. 피고용자 배우자의 출산 5일
 - 3. 피고용자의 배우자, 본인 및 배우자의 부모 사망 5일, 본인 및 배우자의 (외)조부모 사망 2일, 자녀와 그 자녀의 배우자 사망 2일, 본인 및 배우자의 형제자매 사망 1일
 - 4. 피고용자 본인의 출산 전후를 합하여 90일(토요일과 일요일 대한민국 공휴일 포함). 단, 최초 60일에 한하여 보수가 지급된다.
- ② 임신한 피고용자는 임신 후 12주 이내 또는 36주 이후에 1일 2시간의 근로시간을 단축할 수 있다. 피고용자는 근로시간 단축 개시 예정일 3일전까지 의사의 진단서를 첨부하여 고용자에게 제출하여야 한다.
- ③ 생후 1년 미만의 유아를 가진 여성 피고용자는 1일 2회에 각각 30분간의 육아시간을 얻을 수 있다.

Article 17 (Special Leave)

- ① The Employee may take a paid Special Leave for a number of days as set forth below for each of the following events stated herein only with the express consent of the Employer: The duration of the Special Leave, excluding maternity leave, shall not include Saturdays, Sundays and national holidays of the Republic of Korea.
 - 1. Five (5) days for the Employee's marriage, one (1) day for the marriage of the Employee's child.
 - 2. Five (5) days for paternity leave.
 - 3. Five (5) days for the death of the Employee's parents or spouse or spouse's parents; two (2) days for the death of the Employee's or spouse's grandparents; two (2) days for the death of the Employee's child or child's spouse; one (1) day for the death of the Employee's or spouse's siblings.
 - 4. In case of a female Employee, ninety (90) calendar days (including Saturday, Sunday and Korean national holidays) shall be granted for a maternity leave. In the case of maternity leave, only the first 60 days shall be paid leave; the last 30 days shall be unpaid leave.
- ② A pregnant Employee who is fewer than 12 weeks pregnant and/or more than 36 weeks pregnant shall be entitled to two (2) working hours deduction

고용자(Employer's Signature):

피고용자(Employee's Signature):

a day. In order to apply, the Employee must submit a doctor's certificate not fewer than three (3) days before the commencing day of deduction.

- ③ Female Employee with a child aged less than one year shall be entitled to thirty(30)-minute-nursing time twice a day.

제18조 (복무)

- ① 고용자는 피고용자의 범법사실(마약 등)을 인지한 경우 즉시 신고하여야 하며, 피고용자는 대한민국의 관련법에 따라 관계기관에 고발 조치되고 처벌받을 수 있다.
- ② 피고용자는 고용기간 중 교사의 품위를 손상시키는 행동 또는 EPIK 프로그램이나 고용자의 명예를 손상시키는 행동을 하여서는 아니 된다.
- ③ 피고용자는 한국인 교사에 적용되는 복무규정을 준수하여야 한다.
- ④ 피고용자는 고용자가 지정한 근무지 이외의 다른 기관에서 영업 행위 (시간제, 과외, 자영업, 온라인 수업 포함)를 할 수 없다.
- ⑤ 피고용자는 학교 및 학생 교육을 해칠 수 있는 활동을 하여서는 아니 된다.
- ⑥ 피고용자는 근무기간 중 지득한 비밀 등 중요 자료를 누설하거나 사적으로 이용 하여서는 아니 되며 근무 기간 중 지득한 모든 중요 자료는 반납하여야 한다. 피고용자는 교육부훈령에 의거 계약체결 시 및 퇴직 시, 보안서약서에 서명한다.
- ⑦ 원어민 보조교사로서 고용 및 거주에 요구되는 비자서류, 신체/건강검진, 거주자 증명서 비용은 일체 피고용자가 부담한다.

Article 18 (Codes of Conduct)

- ① The Employer will immediately report the Employee to the appropriate agencies once the Employer becomes aware of any illegal action(Narcotics, etc) by the Employee and the Employee shall be subject to prosecution and punishment according to Korean law.
- ② The Employee shall not behave in any manner which may damage or tarnish the reputation of the teaching profession in general or of the EPIK program and the undersigned Employer in particular during the Term of Employment.
- ③ The Employee shall observe and comply with any codes of conduct and dress applicable to Korean teachers.
- ④ The Employee shall not engage in any other employment (including any part-time, private or self-employment, or online instruction) during the Term of Employment set forth under Article 5 hereof.
- ⑤ The Employee shall not be involved in any activity which could cause harm to the students or be of detriment to the reputation of the school.
- ⑥ Employees must not disclose any confidential information about their co-workers, school or program that they have acquired during their term of employment and must return the acquired confidential documents or materials to the Employer upon the completion/termination of the contract. In accordance with the Ministry of Education regulations, the Employee must sign a security pledge both at the start of the contract term and upon completion of the contract term.

고용자(Employer's Signature):

피고용자(Employee's Signature):

- ⑦ The Employee shall be responsible for any expenses regarding visa documents, medical examination(s), and residency forms for the purpose of residency and employment in the Republic of Korea.

제19조 (연수이수 및 교원능력개발평가)

- ① 피고용자는 경기도교육청, 교육지원청 또는 EPIK에서 주관하는 사전연수 및 각종 직무 연수를 이수하여야 한다.
- ② 피고용자는 의무적인 연수 참여에 관하여 추가의 보수를 요구할 수 없다.
- ③ 피고용자는 고용자가 요구할 시 연수 프로그램에 참가하여야 한다.
- ④ 피고용자는 고용자가 실시하는 교원능력개발평가에 성실히 임한다.

Article 19 (Completion of Mandatory Orientation and Training, and Evaluation of Teaching Performance and Conduct)

- ① The Employee shall complete all training deemed necessary by EPIK and/or Gyeonggi Provincial Office of Education.
- ② The Employee shall not claim additional compensation for any portion of the mandatory training (e.g. orientation, workshop) that falls within the Term of Employment.
- ③ The Employee shall participate in any training program(s) upon request of the Employer.
- ④ The Employee shall sincerely participate in the Evaluation of Teaching performance and Conduct required by the Employer.

제20조 (손해배상)

- ① 본 계약의 이행과정에서 피고용자의 주의태만, 과실, 위법행위 또는 이와 관련하여 발생할 수 있는 손해배상을 피고용자에게 요구하기 위하여 고용자는 피고용자의 동의를 받아 일정금액을 담보한다. 최초급료부터 매월 30만원씩 3개월간 총 90만원을 급료지급일의 익일인 매월 18일까지 피고용자가 행정실에 지급한다. 이 90만원의 공제는 피고용자가 주택을 구한 경우나 결혼한 부부가 경기도교육청 산하 학교에 모두 고용된 경우에도 해당된다.
- ② 본 계약 제12조 제1항에 의해 계약이 해지되는 경우 또는 고용자의 귀책사유 없이 피고용자의 임의해지에 의해 계약이 해지되는 경우 고용자에게 발생한 손해는 피고용자가 배상하여야 한다. 본 조에 의한 손해에는 중도해지 등에 따라 고용자가 임대인에게 부담하게 되는 주거지원비용이 포함된다.
- ③ 피고용자의 계약만료까지 고용자는 대여한 시설물 이용과 그에 관련된 재정사항 등에 대한 사전점검을 실시하여 발생한 손해가 있을 경우 피고용자에게 서면 확인하고 담보한 금액으로 배상 조치하고, 부족할 경우에는 추가로 피고용자에게 배상을 요구하여야 한다. 피고용자가 시설물 이용에 대한 주의 성실의 의무를 다하여 손해가 없을 경우에는 담보한 금액을 계약 만료 후 한 달 이내 반환하여야 한다.

Article 20 (Security Deposit)

- ① The Employee shall be responsible for any liability or damages arising from or in relation to any negligent, faulty, or illegal activity during the Term of Employment under this Contract. Therefore, the Employee shall agree in written form to provide 300,000 KRW per month to the employing school's administration office either on or by the eighteenth (18th) of every month for

고용자(Employer's Signature):

피고용자(Employee's Signature):

the first three (3) months of employment until it amounts to a total of 900,000KRW.

- ② If the contract is terminated or cancelled under Article 12 (Termination of the Contract) or by the employee's request regardless of the reason, the employee shall indemnify the employer against any damages that may occur due to the termination of the contract. The damages in regards to this Article 20 include, but are not limited to, any Housing fees which the employer incurs after the termination of the Contract.
- ③ The Employer shall check the leased facilities and financial matters arising from the use of them by the Employee before the Term of Employment is completed. If any liability or damages are found, these shall be confirmed in written form by the Employee, who will be indemnified from the security deposit pursuant to the foregoing Clause 1. In the case that housing damages or fees owed exceed the security deposit pursuant to the foregoing Clause 1, the Employer is entitled to be paid additional compensation by the Employee up to the amount owed. The Employee will be refunded their security deposit within one (1) month after the completion of the Contract if there are no liabilities or damages. Employees with their own housing arrangements as well as married couples who are both employed by GPOE shall also be required to provide the deposit to his/her respective schools.

제 21조 (정보제공 동의)

- ① 피고용자는 자신의 원어민 영어보조교사 지원서 및 인사기록카드에 기재된 각종 기록이 고용자 또는 정부의 통계관리, 현 고용자와의 재계약 및 타 시도와의 신규계약을 위한 목적으로 활용될 수 있음에 동의한다.
- ② 피고용자는 제 19조 4항에 명시된 평가 결과가 현 고용자와의 재계약 및 타 시도와의 신규 계약을 목적으로 활용될 수 있음에 동의한다.

Article 21 (Consent to Limited Release of Information)

- ① The Employee grants his/her consent that the information in the Employee's application form and/or Personnel Record Card may be used for the purpose of statistical data collected by the Employer and/or the Korean government, for his/her contract renewal with his/her current Employer or his/her new application to other provinces.
- ② The Employee agrees that the evaluation results stipulated in Article 19 Clause 4 may be used for his/her contract renewal with his/her current Employer or his/her new application to other provinces.

제22조 (준거법, 언어 및 관할)

- ① 본 계약 및 본 계약상의 권리 의무에 관한 사항은 대한민국 법에 의하여 해석되고 결정되어진다.
- ② 본건 계약의 언어는 한글이며, 다른 언어로의 번역은 편의를 위한 것이다.
- ③ 당사자들은 본건 계약과 관련하여 발생된 분쟁을 해결하기 위하여 신의 성실의 원칙에 따라 노력하여야 한다.

Article 22 (Governing Law, Language and Venue)

고용자(Employer's Signature):

피고용자(Employee's Signature):

- ① The terms of this Contract and the rights and obligations of the parties hereto shall be construed, interpreted and determined in accordance with the laws of the Republic of Korea.
- ② The governing language of the Contract shall be Korean. The English translation of this Contract is for the purpose of convenience only.
- ③ If a dispute or disagreement should arise in connection with or out of this Contract, the parties hereto shall first try to resolve it to the mutual satisfaction of both parties and in accordance with the principle of good faith.

제23조 (서명)

- ① 고용자와 피고용자는 본 계약서 말미에 기재된 날짜에 본건 계약서를 3부 작성하여 각 1부씩 보관하고, 나머지 1부는 비자 신청용으로 제출한다.
- ② 피고용자가 근무하는 학교장은 원어민 관리를 위한 목적으로 계약서 사본을 요구할 수 있으며, 이 때 피고용자는 계약서 사본을 학교장에게 제출하여야 한다.

Article 23 (Signature)

- ① In witness whereof, the parties hereto sign the Contract in triplicate on the date entered below with each party retaining one copy and submitting the third copy for the Employee's visa application.
- ② The principal of the school where the employee is working has the right to demand for a copy of the contract for the purpose of management, in which the employee should submit a copy to him/her.

서명일 (Date): 20	서명일 (Date): 20
고용자 직인 (Employer's signature):	피고용자 서명(Employee's signature):
직인	
경기도교육감 Superintendent of Gyeonggi Provincial Office of Education, Republic of Korea	성명(Name): Passport/Arc No:

<양식1> 주거용 가구 및 비품 구입목록

<Appendix 1>

Following is an inventory of the appliances and furniture provided by the Employer.

Please note that the situation and size of accommodation varies. Thus, some items may not be provided if these items are unable to be reduced in size, if space does not permit, or if they are not otherwise pre-installed.

Under the "Received" column, please initial if you have received this item.

