
2025 EPIK Teachers' Manual for Gyeonggi Province



**Gyeonggido
Office of Education**

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Changes for EPIK in Gyeonggi in 2025

Change in contract

A. GOE contract

content	2024	2025
1p	<input type="checkbox"/> 1+등급 한화 2,500,000 원 <input type="checkbox"/> 1+ level: 2,500,000KRW per month <input type="checkbox"/> 1 등급:한화 2,300,000 원 <input type="checkbox"/> 1 level: 2,300,000KRW per month <input type="checkbox"/> 2+ 등급:한화 2,200,000 원 <input type="checkbox"/> 2+ level: 2,200,000KRW per month <input type="checkbox"/> 2 등급:한화 2,100,000 원 <input type="checkbox"/> 2 level: 2,100,000KRW per month	<input type="checkbox"/> 1+등급: 한화 2,600,000 원 <input type="checkbox"/> 1+level: 2,600,000 KRW per month <input type="checkbox"/> 1+등급: 한화 2,500,000 원 <input type="checkbox"/> 1+level: 2,500,000 KRW per month <input type="checkbox"/> 1 등급: 한화 2,400,000 원 <input type="checkbox"/> 1 level: 2,400,000 KRW per month <input type="checkbox"/> 2+등급: 한화 2,300,000 원 <input type="checkbox"/> 2+ level: 2,300,000 KRW per month <input type="checkbox"/> 2 등급: 한화 2,200,000 원 <input type="checkbox"/> 2 level: 2,200,000 KRW per month
Article7-6	<p>⑥ During school vacation periods when the Employee is not using paid vacations, the Employee shall participate in special classes or English day camps of up to twenty (20) hours per week within the bounds set forth in Article 7, Clause 1. There will not be extra compensation for these 20 hours. In the scenario where operation of such special classes are deemed impossible due to inevitable school conditions (e.g. construction), the period during which the classes take place may be adjusted at the discretion of the principal.</p>	<p>⑥ During school vacation periods when the Employee is not using paid vacations, the Employee shall participate in special classes or English day camps of up to twenty (20) hours per week within the bounds set forth in Article 7, Clause 1. These special classes or English day camps shall be a total of no less than two weeks per year (on a 4 hours per day basis) There will not be extra compensation for these 20 hours per week. The Employee shall be paid overtime compensation if the hours exceed 20 hours per week. In the scenario where operation of such special classes are deemed impossible due to inevitable school conditions (e.g. construction), the location and the period during which the classes take place may be adjusted at the discretion of the principal.</p>
Article 13-4 (영문)	<p>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</p>	<p>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 500,000 KRW per month as a rent subsidy</p>
Article16-2 (영문)	<p>② A practicing doctor's medical report shall be required for any sick-leave periods taken exceeding 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.</p>	<p>② A practicing doctor's medical report shall be required for any sick-leave periods taken exceeding 3 consecutive days, exceeding a total of 6 days per annual 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.</p>

B. Direct recruit contract: All changes stated above

IMPORTANT NOTICE!

Starting 2025, the health examination results submitted for renewal must include the following:

1. Health Examination for Standard Employment (일반체용신체검사)
2. Drug test results (4 panel drug test or TBPE test + Marijuana test)

Change in Manual

page	Before change (2024년)	After change (2025년)	memo																																	
All	2023,2024,2025	2024,2025,2026	update year																																	
7	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">PAY CATEGORY</th> <th style="width: 20%;">MONTHLY SALARY</th> <th style="width: 65%;">REQUIREMENTS</th> </tr> </thead> <tbody> <tr> <td>CATEGORY 1+</td> <td style="text-align: center;">2,500,000 KRW PER MONTH</td> <td style="text-align: center;">...</td> </tr> <tr> <td>CATEGORY 1</td> <td style="text-align: center;">2,300,000 KRW PER MONTH</td> <td style="text-align: center;">...</td> </tr> <tr> <td>CATEGORY 2+</td> <td style="text-align: center;">2,200,000 KRW PER MONTH</td> <td style="text-align: center;">...</td> </tr> <tr> <td>CATEGORY 2</td> <td style="text-align: center;">2,100,000 KRW PER MONTH</td> <td style="text-align: center;">...</td> </tr> </tbody> </table>	PAY CATEGORY	MONTHLY SALARY	REQUIREMENTS	CATEGORY 1+	2,500,000 KRW PER MONTH	...	CATEGORY 1	2,300,000 KRW PER MONTH	...	CATEGORY 2+	2,200,000 KRW PER MONTH	...	CATEGORY 2	2,100,000 KRW PER MONTH	...	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">PAY CATEGORY</th> <th style="width: 20%;">MONTHLY SALARY</th> <th style="width: 65%;">REQUIREMENTS</th> </tr> </thead> <tbody> <tr> <td>CATEGORY 1++</td> <td style="text-align: center;">2,600,000 KRW PER MONTH</td> <td> <ul style="list-style-type: none"> * More than 7 consecutive contract renewal with Gyeonggi office of Education of which at least 3 contract renewal must be at Category 1+ <Additional Duty as a Category 1++ NET> 1) Perform District open classes at least 1 time a year 2) Mentor duty for District and Provincial office 3) Cooperation and support for programs related to English Education performed by the District or Provincial office of education </td> </tr> <tr> <td>CATEGORY 1+</td> <td style="text-align: center;">2,500,000 KRW PER MONTH</td> <td style="text-align: center;">...</td> </tr> <tr> <td>CATEGORY 1</td> <td style="text-align: center;">2,300,000 KRW PER MONTH</td> <td style="text-align: center;">...</td> </tr> <tr> <td>CATEGORY 2+</td> <td style="text-align: center;">2,200,000 KRW PER MONTH</td> <td style="text-align: center;">...</td> </tr> <tr> <td>CATEGORY 2</td> <td style="text-align: center;">2,100,000 KRW PER MONTH</td> <td style="text-align: center;">...</td> </tr> </tbody> </table>	PAY CATEGORY	MONTHLY SALARY	REQUIREMENTS	CATEGORY 1++	2,600,000 KRW PER MONTH	<ul style="list-style-type: none"> * More than 7 consecutive contract renewal with Gyeonggi office of Education of which at least 3 contract renewal must be at Category 1+ <Additional Duty as a Category 1++ NET> 1) Perform District open classes at least 1 time a year 2) Mentor duty for District and Provincial office 3) Cooperation and support for programs related to English Education performed by the District or Provincial office of education 	CATEGORY 1+	2,500,000 KRW PER MONTH	...	CATEGORY 1	2,300,000 KRW PER MONTH	...	CATEGORY 2+	2,200,000 KRW PER MONTH	...	CATEGORY 2	2,100,000 KRW PER MONTH	...	update pay scale
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8	5) Conduct English conversational class(es) for Korean teachers, students, parents, etc.	5) May Conduct English conversational class(es) for Korean teachers, students, parents, etc.	changed wording																																	
10	<p style="color: red;">Make online reservation for Immigration office visit</p> <p>...</p> <p style="color: red;">Open a bank account(You will need your ARC)</p>	<p style="color: blue;">Visit Immigration office or make online reservation for visit (Chapter 4)</p>	changed and removed wording																																	
11	During vacations, you maybe be asked to work 20 hours per week without extra pay on extracurricular activities such as English Day camps, etc. Working hours are the same as mentioned thereafter (8 hours a day for weekdays) unless paid vacations are used . In scenarios where such extracurricular activities proves to be difficult(school construction, etc), the time and the duration of such programs taking place may be adjusted at the principal' s discretion.	During vacations when you are not using paid vacations , you are required to work 20 hours per week without extra pay on extracurricular activities such as English Day camps, etc. Working hours are the same as mentioned thereafter (8 hours a day for weekdays). These vacation classes should be at least 2 weeks long yearly on a 4 hours per day basis . In scenarios where such extracurricular activities proves to be difficult(school construction, etc), the time, duration, and location of such programs taking place may be adjusted at the principal' s discretion.	changed wording																																	
13	For more than 2 consecutive sick days or upon request of the Employer, the Employee must submit Doctor' s note.	For more than 3 consecutive sick days, a yearly total of 6 sick days used , or upon request of the Employer, the Employee must submit Doctor' s note.	changed wording																																	
15	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Proof of Employment</td> <td style="width: 50%;">School</td> </tr> </table>	Proof of Employment	School	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Proof of Employment</td> <td style="width: 50%; color: blue;">GOE Head Coordinator</td> </tr> </table>	Proof of Employment	GOE Head Coordinator	changed issuer																													
Proof of Employment	School																																			
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	✓ Request a "Proof of Employment"	✓ Request a "Proof of Employment" and stamped copies of originals (if needed)	changed wording																																	

page	Before change (2024년)	After change (2025년)	memo								
	Transfer between EPIK schools within Gyeonggi is not permitted unless under special circumstances. Reapplying through EPIK in an attempt to transfer schools is not accept. Your EPIK application to Gyeonggi will be denied the year immediately following. You can apply to Gyeonggi again after obtaining 1 year experience elsewhere.	Transfer between EPIK schools within Gyeonggi is not permitted unless under special circumstances. Re-applications through EPIK in an attempt to transfer schools will be denied. There is a one year waiting period before you can reapply to Gyeonggi. You can apply to Gyeonggi again after obtaining 1 year experience elsewhere.	changed wording								
16	✓ NET must have his/her Health Examination (일반채용신체검사) result	✓ NET must have his/her Health Examination (일반채용신체검사+마약검사) result	updated health check requirement								
19	you will be asked to work at another school. In this case, you will be paid 100,000 KRW as compensation but travel subsidies will not be provided.	you will be asked to work at another school. In this case, you will be paid 100,000 KRW (150,000 KRW for 2 schools besides main school) as compensation but travel subsidies will not be provided.	added wording								
22	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 (see Appendix A-13, A-14 for details).	When visiting the immigration office, it is important that a NET visit the respective District Immigration Office. While there are offices which allow walk-in applications, usually you should make an appointment online at www.hikorea.go.kr in advance (see Appendix A-13, A-14 for details).	updated wording								
31	-Those who prefer to choose their own housing will be given 400,000 KRW per month as housing allowance.	Those who prefer to choose their own housing will be given 500,000 KRW per month as housing allowance.	chagned amount								
56		(10) Letter of resignation	added sample form								
61	※ required documents are subjected to change. Please visit hikorea.go.kr and verify before visiting the immigration office.	※ required documents and fees are subjected to change. Please visit hikorea.go.kr and verify before visiting the immigration office.	added wording								
74	A: No. NETs, by law, cannot perform regular classes for kindergarten-2nd grade. After school classes, however, are allowed.	A: No. NETs, by law, cannot perform regular classes for kindergarten - 2nd grade. However, after school classes for 1st and 2nd grades are allowed.	changed wording								
76	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.	Q: I have been sick and haven't been to school for 3 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 three days at a time (or a total of 6 sick days used for the year , or if the school requests it), you have to provide a doctor's note to the school.	changed wording								
78	<table border="1"> <tr> <td>Andy Chan</td> <td>All Native English Teachers from all districts</td> <td>Tues, Wed (8:40am-4:40pm)</td> <td>031-820-0684 gepikandychan@gmail.com</td> </tr> </table>	Andy Chan	All Native English Teachers from all districts	Tues, Wed (8:40am-4:40pm)	031-820-0684 gepikandychan@gmail.com	<table border="1"> <tr> <td>Andy Chan</td> <td>All Native English Teachers from all districts</td> <td>Mon, Wed (8:40am-4:40pm)</td> <td>031-820-0684 gepikandychan@gmail.com</td> </tr> </table>	Andy Chan	All Native English Teachers from all districts	Mon, Wed (8:40am-4:40pm)	031-820-0684 gepikandychan@gmail.com	chagned office hours
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01. What happened to GEPIK?

In 2019, The English program funded by the Gyeonggido Office of Education (GOE), previously known as GEPIK, have ceased to be an separate entity and have become the Gyeonggi division of the EPIK program(EPIK in Gyeonggi). Since then, the program stopped recruiting Native English Teachers (NET) independently and have received NET recruits from EPIK. EPIK in Gyeonggi is still funded by the GOE. EPIK stands for **English Program in Korea** and it is in charge of the Native English Teacher Program funded by respective Provincial Office of Education. The goal of the program is to close the educational gap in rural areas.

02. Sources of Funding

▶ GOE Funding

√ EPIK-recruit Schools: Schools where NETs get hired and assigned by GOE.

