The New Era of Yongsan S.M.O.E.,
the Inaugural Year of an Integrity Culture

2026

Native Speaking English Teacher Guidebook

SEOUL METROPOLITAN OFFICE OF EDUCATION

Today's small changes create tomorrow's innovation in public education.

Zero corruption · everyday respect,
united S.M.O.E. through trust.



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Introduction

Welcome to the 2026 NSET English Guidebook!

1. This Guidebook will help you get settled in Korea and answer questions you may have about your duties.
2. Various topics are covered: daily life, immigration, contract-related terms, and various other necessary information.
3. Some parts of this guide have been translated from the original Korean Language NSET Manual (원어민 영어보조교사 업무 길라잡이). Translated portions are provided for convenience. The Korean stipulations contained in the Korean NSET manual are the original guidelines.
4. If you cannot find the information you need here, please first discuss the issue with your handler (main co-teacher), and if that does not help, with the coordinator(smoecoordinator@sen.go.kr).

Frequent Acronyms in this Manual	
Acronym	**Meaning**
NSET	Native Speaking English Teacher
SMOE	Seoul Metropolitan Office of Education
DOE	District Office of Education
RC/ARC	Residence Card (formerly ARC :Alien Registration Card)
CoT	Co-teacher
ETIS	English Teachers in Seoul
NEIS	National Education Information System
GLEE	Global Culture and Language Education Center
SETI	Seoul Education Training Institute
SGHS	Seoul Global High School

* Please note that as of 2020,the **'ARC/Alien Registration Card'** have been renamed as the **'Residence Card'**. However, you will still see the ARC acronym, both in this manual and elsewhere.

Post Orientation Checklist

Category	Contents	☐
Housing	Was furniture provided? ※ Example of provided items: bed, dinning table and chair, refrigerator, washing machine, or microwave. ※ Bedding, tableware, and other personal items shall be purchased by the NSET (with the Settlement Allowance of 300,000 KRW).	
	Has the 'Agreement Regarding Room and Contents' been filled out? (Page 114)	
	Have the terms of the housing contract been explained? (If needed, consult the building admin office or landlord.)	
	Has the method of commute been explained? Have local conveniences, such as restaurants and supermarkets been introduced?	
Guide to School Life	Is there a computer and desk available for use at the workplace? ※ A personal computer with programs (in English where possible) installed to be provided.	
	Was an orientation for your school or workplace provided? ※ Introduction to the academic calendar, workplace operating hours, daily schedules, faculty meeting schedules, and a tour of the school facilities	
	Was an orientation for classes given? ※ Introduction to co-teacher(s), explanation of class schedule and curriculum, provision of textbook and teaching materials, guide to the use of English teaching aids, guidance regarding students, opportunity to observe an English class, etc.	
	Was emergency contact information for your handler provided?	
Pay and Allowances	For the purpose of salary payments, have you opened a local bank account under your name?	
	Has the admin office applied for National Health Insurance, National Pension, and other social insurance qualifications?	
	Have you received the Settlement Allowance(300,000 KRW)? ※ Payment should be made when you get the first paycheck.	
	Have you received the Entrance Allowance?(1,800,000 KRW) :Only the arrival from abroad	
	Have you paid the general security deposit to your school? ※ Deposit 500,000 won from your first month's salary and 250,000 won from your 2nd and 3rd month's salary. ※ In principle, your salary is to be paid in full and the deposit is to be paid to the school the next day. Admin offices cannot accept cash. ※ The deposit is saved in your school for any liabilities arise in the future. You are going to get refund when you leave the employment with SMOE.	

Category	Contents	□
Foreigner Registration	Has a reservation been made for the issuance of a Residence Card (formerly ARC)? ※ Registration must be completed at the appropriate immigration office within 2 weeks of school placement.	
	Have you registered your new residential address and change in work place? ※ Applicable to NSETs transfering in from other regions or hagwons.	
Registering for NEIS	Have you registered to use NEIS?	
	Were you informed on how to use NEIS? ※ Check the SMOE NSET guidebook for more information 「How to use NEIS」 ※ Video tutorial also available. https://youtu.be/PyEVeSuqFw8	
Others	Did you sign up for a phone plan?	
	Did your school receive a copy of your employment contract?	



SEOUL METROPOLITAN OFFICE OF EDUCATION

2026

SMOE NSET GUIDEBOOK

- Housing
- Registering for the Residence Card (formerly ARC)
- Transferring into SMOE and Other Visa Matters
- Banking and Phone
- Registering for NEIS
- Other Resources
- District Offices of Education

CHAPTER

01

Getting Started



CHAPTER 01

Getting Started

Housing

Your school will provide you with either single housing (maximum ₩800,000/month) or a housing stipend (₩500,000/month). For new NSETs, housing is generally provided; if you wish to instead receive the housing stipend, this must be established with your school/SMOE before the start of each contract.

As stated in the SMOE employment contract (Article 12 Clause 8), NSETs provided with housing and NSETs receiving the housing stipend must both pay a general security deposit of ₩1,000,000 over the course of the first 3 months of employment. This will be returned when NSET finishes their final contract with SMOE. It is in your interest to protect this deposit by accurately recording the condition of the housing and its furnishings and keeping the home in good condition. Costs that may potentially be deducted from the general security deposit include not only housing damage but also unpaid bills, taxes, social insurances, and similar expenses considered the NSET's responsibility.

Housing that is provided cannot be changed at will during the contract period; however, under extenuating circumstances, a change of accommodation may be considered during the course of the contract, but you may be liable for additional fees.

If you choose to move accommodation between contracts, please note that SMOE will provide neither key money nor moving fees. These costs, where applicable, are to be covered by the NSET.

* Refer to the School Provided Housing Terms and Regulations.

Inspection

When you first enter the school provided housing, it is recommend that you inspect its condition and furnishings. As stated above, an accurate record of the home and its furnishings will serve as evidence at the end of your contract that you have kept the home in a tidy and acceptable manner. Taking timestamped photographs of any existing damage will protect you from any potential damage claims against your deposit.

Documentation

Please complete the Agreement Regarding Room and Contents form and the List of Household Goods form that can be found in the appendix of this guidebook. These can also be found in

the 2026 Korean NSET Manual (2026 원어민 영어보조교사 업무 길라잡이). It is recommended that you submit one copy to your school and keep one copy for yourself.

Furnishings

1. **The SMOE employment contract states that the Employer** may provide basic home appliances and furniture for NSETs in school-provided housing. For those receiving the housing stipend (₩500,000) this does not apply. Please note that furnishings may vary by school. Personal items, such as bedding and tableware, are not provided. You can use your one-time Settlement Allowance (₩300,000) to purchase additional furnishings and personal household items. You should receive the Settlement Allowance immediately after opening a local bank account. For further information on the Settlement Allowance, see Article 13, Clause 1 of the Employment Contract.

Tips

1) Landlords: Each school has its own approach to resolving problems with NSET housing. You may be given the landlord or realtor's contact details and be encouraged to deal with them directly in the event of housing problems. Your school may instead wish for you to report housing problems to them so that they may contact the landlord on your behalf. In general, it is better to deal with your own home issues if able, since this often resolves things faster.

2) General cleaning: It is your responsibility to keep the home and its furnishings clean; this includes the purchase of cleaning equipment. Poor cleanliness may attract bugs, particularly in the summer months or on lower floors. in the summer months.

3) Seasonal Information: Korea has hot, humid summers and cold, dry winters. Depending on the age of the housing, you may notice dampness during the course of the year. It is your responsibility to deal with this appropriately to prevent mold from growing. It is recommended to run a dehumidifier whenever the humidity is noticeable and to regularly ventilate by opening windows and doors. If you notice any mold growth, please immediately purchase and use a mold cleaner. Ventilate your housing by opening windows when necessary. If mold grows, please purchase mold cleaner to remove it. It is also advisable to place dehumidifiers in any problem areas.

4) Wallpaper: It tends to be changed between tenants. It may be possible to request a change of wallpaper during your stay depending on the condition of the wallpaper, however the landlord is not obligated to fulfill your request.

5) Weather: It can be very cold in Korea in the winter. To avoid pipes from freezing and bursting, please use the 외출 function on the thermostat while not home to maintain a minimum level of heating, particularly if you are in an older building. You may be financially liable for the damage if a pipe freezes and bursts.

6) Management fees: In Korea, homes have 'management fees' (관리비), which cover general upkeep of the building and services provided by the building management. This is a monthly fee. The exact amount of which will depend on the size and location of the home. In an older building you can expect the management fee to be around ₩50,000 per month, and in an officetel it is common for the fee to be up to and sometimes over ₩100,000 per month. Please contact your landlord regarding the fee amount and payment method. (Some homes have a paper bill, while others may request you transfer the fee to the landlord directly on a specific day each month.)

7) Bills: You are responsible for paying your own gas, electric, water, and where applicable telephone, TV, and internet bills. You should receive your gas and electric bills separately as yellow or white slips of paper in your mailbox each month. On this paper, you can find your fee for that month, the customer reference number, and the bank account number for transferring payment. Please choose the bank account number which corresponds with your bank. Some homes include water in the rental or management fee. If the home does not have water included in the rental fee, please contact your landlord regarding how to pay for your water usage. You may need to pay the landlord directly for this.

8) Waste Disposal: Korea has a strict waste disposal system. Trash should be separated into general waste, food waste, and recycling categories such as paper, plastic, glass, metal, and vinyl (plastic bags). Waste should be put out on particular days of the week depending on your location. Please ask your landlord which days waste is collected; your coworkers will not necessarily live in the same area as you and therefore may not know about your specific situation.

(1) **To dispose of general and food waste**, specific bags must be purchased and used. The bags can only be bought in your local area, at marts or convenience stores. They are often kept behind the counter, so you may have to request them. A variety of sizes are available from 5L up to 100L. It is impossible to use bags purchased from a different neighborhood as these will not be collected. 1) General waste bags are called **ilban seuregi bongtu (일반 쓰레기 봉투)** and 2) food waste bags are called **umshikmul seuregi bongtu (음식물 쓰레기 봉투).**

(2) **For recycling:** Please clean and dry items properly. Once separated, any clear plastic bags can be used. Some neighborhoods may collect PET bottles (water bottles) separately from regular plastic. If you are unsure please, contact your landlord or the management office(관리사무소) about recycling collection and rules.

(3) **Disposal area:** Your building should have a waste disposal area. These may be separated bins, in which case you should put your trash or recycling into the proper bin. If there are no separate bins, then there will be an area where you should place all the trash together.

9) Getting internet: Large mobile carriers such as KT (olleh), SKT, and LG (U+) are also internet service providers. You will need a Residence Card to register for their services. Costs are

generally around ₩25,000 to ₩80,000 a month, and you may receive a discounted rate depending on the length of your contract or available promotions. Below is an **example** of how monthly fees for a single plan can vary depending on contract length:

Plan	3 Year Contract	2 Year Contract	1 Year Contract	No Contract
SKT Smart Direct + Giga Wifi	₩23,100	₩35,200	₩39,600	₩46,200

* Please note that if you were to break your contract before the end of the service agreement, you would be liable to pay a cancellation fee based on the length of time remaining on the contract.
* In addition, there is a small monthly fee for renting equipment(e.g. wifi hub). Installation fees are generally about ₩40,000.

Registering for the Residence Card

NSETs will need their Residence Card in order to open a bank account, set up a phone plan, and enroll in the National Health Insurance and National Pension plans.