Under the "Condition" column, please write "Good, "Fair or "Bad"

Item No.	Item	Qty	Received	Condition	Item No.	Item	Qty	Received	Condition
☞ Furnitures and Appliances									
1	침대 Bed	1			6	옷장 Wardrobe	1		
2	냉장고 Refrigerator	1			7	가스레인지 Gas range	1		
3	세탁기 Washing machine	1			8	의자 Chair	1		
4	텔레비전 Television	1			9	책상 Desk	1		
5	전자레인지 Microwave	1			10	청소기 Vacuum Cleaner	1		
☞ Optional (at the Employer's discretion)									
11	전 기 밥 술 또는 토스터기 Electric rice cooker or Toaster	1			14	전화기 Telephone	1		
12	선풍기 Electric Fan (냉풍기 within budget under s c h o o l ' s discretion)	1			15	전기다리미 Electric iron	1		
13	소파 Sofa	1			16	식탁 Table	1		

(2) 2018 Contract For Direct-Recruit

2018년 _____학교 영어 원어민보조교사(GEPIK) 고용계약서 2018 CONTRACT FOR GYEONGGI ENGLISH PROGRAM IN KOREA (GEPIK) NATIVE ENGLISH TEACHER OF GYEONGGI PROVINCE PUBLIC/PRIVATE SCHOOLS

대한민국 학교장(이하"고용자"라 한다)과 _____국민이며 원어민보조교사(성명) _____ (이하"피고용자"라 한다)는 경기도교육청이 관할하는 학교에 GEPIK원어민보조교사 초청·활용 사업을 위하여 다음과 같이 고용 계약을 체결한다.
This Contract of Employment (hereinafter "Contract") is made by and entered into between the Principal of the Gyeonggi Provincial Office of Education (GPOE), of Republic of Korea(hereinafter "Employer"), and the GEPIK teacher, _____ (hereinafter "Employee"), a citizen of _____, accepted and assigned to the school.

- 학교명:

- Name of the School:

- 고용기간: 년 월 일 ~ 년 월 일

- Term of Employment : _____, 2018 to _____, 2019.

- 고용등급 및 급여(Pay Level and Salary)

☐ 1+등급: 한화 _____ 원

☐ 1+level/ _____ KRW per month

☐ 1 등급: 한화 _____ 원

☐ 1 level/ _____ KRW per month

☐ 2+등급: 한화 _____ 원

☐ 2+level/ _____ KRW per month

☐ 2 등급: 한화 _____ 원

☐ 2 level/ _____ KRW per month

제1조 (목적)

- ① 이 고용계약서는 대한민국의 원어민 영어보조교사 선발·활용 사업의 일환으로 선발된 피고용자의 직무와 고용조건에 관한 사항을 규정함을 목적으로 한다.
- ② 학교 취업규칙 등 제 규정에도 불구하고 원어민 보조교사의 근무조건 등은 본 계약서의 계약기준을 우선으로 적용한다.

Article 1 (Purpose)

- ① This Contract sets forth the terms and conditions of employment for the Employee's participation in the Gyeonggi English Program in Korea at _____ School as a Native English Teacher (hereinafter referred to as NET).
- ② The terms of this employment of this Contract shall take precedence over School Employment Regulations and Policies.

제2조 (고용등급)

- ① 고용자는 피고용자를 본 계약서 서두에 명시된 등급으로 고용한다.
- ② 피고용자는 본 계약서 서두에 명시된 고용등급에 따른 증빙 서류를 고용자에게 제출해야 한다.
- ③ 본 계약서 서두에 명시된 고용 등급은 고용기간 시작일 기준으로 산정된 것이며, 고용기간 중 고용등급은 변경되지 않는다.
- ④ 재계약 시 학교 회계에 맞추기 위하여 1년 미만의 계약을 하게 될 경우 350일 이상의 경력은 1년 경력으로 인정되며 등급산정에 반영 된다.

Article 2 (Pay Category)

- ① The Employee shall be hired pursuant to this Contract with the Pay Category set forth at the beginning of this Contract.
- ② The Pay Category set forth at the beginning of this Contract will be contingent upon provision of all the necessary documents proving the qualifications and experience required by the Employer to be eligible for said Pay Category.
- ③ Any new qualifications obtained after the beginning of the Term of Employment will not subsequently change the Pay Category during the Term of Employment; the Pay Category will remain as that agreed to at the beginning of the Term of Employment.
- ④ In the event the Employee works for at least 350 days upon renewal, then one year teaching experience shall be acknowledged in accordance to the school's fiscal year.

제3조 (임무)

원어민 영어보조교사로 근무하는 피고용자의 임무는 다음과 같다.

- ① 정규수업의 경우 한국인교사와 협력수업을 실시하고, 방과 후 또는 영어 캠프의 경우 수업을 주도적으로 실시할 수 있다.
- ② 영어수업 관련 자료를 제작한다.
- ③ 영어교육관련 교육 자료의 개발을 보조하거나 주도한다.
- ④ 학교 영어 활동 및 기타 특별활동을 지원하거나 주도한다.
- ⑤ 한국인 교사, 학생, 학부모에 대한 영어회화 교육을 실시한다.
- ⑥ 방학 중 각종 영어프로그램을 포함한 고용자가 지정하는 기타의 업무를 수행한다.

Article 3 (Duties)

The Employee shall perform the following duties in the educational institutions of the undersigned Office of Education for the period indicated at the beginning of the Term of Employment.

- ① Assist Korean teachers with their English class(es) and/or jointly conduct English class(es) with Korean teachers, and/or lead extracurricular activities or English camps;
- ② Prepare teaching materials and lesson plans for English class(es);
- ③ Assist with and/or lead the development and creation of teaching materials related to English language education;
- ④ Assist with and/or lead activities related to the English language education and other extracurricular activities such as but not limited to editing or creating English documents, judging contests, conducting teacher training, working at English camps, etc.;
- ⑤ Conduct English conversational class(es) for Korean teachers, students, parents, etc.
- ⑥ Perform other duties as designated by the Employer including various English programs during the school vacation period.

제4조 (지휘 감독)

피고용자는 고용자가 지정하는 소속기관장의 구체적인 지휘 감독을 받아 위 제3조에 정한 임무를 수행한다.

Article 4 (Supervision)

The Employee shall carry out the duties set forth in the foregoing Article 3 pursuant to and under specific instruction and supervision of the Employer.

제5조 (고용기간)

- ① 신규 계약자 또는 계약 만료일이 2월 말일인 재계약자일 경우, 고용기간은 본 계약서의 서두에 명시된 1년 기간으로 한다. 고용자와 피고용자 간에 재계약에 따른 별도의 합의가 없으면, 본 계약은 기간만료일에 자동 종료된다.
 1. 단, 계약 만료일이 2월 말일이 아닌 재계약자가 학교 회계(3월~2월)에 맞추어 재계약할 시 1년 미만의 재계약을 해야 한다.
- ② 피고용자가 이유를 불문하고 최초 작성한 계약서상에 명시된 근무 시작일에 근무를 개시할 수 없는 경우, 신규 계약자는 새로운 1년 고용기간이 명시된 계약서를 한국 입국 후 재작성 한다. 계약서는 실제 근무 시작일 부터 효력을 발생하며, 고용기간은 근무 시작일로부터 1년간이다.

Article 5 (Term of Employment)

- ① The term of Employment shall be the period of one calendar year set forth at the beginning of this Contract (March - February). Unless separately agreed otherwise by the Employer and the Employee, this Contract shall automatically terminate at the end of the contract period set forth herein. In the case of Employee's First Contract with the Employer or Renewal with the last day of February 28th as the contract end date, the term of employment shall be the period of one calendar year set forth at the beginning of this contract.
 1. In the event the contract end date is not the last day of February 28th, the Employee shall be given a Renewal Contract, that is less than one calendar year, in accordance to the school fiscal year (March - February).
- ② If the Employee, for whatever reason, is unable to begin work on the date specified herein, the Contract shall be rewritten to indicate the new one year

Term of Employment foregoing Clause 1. The Contract will only take effect on the day the Employee actually begins work and the Term of Employment shall be a one-year period beginning from that day forth.

제6조 (근무지)

- ① 피고용자는 _____ 학교에서 근무하는 것을 원칙으로 한다.
- ② 피고용자는 상호동의 하에 경기도교육청 소속의 복수기관에서 근무할 수 있다.
- ③ 고용자는 학교 방학기간 동안 피고용자의 근무지를 교육청, 연수기관 및 교육기관에서 근무하도록 지시할 수 있다. 이때 근무시간이 제7조에 명시된 근무시간이라면 피고용자는 추가의 보수를 요구할 수 없다.

Article 6 (Work Place)

- ① The Employee shall work at _____ school.
- ② The Employee may be asked to teach at more than one school under the Gyeonggi Provincial Office of Education.
- ③ The Employer may designate the Employee to work at the Office of Education, training centers or other educational institutes affiliated with GPOE during the school vacation period. In this case, the Employee shall not claim for any additional pay if the hours of work fall under the regular Work Hours stated in Article 7.

제7조 (근무시간)

- ① 피고용자는 점심시간을 포함한 일일 8시간, 주 5일 근무를 원칙으로 하며, 토요일과 일요일, 근로자의 날 및 대한민국 공휴일은 근무하지 않는다.
- ② 피고용자의 근무시간은 대한민국 교원의 출퇴근 시간을 준용하되, 근무지의 소속기관장이 정하는 바에 의해 본 계약서 제 7조 1항 안에 조정할 수 있다.
- ③ 피고용자의 주당 실제 수업 시간 수는 22시간을 초과하지 않는다.
 - 1. 고용자는 피고용자에게 근무시간 내 또는 외의 6시간까지의 초과 수업을 요구할 수 있으며, 주당 6시간 이상을 요구할 경우 피고용자의 동의를 얻어야 한다.
 - 2. 정규 시간외 수업으로 주당 실제 수업시간수가 22시간을 초과하는 경우에는 초과하는 시간에 대하여 시간외 수업수당 (시간당 20,000원)을 지급할 수 있다. 피고용자는 초과수업 시간을 기여휴가로 사용할 수 있으며, 한 시간의 수업은 휴가 한 시간으로 계산되며, 8시간의 초과수업은 평일 근무 하루로 계산된다.
- ④ 피고용자의 정규수업 시간 수는 주당 22시간이다. 피고용자의 수업시간수가 주당 22시간에 미달하는 경우, 고용자는 피고용자에게 부족시수에 대하여 일반교과수업을 지원하도록 할 수 있다.
- ⑤ 원어민 영어보조교사의 개인사정 (학기 중 사용하는 휴가, 혹은 병가)로 발생하는 정규 수업 시수의 손실에 한하여 고용주의 요구 시 추가 비용 없이 보강수업을 할 수 있다.
- ⑥ 고용자는 피고용자에게 위의 근무일 또는 근무시간외 수업 이외의 근무를 피고용자의 동의하에 지시할 수 있다. 이 경우 시간외 수당 지급은 근로기준법에 따라 지급한다.
- ⑦ 방학 중에는, 고용자가 피고용자에게 추가수당을 지급하지 않고 주당 20시간까지 보충수업이나 영어캠프활동에 참여하도록 요구할 수 있다.

Article 7 (Work Hours)

- ① The Employee shall work eight (8) hours per day including lunch hour for five (5) calendar days per week from Monday to Friday and shall not work on Saturdays, Sundays, Labor day (May 1st) and any national holidays of the Republic of Korea.
- ② The Work Hours of the Employee shall follow the normal work schedule of Korean teachers; however, such work hours may be adjusted by the Employer as he/she deems appropriate within the bounds set forth in Article 7, Clause 1.
- ③ Actual class instruction hours of the Employee shall not exceed twenty-two (22) hours per week.
 1. The Employee may be asked to teach an extra six (6) hours per week within and/or out of the regular working hours without the Employee's consent. Extra class instruction hours shall not exceed six (6) hours per week without the Employee's consent.
 2. If the Employee's actual weekly class instruction hours exceed twenty-two (22) hours due to supplementary class instruction, the Employee shall be entitled to a supplementary class instruction pay of 20,000 KRW per hour or use it as contribution holiday in which eight (8) hours of teaching will be considered as one (1) paid leave day.
- ④ The Employee's teaching hours are twenty-two (22) hours per week. If the Employee does not fulfill his/her class instruction quota of twenty-two (22) hours per week, the Employer may ask the Employee to teach classes in other subject areas, outside of English, for the remaining hours.
- ⑤ In the case the Employee shall use paid/unpaid leave or sick leave during the Employee's teaching hours, the Employer may require the Employee to make up his/her teaching quota without overtime pay.
- ⑥ The Employer may require the Employee to work non-instructional over-time hours in addition to normal Work Hours. In this case, the Employee shall be entitled to supplementary overtime pay in accordance to the Labor Standards Act.
- ⑦ During school vacation periods, the Employee shall participate in special classes or English day camps up to twenty (20) hours per week within the bounds set forth in Article 7, Clause 1.

제8조 (보수)

- ① 피고용자의 보수는 본 계약서 서두에 명시된 금액이며, 대한민국 법에 따라 소득세, 주민세, 건강보험료, 국민연금 등을 원천 징수한다.
- ② 피고용자의 근로소득은 대한민국 세법(소득세법 포함)에 따라 과세 대상으로 당해 연도 발생한 근로소득에 대하여는 연말정산을 실시하고, 연도 중에 계약이 만료될 경우 퇴직정산을 하여야 한다. 단, 14조 5항에 언급된 조세조약 해당자는 2년간 면세 혜택을 받는다.
- ③ 보수는 매월 17일에 지급한다. 만일 이날이 근무일이 아닌 경우에는 그 전날에 지급한다.
- ④ 피고용자의 근무일이 한 달이 되지 않는 경우에는 근무 개시일 또는 종료일에 따라 일할 계산으로 보수를 지급한다.
- ⑤ 피고용자가 사전 허가 없이 무단결근 하였을 경우에는 결근일수만큼 일할 계산하여 보수에서 공제할 수 있다.