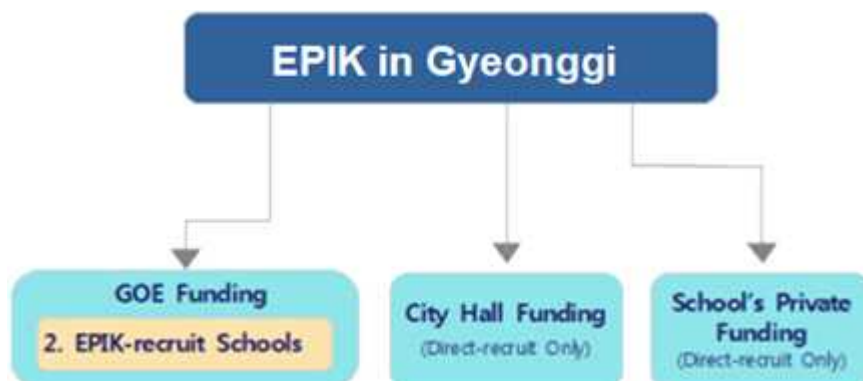
▶ City Hall Funding (Direct recruit only)

▶ School's Private Funding (Direct recruit only)

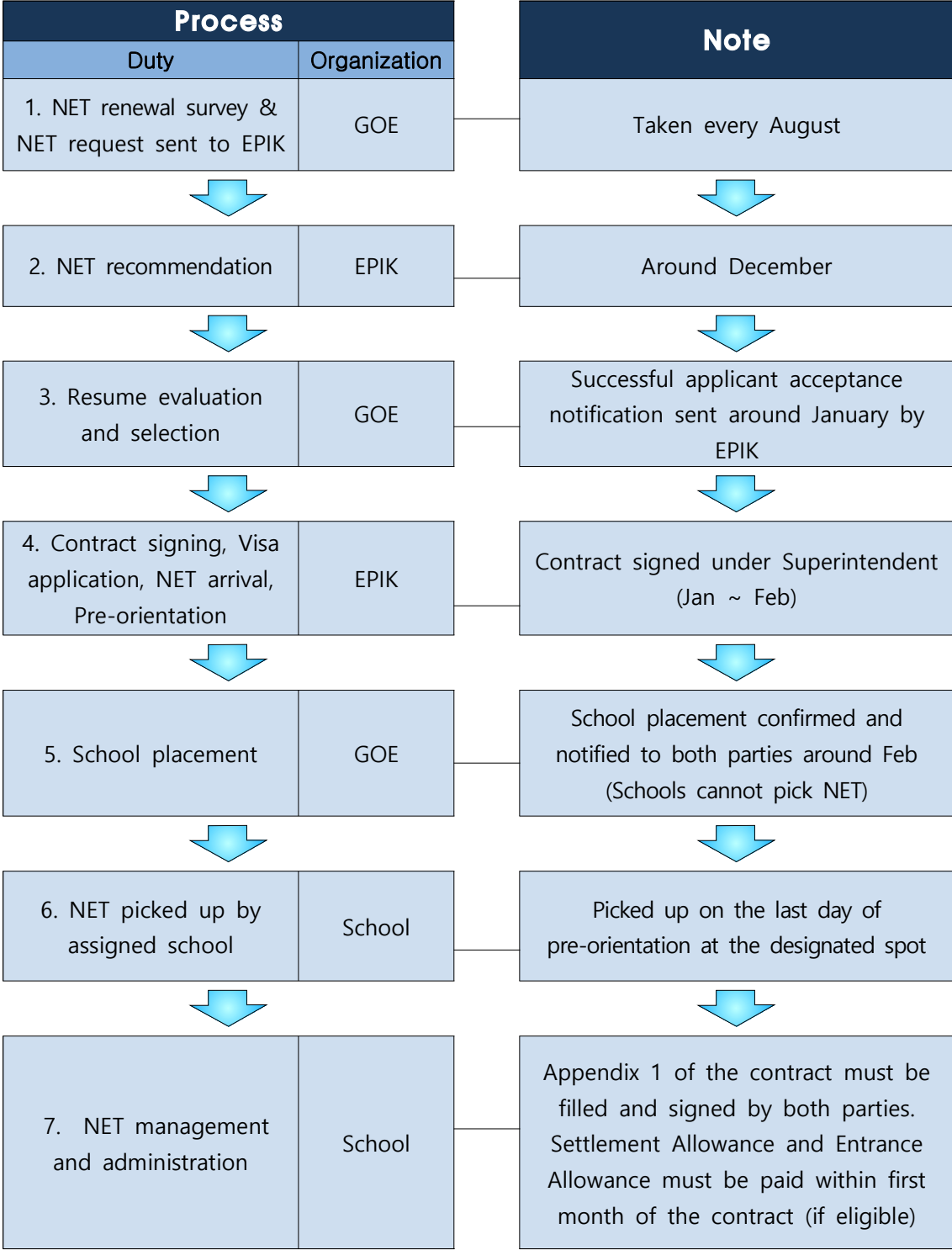
※NOTE!!

City Hall funded and Private funded schools will use the EPIK in Gyeonggi 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

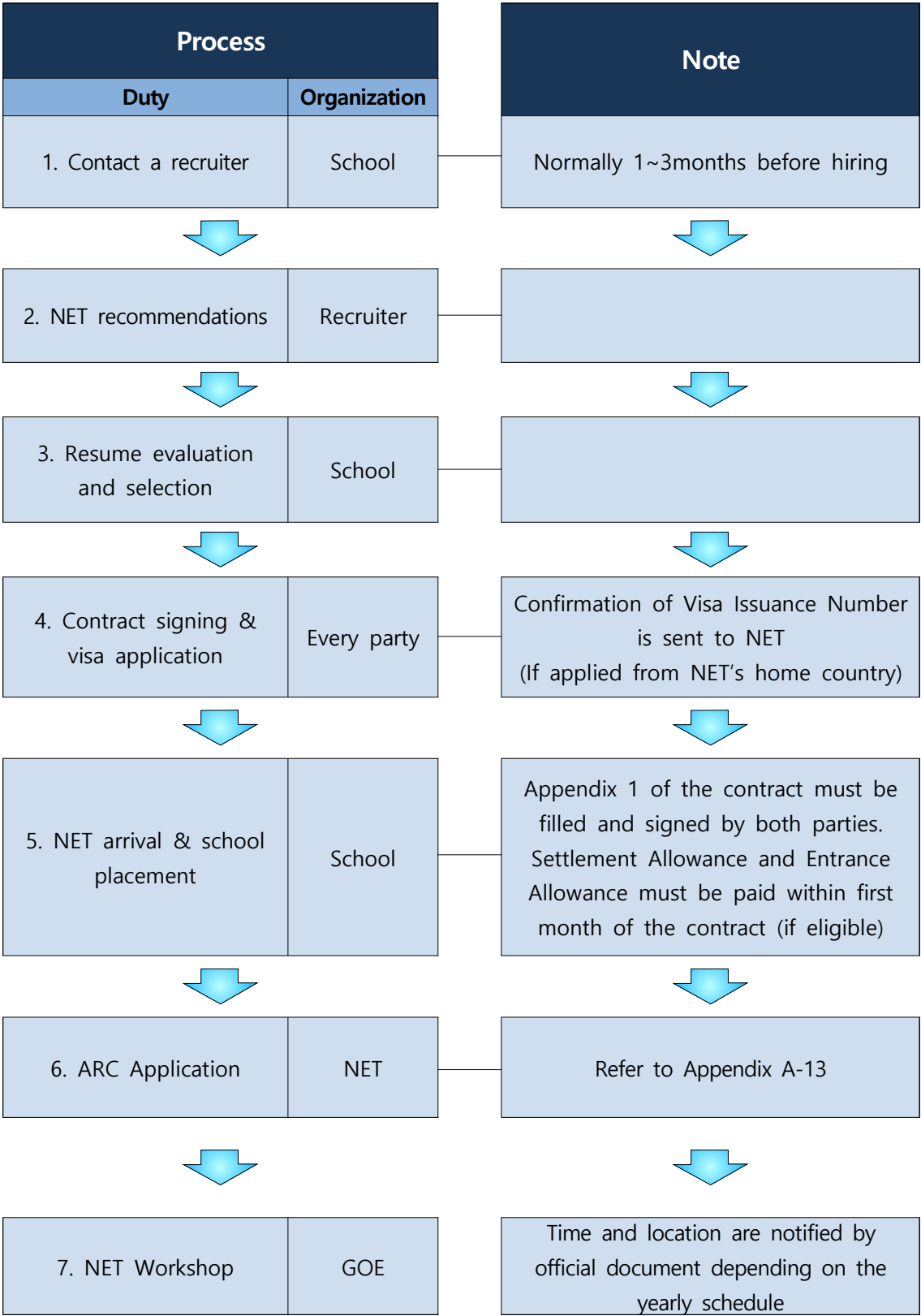


EPIK-recruit Schools NET Hiring Process



※ Based on regular school year cycle (Mar – next Feb). Dates changes accordingly for 2nd semester intakes.

Direct-recruit Schools NET Hiring Process



04. Requirements & Pay Category

PAY CATEGORY	MONTHLY SALARY	REQUIREMENTS
CATEGORY 1++	2,600,000 KRW PER MONTH	<ul style="list-style-type: none"> • More than 7 consecutive contract renewal with Gyeonggi office of Education of which at least 3 contract renewal must be at Category 1+ <Additional Duty as a Category 1++ NET> <ol style="list-style-type: none"> 1) Perform District open classes at least 1 time a year 2) Mentor duty for District and Provincial office 3) Cooperation and support for programs related to English Education performed by the District or Provincial office of education
CATEGORY 1+	2,500,000 KRW PER MONTH	<ul style="list-style-type: none"> • Contract renewal as a Category 1 at the same school/ with GOE.
CATEGORY 1	2,400,000 KRW PER MONTH	<ul style="list-style-type: none"> • 2 years experience with an accredited institute plus ONE of the following: <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) (Must be clearly stated on either the diploma certificate or official transcript) - Valid Elementary, Middle, or Secondary School Teacher's License/Certificate - Bachelor's degree in any field PLUS a TESOL/TEFL/CELTA (min. of 100hrs) Certificate • Category 2+ AND re-contract with GOE
CATEGORY 2+	2,300,000 KRW PER MONTH	<ul style="list-style-type: none"> • Master's degree with majors related to English teaching (Education/ English Literature/ English Language/Linguistics/TESOL/Second Language Studies/Other teaching related majors) (Must be clearly stated on either the diploma certificate or official transcript) • 1 year experience with an accredited institute plus ONE of the following: <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) (Must be clearly stated on either the diploma certificate or official transcript) - 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 • Category 2 AND re-contract with GOE.
CATEGORY 2	2,200,000 KRW PER MONTH	<ul style="list-style-type: none"> • ONE of the following: <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) (Must be clearly stated on either the diploma certificate or official transcript) - Bachelor's degree PLUS a 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

05. Contract Summary

Employer	Superintendent of Gyeonggi Office of Education
Managing Director	<ul style="list-style-type: none"> • School Principal
Contract Term	<ul style="list-style-type: none"> • One year (365 days) contract starting on the 1st of March <p>* If the contract does not start on the 1st of March, when renewing, the NET may be asked to sign a renewal contract that is less than a one year to match the fiscal year of the school. In this case, all benefits will be prorated.</p>
NET Duties	<p>Mainly but not limited to:</p> <ul style="list-style-type: none"> • Assist Korean teachers with their English class(es) and/or jointly conduct English class(es) with Korean teachers, and/or lead after school activities or English camps • Prepare teaching materials and lesson plans for English class(es) • Assist with and/or lead the development and creation of teaching materials related to English language education • Assist with and/or lead activities related to English 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. • May Conduct English conversational class(es) for Korean teachers, students, parents, etc. • Perform other duties relating to English Education as designated by the Employer
Working Hours	<ul style="list-style-type: none"> • 40 hours a week, Monday through Friday <p>* Recess time should be determined after negotiation between you and the school. (refer to Article 7-1)</p> <p>* NET shall not work on weekends and national holidays of Korea including Labor day.</p>
Standard Teaching Hours	<ul style="list-style-type: none"> • During Semester: 22 hours per week (maximum overtime of 6 hours per 2 weeks) • During School Winter/Summer Vacation: 20 hours per week <p>* total of at least 2 weeks per year (on 4 hours a day basis)</p> <p>* NET's use of paid leaves takes precedence</p> <p>* May be adjusted at the Principal's discretion.</p>
Paid Leaves	<ul style="list-style-type: none"> • 26 days (excluding weekends and national holidays) <p>* 8 hours spent counts as 1 day (early leaves, tardiness, etc.)</p> <p>* School discretionary Holidays are reported as paid leaves</p>
Sick days	<ul style="list-style-type: none"> • 11 days (must be notified to the employer) <p>* 8 hours spent counts as 1 day (early leaves, tardiness, etc. due to sickness)</p>

Entrance and Exit Allowances	Entrance Allowance	<ul style="list-style-type: none"> • 1,800,000 KRW * Trip must be made from Employee's home country * None if the Employee is hired within Korea * None if entry date exceeds fifteen (15) days prior to the Contract start date. * Paid within one month upon providing proof documents.
	Exit Allowance	<ul style="list-style-type: none"> • 1,300,000 KRW * Trip must be made to Employee's home country * None if the Employee stays in Korea after the contract or if contract ends prematurely * Departure date must be within 10 days after the contract completion date * Paid in the form of reimbursement within 60 days from the day reimbursement application is submitted with proof documents.
	<p>Proof documents</p> <ol style="list-style-type: none"> 1. flight ticket receipts (name and date included) 2. boarding pass(es) 3. verified copy of passport stamps <p>* The employee is responsible for requesting the passport stamp when passing customs entering Korea</p>	
Settlement Allowance	<ul style="list-style-type: none"> • 300,000 KRW upon signing the first contract with the Employer 	
Security Deposit	<ul style="list-style-type: none"> • 900,000 KRW (300,000 KRW/month for 3 months) to be given to the school at the beginning of the first contract even if the NET finds his/her own housing. • will be returned minus fees incurred (if any) within 2 months after the end of the final contract 	
Furniture & Appliances	<ul style="list-style-type: none"> • Bed, Refrigerator, Washing Machine, Television, Microwave, Wardrobe, Gas range, Chair, Desk, Vacuum Cleaner <p>(Optional Items: Electric Rice Cooker or Toaster, Electric Fan, Sofa, Telephone, Electric Iron, Table)</p>	
Renewal Benefits	<ul style="list-style-type: none"> • 2,000,000 KRW renewal bonus to be paid in two parts after renewal contract begins (refer to chapter 3-6 for further details) • Upgrade in pay grade for completion of 1 full year contract (350~365 days) 	
Severance	<ul style="list-style-type: none"> • accrued after each completed contract • Paid in a lump sum when the Employee leaves the Employer permanently without further renewal. (refer to chapter 3-6 for further details.) 	