In order to apply for the Residence Card, NSETs will need to make an appointment at their local immigration office within 90 days of their arrival in South Korea. Appointments can be made onlineat www.hikorea.go.kr

Eligibility: New NSETs without a Residence Card, previous NSETs who returned their Residence Card at the airport, or those without a Residence Card.





Required Documents: ※ Inquiry: Immigration contact center : 1345

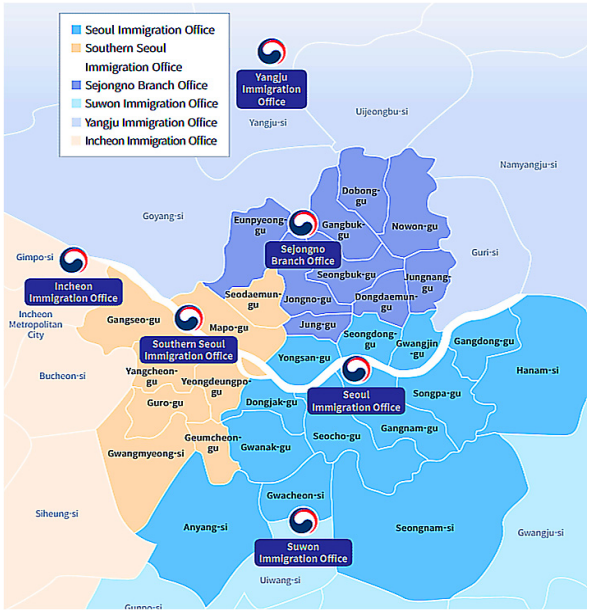
- Application Form (통합신청서) (Page 121)
  - Check the box for Foreign Resident Registration
- Passport, 2 recent color passport photos (3.5cm x 4.5cm)
- A copy of the school's and SMOE's Certificate of Business Registration (사업자등록증), provided by the school.
- NSET's class schedule, provided by the school with an official stamp.
- Original Employment Contract and a photocopy.
- Confirmation of Residence/Accommodation (거주/숙소제공 확인서) (Page 122) and a copy of the Housing Lease Agreement (임대차계약서), provided by the school.

- NSETs who are NOT residing in school-provided housing will be responsible for providing these documents.

- Foreigner Occupation Report Form (외국인 직업 신고서) (Page 124). (Check No.2-5th box as Education Professionals and Related Occupations in the form. (Online application may vary)
- Official Medical Check (채용신체검사서) (Page 134)
  - While this is a contractual requirement rather than a visa requirement, NSETs are highly encouraged to take a copy when visiting immigration due to the possibility of officers exercising their discretion to request further documents.
- Fee: 35,000 KRW cash required at the time of appointment.

Immigration Office	Districts*	Address
Seoul Immigration Office	Gwanak-gu, Gwangjin-gu, Gangnam-gu, Gangdong-gu, Dongjak-gu, Songpa-gu, Seongdong-gu, Seocho-gu, Yongsan-gu, Seongnam City, Anyang City, Hanam City, Gwacheon City	1st Floor, 151 Mokdongdong-ro, Sinjeong-dong, Yangcheon-gu (양천구 목동동로 151 1층) Tel: 02-2650-6214
Seoul Southern Immigration Office	Seodaemoon-gu, Mapo-gu, Gangseo-gu, Yangcheon-gu, Youngdeungpo-gu, Guro-gu, Geumcheon-gu, Gwangmyeong city	2nd Floor, 48, Magokseo1ro, Gangseo-gu, Seoul (강서구 마곡서1로 48 2층) Tel: 02-6980-4813
Seoul Immigration Office -Sejong Branch	Jongno-gu, Jung-gu, Eunpyeong-gu, Dongdaemoon-gu, Jungnang-gu, Dobong-gu, Seongbok-gu, Gangbok-gu, Nowon-gu,	38 Jong-ro, Jongno-gu, Seoul Seoul Global Center (2nd / 3rd Floor) Seoul Global Center (종로구 종로 38 서울글로벌센터 2,3층) Tel: 02-731-1799

* NSETs should make an appointment based on the district they live in, not the district they work in.



Transferring into SMOE and Other Visa Matters

1) **Transferring Teachers** – Teachers transferring from another workplace in Korea are required to report their change of workplace at their local immigration office within 15 days of their first day of work.

2) **Change of Residence** – If changing residence (moving), NSETs are required to report it within 15 days of their move-in date. This can be done at the local immigration office, the local Gu office (구청), the community service center (주민센터), or online as an e-application at **www.hikorea.go.kr**

   - NSETs will need their Residence Card, housing lease (임대차계약서), and the Residence Verification Form (거주/숙소제공 확인서) if housing is provided by their school. The RVF is not required for those who have housing under their own name.

3) **Passport Renewal** – NSETs are required to report any changes to their passport information to immigration within 2 weeks (14 days) of receiving their new passport. This can be done at the local immigration office or online as an e-application at www.hikorea.go.kr

   - NSET will need their Residence Card and their passport to report the change.

4) **Individuals on an F series visa –** Individuals on an F4 will need to submit a report of domestic residence (국내거소신고서). NSETs with F2 or F6 visas should renew their visa prior to its expiration.

Banking and Phones

Banking in Korea

Opening an Account

Some of the more foreigner-friendly banks include, **KEB Hana, Shinhan, Woori, KB(Kookmin Bank), NH(Nonghyup), and IBK.**

Many of you already opened a NH bank account during orientation. You will have to go to the NH bank to register your Residence Card information in person at a later date in order to receive an unrestricted account, including a digital certificate.

When you create your account, you receive a bank book. The bank book is as valuable as a bank card here; therefore, if you lose your bank book, you should urgently report it just the same as you would your card.

Online Banking

Online banking is not an automatic service in Korea. You must request online banking in addition to opening an account. This can be done at the same time. It is recommended to sign up for online banking as bank transfers are incredibly common here. You will need online banking in order to pay for goods and services online or through apps, and also for convenient transfers. Korean banks have several online security measures to protect customers. These include passwords, a digital certificate, and a security card. If you incorrectly enter your online banking password several times and become locked out of your account, you will have to visit a bank in person to reset the password, so please make a note of your passwords.

Digital Certificate (공인인증서)

When you open online banking for the first time, you will be instructed to create a digital certificate. This is a security certificate used to verify your identity. For this, you must make a password, which is separate from your normal online banking password. Your digital certificate for online banking can also be used to verify your identity online. You can only have one copy of your certificate, which can be saved on your phone, your computer, or an external storage device such as a USB. Please bear in mind that you will need the certificate for online transfers. Store it where it will be most convenient for you. Online banking certificates have an expiry date and must be renewed once a year. You may be able to check the expiry date of your digital certificate via your banking application, depending on the banking service you use. It is possible to reissue the banking certificate should you need to do so. (For example, if you wanted to have your certificate on your phone rather than a USB and decided to change this at a later date.)

Simpler Private Digital Certificate (간편인증서)

Lately, simpler verification methods have become available for many purposes, but you should still keep a note of your digital certificate password to avoid the inconvenience of not having it when you need it.

This digital certificate is mobile friendly and widely used today for various services, including tax refunds, accessing government platforms, and online shopping. It is issued by banks and mobile applications such as Kakao Talk, Naver, PASS, or Toss.

However, you must have a Korean phone number registered in your name and a Residence Card.

Getting a Phone Plan

There are 3 main phone companies in Korea: **SK Telecom**, **KT Olleh**, and **LG U+**.

What to bring when setting up a phone plan:

Residence Card (formerly ARC).

Bank card(debit card) or bank book (domestic bank/ bank account number).

Passport (not always required but recommended as mobile carrier requirements may vary).

A Residence Card or passport is usually enough to qulify for prepaid service, but a bank book or debit card is required for automatic payments.

Another way to verify your identity online is through a phone plan in your name. You will need a phone plan in your name to get a Personal Customs Clearance Code(PCCC) for ordering goods from abroad, for example.

** Important note: your bank account and phone plan should all be registered with your name **exactly as it is written on your Residence Card**. This includes having your surname(last name) first, and in all capital letters. This step is important for online identity verification (본인인증). If you do not correctly register your name, you may have to visit your bank or phone company in person in order to correct this.**

Registering for NEIS

Registering for The National Education Information System (NEIS)

NEIS is a crucial tool for teachers. NSETs use it to request leave, check payslips, and help file the year-end tax adjustment, among other things.

In order to use NEIS, teachers must first apply for a digital certificate to access the system. The steps for applying are as follows:

1. Fill out the 'NEIS Digital Certificate Application Form' (교육행정전자서명 인증서 신청서). (Page 117)
2. Submit the application to the person in charge of NEIS at your school (NEIS인사담당자) and ask to register for a NEIS certificate (NEIS 인증서 신규발급). A certificate can also be reissued (재발급) in the case of loss or expiration.
3. You will receive an e-mail from '교육부 전자서명인증센터' epkihelp@keris.or.kr. Please check spam/junk folders if the email was not received within a week. The email will contain instructions on how to register for the NEIS certificate.

It is also important to remember that the certificate must be renewed semi-regularly. You will be sent a reminder via e-mail a few months prior to renew your certificate. Refer to the guide in the Guides and Tutorial section if necessary (Page 82) NEIS certificate homepage: www.epki.go.kr.

Other Resources

Mental health services can be accessed by contacting Eunpyeong Hospital Multicultural Mental Health Clinic or visiting the Danuri website.

Eunpyeong Hospital Multicultural Mental Health Clinic

This clinic provides comprehensive mental health services to foreign nationals residing in Korea. Staffed by a team of experienced and bilingual/multilingual professionals, the clinic offers a variety of culturally competent therapeutic interventions, including Individual Therapy, Group Therapy, Medication Management, Case Management. Services are available in a range of languages including Korean, English, Chinese, and Vietnamese. The clinic welcomes all foreign nationals, regardless of immigration status. Appointments can be scheduled by calling the clinic at 02-300-8220 or 8250. The clinic is located at: Eunpyeong Hospital, 222, Eunpyeong-daero 17-gil, Eunpyeong-gu, Seoul, South Korea.

Danuri App

The Danuri Multicultural Support Center website aims to be a comprehensive resource for foreign nationals from various countries living in Korea. It addresses both their practical needs, such as immigration and healthcare information, and their desire to connect with their cultural heritage and participate in Korean society through cultural events and community engagement opportunities.

website: https://www.liveinkorea.kr/portal/USA/main/main.do

Call : 1577-1366

Application Download QR Codes	
IOS	Android

Seoul Foreigner Portal (formerly Global and Foreign Centers)

These centers located around Seoul provide international residents with a range of services, such as counseling, social events, volunteering opportunities, and online Korean courses.

