

Regulations on Remuneration for Laboratory Staff Members at the Pohang Accelerator Laboratory

Established Mar. 1, 2003 Amended Jun. 16, 2016
Amended Sep. 16, 2008 Amended Nov. 28, 2016
Amended Mar. 1, 2009
Amended Mar. 1, 2010
Amended Mar. 1, 2013
Amended Dec. 23, 2015

Chapter 1 General Provisions

Article 1 (Purpose) These regulations seek to specify matters concerning the remuneration of staff members at the Pohang Accelerator Laboratory (hereinafter referred to as “Laboratory”), an affiliate of the Pohang University of Science and Technology (hereinafter referred to as “University”).

Article 2 (Application Scope) These regulations shall apply to research, technical, and administrative staff members in the laboratory (hereinafter referred to as “Laboratory Staff Members”) (Amended on December 23, 2015).

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

1. “Remuneration” pertains to the sum of one’s basic annual salary and other allowances.
2. “Basic annual salary” refers to the salary paid for one year beginning March 1 and ending on the last day of February of the following year.
3. “Other allowances” include legal benefits and allowance for his/her child’s education. (Amended on September 16, 2008)
4. “Monthly salary” pertains to the amount derived by dividing the individual basic annual salary by 12.
5. “Ordinary wages” shall be determined in accordance with Article 6 of Enforcement Decree of the Labor Standards Act (Amended on June 16, 2016).
6. “Daily-based calculation” pertains to the payment method of calculating the monthly salary and other allowances using the number of days worked.
7. “Number of days worked” refers to the number of days a person served in a position and shall include the first day of appointment and any holidays during the period of his/her service.

Article 4 (Remuneration Structure) A laboratory staff member's remuneration shall include the basic annual salary (including meal allowance) and other allowances.

Article 5 (Pay Period) The period used in the calculation of the monthly salary and the attendance and leave shall begin on the 16th of the previous month and end on the 15th of the current month.

Article 6 (Fractions) Fractions shall be disregarded in the calculation of the monthly salary.

Article 7 (Calculation Standard) ① The calculation of the monthly salary shall begin on the effective date of appointment, transfer, and return from leave/reinstatement and end one day prior to the effective date of suspension of university operation, leave of absence, and suspension from office or on the effective date of termination of employment. However, in the case of termination of employment other than discharge (*pamyeon*), a staff member shall be paid the full amount of his/her monthly salary for the month.

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

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

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

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

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

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

⑧ The reference daily wage in daily-based calculation shall be determined by dividing the monthly salary by the total number of days in the month.

Article 8 (Monthly Salary During Absence) ① If the total number of days of absence with notice during a monthly pay period is seven days or less, the full amount of monthly salary shall be paid; if the total number of days of absence with notice during a monthly pay period is eight days or more, however, Article 10 shall apply *mutatis mutandis*.

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

Article 9 (Remuneration for a Staff Member on Leave of Absence or Under a Disciplinary Measure)

① The remuneration for a laboratory staff member on leave of absence shall follow the remuneration of a faculty member on leave of absence as specified in the Bylaws of the POSTECH Foundation.

② Remuneration for a staff member under a disciplinary measure shall be determined as follows:

1. The monthly salary of a laboratory staff member under suspension from office as a disciplinary measure shall be reduced by 2/3.

2. If disciplinary measure in the form of salary reduction is taken, the total reduction amount shall be 10% of the monthly salary.

Article 10 (Payment Date) ① A staff member shall be paid his/her monthly salary on the 17th of each month. If the payment date falls on a weekend day or a legal holiday, however, payment shall be made on the immediately preceding day.

Article 11 (Time-loss Benefit) Time-loss benefit shall be paid pursuant to the relevant laws and regulations if a laboratory staff member is ordered to rest from work for reasons attributable to the University.

Article 12 (Remuneration of Commissioned or Temporary Laboratory Staff Members) The remuneration of commissioned or temporary laboratory staff members shall be stipulated separately.

Chapter 2 Basic Annual Salary and Evaluation

Article 13 (Principles in the Application of the Basic Annual Salary Increase Rates) ① An increase rate shall be applied as basic increase rate or differential increase rate within the range of the total increase rate.

② The total increase rate shall be determined by an approval from the Board of Trustees every year.

③ A basic increase rate indicates the same interest rate to be applied to all members regardless of the individual work performance rating; it shall be determined by the Director of the laboratory considering the economic conditions of each year.

④ A differential interest rate shall apply to each person according to the result of evaluation on his/her work performance for the previous year; a certain rate depending on the evaluation level -- based on the average differential increase rate -- shall be used as the individual differential increase rate.

⑤ The individual differential increase rate shall be determined considering the number of members in each evaluation level within the range of fund for the differential increase rate.

⑥ The basic annual salary for the previous year -- which shall serve as reference in the application of the basic increase rate and differential increase rate every year -- shall serve as the basic annual salary converted by reflecting the basic increase rate and average differential increase rate for the previous year.

Article 14 (Evaluation Process of Work Performance) ① The work performance of a research staff member and a technical staff member shall be evaluated as provided for by the Detailed Rules on Work Performance Evaluation for Research and Technical Staff Members of the Laboratory.