Chapter	
02	School Administration

01.	Administration Timeline
------------	--------------------------------

	Checklist/ what to expect	check
.Mar	On the day of pick up by the school	
	Check your Co-Teacher's name and contact number	
	Visit Immigration office or make online reservation for visit (Chapter 4)	
	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 (Reservations must be made online beforehand, Refer to appendix B for details)	
	Submit your Residency Certificate to your school for Tax exemption (if applicable)	
	Register with NEIS as a Native English Teacher (ask co-teacher for assistance.)	
	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.12)	
Aug - Oct	Contract renewal discussion (For next year's EPIK intake number estimate)	
Nov	NET Evaluation (Manner and Ethics, Teaching Skills, Cooperation, etc)	
	Fill out a Renewal Application Form	
Dec	Check the budget announcement (mid-late Dec) & re-sign evaluation result	
	For renewing NETs, refer to Chapter 2 section 10: Contract Renewal on page 14 for more information	

※ Based on regular school year cycle (Mar – next Feb). Time may vary under circumstances.

02. Duties

The main duty of the NET is to provide students with as much exposure to the English language as possible within the limitations of the school setting. You will be asked to do mainly but not limited to:

- ▶ Assist Korean teachers with their English class(es) and/or jointly conduct English class(es) with Korean teachers, and/or lead after school activities or English camps
- ▶ Prepare teaching materials and lesson plans for English class(es)
- ▶ Assist with and/or lead the development and creation of teaching materials related to English language education
- ▶ Assist with and/or lead activities related to English 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.
- ▶ May Conduct English conversational class(es) for Korean teachers, students, parents, etc.
- ▶ Perform other English Educational activities designated by the employer including various English programs.

03. Work Locations and Work Hours

▶ Work Hours

You are to work 40 hours a week, Monday through Friday, up to a maximum of 22 hours of class time per week. Recess time should be determined after negotiation between you and the school.

During vacations when you are not using paid vacations, you are required to work 20 hours per week without extra pay on extracurricular activities such as English Day camps, etc. Working hours are the same as mentioned thereafter (8 hours a day for weekdays). These vacation classes should be at least 2 weeks long yearly on a 4 hours per day basis. In scenarios where such extracurricular activities proves to be difficult (school construction, etc), the time, duration, and location of such programs taking place may be adjusted at the principal's discretion.

▶ Work Location

You will be assigned to a school under the GOE.

In case where teaching hours for the given school are less than 15 hours, one of two scenarios will occur:

1) you will be asked to work in more than one school (you will be eligible for the school circulation allowance).

or

2) You will participate in one of the programs operated by the GOE. In this case you will be contacted by the coordinators and informed about this scenario.



IMPORTANT NOTE!

Since 2019, after school English classes for 1st and 2nd grade elementary school students are permitted. Meanwhile, Regular English classes for 1st and 2nd grades are still forbidden by law.

04. Attendance Record (근무상황부)

Any leaves or vacation needs to be approved in advance. In case of unexpected leave, such as sick leave or death of a family member, notify your school as soon as possible.

The NET and the school are to report any of the above via NEIS. Unless under special circumstances where only written attendance report is possible, the NET should inform the co-teacher of the situation and then file their own report on the computer via NEIS.

You may ask the co-teacher for help with this task in the beginning, but you are expected to learn how to file the report yourself.

***Refer to appendix B for a tutorial on the basics of how to use NEIS**



Tip!

In the scenario where you need to leave early (ie. leaving early for bank business, etc). You will need to use your paid leaves by the hour. 8 hours spent in such manner will be calculated as 1 day of paid leave spent.

5. Leaves (Paid, Sick, and Special)

REGULAR LEAVES

Paid Leave

26 days

- ✓ 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.
- ✓ School Discretionary Holidays (재량휴업일, ie school's anniversary, etc.) are reported as paid Leave.

✳ ***A set of 8 hours of leave will be considered as 1 day of Paid Leave.***

✳ ***Unused Paid Leave will not be rolled over to the next contract.***

Sick Leave

11 days

- ✓ 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 3 consecutive sick days, a yearly total of 6 sick days used, 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.***

SPECIAL LEAVES

Maternity: Before giving birth

2 hours/day

- ✓ A pregnant Employee who is fewer than 12 weeks pregnant and/or more than 36 weeks pregnant shall be entitled to two (2) hours deduction a day
- ✓ The two hours must not interfere with the regular curriculum.
- ✓ To apply, the Employee must submit a doctor's certificate not fewer than three (3) days before the commencing day of deduction.

Maternity: Before and after giving birth

90 days

- ✓ 60 days paid.
- ✓ 30 days unpaid (see Employment Insurance p.17)

Maternity: Nursing recess	30 minutes, 2 times/day
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- ✓ Female Employee with a child younger than 1 years old shall be entitled to thirty (30) minutes of paid nursing recess twice a day.

Paternity Leave	10 days
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- ✓ Male Employee with a child younger than 1 years old shall be entitled to 10 days of special vacation to be used all at once.

Marriage: Employee	5 days
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- ✓ Paid

Marriage: Employee's child	1 days
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- ✓ Paid

Death: Employee's spouse, Employee's/spouse's parents	5 days
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- ✓ Paid

Death: Employee's/spouse's grandparents	3 days
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- ✓ Paid

Death: Employee's child, Child's spouse	3 days
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- ✓ Paid

Death: Employee's/spouse's siblings	1 day
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- ✓ Paid

06. Yearly Data Collection Form (원어민영어보조교사 통계 기초자료)

Every March, GOE sends out an form which request 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.

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

07. NET Evaluation

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

08. Documents

Documents	Who to contact
Recommendation Letter	School
Proof of Employment	GOE Head Coordinator
Stamped Copies of Original Documents	GOE Head Coordinator
Release Letter	Not Provided

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

09. 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" and stamped copies of originals (if needed)	
✓ Apply for Pension Return (if applicable)	
✓ Submit to your school a bank account number in which you wish to receive your Security Deposit and Exit Allowance.	
✓ 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 (you must request for a passport stamp at customs when exiting)	
✓ Collect Security Deposit, Exit-Allowance and Severance.	



IMPORTANT NOTE!

Transfer between EPIK schools within Gyeonggi is not permitted unless under special circumstances. Re-applications through EPIK in an attempt to transfer schools will be denied. There is a one year waiting period before you can reapply to Gyeonggi. You can apply to Gyeonggi again after obtaining 1 year experience elsewhere.

10. Contract Renewal

Some time between August to October (April to July for 2nd semester intakes), GOE will investigate the number of NETs who wish to renew with their current school to get an estimate for the next year. The renewal process will usually start around the beginning of December.

	Process	etc.
1	Budget Decision Committee Meeting Based on the result, each schools' budget for next year will be decided ※ Budget decisions are made by policy makers and thus GOE has no direct influence	Mid December
2	GOE sends out official letter with Renewal Application form to schools	Sent Mid~Late December
3	Teacher Evaluation - All schools must conduct NET evaluation regardless NET's wish to renew or not	
4	Submit Renewal Application Form	Mid~Late December ※ Attachment ✓ NET Evaluation, ✓ Renewal Application Form
5	Processing NET Evaluation and Renewal Application by GOE	Renewal will not be granted if NET's evaluation does not meet the satisfactory level
6	Renewal Decision Delivered to schools	Late December
7	Renewal Process ✓ Contract signing, ✓ NET must have his/her Health Examination for Standard Employment + Drug test (일반채용신체검사+마약검사) result ✓ The school must obtain the Record check of Sexual Offense and Offences against children and youths	January ~ February ※ NETs need provide a copy of their Alien Registration Card and sign a Consent Form for Record Check of Sexual Offense and Offences against children and youths (성범죄 경력조회 동의서 및 아동학대 관련 범죄전력조회 동의서)
8	Visa Extension ✓ Done by NET at the respective Immigration Office ✓ Applied from 4 months before till the visa expiration date. ※ Refer to Appendix A-13, A-14 for required documents and steps to make a visit reservation online	January ~ February ※ visit reservation at hikorea.go.kr ※ NETs who plans to go abroad during their vacation must make sure they have valid visa when they come back or extend their visa before their trip
9	Start new school year	March
10	receive 1 st part renewal bonus	1,000,000 KRW (within 1 month after renewal contract begins)

※ Based on regular school year cycle (Mar – next Feb). Time may vary under circumstances.

01. Security Deposit

All teachers must pay Security Deposit upon starting of their very first Contract. The remainder will be returned at the end of the last contract after all costs and/or damages incurred during the contract period have been paid for.

Amount	₩900,000 (₩300,000 for 3 months during the very first contract. Returned after the completion of the final contract)
Purpose	Liability or damage caused during the contract * liability or damages may include but are not limited to damages to provide housing and furnishing, school equipments and facilities. 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:**

Overtime will be calculate on a bi weekly basis. If total work hours within the biweekly cycle exceeds 44 hours, the number of hours over shall be paid ₩20,000 per hour. Overtime pay will be accumulated and be paid on the 17th of each month.

04. Allowances

Allowances	Details
Settlement Allowance	<ul style="list-style-type: none"> • 300,000 KRW on the first contract signed with the Employer
Entrance Allowance	<ul style="list-style-type: none"> • 1,800,000 KRW • Trip must be made from Employee's home country • Paid within 30 days upon providing proof documents. <ul style="list-style-type: none"> ※ May take longer depending on circumstances. <p>Entrance allowance is not paid if:</p> <ul style="list-style-type: none"> • Employee was hired within Korea • Entry date exceeds fifteen (15) days prior to the Contract start date. <ul style="list-style-type: none"> ※ Entrance allowance must be returned if contract ends prematurely for first contracts with the current employer.
Exit Allowance	<ul style="list-style-type: none"> • 1,300,000 KRW • Trip must be made to Employee's home country • 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 with proof documents. <ul style="list-style-type: none"> ※ May take longer depending on circumstances. <p>Exit Allowance is not paid if:</p> <ul style="list-style-type: none"> • The Employee stays in Korea for over 10 days after the final contract ends • Contract ends prematurely <ul style="list-style-type: none"> ※ To avoid complications, the employee must provide to the school a bank account to which the exit allowances should be deposited into.
<p>Proof documents</p> <ol style="list-style-type: none"> 1. flight ticket receipts (name and date included) 2. boarding pass(es) 3. verified copy of passport stamps <p>* The employee is responsible for requesting the passport stamp when passing customs entering Korea</p>	
<p>※ Contract Termination</p> <p>During first contract: Settlement & Entrance Allowance forfeited, No Exit Allowance</p> <p>During renewed contract: Renewal bonus forfeited in full, No Exit Allowance</p>	
Rural Allowance	<ul style="list-style-type: none"> • 100,000 KRW for schools within designated rural area. ※ Designated rural area: an area deems to be rural by the higher government. The designation is subjected to change.

School Circulation Allowance	<p>If your school have less than 15 class hours per week, one of two following scenarios will take place:</p> <p>1) you will be asked to work at another school. In this case, you will be paid 100,000 KRW (150,000 KRW for 2 schools besides main school) as compensation but travel subsidies will not be provided.</p> <p>2) You will be asked to participate in English educational programs designated by the GOE (i.e. Phone teaching, Video classes, etc.)</p>
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05. Major Social Securities (www.4insure.or.kr)

Health Insurance (www.nhis.or.kr) ☎1577-1000

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	For the exact percentage for the current year, visit the website https://www.nhis.or.kr or call 1577-1000 (Korean)

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	For the exact percentage for the current year, visit the website www.nps.or.kr or call 1355 (Korean)

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

Governing Office	Ministry of Employment and Labor (고용센터)
Obligation	Compulsory except South Africans (Citizens of South Africans do not pay pension)
Registerer	Employer
Percentage	For the exact percentage for the current year, visit the website www.nps.or.kr or call 1355 (Korean)

※ 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.

06. Renewal Bonus and Severance

Sort	Details
Renewal Bonus (staying)	<ul style="list-style-type: none"> • 2,000,000 KRW • 1st part bonus of 1,000,000 KRW will be paid within 30 days upon the start of the renewed contract. 2nd part bonus of 1,000,000 KRW will be paid at the end of the said contract. • For NETs renewing with a contract that is less than 1 year, The amount of the renewal bonus will be proportionate to the actual number of days of the work term. (contract length in days/365 days x 2,000,000 KRW. This will be paid in two parts at a 1st part 50%, 2nd part 50% ratio)
Severance (Leaving)	<ul style="list-style-type: none"> • 30 days worth of salary (not including Housing Allowance) * number of consecutive years of employment • For contracts of less than one year, severance amount for that given contract will be proportionate to the actual number of days of that contract's work term. (one month's salary x contract length in days/365) • Accrued upon completion of each contract after • Collected in a lump sum when the Employee leaves the Employer permanently after working more than 365 days • Lump sum Paid within 60 days upon completion of the final contract
<p>※ Contract Termination</p> <p>During first contract: No Severance (Renewal Bonus not applicable)</p> <p>During renewed contract: Renewal Bonus forfeited, Severance adjusted in proportion to actual total work days.</p>	

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 their first 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. Refer to your respective country's revenue service web site for more information.