More information can be

District Offices of Education



2026
SMOE NSET GUIDEBOOK



SEOUL METROPOLITAN OFFICE OF EDUCATION

2026

SMOE NSET GUIDEBOOK

- Pay Scale
- Employment Conditions and Benefits
- Paid Leave, Sick Leave, Special Leave (Weddings, Funerals, Childbirth, etc)

CHAPTER

02

Work Conditions and Details



CHAPTER 02

Work Conditions and Details

Pay Scale

Spring/Fall 2026 SMOE Eligibility and Remuneration

Level (NEIS reg)	Monthly Salary	Qualifying Conditions
S**	3,000,000 KRW	• Seven years or more of English teaching experience at a *public institution with one or more of the following – a master's degree in TESOL/TEFL or in English Education – a recommendation from your local superintendent or school principal from your home country
A	2,800,000 KRW	• Five years or more of English teaching experience at a public institution with one or more of the following – a bachelor's degree in TESOL/TEFL or in English Education – a valid primary or secondary education teacher's certification/ license – a TESOL/TEFL certificate comprised of a minimum of 100 course hours • Master's degree in TESOL/TEFL or in English Education with 3 years or more teaching English experience at a public institution • Qualified as B level with a recommendation from your local superintendent or school principal • Employed at B level with SMOE for at least two years
B	2,600,000 KRW	• Three years or more of English teaching experience at a public institution with one or more of the following – a bachelor's degree in TESOL/TEFL or in English Education – a valid primary or secondary education teacher's certification/license – a TESOL/TEFL certificate comprised of a minimum of 100 course hours • Master's degree in TESOL/TEFL or in English Education with 1 year or more teaching English experience at a public institution • Qualified as B level with a recommendation from the local superintendent or school principal. • Employed at C level with SMOE for one full year

Level (NEIS reg)	Monthly Salary	Qualifying Conditions
C	2,500,000 KRW	• Two years or more of English teaching experience at a public institution with one or more of the following – a bachelor's degree in TESOL/TEFL or in English Education – a valid primary or secondary education teacher's certification/license – a TESOL/TEFL certificate comprised of a minimum of 100 course hours • Employed at D level with SMOE for one full year
D	2,400,000 KRW	• One year or more of English teaching experience at a public institution with one or more of the following – a bachelor's degree in TESOL/TEFL or in English Education – a valid primary or secondary education teacher's certification/license – a TESOL/TEFL certificate comprised of a minimum of 100 course hours • Employed at E level with SMOE for one full year
E	2,300,000 KRW	• Bachelor's degree with one or more of the following – a valid primary or secondary education teacher's certification/license – a TESOL/TEFL certificate comprised of a minimum of 100 course hours – a bachelor's degree in Education, English, English literature, or Linguistics major

* Public Institution: Public Schools (Primary/Secondary) or International Schools **within Korea or your home country.**

※ Each educational institution may appropriate extra pay depending on required duties.

** NSETs working at regular elementary, middle, or high schools are able to upgrade **up to A level only.**
The governing language and original document of which this pay scale is based in **Korean.**
The English translation of this pay scale is **offered as a courtesy only.**

Employment Conditions and Benefits

<table>
<tr><td>Work Conditions</td><td>• Employment period: one year (annual renewal)
• Five days a week, eight hours a day (compliance with school hours)
• Classes: within 22 hours per week (regular classes, after-school classes, teacher training, etc.)</td></tr>
<tr><td>Extra Pay</td><td>• Overtime classes: ₩20,000 per hour
• Overtime after-school classes: Decided by the school committee (학교운영위원회)
• Overtime: Based on the Labor Standards Act (근로기준법)</td></tr>
<tr><td>Camp Length</td><td>• Four or five weeks per year (e.g., two weeks for summer camp and three weeks for winter camp, or two weeks each for summer and winter camps per year of your contract), with four class hours per day, totaling twenty teaching hours per week.
• During camp weeks, your regular 8-hour workday will include up to 4 hours of teaching hours (camp time).
※ If a national holiday falls within the camp period, the principal may adjust the camp period accordingly.</td></tr>
<tr><td>Holidays</td><td>• Saturday, Sunday, Korean national holidays (red days), and Labor Day (May 1st) are paid days off and do not require the use of your contractual paid leave.
※ Taking school-designated holidays off requires the use of contractual paid leave.</td></tr>
<tr><td>Paid Leave (연가) (vacation days)</td><td>• 26 days per contract year, excluding Korean National holidays. Use of paid leave is permitted so long as it does not interfere with classes. (Use of paid leave requires authorization 15 days prior.)</td></tr>
<tr><td>Renewal Vacation</td><td>• One week (Seven consecutive days, including a weekend or holiday) to be used 1-2 weeks before the start of the new contract. Use after all paid leave is used.</td></tr>
<tr><td>Special Leave</td><td>
<table>
<tr><th>Marriage (your own)</th><th>Marriage (your child)</th><th>Spouse's childbirth</th><th>Death of one's parent or spouse</th><th>Death of one's child or grand parent</th><th>Death of one's sibling</th></tr>
<tr><td>5 days</td><td>1 day</td><td>20 days</td><td>5 days</td><td>3 days</td><td>1 day</td></tr>
</table>
※ 60 days of paid maternity leave from childbirth (plus an additional 30 days unpaid leave), 30 minute infant care break twice a day for mothers while baby is under one year of age, work time is reducible by 2 hours within the first 12 or after 32 weeks of pregnancy.
</td></tr>
<tr><td>Paid Sick Leave</td><td>• 15 paid days of sick leave (must submit a Medical Report(진단서) when total use of sick days exceeds six).
• When exceeding 15 days, use unpaid leave.
• In the case of 15 or more consecutive days, weekends are included
※ Sick leave in excess of 30 days can result in termination of Contract.</td></tr>
<tr><td>Housing</td><td>• Housing (deposit-free rent, ₩800,000) or a ₩500,000 per month rent subsidy is provided.
• A one-time ₩300,000 Settlement Allowance for first time SMOE employees.</td></tr>
</table>

Other Benefits	• Entrance Allowance : 1.8 million KRW (for those from abroad) • Exit Allowance : 1.3 million KRW • Re-contracting bonus for SGHS, GLEE, SETI teachers : 2 million KRW, must be paid back if contract is not completed, only applies to institutions requiring special expertise • Severance pay (for those completing a year or more) is paid at the end of the final Contract (retirement income tax is deducted).
Multiple Schools	• 100,000 KRW per month allowance for employees that work at two schools, 150,000 won per month for three schools. ※ This applies when you are mainly working at one school, with less than 20 classes and traveling to a second school.
Tax Benefits	• Two-year earned income tax and residence tax exemption when you submit the Residence Certificate from your country. (Canada and Ireland excluded). ※ Canadian and Irish nationals pay income tax the same as Koreans. • 50% of National Pension ※ Nationals of the United States, Canada, and Australia can receive a lump sum refund of the National Pension contributioins when you leave Korea (South African nationals are not eligible for the National Pension). • 50% of National Health insurance premiums ※ Support can include dependents.

Paid Leave, Sick Leave, Special Leave
(Wedding, Funeral, Childbirth, etc)

Type	Details	Days	Notes
Paid Leave (연가) (vacation days)	• Should not interfere with classes. • School designated/discretionary holidays such as school foundation day or short vacations are considered part of paid leave. • A total of eight hours of leave (including early leave, late arrival, or out-of-office leave) is equivalent to 1 day of paid leave. ※ If unable to use all paid leave within remaining vacation periods, late arrival, out-of-office, early, and half-day leave can be used. Schools must make considerations to allow for use of all 26 days of paid leave. • The principal's approval is required 15 days in advance. • If the contract period is less than one year, it is calculated in proportion to the number of working months (if the working period is less than six months due to resignation, etc., it cannot exceed seven days).	26 days	• How to input in NEIS: 연가 → 연가/반일연가/외출/조퇴 • Should exclude *holidays * Holidays: Saturdays, Sundays, Korean national holidays, and Labor Day (May 1st). • No separate NEIS input needed for holidays. • Urge NSET (6 months prior to the end of their contract) to use all of their paid leave by the end of their contract. ※ 6 months before the contract expiration date, or within 10 days thereof, the NSET is to be informed of the number of unused vacation days and urged to submit a written plan to use up their remaining vacation days. (Page 142) ※ When an NSET does not make a plan to use their vacation days, the principal determines the timing of the unused vacation two months before the expiration of the contract and notifies the NSET in writing. ※ NEIS tracks annual leave by calendar year. This does not match the number of days of annual leave during the contract period of an NSET. The number of days of annual leave used by NSETs needs to be tracked manually.
Contract Renewal Leave	• Received when renewed.	1 week (7 days)	• How to input in NEIS: 기타 → 기타, 사유 또는 용무: 재계약 휴가 • Includes Saturdays, Sundays, and holidays. • Used 1-2 weeks before the start of the new contact (can be postponed up to 6 months for official reasons, such as camp, but cannot be divided). • Contract renewal leave must be used before transferring schools.
Sick Leave	• Use in the event of illness (Prior approval required).	15 days	• Medical report/Doctor's note(진단서) required after a total of six days are used. • Use unpaid leave after 15 days. • Calculate the cumulative time of sick leave (late arrival, early leave, out-of-office, and half-days) wherein 8 hours is equal to 1 day. • Contract termination if exceeds 30 days.

<table>
<tr><th>Type</th><th colspan="2">Details</th><th>Days</th><th>Notes</th></tr>
<tr><td rowspan="5">Special Leave</td><td rowspan="2">Marriage</td><td>Your Own</td><td>5 days</td><td rowspan="2">• Paid leave.
• Excludes Saturdays, Sundays, and national holidays.</td></tr>
<tr><td>Your Child</td><td>1 day</td></tr>
<tr><td rowspan="2">Prenatal/ Natal Leave</td><td>Self</td><td>90 days</td><td>• The first 60 days of prenatal/natal leave are paid.
• At least 45 days should be reserved for after birth.
• A daily hour of childcare time (30 minutes, twice a day) can be used while infants are under one year of age.
• Within the first 12 weeks at the start of pregnancy or 32 weeks after pregnancy, work time can be reduced by two hours a day.
(Women experiencing high-risk pregnancies are eligible throughout the entire period.)</td></tr>
<tr><td>Spouse</td><td>20 days</td><td>• Within 90 days of birth.
• Can be divided into three installments</td></tr>
<tr><td>Death</td><td>Spouse, Parent, or Spouse's Parent</td><td>5 days</td><td rowspan="4">• Working days (excludes Saturdays, Sundays, and national holidays).</td></tr>
<tr><td></td><td>Grandparent or Spouse's Grandparent</td><td rowspan="2">3 days</td></tr>
<tr><td></td><td>Child or Child's Spouse</td></tr>
<tr><td></td><td>Sibling or Spouse's Sibling</td><td>1 day</td></tr>
<tr><td>Notes</td><td colspan="4">※ If leave is required for reasons that fall outside of designated special leave or if a period longer than that is allotted for designated special leave is required, the head of workplace may allow the use of regular paid leave or unpaid leave as long as it does not interfere with one's classes or duties.</td></tr>
</table>

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- Sample Academic Calendar
- Contract Completion, Resignation, and Termination
- Sample Renewal Schedule
- Camp Information
- Yearly Data Survey

CHAPTER

03

School Affairs



CHAPTER 03

School Affairs

Sample Academic Calendar

School Events of the Year (연간 학사 일정 안내)

Date	School Events	Helpful Tips	Note
March 2nd	1st Grade Entrance Ceremony New school year kick-off meeting	To welcome students and teachers for the new school year	Dress professionally
April.	Field Trip	Hiking, trips to historical sites, or trips to amusement parks	
5th **May 8th** **15th**	Children's Day Parents' Day Teachers' Day	No school on May 5th School on Parents' Day and Teachers' Day	Sports Day is held before Children's Day in many schools.
June.	Teachers' workshop Open class	Confirm dates with your school	
July.	Summer Vacation	Get your vacation approved before booking flight tickets	
Aug.	Summer English Camp Back to school	Confirm dates in advance Welcome students back from summer vacation	2nd semester
Sep.	Club Festival	Confirm dates with your school	Chuseok Holiday
Oct.	Sports Day	Prepare for creative activities	
Nov.	Field trip (6th Graders)	Class schedule could be changed	National University Entrance Exam
Dec.	Winter Vacation	Get your vacation approved before booking flights	Winter vacation is usually longer than summer vacation.
Jan.	Winter English camp		
Feb.	Graduation Ceremony Spring Break	Say goodbye to students and teachers	Dress nicely