- ⑥ 피고용자는 본 계약에 규정된 보수 이외에는 일체의 다른 보수를 청구할 수 없다.
- ⑦ 최상등급인 S 등급 피고용자에 한하여 경기도교육청 소속 학교와 재계약시 고용자는 경기도교육청의 교육목적에 부합한 교수능력과 실적, 공헌을 평가하여 인정될 경우 최고 월 270만원까지 매년 10만원씩 월급을 인상할 수 있다.

Article 8 (Salary)

- ① The Employee shall be paid the amount set forth at the beginning of this Contract. However, the Korean income tax, residence tax, medical insurance premium, the national pension contribution, and any other tax or withholding mandated by the various levels of government (and/or applicable to the Employee) shall be withheld each month from the Employee's salary.
- ② The Employee's salary shall be liable for Korean Income Tax which will be finalized through the year-end tax settlement. If the Employee retires in the middle of the taxable year, the Employee's income tax due is finalized for the salary received until the month of retirement based on the report of exemption and deduction from income submitted by the Employee. However, the Employee, in accordance to Article 14 Clause 5, shall be tax exempt for the first 2 years of the Employee's employment in South Korea.
- ③ The Employee's salary shall be paid on the seventeenth (17th) of each month. If the seventeenth (17th) of them on the falls on a Saturday, Sunday or national holiday the salary shall be paid on the immediately preceding business day.
- ④ If the Employee has not worked all of the normal working days in a month, the Employee's salary for that month shall be prorated for the corresponding number of days worked.
- ⑤ If the Employee should be absent from work, for whatever reason, without having obtained prior approval from the Employer, the Employee's salary for that month shall be prorated according to the corresponding number of unauthorized absent days.
- ⑥ The Employee shall not claim against the Employer any compensation and/or payment other than those provided for in this Contract.
- ⑦ In the event the Employee, limited to Category S, renews at the same school, the Employee may be eligible for a salary raise up to the maximum limit of 2,700,000 KRW by increments of 100,000 KRW per year. The increase is at the discretion of the Employer, neither automatic nor guaranteed, according to the Employee's teaching performance and contributions made toward the achievement of the educational goals of GPOE

제9조 (입·출국 지원비)

- ① 피고용자의 입국 지원비는 한국 입국목적이 경기도교육청 영어 원어민 보조교사 고용계약서를 이행하기 위한 것인 경우에 한하여 지급한다. 신규 계약자에 한하여 고용자는 피고용자에게 130만원의 입국 지원비를 지급한다. 단 피고용자가 증빙서류, 즉 계약개시 최대 5일 전에 본국에서 대한민국에 입국했다는 증거 (이름과 날짜가 명시된 1. 비행기 표 혹은 영수증과 2. 보딩패스 혹은 출입국확인 스탬프가 찍힌 원본대조 여권사본)를 제출할 경우에만 해당 혜택을 받을 수 있다. 피고용자의 입국날짜는 고용자와 상의하여 결정하며, 재계약자와 국내에서 고용된 자에게는 지급되지 않는다.

- ② 피고용자가 본 계약상의 임무를 만료하고 계약기간 이후 10일 이내에 본국으로 출국하는 경우 증빙서류 (이름과 날짜가 명시된 1.편도 비행기 표 혹은 영수증과 2. 보딩패스 혹은 출입국확인 스탬프가 찍힌 원본대조 여권사본)를 제출한 날부터 1개월 이내에 한화 130만원의 출국 지원비를 받는다.

Article 9 (Entrance Allowance/Exit Allowance)

- ① The Entrance Allowance shall be provided as a support for the Employee's entrance into Korea for the purpose of fulfilling employment contract with GEPIK. Upon beginning the Term of Employment, the Employee shall receive a 1,300,000 KRW Entrance Allowance within one month (30days) upon providing all of the following documents to prove his/her flight from home country into the Republic of Korea which should not exceed five (5) days prior to the Contract start date. 1) flight ticket or ticket receipts (all of which should state the name and dates) and, 2) boarding pass(es) or a verified copy of passports stamp(s) by the Employer. The arrival date shall be discussed and decided between the Employee and the Employer. The Entrance Allowance is not offered to the Employee who is renewing his/her contract or are hired within Korea.
- ② If the Employee successfully completes his/her duties set forth in this Contract for the full Term of Employment specified herein and leaves Korea within ten (10) days from the contract completion date, the Employee shall be entitled to an Exit Allowance of 1,300,000 KRW within one month (30 days) upon providing the necessary documents to prove his/her departure from the Republic of Korea. To qualify for the Exit Allowance, the Employee must provide a one-way flight ticket to his/her home country or itinerary and ticket receipt (all of which should state the name and date) accompanied by a boarding pass(es) or a passport stamp(s).

제10조 (사직)

- ① 피고용자는 제 5조에 규정된 고용기간 동안 제3조에 명시된 임무를 수행한다.
- ② 그러나 만약 피고용자가 불가피하게 고용기간 중도에 사직할 경우에는 최소한 60일 전에 사직하고자 하는 일자와 사유를 서면으로 고용자에게 통보하여야 한다.
- ③ 피고용자가 60일전에 사직하고자 하는 일자와 사유를 서면으로 고용자에게 통보하지 않고 일방적으로 직을 그만둘 경우, 그 사실이 출입국관리소에 통보되며 추후 피고용자의 한국 입국 시 불이익을 당할 수 있다.
- ④ 피고용자가 사직하는 경우에 피고용자의 비자는 취소된다.
- ⑤ 부득이하게 피고용자가 계약을 만료하지 않는 경우, 11조 7항에 해당하는 경우를 제외하고 피고용자는 즉시 고용자에게 입국지원비와 정착금을 고용자에게 반환한다. 이 경우, 고용자는 출국 지원비를 지급하지 않는다.

Article 10 (Resignation)

- ① The Employee shall perform the duties set forth under Article 3 hereof during the Term of Employment set forth under Article 5 hereof.
- ② This contract is binding unless the Employee gives a sixty (60) day written notice of termination to the Employer.
- ③ In the event the Employee fails to give a sixty (60) days written notice of termination to the Employer shall be reported to the Korean Immigration

Service and shall affect the Employee's ability to freely enter the Republic of Korea in the future.

- ④ In the case of the Employee's resignation, his/her visa shall be cancelled.
- ⑤ In the case of the Employee's resignation without fulfilling the full year term, with the exception that the Employee qualifies under Article 11 Clause 7, the Entrance Allowance and Settlement Allowance shall be paid back to the Employer, and the Exit Allowance shall be forfeited

제11조 (재계약)

- ① 제5조에서 정한 고용기간은 피고용자와 고용자간의 합의에 의하여 1년 단위로만 재계약 한다.
- ② 학교장은 피고용자에게 계약만료 2개월(60)일 전에 재계약 여부를 서면으로 알린다.
- ③ 피고용자가 경기도 내에서 학교를 바꾸는 경우, 고용주의 이름이 바뀌면 재계약으로 간주되지 않으며, 그러므로, 재계약시에 주어지는 재계약 휴가와 재계약 보너스는 주어지지 않는다.
- ④ 본 조 제1항의 규정에 의해 같은 학교에서 재계약을 체결하는 피고용자에게는 5 근무일(주말 및 공휴일 제외)의 재계약 휴가를 제공한다. 단, 학사운영에 피해가 가지 않는 범위에서 재계약 개시 후 방학기간을 이용하여 사용할 수 있으며, 연속으로 사용할 필요는 없다.
- ⑤ 고용자는 재계약을 하는 피고용자에게 재계약 개시 후 1개월 이내에 200만원의 재계약 보너스를 지급한다. 재계약의 경우, 입.출국 지원비는 받지 않는다.
- ⑥ 재계약자가 고용자의 요청에 의해 1년 미만의 계약을 할 경우, 본 조 4항과 5항 및 15조 1항과 16조 3항의 혜택은 계약기간과 비례하여 지급한다.
 - 1. 재계약 휴가, 유급휴가 및 병가는 계약기간만큼 월할 계산하여 지급된다.
 - 2. 재계약 보너스는 계약기간만큼 일할 계산하여 지급된다.
- ⑦ 피고용자가 이유를 불문하고 재계약 중 사직할 경우, 피고용자는 재계약 지원금 200만원을 즉시 고용자에게 반환하며, 이미 사용한 재계약 휴가는 무급 휴가로, 유급휴가 및 병가는 본 조 4항에 따라 처리한다. 출국지원비 관련은 이 계약서 제9조 2항에 따른다.

Article 11 (Renewal of the Contract)

- ① The Term of Employment stated in Article 5 hereof may be renewed, in one-year contract terms only, by the mutual written agreement of the Employer and the Employee.
- ② A written notification of renewal or completion of employment shall be provided two (2) months, or sixty (60) days, prior to the expiration of the Contract.
- ③ If the Employee changes schools and/or region in the Gyeonggi Province after completing a contract, the subsequent contract is not considered a renewal **if the** name of the Employer changes, and therefore the Renewal Leave and Renewal Bonus shall not be given.
- ④ In the case of Renewal, pursuant to the foregoing Clause 1, the Employee shall be given a 5 working day paid Renewal Leave (weekends and holidays exclusive; **does not have to be used consecutively**) which shall take place during school vacations in the new Term of Employment with the condition that the days do not conflict with the school schedule.

- ⑤ The Employer shall provide the Employee with a Contract Renewal Bonus of 2,000,000 KRW within one month of the beginning of the new Term of Employment. In such case, the Employee shall not receive an Exit Allowance for the completion of the current Term of Employment nor shall the Employee receive an Entrance Allowance for the renewal Term of Employment.
- ⑥ In the case of Renewal that is less than one calendar year, all benefits foregoing Clause 4 and Clause 5, in addition to Article 15 Clause 1 and Article 16 Clause 3, shall be given on a prorated basis.
 - a. The Employee shall be given paid Renewal Leave and Paid Leave and Sick Leave on a pro-rata monthly basis.
 - b. The Contract Renewal Bonus shall be given based on the number of days of the Renewal term.
- ⑦ In the case of termination of the Renewal Contract, regardless of course or ground thereof, the Employee shall immediately pay back to the Employer the 2,000,000 KRW Renewal Allowance and the Renewal Leave specified in the forgoing Clause 2 shall become Unpaid Leave. The terms for Paid Leave and paid Sick Leave shall be in accordance to Clause 4 and the Exit Allowance shall be in accordance to Article 9 Clause 2 of this Contract.

제12조 (계약해지)

- ① 고용자는 다음과 같은 경우에 본 계약을 해지할 수 있다.
 - 1. 피고용자가 대한민국 법을 위반하는 경우
 - 2. 위 19조 1항부터 5항까지의 복무규정을 위반한 경우
 - 3. 피고용자가 E-2 비자 등 적법한 비자를 소지하지 않고 근무한 경우
 - 4. 피고용자가 계약사항을 이행하지 아니하거나, 성실하게 임무를 수행하지 않아 3회 이상 서면 경고를 받은 경우
 - 5. 피고용자가 고용자가 지정한 근무지 이외의 다른 기관에서 영업 행위(시간제, 과외, 자영업, 온라인 수업 포함)를 한 경우
 - 6. 피고용자가 특별한 이유 없이 근무일 기준 5일 이상 근무를 하지 않은 경우
 - 7. 피고용자가 제출한 지원서의 내용이 사실이 아니거나 거짓이 있는 경우
 - 8. 피고용자가 채용신체검사에서 불합격 판정을 받은 경우
 - 9. 피고용자가 신체적, 정신적 질환 또는 만성질환(당뇨, 고혈압, 간질환, 결핵, 뇌질환, 약물중독, 알코올중독 등)이 있어 계속 근무하기 어렵다고 판단되는 경우
 - a. 피고용자는 고용자가 신체 및 정신과 검사를 요구하면 근무일 기준 2일 이내에 응하여야 한다.
 - b. 피고용자는 공교육기관 근무를 위한 신체검사를 국내에서 받아야 하며 고용자가 요구하면 즉시 그 결과를 알려야 한다. 신체검사에 따른 제반 경비는 피고용자가 부담한다.
 - 10. 본 계약 제17조에서 정한 피고용자의 병가기간(유급 및 무급 포함)이 고용기간 동안 총 30일을 초과하는 경우
- ② 본 조 제1항 각호의 사유로 인하여 본 계약이 해지되는 경우 고용자는 피고용자에게 보수를 일할 계산하여 지급한다.

- ③ 본 조 제1항 각호의 사유로 인하여 본 계약이 해지되는 경우 피고용자는 제10조 제5항에 따라 입국 지원비와 정착금을 즉시 상환하여야 한다.
- ④ 본 조 제1항 각호의 사유로 인하여 본 계약이 해지되는 경우 고용자는 출국 지원비를 지급하지 않으며 피고용자의 비자는 취소된다.