Country: Revenue service	Website
USA: Internal Revenue Service	www.irs.gov
Australia: Australian Taxation office	www.ato.gov.au
England: HM Revenue & Customs	http://www.hmrc.gov.uk
South Africa: South African Revenue Service	https://www.sars.gov.za
New Zealand: Inland Revenue	ttps://www.ird.govt.nz

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)

※ This usually happens around January. You may ask your co teacher to help you file your Korean Tax return.

When visiting the immigration office, it is important that a NET visit the respective District Immigration Office. While there are offices which allow walk-in applications, usually you should make an appointment online at www.hikorea.go.kr in advance (see Appendix A-13, A-14 for details).

01. District Immigration Offices

※ For the appropriate immigration office for your district, Visit The Hikorea website (www.hikorea.go.kr) or call 1345

※ 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 paid 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 for the immigration office and required documents, refer to appendix A-13

※ IMPORTANT NOTICE:

Walk in applications: Before making a reservation for your visit to the immigration office, contact your district immigration office (the office that deals with the district your school is in, the one you have to visit) to confirm if walk-in applications are accepted. If they are accepted for your district office, please do a walk-in application as soon as possible.

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 will 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)

※ **All required documents are subjected to change without notice. It is your responsibility to verify before attending your appointment. Please visit hikorea.go.kr and verify before visiting the immigration office.**

*For more information call the Immigration Office at ☎1345
(or visit hikorea.go.kr)*

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 Sandals 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 26 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

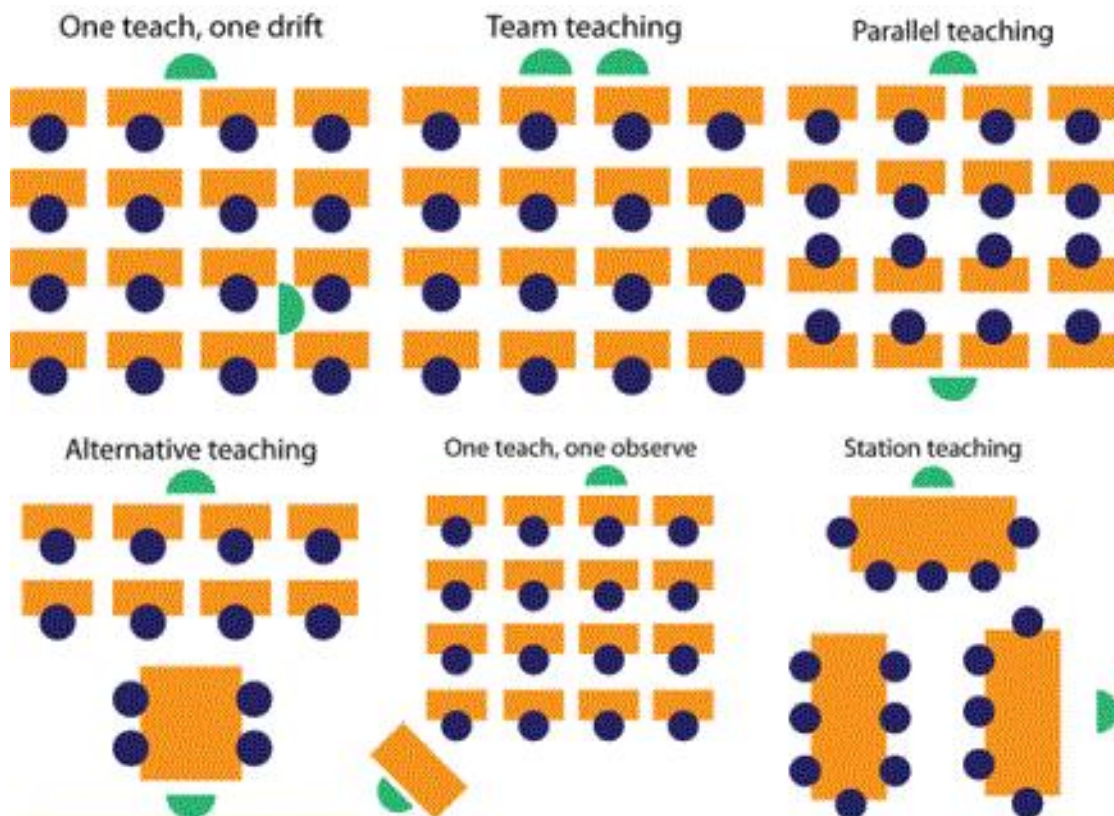
voice at students. At the beginning of each semester, set clear rules, instructions, and seating arrangements to prevent major problems that can be detrimental to students and teachers. As mentioned in the **Saving Face** and **Losing Face** section, losing face in front of their peers and friends can 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 hierarchical 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 done quickly.

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 500,000 KRW per month as housing allowance.

If you are accompanied by your spouse, you will need to provide your marriage certificate. (article 13-8 of the contract)

***when first moving into the housing, be sure to check the condition of all the furniture and appliances received and fill out and sign the checklist.**

(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	1	15	전기다리미 Electric iron	1
13	소파 Sofa	1	16	테이블 Table	1

(1) Contract For EPIK Recruit

※ This copy of the contract has been resized to fit the manual.

2025년도 경기도교육청 원어민영어보조교사 고용계약서
CONTRACT FOR 2025 NATIVE ENGLISH TEACHERS OF
GYEONGGIDO OFFICE OF EDUCATION (GOE)

대한민국 경기도교육감(이하 "고용자"라 한다)과 _____ 국민인 원어민 (성명) _____ (이하 "피고용자"라 한다)은 대한민국의 원어민영어보조교사 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 Gyeonggido Office of Education (hereinafter referred to as "Employer"), and the Native English Teacher _____ (hereinafter referred to as "Employee") a citizen of the _____.

■ 학교명 :

Name of School :

■ 고용기간: 2025년 월 일 ~ 2026년 월 일

Term of Employment : A one-year period from the _____ 2025 to the _____ 2026

■ 고용등급 및 급여(Pay Level and Salary)

- | | |
|---|---|
| <input type="checkbox"/> 1++ 등급: 한화 2,600,000 원 | <input type="checkbox"/> 1++ level: 2,600,000 KRW per month |
| <input type="checkbox"/> 1+ 등급: 한화 2,500,000 원 | <input type="checkbox"/> 1+ level: 2,500,000 KRW per month |
| <input type="checkbox"/> 1 등급: 한화 2,400,000 원 | <input type="checkbox"/> 1 level: 2,400,000 KRW per month |
| <input type="checkbox"/> 2+ 등급: 한화 2,300,000 원 | <input type="checkbox"/> 2+ level: 2,300,000 KRW per month |
| <input type="checkbox"/> 2 등급: 한화 2,200,000 원 | <input type="checkbox"/> 2 level: 2,200,000 KRW per month |

■ 추가수당

- (1) 농어촌 근무 : 농어촌 수당 10만원
 (2) 순회교 근무 : 순회교 1교 수당 10만원 순회교 2교 수당 15만원

Additional Allowances

- (1) Rural Work : Rural Allowance 100,000 KRW
 (2) Circulation School Work : One School 100,000 KRW Two School 150,000 KRW

제1조 (목적)

- ① 이 고용계약서는 대한민국의 원어민영어보조교사 선발·활용 사업의 일환으로 선발된 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 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 고용 등급은 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 that a renewal contract of less than one year is signed to match the school's fiscal year, if the Term of Employment of said contract is at least 350 days, upon completion, one year of teaching experience shall be acknowledged and shall be entitled to a raise in pay category accordingly.

제3조 (업무내용)

원어민영어보조교사로 근무하는 피고용자의 업무는 다음과 같다.

- ① 정규수업의 경우 한국인교사와 협력수업을 실시하고, 방과 후 프로그램 또는 영어캠프의 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 영어회화교육을 실시할 수 있다.
- ⑥ 영어교육과 관련된 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 after school English 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 English 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 May conduct English conversational class(es) for Korean teachers, students, parents, etc.
- ⑥ Perform other duties relating to English education as designated by the Employer.

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.

고용자(Employer's Signature):

피고용자(Employee's Signature):

제5조 (고용기간)

- ① 신규 계약자 또는 계약 만료일이 2월 말일인 재계약자일 경우, 고용기간은 본 계약서의 서두에 명시된 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, 신규계약자는 새로운 고용기간이 명시된 계약서를 한국 입국 후 재작성 한다. 계약서는 실제 근무 시작일부터 효력을 발생한다.
- ③ 타 시도에서의 근무경력이 있는 원어민보조교사를 채용할 경우, 고용자가 변경되므로 신규계약으로 처리한다.
- ④ 계약기간 만료 전 조기귀국 시 계약만료로 간주하지 않으며, 계약만료에 따른 혜택도 제공되지 않는다.

Article 5 (Term of Employment)

- ① In the event that the contract signed is either the Employee's first contract or a renewal contract where the end date the last day of February, the term of employment shall be the period set forth at the beginning of this contract. 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.
 - 1. In the event that the contract end date is not the last day of February, the renewing 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 Term of Employment foregoing Clause 1. The Contract will only take effect on the day the Employee actually begins work.
- 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.
- ④ In the scenario where the employee decides to leave the country before the designated end date of the contract, it shall be considered as a early termination of the contract from the employee's side and shall be handled according to Article 12 of this contract.

제6조 (근무장소)

- ① 피고용자는 고용자가 관장하는 교육청 관할의 학교, 교육청, 연수기관, 교육기관에서 근무하여야 한다.
- ② 피고용자는 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 (Workplace)

- 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 Gyeonggido 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 GOE 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 주 5일, 주 40시간 근무를 원칙으로 하며, 기본적으로 08시30분 부터 16시30분까지(휴게시간: 12시00분~13시00분) 근무하되, 토요일과 일요일, 근로자의 날 및 대한민국 공휴일은 근무하지 않는다.
- ② 단, 위 ①항에 해당하는 피고용자의 근무시간과 휴게시간은 근무지의 소속기관(학교)장이 정하는 바에 의해 조정할 수 있다.
- ③ 피고용자의 주당 실제 수업 시간 수는 22시간을 초과하지 않는다.

고용자(Employer's Signature):

피고용자(Employee's Signature):

1. 고용자는 피고용자에게 2주 기준으로 근무시간 내 또는 외의 6시간까지의 초과 수업을 요구할 수 있으며, 2주당 6시간 이상을 요구할 경우 피고용자의 동의를 얻어야 한다.
2. 정규 시간외 수업으로 2주당 실제 수업시간수가 44시간을 초과하는 경우에는 초과하는 시간에 한하여 시간외 수업수당 (시간당 20,000원)을 지급하거나, 초과 수업시간을 기여휴가로 사용할 수 있다. 이 경우, 초과 수업 한 시간은 기여휴가의 한 시간으로 사용할 수 있으며, 8시간의 초과 수업은 1일의 기여휴가로 사용할 수 있다.
3. 피고용자의 정규수업 시간 수는 최대 22시간이다. 피고용자의 수업시간수가 주당 22시간에 미달 하는 경우, 고용자는 피고용자에게 부족시수에 대하여 일반교과수업을 지원하도록 할 수 있다.
- ④ 원어민 영어보조교사의 개인사정(학기 중 사용하는 연차유급 및 무급휴가, 혹은 병가)로 발생하는 정규 수업 시수의 손실에 한하여 고용주는 추가 수당 없이 보강 수업을 요청할 수 있다.
- ⑤ 소속기관장은 피고용자에게 위의 근무일 또는 근무시간외 수업 이외의 근무를 피고용자의 동의하에 지시할 수 있다. 이 경우 시간외 수당 지급은 근로기준법에 따라 지급한다.
- ⑥ 방학 중에는, 피고용자가 유급 연가를 사용하지 않는 기간 동안 고용자가 피고용자에게 추가수당을 지급하지 않고 주당 20시간 이내의 영어캠프 활동 등 방학 중 영어 프로그램에 참여하도록 요구할 수 있다. 주당 20시간 초과 수업 운영할 경우, 주당 초과분에 대해서는 초과수업수당을 지급한다. 영어캠프는 연 최소 2주이상의 영어캠프를 운영해야 한다. (하루 4시간 기준) 단, 학교공사 등 불가피한 학교사정으로 방학중 프로그램 운영이 불가능할 경우 학교장의 판단에 따라 운영시기 및 장소를 조정할 수 있다.