② The method of evaluation for an administrative staff member shall be determined separately (Amended on December 23, 2015).

Article 15 (Lower Limit of Basic Annual Salary) The lower limit of basic annual salary based on the type of work or position shall be determined by applying annual basic increase rate

Chapter 3 Other Allowances

Article 16 (Family Allowance) Deleted

Article 17 (Night Duty Allowance) A laboratory staff member who has worked between 22:00 and 06:00 of the following day shall be paid the legal night duty allowance (Amended on June 16, 2016).

Article 18 (Overtime Allowance) ① A laboratory staff member who has worked more than the daily legal working hours shall be paid the legal overtime pay (Amended on June 16, 2016).

Article 19 (Holiday Overtime Allowance) A laboratory staff member who has worked during holidays shall be paid the legal holiday overtime allowance (Amended on June 16, 2016).

Article 20 (Overtime Work and Holiday Overtime Work) Overtime work and holiday overtime work shall be governed by the following standards (Amended November 28, 2016):

① If overtime work and holiday overtime work are unavoidable due to special circumstances, the overtime work and holiday overtime work can be arranged within the range of legal overtime working hours by obtaining the approval of the Director of the team (Head of the department) (Established on June 16, 2016).

② The following shall not be regarded as overtime work:

1. Urgent work upon the occurrence of a natural disaster or an emergency situation
2. Urgent work demanded by the country or any work based on a similar enlistment
3. On-call duty or while on the waiting list for an assignment

③ Other relevant necessary matters shall be governed by the 'Operational Standards on the Overtime Work of the Laboratory' and relevant regulations.

Article 21 (Allowance for Children Education) A laboratory staff member shall be paid education support allowance for his/her children. Provided, however, that details concerning the payment shall be determined separately.

Article 22 (Personal Pension Allowance) (Deleted March 1, 2013)

Article 23 (Mutatis Mutandis Application) The relevant laws and regulations or other precedents shall apply *mutatis mutandis* to matters concerning laboratory staff members' remuneration but are not stipulated by these regulations.

Addenda

1. These regulations shall be established and shall be effective on March 1, 2003.

2. (Interim Measures) ① The basic annual salary to be changed on the effective date of these regulations shall be the sum of the following amounts to be paid from March 1, 2003 to the last day of February 2004:

1. Base salary
2. Job allowances
3. Meal allowance
4. Adjustment allowance
5. Compensation allowance
6. End-of-term allowance
7. Regular attendance allowance
8. Physical fitness allowance
9. Filial piety vacation allowance
10. Annual leave allowance
11. Summer vacation allowance
12. Research allowance
13. Technology incentive

② The basic annual salary of a person promoted in September 2003 shall be determined by adding the basic annual salary after promotion from September 1, 2003 to February 28, 2004 to the current basic annual salary

from March 1, 2003 to August 31, 2003.

③ License allowance shall be completely revoked after a two-year grace period starting from March 1, 2003.

Addenda

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

Addenda

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 - ① The vehicle maintenance allowance as of September 15, 2008 shall be added to the minimum amount of a basic salary in each position pursuant to Article 14 of these regulations.
 - ② A staff member who is currently in service as of the effective date of amendment of these regulations shall be paid vehicle maintenance allowance as of September 15, 2008 by adding such to his/her basic salary.

Addenda

1. (Effective Date) These amended regulations shall take effect on March 1, 2009.
2. The basic annual salary of the person after promotion to Level 3 (Acting Principal Class) or Level 5 (Acting Senior Class) as provided for by Regulations on Staff Members Personnel Management shall be determined by adding the corresponding amount to the basic annual salary before the promotion:
 - A. Level 3 (Acting Principal Class): KRW 1,859,000
 - B. Level 5 (Acting Senior Class): KRW 2,511,000

Addenda

1. (Effective Date) These amended regulations shall take effect on March 1, 2010.
2. (Interim Measures) Notwithstanding the Supplementary Provisions that took effect on September 16, 2008 and

March 1, 2009, for promotion to Level 3 (Acting Principal Class) or Level 5 (Acting Senior Class), the lower limit in a position shall be applied. If the sum of the previous remuneration and the corresponding amount is higher than the lower limit of the Level, however, then the remuneration shall be determined at that amount.

Addenda

1. (Effective Date) These amended regulations shall take effect on March 1, 2013.
2. (Interim Measures) The deletion of Article 22 (Personal Pension Allowance) shall retroactively implemented as of December 1, 2012.

Addenda

1. (Effective Date) These amended regulations shall take effect on December 23, 2015.
2. (Interim Measures) An administrative staff member shall be paid merit pay as of March 1, 2016. Provided, however, that each administrative staff member's merit pay for 2015 shall be paid in lump sum from the business funds for 2015, and the merit pay for January and February 2016 shall be paid in lump sum from the business funds for 2016.

Addenda

1. (Effective Date) These amended regulations shall take effect on June 16, 2016.
2. (Interim Measures) The interim measures with regard to the administrative staff members but are not stipulated by these regulations shall be implemented by the previous regulations on remuneration for university staff members.

Addendum

These amended regulations shall take effect on November 28, 2016.