Article 12 (Termination of the Contract)

- ① The Employer may legally terminate or cancel this Contract upon occurrence of any one or more of the following events:
 - 1. The Employee violates the laws of the Republic of Korea.
 - 2. The Employee violates the Codes of Conduct set forth under Article 19, Clause 1 to 5.
 - 3. The Employee works in Korea without holding the required valid visa (e.g. E-2 visa).
 - 4. The Employee fails to perform or unsatisfactorily performs any of the duties stipulated in this Contract. In this event, the Employer shall provide a formal written notice of unsatisfactory performance to the Employee. Three (3) or more written notices shall be considered sufficient grounds for termination of the Contract.
 - 5. The Employee engages in any other employments (including any part-time, private or self-employment, or online instruction) during the Term of Employment set forth under Article 5 herein.
 - 6. The Employee fails to perform his/her duties for more than five working days without receiving prior consent from the Employer.
 - 7. Any of the information provided in the Employee's application is false or inaccurate.
 - 8. The Employee fails the medical examination in Korea in accordance with the requirements of the Korean Immigration Office and/or the GEPIK program.
 - 9. It is determined that the Employee is prevented from or incapable of performing the duties set forth under Article 3 hereof for any medical reason, whether it is physical, mental or psychological in nature, including chronic ailments such as Diabetes Mellitus, high blood pressure, chronic liver disease, tuberculosis, neurologic disorder, substance or alcohol addiction, etc.
 - a. If requested to take a physical and/or psychological examination by the Employer, the Employee must make him/herself available within two (2) working days for the medical examination.
 - b. The Employee must complete a medical examination in Korea for the purpose of working in Korean public schools. If requested by the Employer, the Employee must submit the results to the Employer immediately. All related expenses shall be borne by the Employee.
 - 10. The total number of days of Sick Leave (both paid and unpaid) used by the Employee pursuant to Article 17 hereof exceeds thirty (30) days.

- ② In the event of termination of this Contract pursuant to any of the provisions set forth in the foregoing Clause 1, the Employer shall pay the Employee a prorated salary based on the number of days actually worked by the Employee.
- ③ In the event of termination of this Contract pursuant to any of the provisions set forth in the foregoing Clause 1, the Employee shall immediately refund the Entrance Allowance and Settlement Allowance to the Employer pursuant to Article 10 Clause 5.
- ④ In such event, the Employer will not pay the Employee the Exit Allowance and the Employee's visa will subsequently be cancelled.

제13조 (주거)

- ① 고용자는 피고용자에게 고용자가 선택한 주거를 제공한다. 주거 형태는 임대주택, 원룸, 또는 아파트를 포함하나 이에 한정되지 않는다. 주거의 사용에 따른 제세공과금은 피고용자의 부담으로 한다.
- ② 고용자는 피고용자에게 계약 만료 익일까지 주거를 제공한다.
- ③ 피고용자의 주거가 선정될 때까지 고용자는 임시주거를 제공할 수 있다.
- ④ 피고용자가 본 조 1항에 명시한 주거 대신 주거지원비를 지원받기 원하는 경우 상호 협의 하에 고용자는 피고용자에게 매월 한화 400,000원의 주거비를 지원한다. 이 경우 피고용자는 지원 단계에서 본인의 의사를 알려야 한다.
- ⑤ 주거의 형태를 일단 결정한 이후에는 고용기간 동안 이를 변경할 수 없다. 피고용자의 개인적인 사정으로 인한 주거 변경 시 발생하는 모든 경비는 피고용자가 부담한다.
- ⑥ 고용자가 주거를 제공하는 경우 <양식1>에 명시된 가전제품 및 가구를 제공할 수 있으며, 그 외의 물품을 요구할 수 없다. 제공된 물품에 대한 관리 및 수리 일체에 대하여는 피고용자가 책임을 진다.
- ⑦ 고용자가 제공한 숙소를 사용할 경우 피고용자는 고용 계약을 만료하고 퇴실할 시 처음 입주 시와 같은 상태로 숙소를 보존하여야 하며, 피고용자가 거주한 기간 중에 발생한 건물이나 가전제품 및 가구에 대한 손상에 대하여 피고용자는 책임을 진다.
- ⑧ 고용자는 결혼한 부부가 동반 지원한 경우에 한하여 동반 주거를 제공할 수 있으며, 피고용자는 부부의 성(last name)이 다를 경우 '결혼증명서' 등을 제출하여 혼인 상태를 입증하여야 한다.

Article 13 (Housing)

- ① The Employer shall provide the Employee with a single housing unit chosen by the Employer. Housing selected by the Employer may be a leased house, a studio-type room, an apartment, or dormitory. Any and all fees, charges, costs, taxes, expenses, etc. incurred in using the housing shall be borne by the Employee. Such fees may include, but are not limited to, electrical, gas, water, internet, cable, home phone service, and building maintenance fees from the landlord.
- ② The Employer shall provide the Employee with housing until the succeeding day upon the Employee's successful completion of the contract.
- ③ The Employer may choose to provide temporary housing for the Employee until appropriate permanent housing can be obtained for the Employee.

- ④ If the Employee requests for the housing allowance in lieu of the single housing set forth in the foregoing Clause 1, the Employer shall provide the Employee with 400,000 KRW per month as a rent subsidy upon the mutual agreement between the Employer and the Employee. In this case, the Employee shall notify the Employer of his/her decision to request housing allowance during the application stage.
- ⑤ Once housing is decided, it shall not be subsequently changed during the Term of Employment. Any and all costs incurred by the Employee's decision to change Housing during the Term of Employment shall be borne by the Employee.
- ⑥ If the Employer provides housing to the Employee, the Employer may provide appliances and furniture (refer to Appendix 1). The Employee shall not request or demand any other appliances or furniture beyond those outlined in Appendix 1. The Employee shall take the responsibility for the maintenance and repair of the appliances and furniture provided by the Employer.
- ⑦ If the Employee uses the Housing provided by the Employer, the Employee shall leave the housing unit in the same condition as when it was first occupied by the Employee and the Employee shall be liable for any damage to the building and appliances occurring during the period of occupied by the Employee.
- ⑧ The Employer shall provide couples housing only to married couples jointly employed by the Employer. If the couple holds different last names, they must prove their marital status with a marriage certificate or other relevant documentation.

제14조 (기타혜택)

- ① 고용자는 피고용자에게 정착금 30만원을 고용계약 첫 해 1회에 한하여 지급한다.
- ② 고용자는 피고용자에게 국민건강보험료(피고용자1인을 원칙으로 하되, 가족 동반 시에는 가족 국민건강 보험료 포함) 의 50%를 지원한다.
- ③ 피고용자가 지정된 농어촌, 벽지학교*에 근무하는 피고용자에게는 매월 10만원씩의 수당이 지급된다. (*한국인 교사에게 근무가산점이 부여되는 학교)
- ④ 피고용자가 2개교 공동 근무 시 계약이 체결된 학교를 원 근무처로 하며, 복무 관리의무는 원 근무처에 있다. 고용자는 병설, 통합학교를 포함하여 피고용자가 2개교 공동 근무 시 10 만원, 3 개교 공동 근무 시 15 만원의 복수학교연구지도비를 지급한다.
- ⑤ 국제조세조정에 관한 법률시행규칙에 의거하여 이중 과세 방지협약 적용대상에 한하여 이중과세면제를 신청하는 원어민은 최초 2년 동안 소득세 이중과세를 면제 받을 수 있다.
- ⑥ 고용자는 국민연금보험료의 50%(월보수액의 약 4.5%)를 피고용자에게 지원한다. 미국, 캐나다 및 호주국적의 피고용자는 계약종료 후 한국을 떠날 때 소정의 서류를 국민연금관리공단에 제출하면 불입한 국민연금보험료를 환불 받을 수 있다.
- ⑦ 피고용자는 노동부에서 정한 『근로자 퇴직급여 보장법』에 따라 해당고용자와의 1년 이상의 최종 계약 만료 후 퇴직금을 지급 받는다.

Article 14 (Additional Benefits)

- ① The Employee shall be entitled to a one time Settlement Allowance of 300,000 KRW, when he/she first begins the contract. This Settlement Allowance will not be granted in the case of a Contract Renewal.
- ② On behalf of the Employee, The Employer shall provide 50% of the Employee's medical insurance premium (including the medical insurance premium for the Employee's dependents (spouse and/or children) in the event the dependents of the Employee live with him/her in Korea) pursuant to the National Medical Insurance Act of Korea.
- ③ In the case that the Employee is working in a remote area (as designated by the undersigned Office of Education), the Employee may be eligible for a Rural Allowance of 100,000 KRW per month.
- ④ In the case that the Employee is working at more than one school, the Employee shall receive a Multiple Schools Allowance of 100,000 KRW per month for two schools or 150,000 KRW per month for three schools.
- ⑤ Employees eligible for exemption from paying Korean income tax during the period of the first two years of employment in Korea must provide the following documents to the Employer before the first payment of salary in order to qualify for the tax exemption:
 1. "Residence Certificate" issued by the relevant authority of the Employee's resident country
 2. "Application for Tax Exemption" on non-resident's Korean source of income provided under the Korean Tax Treaty.

** If the Employee has already worked more than two years in Korea, he/she shall not be eligible for tax exemption.
- ⑥ The Employer, on behalf of the Employee, shall provide half of the national pension plan deduction (approximately 4.5% of the Employee's salary) pursuant to the National Pension Corporation Act of Korea. Employees eligible for a pension distribution refund must submit the required documents to the Korean National Pension Corporation when they leave Korea after the completion of their Contract.
- ⑦ The Employee shall be entitled to severance pay according to the standard formula set out by the Ministry of Labor (equivalent to approximately one month's salary per annum), upon successful completion of the duties set out herein for the entire Term of Employment. The Employee shall receive his/her severance(s), based on his/her most recent pay category, upon completing and leaving the Employer and place of employment without renewal in accordance to the law(s) set by the Ministry of Labor.

제15조 (유급휴가)

- ① 고용자는 피고용자에게 제5조에 규정한 고용기간 동안 20일의 유급휴가를 주며, 토요일 및 일요일 그리고 대한민국 공휴일은 포함되지 않는다. 피고용자는 15일 전에 소속기관장에게 휴가를 신청하여 승인을 받아야 하며 방학 및 학기 중 학사운영에 지장이 없는 범위서 사용된다.
- ② 피고용자는 방학기간이라 할지라도 유급휴가나 무급휴가를 사전승인 받은 경우가 아니라면 정상적으로 근무하여야 한다.

- ③ 고용자는 본 조 1항에 명시된 유급휴가와 별도로 학교장 재량으로 학교재량 휴업일이나 개교기념일 등으로 인한 학기 중 휴무일에 피고용자를 출근시키지 않을 수 있다.
- ④ 지각, 조퇴, 외출 및 반일연가 1회의 경우 누계시간으로 계산하며 8시간을 1일로 공제한다. 8시간미만은 계산하지 않는다.
- ⑤ 계약 파기 시 기사용 한 유급휴가는 근무기간에 비례하여 월 할 계산한다.

Article 15 (Paid Leave)

- ① The Employee shall be entitled to a vacation period of a total of twenty (20) working days during the Term of Employment set forth under Article 5 hereof. Paid leave shall be divided and taken at any time when school, or classes, are not in session, and must be approved by the Employer at least fifteen (15) days in advance. Saturdays, Sundays and Korean national holidays do not count as vacation days.
- ② The Employee shall note the difference between school vacation and Paid Vacation days; the Employee is expected to fulfill normal working duties during the school vacation period unless the Employee has received prior approval for Paid Vacation or Unpaid Leave during the school vacation period.
- ③ During the school semester, the Employer may allow the Employee to not come to work on the day(s) when the school is closed for in-semester school holiday(s), school anniversary day(s), etc. and these days will not be considered part of the Paid Leave set forth in the forgoing Clause 1.
- ④ In the case of tardiness, early leave and other absences during the work day and/or half-days of Paid Leave, regardless of the number of days over which they occur, each set of eight (8) accumulated hours shall be counted as one (1) day of Paid Leave. Totals of less than eight (8) hours will not be counted.
- ⑤ Upon termination of the Contract, regardless of course or ground thereof, Paid Leave will be calculated based on a pro-rata monthly basis.

제16조 (병가)

- ① 피고용자는 고용기간 중 출근할 수 없는 정도의 질환이 있을 때 근무시간 시작 1시간 전까지 소속기관장의 승인을 받아 유급병가를 받을 수 있다.
- ② 피고용자는 소속기관장 요구 시, 혹은 유급 병가기간이 2일을 초과하는 경우에는 매번 의사의 진단서를 병가 만료 익일 소속기관장에게 제출하여야 한다.
- ③ 피고용자의 유급 병가기간이 11일을 초과하는 경우에는 무급으로 한다.
- ④ 피고용자의 병가 일수 및 사유는 근무상황부에 기록되며 고용자는 피고용자의 복무 평가 및 재계약시 근거 자료로 활용한다.
- ⑤ 피고용자의 선택에 의한 미용관련 시술 및 수술들은 병가사유로 적합하지 아니하다.

Article 16 (Sick Leave)

- ① The Employee shall be entitled to a paid Sick Leave in the case of any illness or injury which prevents the Employee from performing the duties herein only with the expressed consent of the Employer. The Employee shall notify the Employer of any absence due to sickness no later than (1) hour prior to the Employee's duties.
- ② A practicing doctor's medical report shall be required for any sick-leave periods taken exceeding two (2) consecutive days or upon the request of the

Employer. Reports from a physician must be submitted to the Employer on the first day that the Employee returns to the work place.