※ Others
- 교무회의 Teachers' meeting: (Usually every Monday in teachers' room)
- 개교기념일 School Anniversary (School is off and it is used paid leave)

Contract Completion, Resignation, and Termination

A. Contract Completion

Conditions	**When a Native Speaking English Teacher (NSET) completes their contract.**	
End of contract benefits and duties	**Severance pay and other payments**	• Severance Payment (worked for one year or more) • National Pension Refund Eligibility (U.S., Canadian, Australian nationals only) * Applicable to those leaving Korea(check nps.go.kr) • Exit Allowance (1.3 million KRW) • Final wage adjustment (minus remaining deductions, calculated based on actual days worked) • Reimbursement of the one million KRW general security deposit minus outstanding expenses such as utilities, insurance, and taxes. • Social insurance cancellation (by your school) • Severance pay tax deduction
	Other Information	• Submit the End of Contract Confidentiality Agreement to the school. • Return the residence card at the airport when departing the country. (If not returned, when re-entering Korea a penalty may occur)
Note/Etc	• In the case of NSETs who are not renewing and use their vacation time to return to their home country prior to the end of their contract – severance pay, the final month's wages, general security deposit and other payments will not be paid prior to the end of the Contract. Payments will be made to the NSET's bank account in their home country within 14 days of contract completion. Bank account details are required to facilitate this. • Reference Letter and Proof of Employment: Reference letters may be prepared by your principal or co-teacher. Proof of Employment in English can be issued by the coordinator upon request. For details, e-mail smoecoordinator@sen.go.kr or call 02-6033-5968.	
Forms	• End of Contract Confidentiality Agreement (Page 136) • Continuity Report Form (Page 137)	

B. Resignation

<table>
<tr><td>Conditions</td><td colspan="2">• When an NSET wishes to resign during the contract period.
• A resignation letter (with the date and reason for resignation) must be submitted to the principal at least 30 days in advance. (Resignation request must be sent by the school to the District Office of Education and SMOE)</td></tr>
<tr><td>Procedure</td><td colspan="2"><table><tr><th>NSET</th><th>School</th><th>SMOE</th><th>School</th></tr><tr><td>Submit resignation letter</td><td>School sends an official report to the SMOE</td><td>Notified of the termination of employment contract</td><td>Process the mid-contract resignation (See below)</td></tr></table></td></tr>
<tr><td rowspan="5">Mid-contract resignation and duties</td><td>Severance and Pay</td><td>• Severance payment (worked for one year or more)
* If worked for more than a year by a few months, those few months are pro-rated.
• Final wage adjustment (minus remaining deductions, calculated based on actual days worked)
• General security deposit reimbursement (minus any outstanding expenses)
• Social insurance cancellation
• Severance pay tax deduction
☞ Refer to page 41 for more information on severance pay, duties, etc.</td></tr>
<tr><td>Allowances (지원비)</td><td>• Allowances according to working period
- Worked for less than six months: Entrance Allowance and Settlement Allowance must be refunded to the Employer, and Exit Allowance will not be provided.
- Worked for more than six months: Employee does not need to return the Entrance Allowance and Settlement Allowance. Exit Allowance will not be provided.</td></tr>
<tr><td>Paid Leave (연가) (Vacation days)</td><td>• Calculating paid vacation days
- Worked for less than six months: seven days
- Worked for more than six months: pro-rated
〈ex.〉 If an employee works for 10 months of a contract before quitting:
$26 \text{ days} \times \frac{10}{12} \text{months} = 21.6 \text{ days per month}$</td></tr>
<tr><td>Other (그외)</td><td>• Submit the End of Contract Confidentiality Agreement to the school.
• Return the residence card at the airport when departing the country.</td></tr>
<tr><td>Reporting Change in Employment(SMOE)</td><td>• SMOE will report the change in employment status to immigration within 14 days.</td></tr>
<tr><td>Forms</td><td colspan="2">• Letter of Resignation (Page 139)
• End of Contract Confidentiality Agreement (Page 136)
• Continuity Report Form (Page 137)</td></tr>
</table>

C. Dismissal

Conditions

- The Employer may terminate or cancel this contract if any one of the following events occur (Article 18 of the Employment Contract):
  1. The Employee violates the laws of the Republic of Korea.
  2. The Employee receives three or mor written warnings for failing to perform or unsatisfactorily performing any of the duties stipulated in the Contract.
  3. The Employee fails to continuously perform the duties for a week or more withou reason or prior notification.
  4. The Employee's submitted application has any false or inaccurate information.
  5. If it is determined that the Employee is prevented from or incapable of performing his/her duties due to any medical conditions including but not limited to physical, psychological, or chronic diseases.
  6. Sick leave (paid or unpaid) exceeds 30 days.
  7. The employee works in Korea without having an immigration status that allows this (such as holding an E-2 or other appropriate visa.
  8. The employee fails the medical exam in Korea.
  9. The employee engages in other opportunities (including but not limited to any part-time work, tutoring, self-employment, or online opportunities) outside of designated duties that results in financial gain.

Procedure

1. School	2. SMOE		3. School
Verbal and official report to the person in charge at DOE/SMOE	Issue Letter of Termination notice 30 days in advance	**30 days later**	Process dismissal (See below)

* The procedure may vary depending on the reason for dismissal. Prior consultation with the DOE is needed.

Processing Dismissal and employee's duties

Severance and Pay	• Severance payment (worked for one year or more) * If worked for more than a year by a few months, those few months are pro-rated. • Final wage adjustment (minus remaining deductions, calculated based on actual days worked) • General security deposit reimbursement (minus any outstanding expenses) • Social insurance cancellation (by school) • Severance pay tax deduction ☞ Refer to page 41 for more information on severance pay, duties, etc.
Allowances	• Allowances according to working period

	(지원비)	– Worked for less than six months: Entrance Allowance and Settlement Allowance must be refunded to the Employer, and Exit Allowance will not be provided. – Worked for more than six months: Employee does not need to return the Entrance Allowance and Settlement Allowance. Exit Allowance will not be provided.
	Vacation days (연가) (Paid Leave)	• Calculating paid vacation days – Worked for less than six months: seven days – Worked for more than six months: pro-rated
	Other (그외)	• Submit the End of Contract Confidentiality Agreement to the school. • Return the residence card at the airport when departing the country.
	Reporting Change of Employment (SMOE)	• For E-2 visa holders, SMOE reports the change in employment status to immigration.
Forms	• Letter of Termination (Page 140) • End of Contract Confidentiality Agreement (Page 136)	

Sample Renewal Schedule

Period		Contents	Inst. responsible for submission and other matters
Early May	Late Oct.	• Contract renewal notification and renewal survey (Intention to renew? yes/no) • Renewing NSETs fill out renewal application form.	• Each school ※ Schools to keep original copy of Renewal Agreement Form, Application and Self Health Check on file (submit only if requested).
		• Individual school to plan renewal evaluation and establish renewal evaluation committee	
Mid-May	Early Nov.	① Submit renewal survey to K-EduFine ※ must specify if any unusual particulars exist in renewal application or self-health check	• **Elementary & Middle schools → District Office of Education** • **DOE, SETI, GLEE, SGHS → SMOE**
End of May	Mid-Nov.	〈School/Inst.〉 • **1st stage** (Attendance and class evaluation) • **2nd stage** (Interview)	• Each school and institution
Early June	Mid-Nov.	**② Submit evaluation results to K-EduFine** * Successful applicants may take steps to obtain medical exam.	• **Elem. & Mid. schools → DOE** • **DOE, SETI, GLEE, SGHS → SMOE**
Mid-Jun.	Late Nov.	**〈SMOE〉 Notification for selection of final successful applicants** • Successful applicants sign contracts. • Guidance for those not renewing.	• SMOE → DOE, SETI, GLEE • SMOE →DOE→ Schools ※ Schedule may change.
Early to Mid July	Early to Mid Dec.	• **Renewal docs to be submitted: (a)+(b) direct delivery** **(a) Signed contracts** **(Contract (1x) & Addenda** (for SMOE), Contract (2x) stapled (NSET)) (b) Medical exam	• **Elem·Mid schools → DOE** • **DOE, SETI, GLEE, SGHS → SMOE**
Late July.	Mid-Jan.	• **Forward and collect stamped contracts:** two orginal contracts (* One for NSET, one for visa renewal) - Keep two photocopies of renewed contract at (expected) school.	• **DOE, SETI, GLEE, SGHS** - collect from SMOE • **Schools** - collect contracts from DOE Elem/Mid
Aug.	Late Jan.	• Renewed NSET may extend visa	• NSET may extend visa for themselves at immigration office or online (hikorea.go.kr)

Camp Information

Operation of English Camps During Vacation Period

Period	Four or five weeks annually, based on the contract year not the calendar year.
Class Hours	Maximum four class hours per day.
Work Hours	Eight hours a day (observe school work hours as usual). ※ Regular working hours must be followed during school vacations when paid leave is not used.
Notes	Camp classes are led by NSETs and may be taught by an NSET alone. ※ No pay is available for Korean faculty who do not teach classes. ※ If a Korean teacher actually teaches a class, an allowance can be paid. Whether the allowance is paid or not and the amount is decided by the school committee. ※ NSETs are not permitted to work from home or use Article 41 training (제41조 연수) due to construction or for other reasons.

Yearly Data Survey

Native Speaking English Teacher Yearly Status Survey

Schools must take part in a survey about twice a year to report on the status of NSETs.

A. Report on the status of NSETs.

1) Submission time: twice a year (April and September). A separate official letter will be sent.
2) Details of submission: Status of Native Speaking English Teacher (HR information, class hours, housing status, etc.)

Status of NSETs (Example)

학교	성명	성별	생년 월일	체류 자격	국적	등급	학력	경력	계약 기간	수업 시수	주거비 유형		재원
											월세	주거 보조비	

School	Name	Gender	Date of Birth	Visa Type	Nationality	Pay Level	Level of Education	Work Exp.	Contract Period	Class Hours	Housing Fee Type		Funded by
											Rent	Housing Subsidy	

* Please note the form may be altered from the above.

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- Housing
- General Security Deposit Information
- Allowances (Settlement, Entry, Exit, Renewal)
- Salary
- Overtime and Allowances
- Severance Pay
- Social Insurance (Pension, Medical, Employment Insurance, Worker's Compensation/Accident Insurance)
- Tax Deduction (Earned Income Tax Deduction & Year-End Tax Adjustment)

CHAPTER

04

Money Matters, Social Insurance, and Taxes



CHAPTER 04

Money Matters, Social Insurance, and Taxes

1 Housing

Support for housing expenses and use of furniture

A. Policy

1. Housing support is provided as unguaranteed* rental housing or payment of housing subsidies.
   * Unguaranteed in this case refers to housing which does not require a key money deposit.
2. The rental housing should be selected in a clean and convenient area considering the commuting distance, while maximizing savings within the budget.
3. When possible, minimize expenditure on household items by choosing housing with essential items included.
4. When furnishings are provided, they should be available as soon as the principal is reasonably able to arrange it.