Article 7 (Work Hours)

- ① The Employee shall work five (5) workdays, 40 hours per week, with the basic time frame of 8:30 AM to 16:30 PM (Recess: 12:00 PM to 13:00 PM), and shall not work on Saturdays, Sundays, Labor day (May 1st) and any national holidays of the Republic of Korea.
- ② The Work Hours and recess time stated in Article 7-1 may be adjusted by the employer to fit within the bounds which he/she set forth.
- 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 two (2) weeks 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 two (2) weeks without the Employee's consent.
 2. In the event where the Employee's actual bi-weekly class instruction hours exceeding forty-four (44) hours, each hour shall be paid 20,000 KRW, or each hour can be used as contribution holidays in which eight (8) hours of teaching will be considered as one (1) day of contribution holiday.
 3. 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.
- ④ In the case the Employee shall use annual 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.
- ⑤ 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.
- ⑥ During school vacation periods when the Employee is not using paid vacations, the Employee shall participate in special classes or English day camps of up to twenty (20) hours per week within the bounds set forth in Article 7, Clause 1. These special classes or English day camps shall be a total of no less than two weeks per year (on a 4 hours per day basis) There will not be extra compensation for these 20 hours. The Employee shall be paid overtime compensation if the hours exceed 20 hours per week. In the scenario where operation of such special classes are deemed impossible due to inevitable school conditions (e.g. construction), the location and the period during which the classes take place may be adjusted at the discretion of the principal.

제8조 (보수)

고용자(Employer's Signature):

피고용자(Employee's Signature):

- 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 한국 도착 이후 최초 2년간 면세 혜택을 받을 수 있다.
- ③ 보수는 매월 17일에 피고용자 명의 예금통장에 입금하여 지급한다. 만일 이날이 근무일이 아닌 경우에는 그 전날에 지급한다.
- ④ 피고용자의 근무일이 한 달 미만인 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.

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 deposited directly into the Employee's bank account 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 Should the Employee 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.

제9조 (입·출국 지원비)

- ① 피고용자의 입국 지원비는 한국 입국목적이 경기도교육청 원어민영어보조교사 고용계약서를 이행하기 위한 것인 경우에 한하여 지급한다. 신규 계약자에 한하여 고용자는 피고용자에게 180만원의 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 국내에 서 고용된 자에게는 지급되지 않는다. (피고용자는 입국시 여권 스탬프를 요청해야 한다)
- ② 피고용자가 본 계약 만료 후 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. (피고용자는 출국시 여권 스탬프를 요청해야 한다.)

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 the employment contract. Upon beginning the Term of Employment, the Employee shall receive a 1,800,000 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. The date of entry into the Republic of Korea should not exceed fifteen (15) days prior to the Contract start date. Documents should include: 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

고용자(Employer's Signature):

피고용자(Employee's Signature):

offered to the Employee who is renewing his/her contract or are hired within Korea.

(The employee is responsible for requesting the passport stamp when passing customs entering 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 end 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).

(The employee is responsible for requesting the passport stamp when passing customs leaving Korea)

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 60일 전에 사직 날짜와 사직사유를 서면으로 고용자에게 사전 통보 없이 사직을 강행한 경우, 그 사실이 출입국관리소에 통보되며 추후 피고용자의 한국 입국 시 불이익을 당할 수 있다.
- ④ 피고용자가 사직하는 경우에 피고용자의 비자는 취소된다.
- ⑤ 신규계약자인 피고용자가 중도계약을 해지하는 경우, 피고용자는 즉시 고용자에게 입국지원비와 정착금을 고용자에게 반환해야 하며, 출국지원비도 지급 받을 수 없다.
- ⑥ 재계약자인 피고용자가 중도계약을 해지하는 경우, 피고용자는 출국지원비를 지급 받을 수 없다.

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 In the event that the Employee chooses to resign from the position, a sixty(60) day written notice detailing the reason and the date of resignation must be given to the Employer.
- ③ In the event the Employee resigns without giving a sixty(60) days written notice of resignation to the Employer, the incident 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 of the first contract without fulfilling the full year term, the Entrance Allowance and Settlement Allowance shall be paid back to the Employer, and the Exit Allowance shall be forfeited.
- ⑥ In the case of the Employee's resignation during the renewal contract, the Employee's entitlement to the Exit allowance shall be forfeited.

제11조 (재계약)

- ① 제5조에서 정한 고용기간은 피고용자와 고용자간의 상호 합의와 평가를 거쳐 재계약할 수 있다.
- ② 학교장은 피고용자에게 계약만료 60일 전에 재계약 여부를 서면으로 알린다.
- ③ 피고용자가 경기도 내에서 학교를 바꾸는 경우, 고용자의 이름이 바뀌면 재계약으로 간주되지 않으며, 그러므로 재계약시에 주어지는 재계약 보너스는 주어지지 않는다.
- ④ 재계약 보너스는 200만원이며 그 지급 방법은 재계약 개시 후 1개월 이내에 1차보너스 100만원을 지급하고, 재계약 이행 완료시 1개월 이내에 2차보너스 100만원을 지급한다.
- ⑤ 재계약자가 고용자의 요청에 의해 1년 미만의 계약을 할 경우, 본 조 4항과 5항 및 15조 1항과 16조 3항의 혜택은 계약기간과 비례하여 지급한다.
 1. 연차유급휴가 및 병가는 계약기간만큼 월할 계산하여 지급된다.
 2. 재계약 보너스는 계약기간만큼 일할 계산하여 지급된다.
 3. 등급 산정은 1년 계약을 기준으로 하며, 1년 미만 계약 시 차 년도 등급 변경은 이루어지지 않는다.
- ⑥ 피고용자가 이유를 불문하고 재계약 중 사직할 경우, 피고용자는 기 수령한 재계약 보너스를 즉시 고용자에게 반환하며, 연차유급휴가 및 병가는 15조, 16조에 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 based on the performance evaluation of the Employee in addition to the mutual agreement between the

고용자(Employer's Signature):

피고용자(Employee's Signature):

Employer and the Employee.

- ② A written notification of renewal or completion of employment shall be provided sixty (60) days, prior to the expiration of the Contract.
- ③ In the event that the Employee transfers to another school within the Gyeonggi Province or to a school in a different region, if the name of the Employer changes, the subsequent contract shall not be considered as a renewal contract, and therefore the Renewal Bonus shall not be awarded.
- ④ The Employee shall receive the 1st part Contract Renewal Bonus of 1,000,000 KRW within one month of the beginning of the renewed contract. Upon completion of said contract, the Employee shall receive 2nd part contract renewal bonus of 1,000,000 KRW.
- ⑤ 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 proportionate to the actual number of days of the work term.
 1. Annual Paid Leave and Sick Leave shall be given proportionate to the actual number of days of the work term.
 2. The Contract Renewal Bonus shall be given proportionate to the actual number of days of the work term.
 3. The upgrade of the pay category is only applicable after the completion of one full year contract. In case of Renewal that is less than one calendar year, the upgrade of the pay category shall not apply.
- ⑥ In the case of the renewal contract ending prematurely, regardless of course or ground thereof, the Employee shall immediately pay back to the Employer the already paid Renewal bonus. The terms for Annual Paid Leave and paid Sick Leave shall be processed in accordance to Articles 15 and 16 and the Exit Allowance shall be processed 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. 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 받아 해고통지서를 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
 11. 성범죄 혹은 아동학대 관련 혐의로 기소되어 벌금형 이상을 선고받은 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:

고용자(Employer's Signature):

피고용자(Employee's Signature):

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 receives a notice of termination upon receiving three (3) or more written letters for unsatisfactorily performing any of the duties stipulated in this 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 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 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.
 11. The Employee is charged with sexual offense and/or child abuse and punished with more than a fine.
- 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 다음날까지 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 50만원의 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.

고용자(Employer's Signature):

피고용자(Employee's Signature):

- 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 one (1) day after 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 500,000 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 농어촌 벽지학교*에 근무하는 피고용자에게는 매월 10만원씩의 수당이 지급된다. (*읍.면 단위 소재 학교)
- ④ 피고용자가 2개교 공동 근무 시 계약이 체결된 학교를 원 근무처로 하며, 복무관리의무는 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 있으나, 한국 입국 이후 2년이 초과된 경우라면 신규계약일지라도 면세대상에서 제외될 수 있다.
- ⑥ 고용자는 국민연금보험료의 50%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 (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

고용자(Employer's Signature):

피고용자(Employee's Signature):

- 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 appropriate documents to the Employer before the first payment of salary in order to qualify for the tax exemption:
 - ⑥ The Employer, on behalf of the Employee, shall provide half of the national pension plan deduction 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 (연차유급휴가)

- ① 고용자는 피고용자에게 제5조에 규정한 고용기간 동안 26일의 유급휴가를 주되, 원활한 업무진행을 위해 고용자는 피고용자와 협의하여 휴가시기를 조정할 수 있다. 본 조의 유급휴가는 근로기준법의 연차유급휴가로 본다.
- ② 이 유급휴가를 받기 위해서는 3일 전에 소속기관장에게 휴가를 신청하여 승인을 받아야 하며 부득이한 경우를 제외하고는 학교 교육과정 운영에 지장이 없는 기간에 사용한다.
- ③ 피고용자는 방학과 유급휴가의 차이를 숙지하여야 한다. 피고용자는 방학 기간이라 할지라도 유급휴가를 사전 승인받은 경우가 아니라면, 정상적으로 근무하여야 한다.
- ④ 지각, 조퇴, 외출 및 반일연가 1회의 경우 누계시간으로 계산하며 8시간을 1일로 공제한다.
- ⑤ 계약만료 이전에 고용계약을 해지할 경우, 유급 휴가일은 근무기간에 비례하여 산정하며, 허용된 휴가일을 초과하여 사용하였을 경우, 초과 사용한 휴가일수는 무급으로 한다.

Article 15 (Annual Paid Leave)

- ① The Employee shall be entitled to a vacation period of a total of twenty six (26) working days during the Term of the Employment set forth under Article 5 hereof. If any requested vacation period interferes with the smooth operation of the programming and curriculum of the school or institute, the Employer and the Employee shall negotiate an alternate vacation date(s) so that the requested vacation period does not interfere with the school schedule. The annual paid leave is administered in accordance with the Korean Labor Standard Act.
- ② Any use of annual paid leave must be accompanied by the Employer's consent and must be acquired at least 3 days before the leave takes place. Unless under unavoidable circumstances, vacation days shall be used without impediment to the operation of the school's regular curriculum.
- ③ The Employee shall note the difference between school vacation and Paid Vacation days; the Employee is expected to fulfill all normal working duties during the school vacation period unless the Employee has received prior approval to use paid vacation leave during the school vacation period.
- ④ Regardless of the number of days over which the Paid Leave falls, eight (8) accumulated hours of Paid Leave shall be counted as one day. This includes tardiness, early leave, other absences during the work day and/or half-days of Paid Leave.
- ⑤ In case of the termination of this Contract (including a renewal contract), the number of annual paid leave shall be adjusted based on the actual number of days of employment completed. If the Employee used more than the allowed vacation days, he or she is entitled to, those days shall be unpaid. The remaining days specified in the foregoing clause ① shall

고용자(Employer's Signature):

피고용자(Employee's Signature):

be surrendered.

제16조 (병가)

- ① 피고용자는 고용기간 중 출근할 수 없는 정도의 질환이 있을 때 근무시간 시작 1시간 전까지 소속 기관장의 승인을 받아 유급병가를 받을 수 있다.
- ② 피고용자는 소속기관장 요구 시, 혹은 유급 병가기간이 연속 3일 초과 및 연간누계 6일을 초과하는 경우, 의사의 진단서를 병가 만료 익일 소속기관장에게 제출하여야 한다.
- ③ 피고용자의 유급 병가기간이 11일을 초과하는 경우에는 무급으로 한다.
- ④ 병지참, 병조퇴, 병외출 및 반일연가의 경우 누계시간으로 계산하여 8시간을 병가 1일로 공제한다.
- ⑤ 피고용자의 병가 일수 및 사유는 근무상황부에 기록되며 고용자는 피고용자의 복무 평가 및 재계약시 근거 자료로 활용한다.
- ⑥ 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 beginning of the Employee's duties.
- ② A practicing doctor's medical report shall be required for any sick-leave periods taken exceeding 3 consecutive days, exceeding a total of 6 days per annum 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 Sick leaves may be used to account for tardiness, early leaves, outings during school hours, and/or half-day leaves due to sickness. Eight (8) accumulated hours used in such manners shall be counted as one day of sick leave.
- ⑤ 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.
- ⑥ 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 10일
 3. 피고용자의 배우자, 본인 및 배우자의 부모 사망 5일, 본인 및 배우자의 (외)조부모 사망 3일, 자녀와 그 자녀의 배우자 사망 3일, 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. 단, 교육과정 운영에 지장을 주지 않도록 조율해야 하며, 피고용자는 근로시간 단축 개시 예정일 3일 전까지 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. Ten (10) days for paternity leave.
 3. Five (5) days for the death of the Employee's parents or spouse or spouse's parents;

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피고용자(Employee's Signature):

three (3) days for the death of the Employee's or spouse's grandparents; three (3) 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 that does not interfere with the operation of the school curriculum. 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 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 원어민영어보조교사로서 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 undersigned Employer in particular or the teaching profession in general 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 교원평가)

- ① 피고용자는 경기도교육청, 교육지원청 또는 국립국제교육원에서 주관하는 사전연수 및 각종 직무 연수를 이수하여야 한다.
- ② 피고용자는 의무적인 연수 참여에 관하여 추가의 보수를 요구할 수 없다.
- ③ 피고용자는 근무기간 중 고용자가 요구하는 필수연수(심폐소생술, 아동학대, 성범죄 등)프로그램에

고용자(Employer's Signature):

피고용자(Employee's Signature):

참가하여야 한다. 기타 연수에는 피고용자가 희망할 경우 참여할 수 있다.