- ③ If the Employee requires a Sick Leave of more than eleven (11) working days during the Term of Employment, any Sick Leave days beyond the 11-day limit will be unpaid.
- ④ The total number of days of Sick Leave (both paid and unpaid) used by the Employee and the reasons for taking Sick Leave will be included in the Employee's Personnel Record Card, which shall be utilized by the Employer to evaluate the Employee's conduct and determine the Employee's contract renewal.
- ⑤ Elective cosmetic surgery or treatment including laser surgery or any complications arising as a result of this type of surgery or treatment will not be considered for Sick Leave.

제17조 (특별휴가)

- ① 피고용자는 다음 각 호의 사유가 있을 경우 소속기관장의 승인을 받아 유급 특별휴가를 받을 수 있다. 특별휴가중 경조사휴가 기간은 토요일과 일요일, 대한민국 공휴일을 포함하지 아니한다.
 - 1. 피고용자 본인의 결혼 5일, 자녀의 결혼 1일
 - 2. 피고용자 배우자의 출산 5일
 - 3. 피고용자의 배우자, 본인 및 배우자의 부모 사망 5일, 본인 및 배우자의 (외)조부모 사망 2일, 자녀와 그 자녀의 배우자 사망 2일, 본인 및 배우자의 형제자매 사망 1일
 - 4. 피고용자 본인의 출산 전후를 합하여 90일(토요일과 일요일 대한민국 공휴일 포함). 단, 최초 60일에 한하여 보수가 지급된다.
- ② 임신한 피고용자는 임신 후 12주 이내 또는 36주 이후에 1일 2시간의 근로시간을 단축할 수 있다. 피고용자는 근로시간 단축 개시 예정일 3일전까지 의사의 진단서를 첨부하여 고용자에게 제출하여야 한다.
- ③ 생후 1년 미만의 유아를 가진 여성 피고용자는 1일 2회에 각각 30분간의 육아시간을 얻을 수 있다.

Article 17 (Special Leave)

- ① The Employee may take a paid Special Leave for a number of days as set forth below for each of the following events stated herein only with the express consent of the Employer: The duration of the Special Leave excluding maternity leave, shall not include Saturdays, Sundays and national holidays of the Republic of Korea.
 - 1. Five (5) days for the Employee's marriage, one (1) day for the marriage of the Employee's child.
 - 2. Five (5) days for paternity leave.
 - 3. Five (5) days for the death of the Employee's parents or spouse or spouse's parents; two (2) days for the death of the Employee's or spouse's grandparents; two (2) days for the death of the Employee's child or child's spouse; one (1) day for the death of the Employee's or spouse's siblings.
 - 4. In case of a female Employee, ninety (90) calendar days (including Saturday, Sunday and Korean national holidays) shall be granted for

a maternity leave. In the case of maternity leave, only the first 60 days shall be paid leave; the last 30 days shall be unpaid leave.

- ② A pregnant Employee who is fewer than 12 weeks pregnant and/or more than 36 weeks pregnant shall be entitled to two (2) working hours deduction a day. In order to apply, the Employee must submit a doctor's certificate not fewer than three (3) days before the commencing day of deduction.
- ③ Female Employee with a child aged less than one year shall be entitled to thirty(30)-minute-nursing time twice a day.

제18조 (복무)

- ① 고용자는 피고용자의 범법사실(마약 등)을 인지한 경우 즉시 신고하여야 하며, 피고용자는 대한민국의 관련법에 따라 관계기관에 고발 조치되고 처벌받을 수 있다.
- ② 피고용자는 고용기간 중 교사의 품위를 손상시키는 행동 또는 GEPIK 프로그램이나 고용자의 명예를 손상시키는 행동을 하여서는 아니 된다.
- ③ 피고용자는 한국인 교사에 적용되는 복무규정을 준수하여야 한다.
- ④ 피고용자는 고용자가 지정한 근무지 이외의 다른 기관에서 영업 행위 (시간제, 과외, 자영업, 온라인 수업 포함)를 할 수 없다.
- ⑤ 피고용자는 학교 및 학생 교육을 해칠 수 있는 활동을 하여서는 아니 된다.
- ⑥ 피고용자는 근무기간 중 지득한 비밀 등 중요 자료를 누설하거나 사적으로 이용하여서는 아니 되며 근무 기간 중 지득한 모든 중요 자료는 반납하여야 한다. 피고용자는 교육부훈령에 의거 계약체결 시 및 퇴직 시, 보안서약서에 서명한다.
- ⑦ 원어민 보조교사로서 고용 및 거주에 요구되는 비자서류, 신체/건강검진, 거주자 증명서 비용은 일체 피고용자가 부담한다.

Article 18 (Codes of Conduct)

- ① The Employer will immediately report the Employee to the appropriate agencies once the Employer becomes aware of any illegal action(Narcotics, etc) by the Employee and the Employee shall be subject to prosecution and punishment according to Korean law.
- ② The Employee shall not behave in any manner which may damage or tarnish the reputation of the teaching profession in general or of the GEPIK program and the undersigned Employer in particular during the Term of Employment.
- ③ The Employee shall observe and comply with any codes of conduct and dress applicable to Korean teachers.
- ④ The Employee shall not engage in any other employment (including any part-time, private or self-employment, or online instruction) during the Term of Employment set forth under Article 5 hereof.
- ⑤ The Employee shall not be involved in any activity which could cause harm to the students or be of detriment to the reputation of the school.
- ⑥ Employees must not disclose any confidential information about their co-workers, school or program that they have acquired during their term of employment and must return the acquired confidential documents or materials to the Employer upon the completion/termination of the contract. In accordance with the Ministry of Education regulations, the Employee must sign a security pledge both at the start of the contract term and upon completion of the contract term.

- ⑦ The Employee shall be responsible for any expenses regarding visa documents, medical examination(s), and residency forms for the purpose of residency and employment in the Republic of Korea.

제19조 (연수이수 및 교원능력개발평가)

- ① 피고용자는 경기도교육청 또는 교육지원청에서 주관하는 사전연수 및 각종 직무 연수를 이수하여야 한다.
- ② 피고용자는 의무적인 연수 참여에 관하여 추가의 보수를 요구할 수 없다.
- ③ 피고용자는 고용자가 요구할 시 연수 프로그램에 참가하여야 한다.
- ④ 피고용자는 고용자가 실시하는 교원능력개발평가에 성실히 임한다.

Article 19 (Completion of Mandatory Orientation and Training, and Evaluation of Teaching Performance and Conduct)

- ① The Employee shall complete all training deemed necessary by GEPIK and/or the undersigned Provincial Office of Education (GPOE).
- ② The Employee shall not claim additional compensation for any portion of the mandatory training (e.g. orientation, workshop) that falls within the Term of Employment, as stipulated under Article 6.
- ③ The Employee shall participate in any training program(s) upon request of the Employer.
- ④ The Employee shall sincerely participate in the Evaluation of Teaching performance and Conduct required by the Employer.

제20조 (손해배상)

- ① 본 계약의 이행과정에서 피고용자의 주의태만, 과실, 위법행위 또는 이와 관련하여 발생할 수 있는 손해배상을 피고용자에게 요구하기 위하여 고용자는 피고용자의 동의를 받아 일정금액을 담보한다. 최초급료부터 매월 30만원씩 3개월간 총 90만원을 급료지급일의 익일인 매월 18일까지 피고용자가 행정실에 지급한다. 이 90만원의 공제는 피고용자가 주택을 구한 경우나 결혼한 부부가 경기도교육청 산하 학교에 모두 고용된 경우에도 해당된다.
- ② 본 계약 제12조 제1항에 의해 계약이 해지되는 경우 또는 고용자의 귀책사유 없이 피고용자의 임의해지에 의해 계약이 해지되는 경우 고용자에게 발생한 손해는 피고용자가 배상하여야 한다. 본 조에 의한 손해에는 중도해지 등에 따라 고용자가 임대인에게 부담하게 되는 주거지원비용이 포함된다.
- ③ 피고용자의 계약만료까지 고용자는 대여한 시설물 이용과 그에 관련된 재정사항 등에 대한 사전점검을 실시하여 발생한 손해가 있을 경우 피고용자에게 서면 확인하고 담보한 금액으로 배상 조치하고, 부족할 경우에는 추가로 피고용자에게 배상을 요구하여야 한다. 피고용자가 시설물 이용에 대한 주의 성실의 의무를 다 하여 손해가 없을 경우에는 담보한 금액을 계약 만료 후 한 달 이내 반환하여야 한다.

Article 20 (Security Deposit)

- ① The Employee shall be responsible for any liability or damages arising from or in relation to any negligent, faulty, or illegal activity during the Term of Employment under this Contract. Therefore, the Employee shall agree in written form to provide 300,000 KRW per month to the employing school's administration office either on or by the eighteenth (18th) of every month for

the first three (3) months of employment until it amounts to a total of 900,000KRW.

- ② If the contract is terminated or cancelled under Article 12 (Termination of the Contract) or by the employee's request regardless of the reason, the employee shall indemnify the employer against any damages that may occur due to the termination of the contract. The damages in regards to this Article 20 include, but are not limited to, any Housing fees which the employer incurs after the termination of the Contract.
- ③ The Employer shall check the leased facilities and financial matters arising from the use of them by the Employee before the Term of Employment is completed. If any liability or damages are found, these shall be confirmed in written form by the Employee, who will be indemnified from the security deposit pursuant to the foregoing Clause 1. In the case that housing damages or fees owed exceed the security deposit pursuant to the foregoing Clause 1, the Employer is entitled to be paid additional compensation by the Employee up to the amount owed. The Employee will be refunded their security deposit within one (1) month after the completion of the Contract if there are no liabilities or damages. Employees with their own housing arrangements as well as married couples who are both employed by GPOE shall also be required to provide the deposit to his/her respective schools.

제 21조 (정보제공 동의)

- ① 피고용자는 자신의 원어민 영어보조교사 지원서 및 인사기록카드에 기재된 각종 기록이 고용자 또는 정부의 통계관리, 현 고용자와의 재계약 및 타 시도와의 신규계약을 위한 목적으로 활용될 수 있음에 동의한다.
- ② 피고용자는 제 19조 4항에 명시된 평가 결과가 현 고용자와의 재계약 및 타 시도와의 신규 계약을 목적으로 활용될 수 있음에 동의한다.

Article 21 (Consent to Limited Release of Information)

- ① The Employee grants his/her consent that the information in the Employee's application form and/or Personnel Record Card may be used for the purpose of statistical data collected by the Employer and/or the Korean government, for his/her contract renewal with his/her current Employer or his/her new application to other provinces.
- ② The Employee agrees that the evaluation results stipulated in Article 19 Clause 4 may be used for his/her contract renewal with his/her current Employer or his/her new application to other provinces.

제22조 (준거법, 언어 및 관할)

- ① 본 계약 및 본 계약상의 권리 의무에 관한 사항은 대한민국 법에 의하여 해석되고 결정되어진다.
- ② 본건 계약의 언어는 한글이며, 다른 언어로의 번역은 편의를 위한 것이다.
- ③ 당사자들은 본건 계약과 관련하여 발생한 분쟁을 해결하기 위하여 신의 성실의 원칙에 따라 노력하여야 한다.

Article 22 (Governing Law, Language and Venue)

- ① The terms of this Contract and the rights and obligations of the parties hereto shall be construed, interpreted and determined in accordance with the laws of the Republic of Korea.
- ② The governing language of the Contract shall be Korean. The English translation of this Contract is for the purpose of convenience only.
- ③ If a dispute or disagreement should arise in connection with or out of this Contract, the parties hereto shall first try to resolve it to the mutual satisfaction of both parties and in accordance with the principle of good faith.

제23조 (서명)

- ① 고용자와 피고용자는 본 계약서 말미에 기재된 날짜에 본건 계약서를 3부 작성하여 각 1부씩 보관하고, 나머지 1부는 비자 신청용으로 제출한다.
- ② 고용자는 원어민 관리를 위한 목적으로 계약서 사본을 요구할 수 있으며, 이 때 피고용자는 계약서 사본을 고용자에게 제출하여야 한다.

Article 23 (Signature)

- ① In witness whereof, the parties hereto sign the Contract in triplicate on the date entered below with each party retaining one copy and submitting the third copy for the Employee's visa application.
- ② The employer has the right to demand for a copy of the contract for the purpose of management, in which the employee should submit a copy to him/her.

서명일 (Date): 20	서명일 (Date): 20
고용자 직인 (Employer's signature):	피고용자 서명(Employee's signature):
직인	
경기도교육감 Superintendent of Gyeonggi Provincial Office of Education, Republic of Korea	성명(Name): Passport/Arc No:

<양식1> 주거용 가구 및 비품 구입목록



<Appendix 1>

Following is an inventory of the appliances and furniture provided by the Employer.

Please note that the situation and size of accommodation varies. Thus, some items may not be provided if these items are unable to be reduced in size, if space does not permit, or if they are not otherwise pre-installed.

Under the "Received" column, please initial if you have received this item.