B. Method

1. Provision of unguaranteed rental housing (wolse/월세)

- Criteria for monthly rent housing subsidy (wolse/월세) when hiring: apartment, studio (원룸), officetel, etc. for one person to live in is to be provided.
- Monthly rent limit: up to 800,000 KRW
- Provided furnishings (return upon resignation) – not guaranteed
  - Items (e.g.): basic home appliances and furniture, such as beds, table and chairs, refrigerator, washing machine, microwave, etc.
    (It is recommended to purchase goods the lack of which would cause disruption to daily life).
  - Minimize expenditure on the purchase of household items (no additional budget support available).
    Use of second-hand furnishings is recommended. Expenditure subsidy of one million won is provided only once per school when an NSET is placed for the very first time.
- When renting a studio apartment or an officetel via monthly rent, rent a “full option,” (fully furnished) place to avoid incurring separate furniture expenses.

2. Housing Subsidy (₩500,000)

- Eligibility for housing subsidy payment:
  - an NSET who has accommodation in Seoul
  - an NSET who has prepared a residential space (submitted a copy of the lease contract to the main office via their school).
- Payment amount and payment date:
  - Payment: 500,000 won per month
  - Payment date: 17th of every month (paid with salary)
- Considerations for eligibility for housing subsidy payment:
  - Depending on the situation, an NSET who has not previously lived in Seoul may be able to receive the housing subsidy, though this is not guaranteed.

※ In this case, the general security deposit under Article 12(8) of the contract shall still be held by the head of the workplace for the duration of employment(since it covers other liabilities beyond housing), and the NSET shall be obligated to report the details of the return of goods to the workplace upon resignation.

C. Details of monthly rental housing lease

1. Leasee: the head of the workplace or institution to which the NSET belongs.

   ※ When entering a contract, only the seal of the school or institution is to be used; the head of workplace using their signature is prohibited.

2. Points to note when selecting a rental house:
   - Select a place with an independent kitchen, bathroom, etc., rather than shared accommodation. Please consider the importance of privacy.
   - Choose a location with the convenience of commuting in mind.
   - Since there is no separate budget for purchasing household items, try to avoid incurring additional expenses.
3. Housing contract period: 1 year
   - The contract period should be made by referring to the employment contract period of the NSET: from March 1st to February 28th/29th of the following year or August 26th to August 25th of the following year (August contract dates may differ slightly).
4. Claiming Housing Expenditure Subsidy: provided only once per school on placement of that school's first NSET. This is discretion of your school since the budget is for school not individual NSET.
   - Issuance and management guidance: Department of Student Competency and Innovation Education, SMOE (학생역량 혁신지원팀).
   - Usage details: realtor fees (receipt attached), security insurance fee, furnishing costs, and home improvement expenses (e.g., wallpapering)

   ※ As housing expenditure subsidy is only provided once, other incidental expenses incurred by relocation of housing will be covered by the school's own budget.

   ※ If an NSET requests a relocation of housing due to personal preferences or other personal circumstances, the NSET shall bear all expenses incurred by the change of housing.

5. The “standard housing lease contract” must be used for the lease.
   - When signing a housing lease contract, the contract must be made in the name of the school principal (※ lease shall not be under the name of an NSET).
6. Prior to contracting, please check: a copy of the land and building register, confirmation of the land price (address, owner, provisional attachment, establishment of collateral security, etc.)
   - Supreme Court Internet Registration Office: it is possible to search for and be issued certified copies at www.iros.go.kr
7. General security deposit(1,000,000 KRW to be deposited by the NSET)
   - 500,000 KRW from the first month's paycheck and 250,000 KRW from the second and third months' paychecks are to be deposited by the NSET and managed by school as “non-tax non-expenditure cash.”
   - Subject to: all NSETs regardless of housing situation.
   - General Security Deposit is returned after the end of the contract (within 14 days after the completion of the contract or within two months after resignation) minus any deductions necessary to cover outstanding utilities, taxes, social insurances, and any other appropriately deductible financial liabilities.
   - In the case of ending a contract by voluntary resignation or termination by dismissal of an employee, housing expenses incurred to the school will be deducted from the deposit.
8. Reporting changes in housing type.
   - Elementary/Middle school direct → DOE & SMOE (Department of Student Competency and Innovation Education/ 학생역량 혁신지원팀)
   - When changing the housing type (from monthly rent to housing subsidy or from housing subsidy to monthly rent), this change should immediately be reported in an official letter.

     ※ The housing type change form can be found in the Korean version of this manual (2026 edition).
   - Attach a copy of the lease agreement. Certified copy of the register is to be kept at school.
   - Upon termination of the lease contract, the results thereof are to be reported to SMOE immediately.

General Security Deposit Information

Compensation for Damages

A. General Security Deposit

1. A general security deposit will be provided by the employee in advance to cover any appropriately deductible financial liabilities such as those arising from housing, tax, or social insurance contributions.
   ☞ Article 12(8) (deposit) and Article 21 (compensation for damages) of the employment contract.
2. The general security deposit is a total of 1,000,000 KRW. This is made up of three payments: 500,000 KRW for the first month and 250,000 KRW each for the second and third months respectively. These payments are to be deposited to the administrative office by the day following the monthly salary payment date.
   ※ After receiving their salary, the NSET must deposit the above mentioned payments to the administrative office (excluding tax).
   ※ The deposit cannot be deducted from the salary in advance without the consent of the NSET, as this violates the Labor Standards Act.
3. After deducting any outstanding phone and internet usage fees, utility bills (electricity, water, gas, etc.), facility maintenance costs, and social insurance settlement from the 1,000,000 KRW deposit, the difference will be returned.
   - Even if the deposit is settled in advance, payment is made within 14 days of contract completion along with the severance pay. Before the expiration of the contract, an NSET who is returning to their home country should provide information on their home country's domestic bank account for later remittance.
   - Housing support expenses may be deducted from the deposit in the case where the contract is terminated in the middle due to voluntary termination of the contract by the NSET. Compensation for damages may include: remaining monthly rent, real estate brokerage fees, etc. Return of the remaining deposit will be made after the end of the contract or within two months from the end of the contract date after calculating the amount of damages.

B. Conducting a preliminary inspection of the use of rented facilities for financial matters:

1. In case of damage:
   a. Check if the damage has been recorded.
   b. Use the deposit to issue compensation.
   c. In case of insufficient funds, additional compensation is requested from the NSET.
2. If there is no damage, the deposit must be returned within 14 days after the completion of the contract or two months after the resignation during the contract.

Allowances (Settlement, Entry, Exit, Renewal)

Type	Details
Settlement Allowance	• 300,000 KRW in the first year of employment with SMOE. • In the case where the NSET ends their contract within six months of beginning employment with SMOE, the Settlement Allowance must be returned in full. • The Settlement Allowance should be deposited immediately following the opening of the NSET's bank account. ※ For the purchase of personal items such as bedding and tableware.
Entrance Allowance	• 1,800,000 KRW to be paid within one month of starting employment with SMOE. • The Entrance Allowance should be considered a loan which the NSET becomes exempt from repaying upon completing more than six months of their contract. • In the case where the NSET ends their contract within six months of employment with SMOE, the Entrance Allowance must be returned in full, regardless of reason. ※ Applicants joining SMOE from within Korea are not eligible to receive the Entrance allowance.
Exit Allowance	• 1,300,000 KRW paid at the end of final contract with SMOE. • When employment is ended before the end of the contract term: – If the NSET has worked less than 6 months: NSET must return Entrance Allowance and is not eligible for Exit Allowance. – If the NSET has worked more than 6 months: NSET is exempt from repaying the Entrance Allowance, but is ineligible for the Exit Allowance.
Contract Renewal Allowance	※ The contract renewal allowance is applicable only to specific institutions requiring additional qualifications (not applicable to regular schools) • When renewing the employment contract, the Renewal Allowance (2,000,000 KRW) is to be paid within one month from the start of the new contract. (In this case both Entrance and Exit Allowances will not be paid.) • When employment is ended before the end of the renewal contract term, the employee must repay the Renewal allowance in full.
Payment Schedule	• Settlement Allowance: immediately after opening bank account • Entrance Allowance: within the first month of employment • Exit Allowance: with in 14 days after the end of the employment Contract

Salary

A. Payment Date: 17th of every month (Paid the prior day if the 17th is not a business day)

B. Payment Process : SMOE→School (Paid according to the NSET's level and housing type)

1. Individual account transfer, printing and distribution of pay slip (School→NSET)
2. Salary Transfer (School): Deposit into the NSET's account, so withdrawals can be made on the 17th
3. Payment Currency: won, KRW, ₩
4. Amount Paid: Reference the table below
5. Payments apart from those stipulated in the contract cannot be claimed
6. Business Trip Expenses: Based on travel expenses for public officers

※ Taken from the school budget, not the NSET budget

C. Issues of Note

1. Compliance with the payment date
2. Overtime work and extra classes are paid with the school budget
3. Receipt of a general security deposit of 1,000,000 KRW from the NSET's salary (split over 3 months), which the school will manage as cash separately from its own revenue and expenditure
4. Housing Subsidy (500,000 KRW per month): applicable to NSETs receiving the housing stipend rather than school housing.
5. If the number of days worked is less than a full month, payment is calculated as follows: n/365 days × days worked.
6. Unauthorized Absence: Pay will be deducted from salary based on the number of days of unauthorized absence (written warning)
7. Related Forms: pay slip (급여 양식), year-end tax adjustment (연말정산), severance settlement (퇴직정산), severance payment details (퇴직내역서)

◈ **Salary Scale**

Level	S	A	B	C	D	E
NEIS Listing	1+	1+	1	1	2+	2
Monthly Salary	3 mil. won	2.8 mil. won	2.6 mil. won	2.5 mil. won	2.4 mil. won	2.3 mil. won

※ NSETs working at regular elementary, middle, and high schools can only advance to level A.

Overtime and Allowances

A. Overtime

1) Extra Class Pay: 20,000 won per hour

- If the NSET's actual weekly class instruction hours exceeds 22 hours, overtime instruction pay is given (In the case that weekly class instruction hours are temporarily within 25 hours due to make-up classes, no extra pay is given. Should they exceed 26 hours, overtime instruction pay is given).

2) Pay for extra classes outside of work hours or work days (after-school, etc.): The higher amount from either the instruction pay determined by the school or the supplementary overtime pay in accordance with the Labor Standards Act.

3) Overtime Pay: Overtime pay is in accordance with the Labor Standards Act.

※ If extra classes and overtime work overlap, only overtime pay is made.
※ Extra pay is not supported within the budget from the office of education; it must be paid from the budget of either the school or the beneficiary of the work.
※ If work time is eight hours, a break of at least one hour must be given during that time. Therefore, in the case of 08:00-16:00 (eight hours of work), 16:00-17:00 is break time

B. Multiple School Allowance (Exclude: SETI, GLEE, SGHS)

- 100,000 KRW per month when working at two schools
- 150,000 KRW per month when working at three schools

Labor Standards Act Article 56 (Extended, Night or Holiday Work)

① An employer shall, in addition to the ordinary wages, pay employees at least 50/100 thereof for extended work (referring to the work during the hours extended pursuant to Articles 53 and 59 and to the provision of Article 69). 〈Amended on Mar. 20, 2018〉
② Notwithstanding paragraph (1), an employer shall, in addition to the ordinary wages, pay employees who perform work on a holiday an amount the same as or more than the following amounts: 〈Newly Inserted on Mar. 20, 2018〉
Holiday work for up to eight hours: 50/100 of ordinary wages; Holiday work exceeding eight hours: 100/100 of ordinary wages.
③ An employer shall, in addition to the ordinary wages, pay at least 50/100 thereof to employees who perform night work (referring to the work performed between 10:00 p.m. and 6:00 a.m. of the next day). 〈Newly Inserted on Mar. 20, 2018〉

Severance Pay

Eligibility: NSETs who have completed the full length of the contract or more with SMOE and are not renewing.