- ④ 피고용자는 고용자가 실시하는 모든 교수 능력 및 근무 평가에 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 the National Institute for International Education (NIIED) and/or Gyeonggido 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 Upon request of the Employer, the Employee shall participate in mandatory training program(s)(CPR, Child abuse, Sexual abuse, etc) during the term of employment. The Employee may participate in other training programs if they wish to.
- ④ The Employee shall sincerely participate in any evaluation of teaching performance and conduct as required by the Employer.

제20조 (손해배상)

- ① 본 계약의 이행과정에서 피고용자의 주의태만, 과실, 위법행위 또는 이와 관련하여 발생될 수 있는 손해배상을 피고용자에게 요구하기 위하여 고용자는 피고용자의 동의를 받아 일정금액을 담보한다. 최초급료부터 매월 30만원씩 3개월간 총 90만원의 예치금을 급료지급일의 다음날인 매월 18일까지 피고용자가 행정실에 지급한다. 이 90만원의 공제는 주택 및 학교교육활동 공간 내의 교구, 교육시설 등의 파손을 포함한 손해배상으로 예치해야 하며, 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 실의 의무를 다하여 손해가 없을 경우에는 담보한 금액을 최종 계약 만료 후 두 달 이내 반환하여야 한다.

Article 20 (Indemnification)

- 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. Such liability or damages may include but are not limited to damages to provide housing and furnishing, school equipments and facilities. Therefore, the Employee shall agree in written form to provide 300,000 KRW as security deposit 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 two (2) months after the completion of the final Contract if there are no liabilities or damages. Employees with their own housing arrangements as well as married couples who are both employed by GOE shall also be required to provide the deposit to his/her respective schools.

제 21조 (정보제공 동의)

- ① 피고용자는 자신의 원어민영어보조교사 지원서 및 인사기록카드에 기재된 각종 기록이 고용자 또는 정부의 통계관리, 현 고용자와의 재계약 및 타 시도와의 신규계약을 위한 목적으로 활용될 수
- 고용자(Employer's Signature): _____ 피고용자(Employee's Signature): _____

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 본 건 계약의 언어는 한글이며, 다른 언어로의 번역은 편의를 위한 것이다.
- ③ 당사자들은 본 건 계약과 관련하여 발생된 분쟁을 해결하기 위하여 신의성실의 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 본 건 계약서를 3부 작성하여 각 1부씩 보관하고, 1부 는 은행 통장 개설용으로 제출한다.
- ② 피고용자가 근무하는 학교장은 원어민 관리를 위한 목적으로 계약서 사본 1부를 보관한다.

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 the third copy to be used for the application of the Employee’s bank account.
- ② The school where the employee is working will keep a copy of the contract for the purpose of management.

서명일 (Date): 2025. . .	서명일 (Date): 2025 . .
고용자 직인 (Employer’s signature):	피고용자 서명(Employee’s signature):
경기도교육감 Superintendent of Gyeonggido Office of Education, Republic of Korea	성명(Name): 여권번호(Passport 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	전기 밥솥 또는 토스터기 Electric rice cooker or Toaster	1			14	전화기 Telephone	1		
12	선풍기 Electric Fan	1			15	전기다리미 Electric iron	1		
13	소파 Sofa	1			16	식탁 Table	1		

예치금에 관한 동의서 (Agreement Letter for Security Deposit)



1. 본 계약의 이행과정에서 피고용자의 주의태만, 과실, 위법행위 또는 이와 관련하여 발생될 수 있는 손해 배상을 피고용자에게 요구하기 위하여 고용자는 피고용자의 동의를 받아 사전에 일정금액을 담보한다. 최초급료부터 매월 300,000원씩 3개월간 총 900,000원을 피고용자가 행정실에 예치한다. 이 **900,000원은** 피고용자가 주택을 구한 경우나, 결혼한 부부가 경기도교육청 산하 학교에 모두 고용된 경우에도 해당된다.

2. 피고용자의 계약만료까지 고용자는 대여한 시설물 이용과 그에 관련된 재정사항 등에 대한 사전점검을 실시하여 발생한 손해가 있을 경우 피고용자에게 서면 확인하고 사전에 공제 담보한 금액으로 배상 조치하고, 부족할 경우에는 추가로 피고용자에게 배상을 요구하여야 한다. 피고용자가 시설물 이용에 대한 주의 성실의 의무를 다하여 손해가 없을 경우에는 사전에 공제 담보한 금액을 최종 계약 만료 후 두 달 이내 반환하여야 한다.

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. Therefore, the Employee shall agree in written form to provide 300,000 KRW per month to the school administration office for the first three (3) months of employment until it amounts to a total of **900,000 KRW**.

2. The Employee who has their own housing arrangement and married couples who are both employed by GOE shall also be required to provide the deposit to his/her respective schools. 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 1. In the case that housing damages or fees owed exceed the security deposit pursuant to the foregoing 1, the Employer is entitled to additional compensation up to the due amount owed and the Employee will be refunded their security deposit within two months after the completion of the final Contract or in the event that the Employee terminates his/her Contract.

본인은 위 동의서에 명시된 손해배상적립금 **900,000원의 예치에 동의**하고 다음과 같이 서약합니다.

I _____(full name) hereby **agree to provide the security deposit of 900,000 KRW** at the school pursuant to the agreement above.



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) _____

(3) 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)

(4) Yearly NET Data Collection Form

2. 2025 원어민영어보조교사 통계 기초자료

연번	시도	교육지원청	시군구	설립별	급별	학교명(기관명)	원어민 성명	생년월일 (예-95.10.10)	① 국내 체류기간	성별
01	경기도	수원	수원	공립	초	OO초	김****	870528	2~3년미만	여
02	경기도	수원	수원	공립	초	OO중	김****	871020	2~3년미만	남
03	경기도	수원	수원	공립	초	OO고	김****	890326	4년이상	여

국적	② 체류자격	③ 주당 수업시수	계약기간		④ 등급	⑤ 도시/ 농촌	⑥ 주거지형태	
			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	월월/모리스텔	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	학위	전공	⑦ 자격증	⑧ 교육경력		원어민 이메일	⑨ 재원구분	⑩ 모집주체
				국내	국외			
학사	교육	교육	교사자격증	2~3년미만	1~2년미만	***@gmail.com	경기도교육청지원	EPK
석사	경영학	경영학	TESOL/TEFL/CFLTA/기타 자격증	1~2년미만	없음	***@gmail.com	자차체직용	주3보배미션분당
학사	영어과	영어과	교육학/영문학/영어학/ 언어학 전공자	2~3년미만	없음	***@gmail.com	학교자체	직접고용

⑪ 연수 이수내역		⑫ 2016년도 영어 원어민 역할강좌 연수 신청 여부	⑬ 순회여부			담당자 정보			비고
2014년도 역할강좌 연수	2015년도 역할강좌 연수		여부	순회학교명	순회수업시수	관리교사성 명	관리교사전 화	관리교사 휴대전화	
O	X	O	**초등학교	8	***	000-0000	000-000-0000		
X	O	X			***	000-0000	000-000-0000		
X	X	O	X			***	000-0000	000-000-0000	

(5.1) 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 Paid leave ()days Sick 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	202○ Year Month Day								
Preparer	()Elementary (Middle, High) school VP signature								
Evaluator	()Elementary (Middle, High) principal (stamp)								

(5.2) 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	202○ Year Month Day							
Preparer	()Elementary (Middle, High) school Teacher signature							
Evaluator	()Elementary (Middle, High) principal (stamp)							



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) _____

(7) EPIK-Recruit NET Renewal Application Form



경기도교육청 원어민영어보조교사 재계약신청서
GOE 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+
Renewal (Please check one)	<input type="checkbox"/> I want to renew my contract for another year. <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	

보수명세서

EARNING STATEMENT March, 2020

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:

(9) 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		Name of Airport (공항명)	Flight Number (항공편)
	City of Departure (출발 도시)		Date (날짜)
	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
확인			여권사본
지불 금액 Allowance Paid	1,300,000 KRW	확 인 Approved by :	

Letter of Resignation

Dear Principal,

This letter is to inform you of my decision to resign as of Nov 11th, 2024. My last working date is Nov 11th, 2024.

I am providing two months' notice to allow sufficient time for the modification of the school curriculum caused by my resignation.

(Optional)

I realize that this may put the school in a somewhat difficult situation, however, I have been offered (and accepted) a position _____. These are rare posts, and such posts advance one's career. Therefore, this is not an opportunity to be missed.

I will ensure that my internet, cell phone, utilities and other financial obligations are properly dealt with before I leave so that the school will in no way be held responsible for any of my financial liabilities which include housing. I understand that despite my decision to leave, the lease for the school provided housing is still a financial liability until a new tenant is found. I will be responsible for any associated fees (such as realtor fees) as stated in Article 20 of my contract.

DATE (YY/MM/DD)

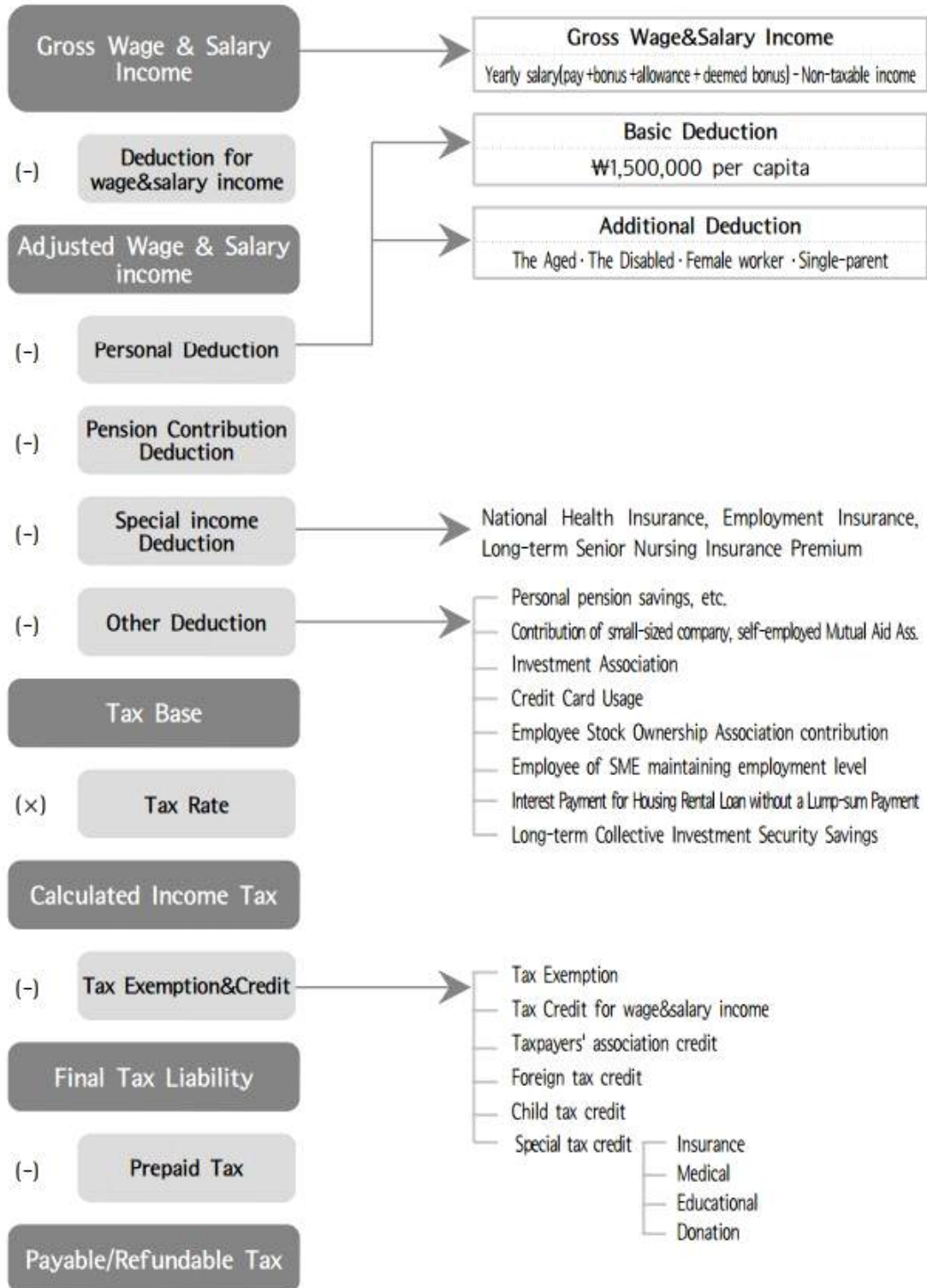
Sincerely,

FULL NAME

SIGNATURE

(11) 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

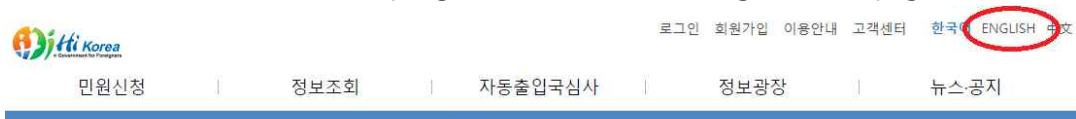
Document	Eligibility	Prepared by
Report of Exemption & Deduction·Tax credit from Wage & Salary Income	Wage and salary income earners subject to the year-end tax settlement	Taxpayer
Certificate of Alien Registration	Employees hired in 2015 Employees with changes in dependents	Immigration office
Copy of 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

※ IMPORTANT NOTICE:

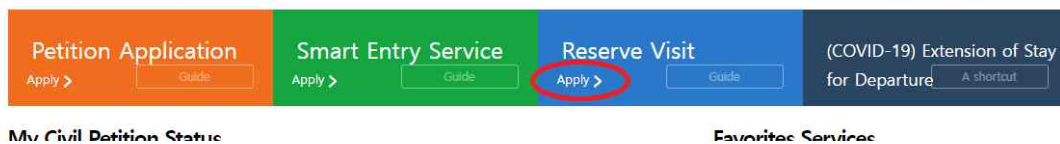
Walk in applications: Before making a reservation for your visit to the immigration office, contact your district immigration office (the office that deals with the district your school is in, the one you have to visit) to confirm if walk-in applications are accepted. If they are accepted for your district office, please do a walk-in application as soon as possible.