Under the "Condition" column, please write "Good, "Fair or "Bad"

Item No.	Item	Qty	Received	Condition	Item No.	Item	Qty	Received	Condition
 Furnitures and Appliances									
1	침대 Bed	1			6	옷장 Wardrobe	1		
2	냉장고 Refrigerator	1			7	가스레인지 Gas range	1		
3	세탁기 Washing machine	1			8	의자 Chair	1		
4	텔레비전 Television	1			9	책상 Desk	1		
5	전자레인지 Microwave	1			10	청소기 Vacuum Cleaner	1		
 Optional (at the Employer's discretion)									
11	전 기 밥 솥 또는 토스터기 Electric rice cooker or Toaster	1			14	전화기 Telephone	1		
12	선풍기 Electric Fan (냉 풍 기 within budget under school's discretion)	1			15	전기다리미 Electric iron	1		
13	소파 Sofa	1			16	식탁 Table	1		

(3) Beginning of Contract Pledge of Confidentiality



경기도교육청 원어민영어보조교사 보안서약서

Pledge of Confidentiality

I will not disclose any confidential information about my co-workers, school or program that I acquire during my term of employment or take advantage of it for personal reasons. Should there be any disclosure, I will bear full legal and financial responsibility for damages that it may cause. (본인은 근무 기간 중 지득한 비밀 등 중요 자료를 누설하거나 사적으로 이용하지 않을 것이며, 만일 누설한 때에는 발생한 손해에 대해 배상하고, 민·형사상 책임을 질 것을 서약합니다.)

Dated(서명일) : 20__ / __ / __ (YYYY/MM/DD)

Native English Teacher(서약자)

Name(성명) : _____ (Signature) _____

Executive(서약집행자)

Position(직위) : _____

Name(성명) : _____ (Signature) _____

(4) Attendance Record

근 무 상 황 부 (Attendance Record)

◎ 직급 : 원어민영어보조교사 (Native English Teacher)

◎ 성명(Name):

종별 (Type)	기간 또는 일시(Date/Time)			사유 또는 용무 (Reason)	신청자 (Applicant)	결재		
	-부터 (From)	-까지 (To)	일수·시간 (days/hrs.)			부장 (Head teacher)	교감 (Vice Principal)	교장 (Principal)

(5) Yearly NET Data Collection Form

2. 2016 원어민영어보조교사 통계 기초자료 (2016. 4. 1. 기준)

연번	시도	교육지원청	시군구	설립별	급 별	학교명(기관명)	원어민 성명	생년월일 (예: 961010)	① 국내 체류기간	성별
(예)	경기도	수원	수원	공립	초	OO초	M*****	870528	2~3년미만	여
(예)	경기도	수원	수원	공립	초	OOO중	B*****	871020	2~3년미만	남
(예)	경기도	수원	수원	공립	초	OOO고	D*****	890326	4년이상	여

국적	② 체류자격	③ 주당 수업시수	계약기간		④ 등급	⑤ 도시/ 농촌	⑥ 주거지원형태	
			학교와 최초계약일 (예: 2013-03-01)	종료일 (예: 2017-02-29)			주거 형태	주거 조건
미국	E-2	22	2012-09-01	2017-02-28	1등급	도시	원룸/오피스텔	월세
캐나다	F-4	22	2016-03-01	2017-02-28	2등급	도시	자가	기타
호주	E-2	20	2016-03-01	2017-02-28	2+등급	도시	아파트	전세

학력		⑦ 자격증	⑧ 교육경력		원어민 이메일	⑨ 재원구분	⑩ 모집주체
학위	전공		국내	국외			
학사	교육	교사자격증	2~3년미만	1~2년미만	***@gmail.com	경기도교육청지원	EPIK
석사	경영학	TESOL/TEFL/Celta/기타 자격증	1~2년미만	없음	***@gmail.com	자자체지원	주)코비아컨설팅
학사	영어/ESL	교육학/영문학/영어학/ 언어학 전공자	2~3년미만	없음	***@gmail.com	학교자체	직접고용

⑪ 연수이수내역		⑫ 2016년도 영역원어민 역량강화연수 신청 여부	순회여부			담당자 정보			비고
2014년도 역량강화 연수	2015년도 역량강화 연수		여부	순회학교명	순회수업시수	관리교사성 명	관리교사전 화	관리교사 휴대전화	
O	X	O	O	**초등학교	8	***	000-0000	000-000-0000	
X	O	X	X			***	000-0000	000-000-0000	
X	X	O	X			***	000-0000	000-000-0000	

(6) NET Evaluation Form (Vice Principal)

NET Personal Information	Name							Workplace	
	Birthdate					Sex		Nationality	
Evaluation Points (45 Perfect Score)									
Evaluator	Evaluation Category	Evaluation Standard	Evaluation Points					Opinion	
			Excellent (5)	Great (4)	Good (3)	Average (2)	Below Average (1)		
Vice Principal	Characteristic	Responsibility	5	4	3	2	1		
		Teacherly conduct	5	4	3	2	1		
		Cooperation with co-worker(s)	5	4	3	2	1		
	Work Attitude	Work ethic	5	4	3	2	1	Absence ()days Sick leave ()days Early Leave ()days	
		Punctuality	5	4	3	2	1		
		Work Enthusiasm	5	4	3	2	1		
	Co-teaching	Classroom Initiative	5	4	3	2	1		
	Student guidance	Relationship with students	5	4	3	2	1		
	English Education Contribution	After school program, summer/winter camps, workshops	5	4	3	2	1		
Total		() points / 45 points							
Average Score	<input type="checkbox"/> Strongly agree to NET's renewal <input type="checkbox"/> Agree to NET's renewal <input type="checkbox"/> Disagree to NET's renewal		Vice Principal's detailed opinion						
Preparation Date	201○ Year Month Day								
Preparer	()Elementary (Middle, High) school VP signature								
Evaluator	()Elementary (Middle, High) principal (stamp)								

(6) NET Evaluation Form (Teacher)

NET Personal Information	Name			Workplace				
	Birthdate				Sex		National ity	
Evaluation Points (55 perfect score)								
Evaluator	Evaluation Category	Evaluation Standard	Evaluation Points					Opinion
			Excellent (5)	Great (4)	Good (3)	Average (2)	Below Average (1)	
Teacher	Class Preperation	Lesson plan preperation	5	4	3	2	1	
		Researching teaching materials	5	4	3	2	1	
		Preparing teaching materials	5	4	3	2	1	
	Co-teaching	Teacher's communication skills and ability to motivate the students	5	4	3	2	1	
		Students' response	5	4	3	2	1	
		Positive Reinforcement	5	4	3	2	1	
		Teaching enthusiasm	5	4	3	2	1	
		Teamwork	5	4	3	2	1	
	Student guidance	Relationship with students	5	4	3	2	1	
	Attitude towards teaching	Teacher's mannerism (dress code, encouraging students)	5	4	3	2	1	
	English Education Contribution	After school program, summer/winter camps, workshops, extra curricular activities	5	4	3	2	1	
	Total		() points / 55 points					
Average Score	<input type="checkbox"/> Strongly agree to NET's renewal <input type="checkbox"/> Agree to NET's renewal <input type="checkbox"/> Disagree to NET's renewal		Teacher's detailed opinion					
Preparation Date	201○ Year Month Day							
Preparer	()Elementary (Middle, High) school Teacher signature							
Evaluator	()Elementary (Middle, High) principal (stamp)							

(7) End of Contract Pledge of Confidentiality



경기도교육청 원어민영어보조교사 보안서약서

Pledge of Confidentiality

Upon completion or termination of the contract, I will not disclose any confidential information about my co-workers, school or program that I have acquired during my term of employment or take advantage of it for personal reasons. Should there be any disclosure, I will bear full legal and financial responsibility for damages that it may cause. (본인은 퇴직 후 근무 기간 중 지득한 비밀 등 중요 자료를 누설하거나 사적으로 이용하지 않을 것이며, 만일 누설 한 때에는 발생한 손해에 대해 배상하고, 민·형사상 책임을 질 것을 서약합니다.)

Dated(서명일) : 20__ / __ / __ (YYYY/MM/DD)

Native English Teacher(서약자)

Name(성명) : _____ (Signature) _____

Executive(서약집행자)

Position(직위) : _____

Name(성명) : _____ (Signature) _____

(8) EPIK-Recruit NET Renewal Application Form**경기도교육청 원어민영어보조교사 재계약신청서****GPOE NET Renewal Application Form**

Name	(Last, First, Middle)
Alien Registration No.	
Current School	
Current Contract Term	DD/MM/YYYY ~ DD/MM/YYYY
Current Level	<input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 2+ <input type="checkbox"/> 1 <input type="checkbox"/> 1+ <input type="checkbox"/> S
Renewal (Please check one)	<input type="checkbox"/> I want to renew my contract for another year. <input type="checkbox"/> I want to renew my contract for another year at a DIFFERENT SCHOOL in Gyeonggi Province. *** Please note that work place transfer requests are considered on a case by case basis and are not granted to all applicants. <input type="checkbox"/> I DO NOT want to renew my contract. State the reason for leaving: _____
Self Health Evaluation:	1. How would you rate the current condition of your health? <input type="checkbox"/> Poor <input type="checkbox"/> Good <input type="checkbox"/> Excellent 2. Have you ever been under the suspicion of drug or any other substance abuse or possession? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain the situation. _____
I swear under penalty of law that the above statements are true to my knowledge and I promise to provide the necessary documents proving the above statements upon request of the Employer. I understand that giving false information is subject to dismissal of the contract. Date : _____ Name(Print): _____ Signature: _____	
*** OFFICE USE ONLY ***	
1. EVALUATION: _____ 2. DECISION: <input type="checkbox"/> ACCEPTED - LEVEL () <input type="checkbox"/> DENIED <input type="checkbox"/> ON HOLD	

(9)

Consent Form For Sexual Offense Record and Offences Against Juvenile Inquiry

[별지 제12호서식]

성범죄 경력 조회 동의서 및 아동학대 관련 범죄전력조회 동의서

Consent Form for Sexual Offense Record and Offences Against Juvenile Inquiry

대상자 Recipient	성 명 Name	한글(또는 한자)		
		Korean (or Chinese)		
		영문(외국인의 경우 기입)		
		English (in the case of foreigner)		
	주민등록번호 Alien Registration Number	-	외국인인 경우: 국적과 여권번호 또는 외국인등 등록번호 For foreigners: Nationality, passport number, and Alien Registration Number	
	주 소 Address			
	전화번호 Phone number			

본인은 ○○기관(시설)(예: 유치원, 어린이집, 아동복지시설, 청소년쉼터, 청소년활동시설, 의료기관 등) 취업자(취업예정자)로서, 「아동·청소년의 성보호에 관한 법률」 제56조 및 같은 법 시행령 제25조에 따른 성범죄경력 조회, 「아동복지법」 제29조의3에 따른 아동학대 범죄전력 조회 신청에 동의합니다.

I, 00, working at 00 Elementary School, agree to the sexual offense record and offences against juvenile inquiry consent form.

년 Year 월 Month 일 Day장

Name 동의자

Signature(서명 또는 인)

경찰서장 귀하 Police Chief

유의사항

대상자가 외국인인 경우 한글·영문의 성명, 국적과 함께 여권번호 또는 외국인등록번호를 적습니다.

210mm×297mm[백상지 80g/㎡(재활용품)]

보수명세서

EARNING STATEMENT March, 201○

GROSS PAY (세금공제전 금액)		DEDUCTION(공제)	
BASE PAY (본봉)		INCOME TAX(소득세)	
RETIREMENT PAY(퇴직금)		RESIDENCE TAX(주민세)	
OVER TIME PAY(초과수당)		PENSION(연금)	
RENT[임대/보조/비과세]		HEALTH INSURANCE (건강보험료)	
ALLOWANCE/ TRANSPORTATION(교통비)		Lunch [선택/점심]	
REMOTE AREA BENEFIT (농어촌수당)		Optional: Staff Fellowship Fee [선택/친목회비]	
TOTAL (합계)		TOTAL(합계)	
NET INCOME (최종 급여액)			