Severance calculation: The average income earned over the final three months of employment multiplied by the number of years worked

(Online Severance Calculator available at http://www.moel.go.kr/retirementpayCal.do)

※ If the severance money is managed in a defined benefit plan (DB) or defined contribution plan (DC), the corresponding amount is paid in accordance with the Employee Retirement Benefit Guarantee Act.

Severance pay tax deduction (For all NSETs): Severance pay is taxable. Severance pay tax deductions are calculated every year on the National Tax Service website (http://www.nts.go.kr)

Mid-contract termination:

1. If the NSET worked less than one full year: No severance payment.
2. If the NSET worked one full year or longer: Payment calculated based on days worked.

If the NSET is transferred to another SMOE school, the severance pay is transferred to the new school.

When severance is paid: within 14 days after the completion of the Contract.

☞ NSETs are paid their severance after leaving SMOE. If renewing, severance will continue to accumulate. If an NSET works for one year or more and leaves SMOE without further contract renewal, the severance pay is calculated based on the average wage of the final three months of employment and paid up to 14 days after the final employment date.

Social Insurance (Pension, Medical, Employment Insurance, Worker's Compensation/Accident Insurance)

* As changes can occur each year, it is important to check the information on each homepage.

National Pension

※ 국민연금관리공단
http://www.nps.or.kr
☎ 1355

- Apply at : local National Pension Service (NPS) office
- Eligibility : All NSETs excluding those from South Africa
- Required Documents
  1) Form: 국민연금 외국인 사업장가입자 자격취득 신고서
  2) Copy of Residence Card (formerly ARC) or 국민연금 EDI (electronic document)
- Insurance Premiums : 9.5% of the average monthly income
- Insurance Premium Burden
  1) The employer and employee each share 50%
  2) Premiums are paid from the initial time of earnings (Even if sign-up is delayed, insurance premium must be paid retroactively from that time)
- Report as the average monthly income excluding tax exemption

※ Registration for the NPS must be made based on the 12 months the NSET works
※ Even if done after the start of the contract, registration for the NPS, as well as payment into it, is mandatory

〈Reference〉 Lump-Sum Refunds (National Pension Act Article 77)

- Subject Countries : the U.S.A. , Canada, Australia

※ Non-refundable for countries without a mutual pension refund agreement
※ In accordance with the Totalization Agreement with Ireland, time spent in the NPS is counted towards the Irish system, and no lump-sum refund is paid when leaving South Korea

- Time : When resigning or after returning to your home country
- Payer : National Pension Service
- Required Documents : application for lump-sum refund, Residence Card formerly ARC), passport, bankbook, departure ticket (copy)
- Refund Methods : overseas remittance (해외송금), check (수표), money order (전신환), direct deposit (은행통장 입금)

◈ Countries entered into pension agreements with South Korea
Airport Allocation Service is also available at the Incheon International Airport within a month of the application.
For more information, contact nps.or.kr or call 02-2176-8700

<table>
<tr>
<td>National Health Insurance

※ 국민건강보험관리공단
http://www.nhis.or.kr
☎ 1577-1000</td>
<td>
• Apply at : local National Health Insurance Service (NHIS) office
• Required Documents
1) Form : 외국인 자격취득 신고서
2) Copy of Residence Card (국내거소신고증 for F-4 visa holders)
3) Certificate of Employment (재직증명서)
4) Income Confirmation Form (소득확인원)
• Declaration Period : Within 14 days of qualification date
• Insurance Premiums : Health Insurance is 7.19% of average monthly income. Long-term care insurance is 13.14% of health insurance amount
• Insurance Premium Burden
1) Dependents are included
2) The employer and employee each pay harf.
※ Health Insurance: 7.19% of the wage amount (including settlement, airfare, renewal, housing, and other similar allowances, but excluding severance pay) paid to the NSET (the employer and employee each pay 3.595%)
※ Long-term Care Insurance : 13.14% of health insurance amount (the employer and employee each pay 6.57%)
※ Additional payments and refunds may occur due to re-adjustments in year-end tax calculations after contract completion, as well as health insurance premiums following the four major social insurances calculations
3) Premiums are paid from the initial time of earnings
※ Even if sign-up for the system is delayed, insurance premiums are paid retroactively from that time
4) Join date is based on the starting date of the employment contract
• Whether handled by the administration office (행정실) or the NSET visits an NHIS office directly, an NHIS card will be issued promptly upon receipt of the required documents
• The tax bracket for those signing up through their workplace is based on average monthly income
</td>
</tr>
<tr>
<td>Employment Insurance

※ 고용보험
http://www.ei.go.kr
☎ 1350</td>
<td>
• Do NSETs need to sign up?
It is not mandatory for NSETs holding E-2 visas to sign up for employment insurance. If it is not a good fit for them, they do not have to join. However, in order to receive maternity benefits it is necessary to be part of the system for at least 6 months.
※ Of the 90 days of maternity leave, 60 are borne by the employer. Those in the system receive maternity benefits from employment insurance for the remaining 30 days
<table>
<tr><td>Mandatory</td><td>F-2 (국내거주), F-5 (영주), F-6 (결혼) visa holders</td></tr>
<tr><td>Voluntary</td><td>E-2 (회화지도), F-4 (재외동포) visa holders</td></tr>
</table>
• Amount: 0.9% (varies by number of workers) of monthly wages
</td>
</tr>
<tr>
<td>Workers' Compensation
※ 근로복지공단
www.kcomwel.or.kr
☎ 1588-0075</td>
<td>
• Do NSETs need to sign up?
Workers' compensation insurance is a system to compensate workers for work-related accidents. Sign up is mandatory.
• Insurance Burden Details
1) Worker : None
2) Workplace : estimated total salary×1.003% (varies by workplace)
</td>
</tr>
</table>

Tax Deductions: Earnt Income Tax(소득세) Deduction

Income tax exemption: separately applied according to the contents of the "International Agreement on Tax" between applicable countries

1. Tax exemption for two years, including income tax and residence tax (USA, UK, Australia, New Zealand, South Africa)
2. Canadian and Irish nationals pay income tax under the Republic of Korea Labor Income Tax Act.
3. When entering the country for the first time, submit the "Certificate of Residence" and "Income Tax Exemption Application" from the country of residence to their regional tax office.

   * Citizens of countries where international agreements on taxes have been signed with South Korea can apply for tax exemption. If you don't apply, you can't be exempted from income tax while you are in Korea. You're still eligible to apply for it when you go back to your home country and contact to www.nts.go.kr/org for the process.

- Basis: Article 20 of the "Agreement for avoiding double taxation on income in Korea and the United States, preventing tax evasion, and investing in international trade" (effective October 20, 1979)
  - If a resident is employed for lecture or research purposes at a government agency, local public organization, or authorized educational institution, the income of the resident is exempted from taxation for two years from the date of arrival.

    * More information can be found on the National Tax Service website: www.nts.go.kr/eng (☎ 1588-0560)

4. Submitting an application for income tax exemption
   - Applicable countries: USA, UK, Australia, New Zealand, South Africa
   - Place of Application: tax office having jurisdiction over the place of tax payment.
   - Application deadline: before the first salary payment.
   - Required documents: "Application for Income Tax Exemption" and "Residence Certificate" from his/her home country.

◈ Obtaining a residence certificate

- Issued directly from the NSET's country of residence's taxation office (For some countries, they are also issued by the embassy)
  Ex: How to apply as a US resident
  - Go to http://www.irs.gov
  - Refer to the "when to file" and "where to file" on the first page of form 8802 and follow the instructions to send it to the appropriate department
  - After submitting the application documents, it will take about 30 days to obtain a residence certificate
  - You can apply before entering the country and receive it by fax or mail after entering the country

Tax Deductions: Year-End Tax Adjustment

Year-End Adjustment: Processed in the same way as Korean year-end settlements

◈ Tax treaty on tax exemption for teaching activities

Significance: In almost all tax treaties with Korea, there is a provision to the effect that the remuneration for human services acquired by educators, etc. is exempted for a maximum of two years.

Exemption conditions: Although the conditions for tax exemption may vary by tax treaty, in general, all of the following conditions must be met for tax exemption to occur.

- Must be a resident of a country with a tax treaty at the time of moving to Korea.
- Invited by the government, university, or other accredited educational institution for the purpose of lectures or research (lectures or research should be for the public interest)
- The period of application must not exceed two years

Taxable and non-taxable countries

- Tax treaties with tax exemption provisions for educators: USA, UK, Australia, New Zealand, South Africa
- Tax treaty without provisions for educators: Canada
  (However, for Ireland, this applies only to lecturers at universities or other higher education institutions)

* For more information on year-end settlement provided by the National Tax Service: http://www.nts.go.kr
* Customer Service for foreign taxpayers: 1588-0560
* For an English guide, please refer to the National Tax Service website: www.nts.go.kr/eng 〉 Resources 〉 Publication, Easy Guide for Foreigners' Year-end Tax Settlement

SEOUL METROPOLITAN OFFICE OF EDUCATION

2026
SMOE NSET GUIDEBOOK

- Sample Contract
- Addenda
- Duties and Regulations
- School Provided Housing Terms and Regulations

CHAPTER

05

Contract and Regulations



CHAPTER 05

Contract and Regulations

1 Sample Contract (고용 계약서)

English Teachers In Seoul
20○○-20○○년도 원어민 영어보조교사 고용계약서
(CONTRACT FOR NATIVE ENGLISH TEACHER OF SEOUL METROPOLITAN OFFICE OF EDUCATION)

ETIS

대한민국 서울특별시교육감 (이하 "고용자"라 한다)과 _____국민 원어민 (성명)_____(이하 "피고용자"라 한다)은 서울특별시교육청의 원어민 영어보조교사 초청 및 활용 사업을 위하여 다음과 같이 고용 계약을 체결한다.

This Employment Contract (hereinafter "Contract") is made by and entered into between the Chief Superintendent of Seoul Metropolitan Office of Education, the Republic of Korea (hereinafter "Employer"), and the native English teacher (Name) _____ (hereinafter "Employee") a citizen of _____.

- **고용기간(Term of Employment): 20 . . . ~ 20 . . . (Month date, Year ~ Month date, Year)**
- **고용등급 및 월급여 (Pay Level and Salary)**

□ E 등급/ 월 2,300,000원	□ Level E/ 2,300,000 Korean Won per Month
□ D 등급/ 월 2,400,000원	□ Level D/ 2,400,000 Korean Won per Month
□ C 등급/ 월 2,500,000원	□ Level C/ 2,500,000 Korean Won per Month
□ B 등급/ 월 2,600,000원	□ Level B/ 2,600,000 Korean Won per Month
□ A 등급/ 월 2,800,000원	□ Level A/ 2,800,000 Korean Won per Month

제1조 (목적)

이 고용계약서는 서울특별시교육청의 원어민 영어보조교사 초청 활용 사업의 일환으로 초청된 피고용자의 직무와 고용 조건에 관한 사항을 규정함을 목적으로 한다.