1) visit www.hikorea.go.kr

click ENGLISH on the top right to switch to the English homepage.

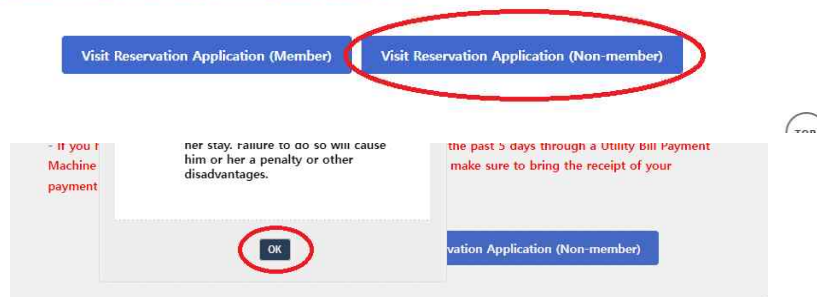


2) Click on Apply under Reserve Visit



3) In the next screen, scroll to the bottom and click on Appointment reservation(non member) and select OK in the pop up window

Machine or through the Internet Giro Service (www.giro.or.kr), please make sure to bring the receipt of your payment with you when visiting the Immigration (Branch) Office.



4) click on identity verification using passport number. Proceed to fill in the required information and click confirm.



5) Click on the dropdown menu next to Competent Authority and select the appropriate immigration office location. (refer to Chapter 4-1)
 IMPORTANT: Make sure you confirm with your co-teacher that it is the appropriate office before you continue.

*Please fill in all required fields.

*you can perform a detailed search and look up your appropriate I.O. with your location (province, city, district) but you would have to type in Korean for it to draw up any result.

6) Depending on the selected Immigration office, the following content may look different.


Next to Booth detail, you should select Foreigner Residence Control(xxxx~

*If You do not see Foreigner Residence Control, you should select the one that does NOT contain something along the line of "Naturalization, recovery of Nationality, etc."

7) next to select a task, you should select Foreign Resident registration if it is your first time in Korea. If you are renewing a contract and needs a visa extension, please choose visa extension.

8) Fill in the necessary information and click on the little calendar next to Date of visit.

Number) _____

* Date of Visit 

※ Failure to extend your stay before your visa expiration date or report changes considering your stay before given deadlines will incur a penalty or other sanctions. If you fail to make a reservation to extend your stay before the visa expiry date, you must visit a local immigration office and apply.

In the popup window, Time slot that are unavailable will be highlighted in dark grey and available time slots will be in white. Select the date you wish to visit in the left pane and the time you wish to visit in the right pane.

* Ideally the time will either be early in the morning since you would want to receive a temporary ARC so you can open a bank account.

Selected Date : 2021-12-23

일	월	화	수	목	금	토
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Selected Date(You can apply on the following day)
 Reservation Unavailable(Reservation expiration)
 ※ Time schedules, which are already reserved, are grayed out.
 ※ If you are unable to schedule an in-person visit before your visa expiration date, or deadlines to

Selected Date : 2021-12-23			
09:00 (8/8)	10:00 (8/8)	11:00 (8/8)	13:00 (8/8)
09:12 (8/8)	10:12 (8/8)	11:12 (8/8)	13:12 (8/3)
09:24 (8/3)	10:24 (8/5)	11:24 (8/6)	13:24 (8/1)
09:36 (8/6)	10:36 (8/6)		13:36 (8/7)
09:48 (8/1)	10:48 (8/5)		13:48 (8/2)
14:00 (8/8)	15:00 (8/8)	16:00 (8/4)	17:00 (8/2)
14:12 (8/8)	15:12 (8/8)	16:12 (8/1)	17:12 (8/2)
14:24 (8/3)	15:24 (8/5)	16:24 (8/0)	17:24 (8/0)
14:36 (8/8)	15:36 (8/7)	16:36 (8/1)	available
14:48 (8/0)	15:48 (8/1)	16:48 (8/1)	

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

9) finally click apply and you're good to go. Print out a copy of your reservation to remind yourself of your visit to the office.

*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 (학교고유번호).
- 4) Housing contract for your current residence (ask your school for it).
- 5) Photocopy of the housing contractee's Korean ID card (주민등록번호 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) W30,000 (paid by you)

※ required documents and fees are subjected to change. Please visit hikorea.go.kr and verify before visiting the immigration office.

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

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	[] 남 M [] 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
여권 번호 Passport No.	여권 발급일자 Passport Issue Date		여권 유효기간 Passport Expiry Date		
대한민국 내 주소 Address In Korea			휴대 전화 Cell phone No.		
전화 번호 Telephone No.			전화 번호 Telephone 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 signature/seal	신청인의 배우자 Spouse of applicant	서명 또는 인 signature/seal	신청인의 부 또는 모 Father/Mother of applicant	서명 또는 인 signature/seal
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공 용 란 (For Official Use Only)

기본 사항	최초입국일	체류자격	체류기간
접수 사항	접수일자	접수번호	
허가(신고) 사항	허가(신고) 일자	허가 번호	체류자격
			체류기간
결 재	담 당		소 장
			가 / 부

수입인자 첨부(Revenue Stamp Here) / 수수료 면제(exemption) [] (면제서류)	심사 특이사항
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210mm×297mm[백상지 80g/㎡(재활용품)]

WHAT IS NEIS?

NEIS (National Education Information System) is a mandatory system for Korean teachers to perform their daily tasks relating to the school, from acquiring budget to replace a broken chair to applying for marriage leave. Since the system has a record of everything that transpires during the school year. It becomes important for us NETs to abandon the physical records and join the collective of electronic Is and Os.

One of the major advantage of this switch is that it reduces the difference in the calculation of our use of leaves between the NET and the co teacher, and thus preventing conflict between the two sides. Aside from that, the comfort of not having to go to your principal everytime you need to go to the bank is also a plus.

NOTICE

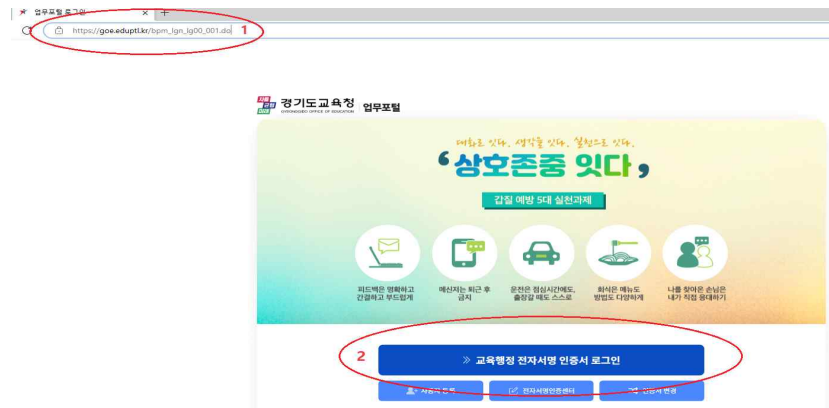
After upgrading to 4th GEN NEIS, there is an error regarding reports for NETs. When you make reports for vacation days or sick leaves, a pop up window saying you do not have enough days to apply for the given report. You can ignore this popup and proceed to make your report. For your benefit, make sure you keep a good count of the days of Paid leaves and sick leaves you've used. If you go over, it will be counted as unpaid leave and the amount proportionate to the number of unpaid leaves used will be taken out of your pay.

IMPORTANT:

When you're reporting on NEIS, Please have your co-teacher verify all your steps before you submit.

NEIS: HOW TO USE IT?

In order for you to access NEIS, first you will need to have a login, password, and a security certificate already. If not, please ask your co-teacher for assistance.



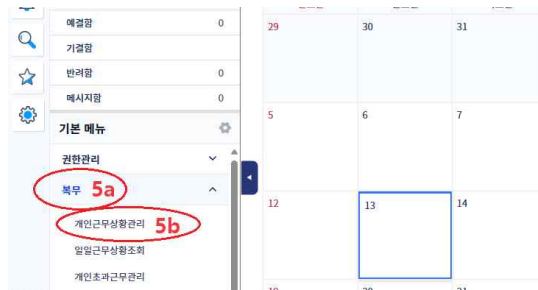
- Visit <https://goe.eduptl.kr/> (1) and click on the long blue button (2) to login.
- Bookmark this page so you can visit it handily next time.
- ※ Run NEIS on edge. You'll have a hard time in chrome/firefox.



- Select your certificate (3a) and enter your password (3b). Press the blue button to login. (3c)
- ※ after logging in you will see a few popups, simply close them and continue.



- Click on NEIS(나이스, 4) and a new window will pop up.
(if it asks you to install the security program, install all of the program and proceed)
- ※ after the new window opens, you might see a few popups, simply close them and continue.



- In the new window, On the left side you click on Service (복무, 5a) and then Personal Work related report (개인근무상황신청, 5b). The content of the window will change.



- Click on report (신청, 6) and the report window will pop up.

THE REPORTING WINDOW

근무상황신청

근무상황신청목록 Total 1

순번	근무상황	시작일시	종료일시	신청시간		
				반복	일	시간
1	연가	2023-11-13 08:30	2023-11-13 16:30		1	0:00

개인연가사용현황

가용연가일수	연가사용일수	연가잔여일수	지속연가일수	지속연가사용일수	연가당겨쓰기가능일수	연가당겨쓰기일수
0.0	0.0	0.0	0.0	0.0	0.0	0.0

근무상황: 연가 | 기간: 연가 | 연가종류: 금년도연가

기간: 연가 08시 30분부터 16시 30분까지 1일 0시간 0분

연락처: 대체휴무 | 비고: 연수 | 점검기관 신청여부: 기타

비공개여부: 기간

※ 기간 옆에 체크를 한 경우에는 일일근무상황에 공개되지 않습니다.

- After the upgrade to the 4th Gen NEIS system. The reporting window looks slightly different depending type of report you are making. The 3 most common type of report that you may make during your time working as a NET are: A. Paid vacations, B. Sick leaves, C. Official leaves, and D. Business outing.

A. PAID VACATIONS (연가)

· The 2 most common ways to use your paid vacations are:

- 1) Paid Vacation (연가)
- 2) Early Leave (조퇴).

1. PAID VACATION (used during summer/winter vacations)

- i. date you wish to start using your paid vacation.
- ii. date you wish to stop using your paid vacation.(you will go to school the next day)
- iii. contact phone number.
- iv. reason for using vacation
- v. click on submit for approval

2. EARLY LEAVES (only if you have no classes)

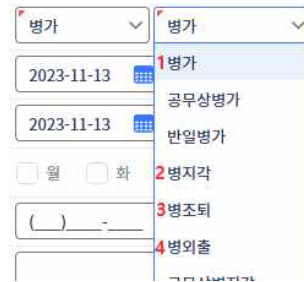
- i. date and time you wish to use early leave.
- ii. date and time to end the report for early leave. (school end time, usually 16:30)
- iii. contact phone number.

- iv. reason for using vacation
- v. destination (where you're going, ie. bank)
- vi. click on submit for approval

B. SICK LEAVES (병가)

The 4 ways you will use your

1. Sick leave (**병가, sick and can't go to school**).
2. Late arrival due to sickness. (**병지각**)
3. Early leave due to sickness. (**병조퇴**)
4. Temporary leave from school due to sickness (**병외출, ie. go to the doctors during and come back for afternoon classes**).



The reporting window for the 4 types of sick leaves is the same.

The form contains the following fields and options:

- 근무상황**: 병가 (selected)
- 기간**: 2023-11-13 일 08 시 30 분부터 (i) 일반복, 요일반복
- 기간**: 2023-11-13 일 16 시 30 분까지 (ii) 1 일 0 시간 0 분
- 연락처**: () - (iii)
- 사유**: (iv)
- 목적지**: (v)
- 검임기관 신청여부**: 선택
- 비공개여부**: 기간, 목적지, 사유
- ※** 목적지, 기간, 사유 옆에 체크를 한 경우에는 일일근무상황에 공개되지 않습니다.
- Buttons**: 승인요청 (vi), 닫기

- i. date and time you wish to use sick leave.
- ii. date and time to end the report for your sick leave.
- iii. contact phone number.
- iv. reason for using sick leave.
- v. destination (where you're going, ie. clinic.)
- vi. click on submit for approval.