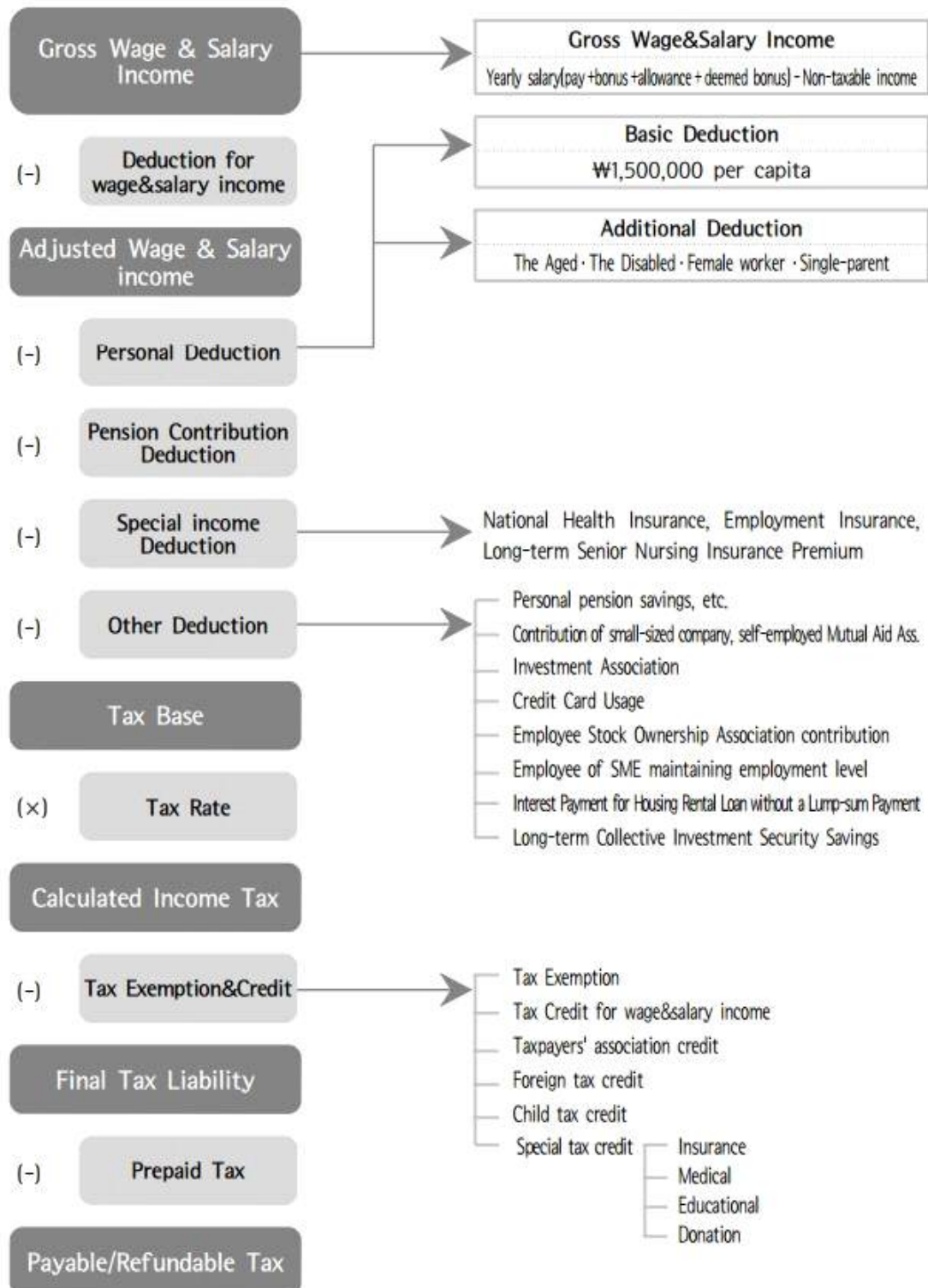
Date:

(11) Claim Form For Entrance/Exit Allowance**경기도교육청 원어민영어보조교사 입·출국지원비 신청서****Application for Entrance/Exit Allowance**

Name	(Last, First, Middle)															
Alien Registration No.																
Allowance Type (√)	<input type="checkbox"/> Entrance Allowance <input type="checkbox"/> Exit Allowance															
Name of Bank		SWIFT Code	(for Exit Allowance only)													
Account Number																
Flight Schedule	<table border="1"> <tr> <td></td> <td>Name of Airport (공항명)</td> <td>Flight Number (항공편)</td> <td>Date (날짜)</td> </tr> <tr> <td>City of Departure (출발 도시)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>City of Arrival (도착 공항)</td> <td></td> <td></td> <td></td> </tr> </table>					Name of Airport (공항명)	Flight Number (항공편)	Date (날짜)	City of Departure (출발 도시)				City of Arrival (도착 공항)			
	Name of Airport (공항명)	Flight Number (항공편)	Date (날짜)													
City of Departure (출발 도시)																
City of Arrival (도착 공항)																
Attached Proof of Documents (√) (첨부한 증빙서류)	<input type="checkbox"/> Receipt (영수증) or One-way Flight ticket (편도항공권) AND <input type="checkbox"/> Boarding Pass(탑승권) 혹은 or scanned copy of Passport arrival Stamp (출입국확인스탬프가 찍힌 원본대필 여권사본)															
<p>본인은 귀교와 체결한 고용계약서 제6조에 의거, (입/출국) 지원비를 아래와 같이 신청합니다. I would like to apply for my (Entrance/Exit) allowance in accordance with Article 9 of the contract.</p> <p>Date : _____</p> <p>Name(Print): _____ Signature: _____</p>																
*** OFFICE USE ONLY ***																
증빙서류	편도 항공권	영수증/e-ticket	탑승권	여권사본												
확인																
지불 금액 Allowance Paid	1,300,000 KRW	확 인 Approved by :														

(12) Summary of Flowchart of Year-End Tax Settlement

※ Summary of flowchart of Year-end Tax Settlement



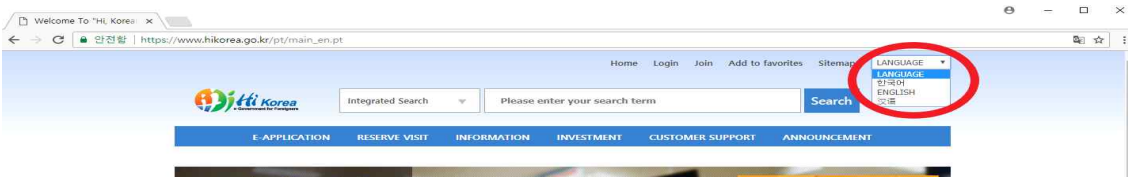
※ Summary of evidence and documentation for income deduction · Tax credit

Document	Eligibility	Prepared by
Report of Exemption & Deduction·Tax credit from Wage & Salary Income	Wage and salary income earners subject to the year-end tax settlement	Taxpayer
Certificate of Alien Registration	Employees hired in 2015 Employees with changes in dependents	Immigration office
Copy of Receipt for Insurance Payment	Employees who bought a policy of life, etc.	Insurance company
Copy of Receipt for Medical(Medicine) Expenses	Employees eligible for medical deduction	Hospitals, pharmacies, etc.
Copy of Receipt for Education Expenses	An employee(or his dependent) who is a student	Educational institutions
Copy of Receipt for Donation	Wage and salary income earners who made donations to charitable foundations	Organizations who received donations
Statement of Credit Card Expenditure(issued by a credit card company)	Wage and salary income earners subject to deduction for credit card usage	Credit card companies
Application for Flat Tax Rate for Foreign Employees	Taxpayer who chooses separate taxation method with 17% flat rate	Taxpayer
Application for Income Tax Exemption for Foreign Engineers	Foreign employees who meet the requirements under the relevant law	Taxpayer
Application for Wage and Salary Income Tax Exemption	Qualified foreign employees who was dispatched to Korea by the government-to-government agreement	Taxpayer
Application for Foreign Tax Credit	Taxpayer who worked and paid the income tax in foreign countries	Taxpayer

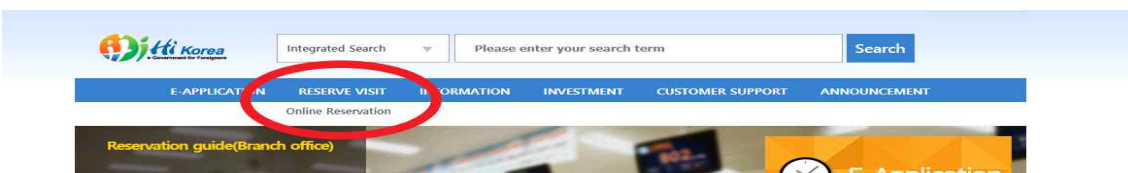
(14) Steps for Application of Alien Registration Card

1) visit www.hikorea.go.kr

click "language" on the top right, select ENGLISH



2) Move your mouse over reserve visit



3) click on Appointment reservation(non member)



4) click on identification with a passport No.



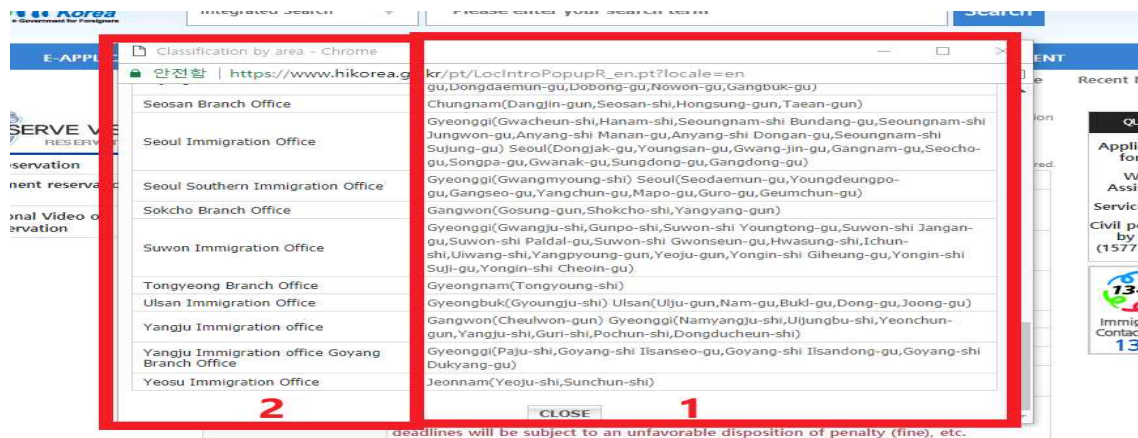
5) fill in all necessary information and click confirm



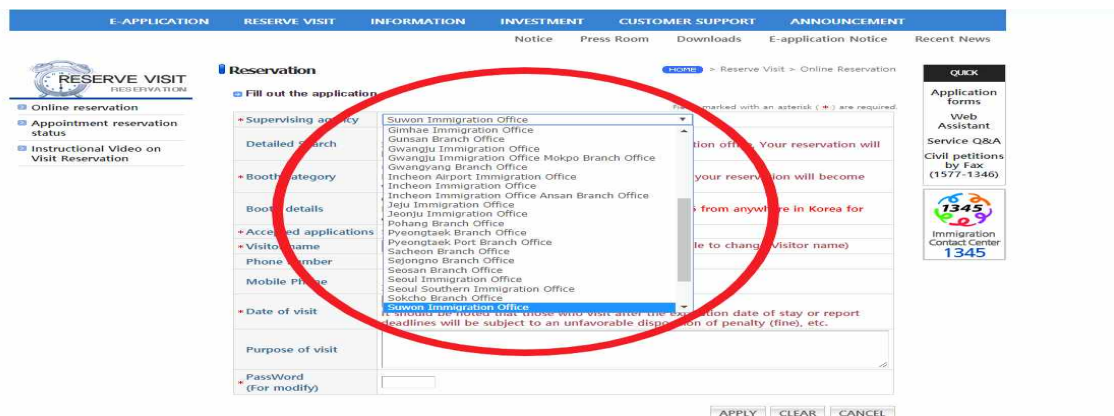
6) click on detailed search to find your nearest immigration office.



look for your location on the right panel and the local immigration office is the indicated on the left.

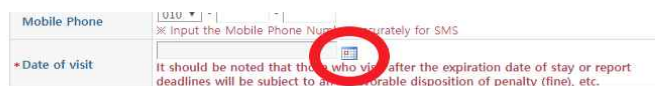


7) select the appropriate branch from the drop down list.



8) fill in all necessary information.

9) click on the calendar next to Date of visit.



select the date you wish to visit the office on the left pane. Available time slot on that day will be in white on the right pane.

Select date/time of visit - Chrome

안전함 | https://www.hikorea.go.kr/pt/ResvDtPopupR_en.pt

Select date/time of visit

Selected number of visitors: 1 Time needed for appointment: 10minute

Notice: Can reserve from 2017.12.07 ~ 2018.04.06 is available. Please reserve time slot.

Select date

Selected date: 2017.12.20

Available time slots (circled in red):

09:00(6/6)	10:00(6/6)	11:00(6/6)	13:00(6/6)
09:10(6/6)	10:10(6/6)	11:10(6/6)	13:10(6/6)
09:20(6/6)	10:20(6/6)	11:20(6/6)	13:20(6/6)
09:30(6/6)	10:30(6/6)	11:30(6/6)	13:30(6/6)
09:40(6/6)	10:40(6/6)	11:40(6/6)	13:40(6/6)
09:50(6/6)	10:50(6/6)	11:50(6/6)	13:50(6/6)
14:00(6/6)	15:00(6/6)	16:00(6/6)	17:00(6/6)
14:10(6/6)	15:10(6/6)	16:10(6/6)	17:10
14:20(6/6)	15:20(6/6)	16:20(6/6)	17:20(2/6)
14:30(6/6)	15:30(6/6)	16:30(6/6)	17:30
14:40(6/6)	15:40(6/6)	16:40(2/6)	17:40
14:50(6/6)	15:50(6/6)	16:50(2/6)	17:50(4/6)

Legend:

- Yellow: Date selected (reservation are available on and after the next day)
- Gray: Reserve visit is not available

Notes:

- Reserved time slots appear in gray color
- You are advised to use the convenient E-Application service when it is impossible to make reservations for visit before the expiration date of stay or the report deadline

CLOSE

(For modify)

Please type "application for alien registration card" for purpose of visit.

10) finally click apply and you're good to go.

*because your co-teacher much accompany you to the immigration office, you must consult your co-teacher when deciding on the date of visit.