Article 1 (Purpose)

This Contract is made for the purpose of setting forth the terms and conditions of employment for Native Speaking English Teachers who participate in the English Teachers In Seoul program administered by the Seoul Metropolitan Office of Education.

제2조 (고용등급)

고용자는 피고용자를 본 계약서 서두에 명시된 등급으로 고용한다.

Article 2 (Status of Employment)

Employee shall be hired pursuant to this Contract with the Pay Level set forth at the beginning of the Contract.

제3조 (임무)

원어민 영어보조교사로 근무하는 피고용자의 임무는 다음과 같다.

1. 정규 수업의 경우 한국인교사와 협력수업을 실시하고, 방과 후 또는 영어캠프의 경우 수업을 주도적으로 실시할 수 있다.
2. 영어 수업관련 자료를 제작한다.
3. 영어 교육 관련 교육 자료의 개발을 보조 또는 주도한다.
4. 방학 중 학생영어캠프의 영어회화 수업을 진행한다.
5. 학교 영어교육 활동 및 기타 특별활동(영어 말하기 대회 심사, 영어듣기 자료 녹음)을 지원 또는 주도한다.
6. 서울특별시교육청 산하 교사 및 학생에 대한 영어회화 교육을 실시한다.
7. 고용자가 지정하는 기타의 업무를 수행한다.

Article 3 (Duties and Responsibilities)

Employee shall be expected to perform and fulfill the following duties:

1. Assist Korean teachers with their English class(es) and/or jointly conduct English class(es) with Korean teachers, and/or lead extracurricular activities or English camps.
2. Prepare teaching materials and activities for English language education.
3. Assist with and/or lead the development of teaching materials related to English language education.
4. Conduct English conversational classes during English Camp in summer and winter breaks.
5. Assist with and/or lead activities related to English language education and other extracurricular activities within the school, the District Office of Education and/or the Seoul Metropolitan Office of Education (Judging English speaking competition, voice recording for listening tests, English camp etc.)
6. Conduct English conversational class(es)/course(s) for Korean teachers and/or students.
7. Perform other duties as designated by Employer.

제4조 (지휘 감독)

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

Article 4 (Supervision)

Employee shall carry out the duties set forth in the foregoing Article 3 pursuant to and under specific instruction and supervision of the head person of the designated work place.

제5조 (고용기간)

고용기간은 본 계약서의 서두에 명시된 기간으로 한다. 고용자와 피고용자 간에 재계약에 따른 별도의 합의가 없으면, 본 계약은 기간 만료일에 자동 종료된다.

Article 5 (Terms of Employment)

The term of Employment shall be the period set forth at the beginning of this contract. Unless separately agreed otherwise by Employer and Employee, this Contract shall automatically terminate at the end of the contract period set forth herein.

제6조 (근무지)

1. 피고용자는 서울특별시 소재 교육지원청, 연수기관, 학교에 근무하여야 한다.
2. 고용자는 피고용자의 근무지를 복수의 기관으로 지정할 수 있다.
3. 고용자는 필요에 따라 피고용자를 소속기관 외에서 업무지원 할 수 있도록 지시할 수 있다. 이때 피고용자는 추가의 보수를 요구할 수 없다.

Article 6 (Work Place)

1. Employee shall work at schools, teacher training center, district office of education or other educational facilities under the jurisdiction of the Seoul Metropolitan Office Of Education.
2. Employer may designate multiple work places for Employee.
3. Employer may designate Employee to work part time as needed at other educational facilities under the jurisdiction of the Seoul Metropolitan Office of Education. In this case, Employee shall not claim any additional pay.

제7조 (근무시간)

1. 피고용자는 일일 8시간, 주 5일을 근무하며, 토요일과 일요일, 근로자의 날 및 대한민국 공휴일은 근무하지 않는다.
2. 피고용자의 근무시간은 대한민국 교원의 출퇴근 시간을 준용하되, 근무지의 소속기관장이 정하는 바에 의해 조정할 수 있다.
3. 피고용자의 주당 실제 수업시간 수는 22시간을 초과하지 않는다. 주당 실제 수업시간수가 22시간을 초과하는 경우에는 초과하는 시간에 대하여 초과수업수당(시간당 20,000원)을 지급한다. 단, 요일 변동 수업 등으로 인해 일시적으로 주당 수업시간이 25시간 이내인 경우에는 초과수업수당을 지급하지 않는다. (26시간 이상인 경우 초과수업수당 지급)
4. 소속기관장은 근무시간 또는 근무일 이외의 수업을 피고용자의 동의하에 지시할 수 있으며, 근무 시간 외 수업에 대하여 '학교에서 정한 강사수당' 또는 '근로기준법에 따른 연장근로수당' 중 피고용자에게 유리한 금액을 지급한다.
5. 소속기관장은 피고용자에게 근무시간 또는 근무일 이외에 수업 외의 업무를 지시할 수 있다. 이 경우에는 근로기준법에 따라 '연장근로수당'을 지급한다.

Article 7 (Work Hours)

1. Employee shall work eight (8) hours per day for five (5) calendar days per week and shall not work on Saturdays, Sundays, Labor Day and any national holidays of the Republic of Korea.
2. The work hours of Employee may follow the normal work schedule of civil servants of the Korean Government; however, such work hours may be adjusted by the head of work place as he/she deems appropriate.
3. Actual class instruction hours of Employee shall not exceed twenty-two (22) hours per week. If Employee's actual weekly class instruction hours exceed twenty-two (22) hours, Employee

shall be entitled to overtime instruction pay of 20,000 KRW per hour. However, overtime instruction pay shall not be received for make-up classes for up to twenty-fice (25) class hours a week. (Twenty-six (26) hours or more shall be entitled to overtime instruction pay.)

4. If Employee agrees to teach instructional hours that occur outside the Work Hours, Employee shall be entitled to either instruction pay determined by the school or supplementary overtime pay in accordance to the Labor Standards Act, of which Employer must choose the option that is more favorable to Employee.
5. Employer may require Employee to work non-instructional overtime hours in addition to normal Work Hours. In this case, Employee shall be entitled to supplementary overtime pay in accordance to the Labor Standards Act.

제8조 (보수)

1. 피고용자의 보수는 매월 본 계약서 서두에 명시된 금액이며, 대한민국 법에 따라 소득세, 주민세와 국민연금 및 건강보험료를 원천 징수한다.
2. 보수는 매월 17일에 지급한다. 만일 이날이 근무일이 아닌 경우에는 그 전날에 지급한다.
3. 피고용자의 근무일이 한 달이 되지 않는 경우에는 근무 개시일 또는 종료일에 따라 일할 계산으로 보수를 지급한다.
4. 피고용자가 사전 허가 없이 무단 결근하였을 경우에는 결근일수만큼 일할 계산하여 보수에서 공제할 수 있다.
5. 피고용자는 본 계약에 규정된 보수 이외에는 일체의 다른 보수를 청구할 수 없다.
6. 피고용자의 근로소득은 대한민국 세법(소득세법 포함)에 따라 과세 대상으로 당해 연도 발생한 근로소득에 대하여는 연말정산을 실시하고, 연도 중에 계약이 만료되면 퇴직정산을 하여야 한다.

Article 8 (Salary)

1. Employee shall be paid the total amount set forth at the beginning of the Contract. However, the Korean income tax, residence tax, the national pension contribution and medical insurance premium, as required under the Korean law shall be deducted each month from Employee's salary.
2. Employee's salary shall be paid on the seventheenth (17th) day of each month. If this day falls on a national holiday, Saturday or Sunday, the salary will be paid on the immediately preceding business day.
3. When Employee has not worked a full month, salary for that month shall be paid on a prorated basis either from the first day or until the last day of work.
4. If Employee should be absent from work without having obtained prior approval, Employee's salary for that month shall be deducted by the amount calculated on a prorated basis for the number of unauthorized absent days.
5. Employee shall not claim against Employer any compensation and/or payment other than those provided for in this Contract.
6. The Employee's income is taxed according to the Korean Tax Law (including the Income Tax Law). The tax liabilities of the Employee's salary for the year are finalized through the year-end tax settlement. In case where the Employee retires during the year, his/her income tax is finalized for the salary received until the month of retirement.

제9조 (사직)

1. 피고용자는 제5조에 규정된 고용기간 동안 임무를 수행한다.
2. 그러나 만약 피고용자가 불가피하게 고용기간 중도에 사직할 경우에는 최소한 30일전에 사직하고자 하는 일자와 사유를 서면으로 고용자에게 통보하여야 한다.
3. 피고용자가 사직하는 경우에 출국지원비는 지급하지 않으며, 피고용자의 비자는 취소된다. (6개월 이내에 사직하는 경우 고용계약서 제11조 제1항에 의거 입국지원비 환불)

Article 9 (Resignation)

1. Employee shall perform the duties set forth under Article 5 hereof during the Term of Employment.
2. However, if Employee should desire to resign from Employee program and thereby terminate this Contract, he/she must give Employer a thirty (30) day prior written notice of resignation stating a date of and a reason for resignation.
3. In the case of Employee's resignation, the Exit Allowance will not be paid, and his/her visa shall be canceled. (Employee resigning within the first 6 months of the current Contract is responsible for paying back the Entrance Allowance given under Article 11 paragraph 1).

제10조 (재계약)

1. 제5조에서 정한 고용기간은 피고용자와 고용자간의 합의에 의하여 1년 단위로 재계약할 수 있다.
2. 본 조 제1항의 규정에 의해 재계약을 체결하는 경우 피고용자는 고용기간 만료일 1주일 전부터 재계약 고용개시일 직전 일까지 1주간 유급휴가를 받을 수 있다 (다만, 소속기관장은 기관 업무 형편에 따라 피고용자와 협의하여 기간을 조정할 수 있다).

Article 10 (Renewal)

1. The Term of Employment stated in Article 5 hereof may be renewed by a mutual written agreement between Employer and Employee for a period of one (1) year.
2. In the case of renewal of this Contract pursuant to the foregoing Paragraph 1, Employee shall be given a one (1) week paid leave which shall take place one (1) calendar week prior to the last day of the Contract specified in Article 5 hereof until the day immediately preceding the commencement of the renewed term (the head of the work place, due to the work schedule, may change the dates of this paid leave, upon agreement with Employee).

제11조 (입국지원비/출국지원비)

1. 피고용자의 입국을 지원하기 위하여 고용자는 피고용자에게 입국지원비(한화 1,800,000원)를 고용 개시 후 1개월 이내 지급한다. 사유를 불문하고 고용계약(신규 또는 재계약) 개시일로부터 6개월 미만에 본 계약이 조기에 종료되는 경우 피고용자(신규) 는 계약종료 즉시 위 지원금을 고용자에게 반환한다. 단, 피고용자가 고용기간 개시일로부터 6개월 이상 근무하는 경우 본 항에 의한 중도해지의 입국지원비 상환 의무는 면제된다.
2. 피고용자가 위 지원금을 반환하지 않을 경우, 그 사실은 출입국관리소에 통보되며 추후 피고용자의 대한민국 입국 시 불이익을 당할 수 있다.
3. 피고용자가 고용기간 만료 시까지 본 계약의 고용기간 중 주어진 임무를 완료하고 퇴직할 경우 출국지원비(한화 1,300,000원)을 지급한다.
4. 피고용자가 국내에서 서울시교육청과 고용계약을 한 경우 입국지원비는 지급되지 않는다.