출장신청

기간정보 목록 Total 1

기간추가

기간삭제

순번	출장종류	*기간						신청시간		
		*시작일시			*종료일시			일	시간	분
1		2023-11-13	08	30	2023-11-13	16	30	1	0	0

※ 교원은 근무시간 내에 수업에 지장이 없는 한 학교장의 허가를 받고 야간제-계절제 대학원을 수강할 수 있으며, 이 때 "출장(연수)"로 신청하시기 바랍니다. (2016년 교육공무원 인사실무 참고)

※ 출장(연수)는 출장비가 지급되지 않으며, 예외적으로 출장비 지급시 근무지내 출장으로 신청하여야 합니다.

※ 비공개여부 체크선택 시 일일근무상황에 공개되지 않습니다.

출장기본정보

*출장종류

관용차량 이용여부

여비지급하지않음 여비지급기관

검인기관신청여부

비공개여부 기간 출장지 출장목적 교육훈련여부

일 반복 일 반복 일 매 시간 분

월 화 수 목 금 토 일 매 시간 분

*연락처 *출장지

*출장목적

이동사항

출장자 목록 Total 1

위로

아래로

추가

삭제

동일시간설정

정렬순번	대표자 여부	부서	직급	출장자명	출장기간 동일여부	*출장기간
1	Y				Y	2023-11-13 08 30 ~ 2023-11-13

vii 승인요청

- i. date and time you leave for your business outing.
- ii. date and time to end the report for your business outing.
- iii. contact phone number.
- iv. destination (where you're going, ie. clinic.)
- v. reason for using official leave.
- vi. method of transportation.
- vii. click on submit for approval.

FINISHING UP

- After filling all the required information and clicking on submit for approval (승인요청) and a new window will pop up.

기안문서 상신 취소

결재문서명	근무상황신청
결재자	<input type="text"/> 개인결재선 결재자지정
내용	1000자까지 입력이 가능합니다.

- Click on select authorizer (결재자지정, 1) and a new window with a list of names will show up.

결재자지정 X

· 결재자지정

사용자명 타조직사용자포함 4 저장 닫기

사용자 목록 Total 10 ● 결재 ○ 검토 ○ 협조 ○ 공람

<input type="checkbox"/>	순번	사용자ID	사용자명	직위	조직명	비고
<input type="checkbox"/>	1	1		교장(초등)	한티초등학교	
<input type="checkbox"/>	2	2		교감(초등)	한티초등학교	
<input type="checkbox"/>	3			교육행정실장	한티초등학교	
<input type="checkbox"/>	4			교사(초등)	한티초등학교	

* 사용자 목록 순서는 업무승인관리 권한 담당자가 [업무승인관리-결재경로관리-조직별결재선지정]에서 변경할 수 있습니다.

Total 30 10개씩 보기 확인 << 1 2 3 >>

<input type="checkbox"/>	결재순서	구분	위임구분	결재자ID	결재자명	직위	조직명	비고
<input type="checkbox"/>	0	기안		ttc3r	CHAN ANDY PUI H ONG		한티초등학교	

- From this list, find your co-teacher's name. double click on his/her name. This will add him/her to the list at the bottom pane (3).
 - Do the same to add your vice principal (2).
 - ※ all reports that are for one day or longer (연가, 병가, 공가) you have to add your principal (1) as well.
 - ※ for Business outings, if it's outside of the designated area you have to add your principal as well.
 - Once you've added everyone you need, click on save (저장, 4)
- Ask your co teacher to verify.

기안문서상신

기안문서 상신 취소

결재문서명: 근무상황신청

결재자: 개인결재선 결재자지정

내용: 1000자까지 입력이 가능합니다.

결재
 검토
 협조
 공람

<input type="checkbox"/>	결재순서	구분	위임구분	사용자ID	사용자명	직위	조직명	비고
<input type="checkbox"/>	0	기안					한터초등학교	
<input type="checkbox"/>	1	결재				교감(초등)	한터초등학교	

▲

기안내용 완료

근무상황목록 Total 1

<input checked="" type="checkbox"/>	순번	첨부파일	근무상황	부서	성명	목적지	기간	사유 또는 용무
<input checked="" type="checkbox"/>	1	<input type="button" value="등록"/>	연가				2023-11-13 08:30 ~ 2023-11-13 16:30 (1일 0시간 0분)	테스트

- once you click save, you should be brought back to the previous window. Click report (상신) to complete the report.

FINAL NOTE

This tutorial is only a brief explanation and tutorial for the most basic needs when using the NEIS system. In no way is this a complete guide to the NEIS system. Again, always confirm with your co teacher when reporting a leave on NEIS.

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 26 days paid vacation during summer (or winter)?

A: Your school may advise you to use half during summer and half 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: Yes, the concept of discretionary holiday has been discarded. You must use your Paid Leaves if you decide to stay home during school specific holidays.

Q: My visa is about to expire and my school is telling me to use an paid leave for the visit to the immigration office. Is this correct?

A: No. Immigration office visits 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: Call your respective district immigration office to see if walk-in application is available. If it is available, choose the earliest date you can visit and walk-in application.

If it isn't available, 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 NET.

(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 60 days after completing your final contract with GOE.

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 be penalized (forfeiting Exit allowance, renewal bonus, etc)

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 within 10 days of completing your final contract 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 perform regular classes for kindergarten - 2nd grade. However, After school classes for 1st and 2nd grades are allowed.

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

A: Only if you've completed a contract with the current employer the year before and are now on a renewal contract. If you wish to end your renewal contract midway, You will receive your Exit Allowance, however, you will have to pay back the renewal bonus for the current contract.

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: Do I receive the settlement allowance every year?

A: No. You only receive the settlement allowance once. (unless there has been a change of school/location.)

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

A: Yes. The purpose of the security deposit is to cover any liability that may occur during your employment. Thus, the 900,000 won security deposit has to be given to your school (300,000 KRW/month for 3 months) despite finding your own place. You will get the security deposit back (minus fees incurred, if any) after you finish your final 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 co-teacher always have to be present when I'm teaching a class?

A: Yes. A co-teacher must be present in the classroom when you are teaching regular classes.

Q: I have not used up all 26 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: When do I get my contract renewal bonus?

A: You will receive your contract renewal bonus in 2 parts. 1st part renewal bonus of 1,000,000 KRW will be given to you within 30 days of the start of your renewed contract. You will receive the 2nd part renewal bonus of 1,000,000 KRW upon completion of the said renewed contract (based on completing a 1 year contract, amount contracts of less than a year will be proportionate to the length of the contract).

Q: What documents do I need for a contract renewal?

A: You'll need the following:

- 1) Body check for regular Employment. (일반채용신체검사서)
- 2) Record Check of Sexual offense and offence against children and youths (성범죄 및 아동학대 관련 범죄전력 조회서)
your co-teacher will ask you for a copy of your Alien Registration Card and to sign a consent form to acquire this record check.

Q: I have been sick and haven't been to school for 3 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 three days at a time (or a total of 6 sick days used for the year, or if the school requests it), you have to provide a doctor's note to the school.

Q: Why isn't my school asking me about renewing?

A: The budget for EPIK comes out Mid-Late December. The school cannot bring up the topic until the board decides which schools are included in the program.

Q: The school is asking me to complete a Safety training. It's all in Korean and I have no idea what it's talking about. Do I have to do it?

A: Yes, even NETs have to complete the Safety trainings. The co teacher will help you complete the program.

Q: I want to renew my contract but I want to transfer to another school. Is that possible?

A: There is no feasible way for a NET to renew a contract and transfer schools. Should you decide to reapply to Gyeonggido through EPIK in an attempt to move to are within the Gyeonggi province, GOE will not accept your application.

Q: How does the severance pay work? What would happen if I was asked to transfer school?

A: Your severance pay is accumulated every time you choose to renew contract with GOE. Your school will create an account in the school's name into which your severance pay will be deposited. In the unlikely case where you transfer to another school, the account will be handed over to the new school and your severance will accumulate there. Should you decide to end your contract with the GOE, you will receive the accumulated severance pay in a lump sum. Its a good idea to ask if your school have created the account for your severance pay.

Q: It's Labor day. What should I do?

A: for us NETs, Labor day is just like any other red day on the calendar. We just stay home like it's a Sunday. We do not have to apply for a holiday through NEIS.

01. Official EPIK in Gyeonggi Website

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

02. EPIK in Gyeonggi Coordinator Contacts and Covering Districts

Coordinator	Covering Districts	Office Hours	Contact Info
Andy Chan	All Native English Teachers from all districts	Mon, Wed (8:40am-4:40pm)	031-820-0684 gepikandychan@gmail.com
Brian Kim	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	Wed only (8:40am-4:40pm)	070-5138-2048 gelasarang83@gmail.com
Grace Cho	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)	070-4890-7015 gracecho1010@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)

Contract related expressions	Korean pronunciation
residency certification	거주자 증명서 geo ju ja jeung myeong seo
term of Contract	계약기간 gye yak gi gan
contract form/ signed contract	계약서/ 서명된 계약서 gye yak seo/ seo myeong doen gye yak seo
complete the contract	계약을 만료하다 gye yageul man ryo ha da
re-sign the contract	재계약하다 jae gye yak ha da
Salary level	고용등급 go yong deung geup
Certificate of Employment	고용사실 확인서/ 재직증명서 go yong sa sil hwagin seo/ jae jik jeung myeong seo
employer/ employee	고용주/ 고용인 go yon gju/ go yong in
Superintendent/ Supervisor	교육감/ 장학사 gyo yuk gam/ jang hak sa
the national pension contribution	국민연금 guk min yeon geum
health insurance premium	건강보험료 geon gang bo heom ryo
alteration or addition of employment	근무처변경 · 추가허가신청서 geun mu cheo byeong yeong · chu ga heo ga sin cheong seo
pay day/ pay slip/ monthly pay	보수지급일/보수명세서/월급 bo su ji geub il/bo su myeong se seo/wol geup
Single Entry visa/ Multiple Entry visa	단수비자/복수비자 dan su bi ja/bok su bi ja
visa extension/ visa status	비자연장/비자체류자격 bi ja yeon jang/bi ja che ryo ja gyeok
criminal record check	범죄사실증명서 beom beop sa sil jeung myeong seo
processing fee	수수료 su su ryo
resignation (Letter of Resignation)	사직서 sa jik seo
withhold from your salary	원천징수 won cheon jing su
Letter of Release	이적동의서 i jeok dong ui seo
settlement allowance	정착금 jeong chak geum
personal essay, cover letter	자기소개서 ja gi so gae seo
reference letter	추천서 chu cheon seo
severance pay	퇴직금 toeh jik geum
copy of Certificate of Business Registration	학교고유번호등록사본 hak gyo go yu beon ho deung rok sa bon

air ticket/ air fare/ round-trip air fare	항공권/ 항공료/ 왕복항공료 hang gong gwon/ hang gong ryo/ wang bok hang gong ryo
Instruction related expressions	Korean Pronunciation
assignment	과제 gwa je
subject teacher	교과전담교사 gyo gwa jeon dam gyo sa
teacher's guide	교사용지도서 gyo sa yong ji do seo
principal / vice principal / head teacher	교장 / 교감 / 부장 gyo jang / gyo gam / bu jang
after school program	방과 후 학교 프로그램 bang gwa hu hak gyo peu ro geu rem
teaching resources	수업자료 su eop ja ryo
lesson plan	수업안 su eop an
school visit	수업참관 su eop cham gwan
in-service training	직무연수 jik mu yeon su
assessment	평가 pyeong ga
classroom management	학급경영 hak geup gyeong yeong
discipline students	학생지도 hak saeng ji do
class size	학급당학생수 hak geup dang hak saeng su
lower level students	학습부진아 hak seup bu jin a
co-teaching / co-teacher	협력수업/ 협력수업자 hyeop ryeok su eop/ hyeop ryeok su eop ja
Work related expressions	Korean Pronunciation
absence/ late/ early leave	결석/ 지각/ 조퇴 gyeol seok/ ji gak/ jo toe
unofficial leave for personal reasons	개인사유로 인한 조퇴 gae in sa yu ro in han jo toe
Calendar day	공휴일을 포함하는 날 gong hyu ireul po ham ha neun nal
Working hours/ working condition	근무시간/ 근무조건 geun mu si gan/ geun mu jo geon
Attendance Record	근무상황부 geun mu sang hwang bu
unpaid sick leave	무급병가 mu geup byeong ga
sick leave	병가 byeong ga
duties and regulations	복무규정 bok mu gyu jeong
class instruction hours per week	주당수업시수 ju dang su eop si su
overtime instruction pay/ overtime work	초과수업 수당/ 초과근무 cho gwa su eop su dang/ cho gwa geun mu

official trip	출장 chul jang
maternity leave	출산휴가 chul san hyu ga
paid leave/ unpaid leave	유급휴가/ 무급휴가 yu geup hyu ga/ mu geup hyu ga
medical doctor's note	의사진단서 ui sa jin dan seo
special leave	특별휴가 teuk byeol hyu ga
Housing related expressions	Korean Pronunciation
home appliances	가전제품 ga jeon je pum
housing utilities	공과금 gong gwa geum
monthly maintenance fee	월관리비 wol gwan ri bi
security deposit	임차주택예치금 im cha ju taeg ye chi geum
housing subsidy(allowance)	주거지원비 ju geo ji won bi
all fees, taxes & expenses, etc incurred in using the housing	제세공과금 je se gong gwa geum
key money for renting apartment	임대주택보증금 im dae ju taek bo jeung geum

Map of Gyeonggi Province