Documents required for application of ARC

- 1) Passport + photocopy of passport page.
- 2) Passport sized photo of yourself.
- 3) copy of your school's business registration documents (학교
고유번호).
- 4) Housing contract for your current residence (ask your school
for it).
- 5) Photocopy of the housing contractee's Korean ID card (주민
등록번호 of usually the principal).
- 6) Copy of your contract with the school.
- 7) You'll need to fill out 2 forms at the immigration:
 - a) Application #34
 - b) Confirmation of residence
- 8) ₩30,000 (paid by you)

Please prepare all the documents and hand them over to your
Co-teacher.

(15) Immigration Office Integrated Form

■ 출입국관리법 시행규칙 [별지 제34호서식]

통합신청서 (신고서) APPLICATION FORM (REPORT FORM)

□ 업무선택 SELECT APPLICATION

<input type="checkbox"/> 외국인 등록 ALIEN REGISTRATION	<input type="checkbox"/> 체류자격외 활동허가 ENGAGE IN ACTIVITIES NOT COVERED BY THE STATUS OF SOJOURN	PHOTO 여권용사진(35mm×45mm) 외국인 등록 및 등록증 재발급 시에만 사진 부착 Photo only for Alien Registration (Reissued)
<input type="checkbox"/> 등록증 재발급 REISSUANCE OF REGISTRATION CARD	<input type="checkbox"/> 근무처변경·추가허가 / 신고 CHANGE OR ADDITION OF WORKPLACE	
<input type="checkbox"/> 체류기간 연장허가 EXTENSION OF SOJOURN PERIOD	<input type="checkbox"/> 재입국허가 (단수, 복수) REENTRY PERMIT (SINGLE, MULTIPLE)	
<input type="checkbox"/> 체류자격 변경허가 CHANGE OF STATUS OF SOJOURN	<input type="checkbox"/> 체류지 변경신고 ALTERATION OF RESIDENCE	
<input type="checkbox"/> 체류자격 부여 GRANTING STATUS OF SOJOURN	<input type="checkbox"/> 등록사항 변경신고 CHANGE OF INFORMATION ON ALIEN REGISTRATION	

성명 Name In Full	성 Surname	명 Given names	漢字姓名	성별 Gender	<input type="checkbox"/> 남 M <input type="checkbox"/> 여 F
생년월일 또는 외국인등록번호 Date of Birth or Alien Registration No. (If any)	년 Year	월 Month	일 Day	외국인등록번호 후단 Registration No.	국적 Nationality / Others
여권 번호 Passport No.	여권 발급일자 Passport Issue Date			여권 유효기간 Passport Expiry Date	
대한민국 내 주소 Address In Korea					
전화 번호 Telephone No.			휴대 전화 Cell phone No.		
본국 주소 Address In Home Country				전화 번호 Telephone No.	
근무처 Workplace	원 근무처 Current Workplace	사업자등록번호 Business Registration No.		전화 번호 Telephone No.	
	예정 근무처 New Workplace	사업자등록번호 Business Registration No.		전화 번호 Telephone No.	
재입국 신청 기간 Intended Period Of Reentry		이메일 E-Mail			
반환용 계좌번호(외국인등록 및 외국인등록증 재발급 신청 시에만 기재) Refund Bank Account No. only for Alien Registration					

신청일 Date of application	신청인 서명 또는 인 Signature/Seal
신청인 제출서류	출입국관리법 시행규칙 별표 5의2(체류자격외활동허가신청 등 첨부서류)의 체류자격별·신청구분별 첨부서류 참고
담당공무원 확인사항	출입국관리법 시행규칙 별표 5의2(체류자격외활동허가신청 등 첨부서류)에 따라 사업자등록증 사본, 법인등기 사항전부증명서, 건설업등록증 사본, 주민등록표 등·초본이 첨부서류로 되어 있는 경우

행정정보 공동이용 동의서 (Consent for sharing of administrative information)

본인은 이 건 업무처리와 관련하여 담당 공무원이 「전자정부법」 제36조에 따른 행정정보의 공동이용을 통하여 위의 담당 공무원 확인 사항을 확인하는 것에 동의합니다. *동의하지 아니하는 경우에는 신청인이 직접 관련 서류를 제출하여야 합니다.
I, the undersigned, hereby consent to allow all documents and information required for the processing of this application to be viewed by the public servant in charge. As specified under E-government Law, article 36. *If you disagree, you will present all related documents yourself.

신청인 Applicant	서명 또는 인 신청인의 배우자 signature/seal Spouse of applicant	서명 또는 인 신청인의 부 또는 모 signature/seal Father/Mother of applicant	서명 또는 인 signature/seal
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공용란 (For Official Use Only)

기본 사항	최초입국일	체류자격	체류기간
접수 사항	접수일자	접수번호	
허가(신고) 사항	허가(신고) 일자	허가 번호	체류자격 체류기간
결재	담당		소장 가 / 부

수입인치 첨부란 (Revenue Stamp Here) / 수수료 면제 (exemption) [] (면제사유)	심사 특이사항
--	---------

210mm×297mm [백상지 80g/㎡ (재활용품)]

Q: My CT speaks below-average English and I'm having trouble communicating with her. I'm getting frustrated and worried it may cause misunderstandings. What should I do?

A: It is imperative that the NET establish a good working relationship with the CT from the beginning. It may be a difficult task when a CT's English isn't fluent but your Korean probably isn't that great either. In a case like this, instead of speaking, try writing to the CT as it will give the CT more time to process the message and help her improve her English as well.

Q: My previous CT gave me a lot of freedom in lesson planning and would let me lead and edit the lesson plans. But My new CT does not like my lesson ideas and won't let me do anything. I'm standing there repeating the sentences like a mocking bird.

A: Co-teaching styles and expectations can be different. Upon working with a new CT, we advise you to communicate what you would like to teach and find a happy medium. Do not be afraid to voice your concern and instead of presenting your lesson ideas at the last minute, perhaps you could prepare your lessons in advanced and have your CT look over them. Co-teaching is about negotiation.

Q: Can I use all of my 20 days paid vacation during summer (or winter)?

A: Your school may advise you to use 10 days during summer and 10 days during winter. However, you can use your paid leave however you wish so long as it doesn't conflict with your school's summer (or winter) schedule.

Q: I made plans for my summer (or winter) vacation in advance. My school is now telling me that I need to come to school and teach summer (or winter) camp because the schedule changed. What can I do?

A: It is rare for any school to abruptly change summer (or winter) camp schedule. We advise all NETs to give at least a month notice regarding their summer (or winter) schedule.

Q: If my school grants me a discretionary holiday, do I have to use my paid leave?

A: No. The principal will generally give you a choice to either use your paid leave or come to school if he/she decides not to give you a discretionary holiday.

Q: My visa is about to expire and my school is telling me to use an unofficial leave. Is this correct?

A: No. Visa run and official health check up are done via official leave. This will not affect your paid leave.

Q: Do I need to provide the Ministry of Education's business registration number when I apply for my Alien Registration Card?

A: No. Only the school's registration number is required.

Q: What do I have to do to register for Alien Registration Card?

A: First, you have to go onto the hikorea website (hikorea.go.kr) and make a visit appointment.

Second, prepare all required documents stated on the website.

Third, visit the appropriate Immigration Office with the CT on the appointment date.

All expenses are to be paid by the Native Teacher.

(Note: Please consult with the CT to determine an appropriate date of your appointment)

Q: Can I go outside of school to get lunch?

A: No. Lunch time is considered a working hour. However, you may ask your Employer for permission to leave the school premise to get lunch.

Q: When can I expect to get my severance?

A: You should receive your severance within 14 days after completing your contract.

Q: Can I use my paid vacation days to end my contract earlier than the date stated in the contract?

A: No, if you leave before the end date stated in the contract, you will not receive your exit allowance.

Q: Can I receive my Exit allowance if I decide to travel to a different country and then back to my home country?

A: No. As of 2016, you have to travel to your home country to receive the Exit Allowance.

Q: My school is asking me to teach a kindergarten class. Is this allowed?

A: No. NETs, by law, cannot teach kindergarten-2nd grade.

Q: If I cancel my contract midway after completing several contracts, do I still receive Exit Allowance?

A: Yes. You will receive your Exit Allowance, however, you will have to pay back the re-signing bonus.

Q: I got LASIK/LASEK and the eye doctor told me to rest for a week. Can I use my sick leave?

A: No. You cannot use your sick leave for any elective surgeries.

Q: I have my own housing. Do I still need to give 900,000 won security deposit to my school?

A: Yes. 900,000 won security deposit has to be given to your school (300,000 won/month for 3 months) despite finding your own place. You will get the security deposit back after you finish your contract.

Q: I am currently in the middle of the contract, living at the housing provided by the school. However, I wish to move in with my family/relatives and receive the housing allowance. Is this possible?

A: No, you cannot receive the housing allowance if you choose to move during the contract. However, at the beginning of the next contract, you can state your wish to move out of the provided housing and receive the housing allowance. Then starting in the new contract, you will be able to receive it.

Q: I want to move to another place because of personal reasons and my school consented. Do I have to pay the moving fee?

A: Yes. You are responsible for any fees that are introduced due to personal decision.

Q: Does the coteacher always have to be present when I'm teaching a class?

A: Yes. A coteacher must be present in the classroom when you are teaching regular classes. However, for afterschool classes and English camps, a coteacher does not have to be present.

Q: Can I use my contract renewal leave prior to the new contract?

A: No.

Q: I have not used up all 20 days of my paid vacation. At the end of my contract, will I be reimbursed monetarily?

A: No. Since you will not be reimbursed, make sure you use all of your vacation days before the end of your contract.

Q: I am leaving the country during my vacation for a personal trip. Do I have to report it to the Ministry of Education like Korean teachers?

A: No, you don't have to. The job status of the NET is not the same as Korean teachers.

Q: I have been sick and haven't been to school for 2 straight days. Do I have to provide the school with a doctor's note?

A: Yes you do. If you are on a sick leave for more than two days at a time (or if the school requests it), you have to provide a doctor's note to the school.

Appendix	
C	Useful Contacts

01. Official GEPIK Website

<https://edup.goe.go.kr/gfe/>

02. GEPIK Coordinator Contacts and Covering Districts

Coordinator	Covering Districts	Office Hours	Contact Info
Brian Kim (GPOE)	All Korean Co-teachers from the southern districts Anyang-Gwacheon, Suwon, Ansan, Pyeongtaek, Hwaseong-Osan, Siheung, Gwangmyeong, Gunpo-Uiwang, Yong-in, Seongnam, Yeosu, Yangpyeong, Icheon, Gwanju-Hanam ELEMENTARY and MIDDLE SCHOOLS	Mon-Fri (9am-6pm)	031-820-0609 hkim10284@goe.go.kr
Grace Cho (신곡초)	All Korean Co-teachers from the northern districts Goyang, Gimpo, Uijeongbu, Dongducheon-Yangju, Paju, Yeoncheon, Guri-Namyangju, Pocheon, Gapyeong, Bucheon ELEMENTARY and MIDDLE SCHOOLS	Wed only (8:40am-4:40pm)	031-986-9532 gracecho1010@gmail.com
Andy Chan (용마초)	All Native English Teachers from all districts	Wed only (8:40am-4:40pm)	070-4055-1658 gepikandychan@gmail.com

03. Other Government Offices

Names	Contact Info
Korea Immigration Service	☎ 1345 (English available) www.immigration.go.kr www.hikorea.go.kr
National Pension Service	☎ 1355 www.nps.or.kr
National Tax Service	☎ Eng: 1588-0560/Kor:126 www.nts.go.kr/eng/
National Health Insurance Services	☎ 1577-1000 (Eng : 02-390-2000)

Appendix	
D	Useful Phrases

Contract related expressions	계약관련 표현들
term of Contract	계약기간
contract form/ signed contract	계약서/서명된 계약서
complete the contract	계약을 완료하다
re-sign the contract	재계약하다
Salary level	고용등급
Certificate of Employment	고용사실 확인서/재직증명서
the national pension contribution	국민연금
health insurance premium	건강보험료
pay day/ pay slip/ monthly pay	보수지급일/보수명세서/월급
Single Entry visa/ Multiple Entry visa	단수비자/복수비자
visa extension/ visa status	비자연장/비자체류자격
processing fee	수수료
withhold from your salary	원천징수
settlement allowance	정착금
reference letter	추천서
severance pay	퇴직금
copy of Certificate of Business Registration	학교고유번호등록사본
Work related expressions	근무관련 표현들
absence/ tardy/ early leave	결석/지각/조퇴
unofficial leave for personal reasons	개인사유로 인한 조퇴
Calendar day	공휴일을 포함하는 날
Working hours/ working condition	근무시간/근무조건
class instruction hours per week	주당수업시수
overtime instruction pay/overtime work	초과수업 수당/초과근무
official trip	출장
paid leave/unpaid leave	유급휴가/무급휴가
medical doctor's note	의사진단서
Housing related expressions	주거관련 표현들
home appliances	가전제품
housing utilities	공과금
monthly maintenance fee	월관리비
security deposit	임차주택예치금
housing subsidy(allowance)	주거지원비
key money for renting apartment	임대주택보증금
Instruction related expressions	수업관련 표현들
in-service training	직무연수
after school program	방과 후 학교 프로그램
teaching resources	수업자료
classroom management	학급경영
discipline students	학생지도

Map of Gyeonggi Province