Article 11 (Entrance Allowance/Exit Allowance)

1. Within one (1) month of beginning the Term of Employment, Employee shall receive a 1,800,000 KRW Entrance Allowance. For the first six (6) months of the Term of Employment, the Entrance Allowance of 1,800,000 KRW shall be considered a loan to support new Employee's entrance into Korea. In case of the termination of this Contract within the first six (6) months, regardless of course or ground therefore, Employee shall immediately pay back to Employer the aforementioned loan. If Employee successfully completes more than six (6) months of the Term of Employment from the date of commencement, the obligation of Employee to pay back the Entrance Allowance loan shall be waived by Employer.
2. Failure of Employee to pay back the aforementioned loan shall be reported to the Korean Immigration Service and shall affect Employee's ability to freely enter the Republic of Korea in the future.
3. If Employee successfully completes his/her duties set forth in this contract for the full Term of Employment specified herein, Employee shall be entitled to an Exit Allowance of 1,300,000 KRW when Employee leaves employment with SMOE.
4. If Employee applies within Korea, Employee will not receive the Entrance Allowance.

제12조 (주거)

1. 고용자는 피고용자에게 고용자가 선정한 주거를 제공한다. 주거 형태는 서울교육연수원 내의 숙소동, 임대주택, 원룸, 아파트를 포함하나 이에 한정되지 않는다. 주거의 사용에 따른 제세공과금은 피고용자의 부담으로 한다. 피고용자에게 제공되는 주거공간은 피고용자 1인을 기준으로 한다.
2. 피고용자의 주거가 선정될 때까지 고용자는 임시 주거를 제공할 수 있다.
3. 고용자는 피고용자에게 주거에 필요한 침대, 식탁 및 의자, 냉장고, 세탁기, 전자레인지 등의 기본 가전제품과 가구를 제공할 수 있으며, 이 경우 피고용자는 고용자가 제공하는 가전제품 및 가구 이외의 물품을 요구할 수 없다.
4. 고용자가 고용기간 동안 위 주거를 제공하지 못하는 경우 또는 피고용자가 자신의 주거를 마련하였을 경우 고용자는 피고용자에게 매월 500,000원의 주거비를 지원한다. 이 경우 고용자는 보증금이나 가구를 피고용자에게 제공하지 않는다.
5. 주거의 형태를 일단 결정한 이후에는 고용기간 동안 이를 피고용자 임의로 변경할 수 없다. 피고용자의 개인적인 사정으로 인한 주거 변경 시 발생하는 모든 경비는 피고용자가 부담한다.
6. 고용자가 제공한 숙소를 사용할 경우 피고용자는 고용 기간 만료일까지 퇴실해야 한다
7. 고용자가 제공한 숙소를 사용할 경우 피고용자는 고용 계약을 만료하고 퇴실할 시 처음 입주 시와 같은 상태로 숙소를 보존하여야 하며, 피고용자가 거주한 기간 중에 발생한 건물이나 가전제품 및 가구에 대한 손상에 대하여 피고용자는 책임을 진다.
8. 피고용자는 1,000,000원의 예치금을 최초 급료를 받는 첫 달에 500,000원, 둘째 달, 셋째 달에 각 250,000원씩, 3개월 간 급료지급일 익일인 매월 18일까지 배치받은 기관장에게 보관한다. 고용계약 종료 시 피고용자는 보관한 예치금에서 사회보험 정산금과 제세공과금 등을 공제한 금액을 계약 종료 후 두 달 이내에 반환받는다.

Article 12 (Housing)

1. Employer shall provide Employee with housing selected by Employer. Housing selected by Employer may be, including but not limited to, an apartment of faculty residence in Seoul

Education Training Institute, a studio-type room, or an apartment. Any and all fees, charges, costs, taxes, expenses, etc. incurred in using the housing shall be borne by Employee. Employer shall provide Employee with single housing.

2. Employer may provide temporary housing until the appropriate housing for Employee becomes available.
3. Employer may provide basic home appliances and furniture such as a bed, table and chairs, a refrigerator, a washing machine and a microwave. Employee shall not request or demand any other appliances or furniture than those provided by Employer.
4. If Employer is not able to provide housing for Employee or Employee prepares his/her own housing, Employer shall provide Employee with 500,000 Korean Won per month, as a rent subsidy. Employer "WILL NOT" provide furniture nor key money to Employee requesting housing allowance.
5. Once housing is decided, it cannot be changed at Employee's discretion during the Term of Employment. Any and all costs incurred by Employee as a result of changing housing during the Term of Employment shall be borne by Employee.
6. If Employee uses the housing provided by Employer, Employee shall leave the housing by the last day of the contract.
7. If Employee uses the housing provided by Employer, Employee shall leave the housing in the same condition as when it was first occupied and Employee shall be liable for any damage to the building and appliances occurred during the period occupied by Employee.
8. Employee shall pay a refundable general security deposit to their administration office in the following amounts by the eighteenth (18th) of each month: 500,000 KRW in their first month, 250,000 KRW in their second and third month for a total of 1,000,000 KRW. The general security deposit shall be returned to Employee less any outstanding amount of social insurance, utilities, taxes, etc. after completion of contract or within two (2) months of termination of Contract.

제13조 (기타 혜택)

1. 고용자는 피고용자에게 정착금 300,000원을 고용계약 첫해 1회에 한하여 지급한다. 사유의 여하를 불문하고 고용계약 개시일로부터 6개월 미만에 본 계약이 조기에 종료되는 경우 피고용자는 계약종료 즉시 정착금을 고용자에게 반환한다.
2. 고용자는 피고용자에게 국민건강보험료(피고용자 1인을 원칙으로 하되, 가족 동반 시 가족 국민건강보험료 포함) 50%를 지원한다.
3. 고용자는 피고용자가 2개 이상의 학교에 근무하는 경우, 다음의 기준에 의한 순회학교 근무수당을 지급한다.
   1.1 2개교 근무 시 매월 100,000원
   1.2 3개교 근무 시 매월 150,000원
4. 캐나다와 아일랜드를 제외한 타국적 피고용자는 소정의 서류(피고용자의 거주지국의 권한 있는 당국자가 발급하는 "거주자증명서"와 근로소득에 대하여 조세조약에 따른 "소득세 면제 신청서")를 최초의 보수 지급전에 고용주에게 제출하면 최초 2년간 대한민국 소득세를 감면 받을 수 있다. 한국에서 이미 2년 이상 근무한 피고용자는 소득세 감면 혜택을 받을 수 없다.
5. 고용자는 국민연금보험료의 50%(월보수액의 약4.5%)를 피고용자에게 지원한다. 미국, 호주 및 캐나다 국적의 피고용자는 계약 종료 후 한국을 떠날 때 소정의 서류를 국민연금공단에 제출하면 불입한 국민연금보험료를

환불 받을 수 있다. ※ 남아프리카공화국은 가입 대상이 아님

6. 피고용자의 퇴직금은 제10조의 규정에 따라 재계약 하여 고용기간 합계가 1년 이상인 경우에 한하여 계속 근로 년 수 1년에 대하여 1개월분의 평균임금을 관련 규정에 의거 퇴직 시 지급한다.

Article 13 (Other Benefits)

1. First time employee of SMOE shall be entitled to a one time only Settlement Allowance of 300,000 Korean Won within the first month of employment. In case of the termination of this Contract within six (6) months, regardless of course or ground therefore, Employee shall immediately pay back Employer the allowance.
2. Employer shall provide Employee with half of the National Health Insurance premium pursuant to the National Health Insurance Act of Korea (including the premium for Employee's accompanying dependents.)
3. In the case that Employee is working at more than one school, Employee shall receive a Multiple Schools Allowance as mentioned below.
   1.1. 100,000 Korean Won (KRW) per month for two (2) schools
   1.2. 150,000 Korean Won (KRW) per month for three (3) schools
4. Employees with the exception of Canadians and Irish, shall be eligible for exemption from paying Korean income tax during the period of the first two years if he/she provides the following documents to Employer before the first payment of salary: 1)"Residence Certificate" issued by a competent authority of Employee's resident country 2) an "Application for Tax Exemption" on non-resident's Korean source income provided under the Korean Tax Treaty. If employee has already worked more than two years in Korea, he/she shall not be eligible for tax exemption.
5. Employer, on behalf of Employee, shall provide half of the national pension plan deduction (approximately 4.5% of salary) pursuant to the National Pension Corporation Act of Korea. American, Australian or Canadian Employees are eligible for a pension distribution refund if they submit the required documents to the Korean National Pension Corporation when they leave Korea after the completion of their Contract. ※ Citizens of South Africa are not able to participate in the Korean National Pension Plan.
6. If the aggregate period of extending the Term of Employment pursuant to Article 10 is more than one (1) calendar year, Employer shall pay Employee one month salary as a severance pay for Employee's continuous employment of one year; according to the severance payment regulations when Employee leaves SMOE.

제14조 (연차유급휴가)

1. 고용자는 피고용자에게 제5조에 규정한 고용기간 동안 26 근무일의 유급휴가를 주되, 지역청 또는 학교 영어캠프, 개학 일정 등 교육활동에 지장이 없는 범위 내에서 근무기관의 장은 피고용자와 합의하여 휴가시기를 조정할 수 있다. 고용기간이 1년 미만인 경우는 근무 개월 수에 비례하여 휴가일수가 주어진다. 본 조의 유급휴가는 근로기준법의 연차유급휴가로 본다.
2. 계약 만료 이전에 고용계약을 해지할 경우, 유급 휴가일은 근무기간에 비례하여 산정하며 허용된 휴가일을 초과 사용 시, 초과일 수만큼 일할 계산하여 보수에서 삭감한다. 단, 계약 개시 후 6개월 이내 해지하는 경우 유급휴가일은 7일을 넘지 못한다.

3. 이 유급휴가를 받기 위해서는 15일전 소속기관장에게 휴가를 신청하여 승인을 받아야 한다.
4. 지각, 조퇴, 외출 및 반일연가 1회의 경우 누계시간으로 계산하며 8시간을 1일로 공제한다. (8시간 미만은 계산하지 않는다.)
5. 피고용자는 방학과 유급휴가의 차이를 숙지하여야 한다. 피고용자는 방학 기간이라 할지라도 유급 휴가나 무급 휴가를 사전 승인 받은 경우가 아니라면, 정상적으로 근무하여야 한다.

Article 14 (Annual Paid Leave (vacation days))

1. Employee shall be entitled to a vacation period of twenty-six (26) workdays in total during the Term of Employment set forth in Article 5 hereof. If the requested vacation period interferes with regular school schedule or smooth work operations (e.g. English camps operated by the district offices or schools, school reopening schedules after the breaks), Employee may alternate vacation dates by reaching a mutual decision with the head of the work place. If the contract is less than one year, vacation days will be prorated based on the length of the Contract. The annual paid leave is administered in accordance with the Korean Labor Standard Act.
2. In case of the termination of this Contract (including a Renewal Contract) before its expiration, paid leave shall be prorated based on the actual number of days of Employment. If Employee accrued more than the allowed vacation days, the excess vacation days will be deducted from his/her paycheck. Employee is not eligible for more than seven (7) vacation days when terminating the Contract on or before six (6) months of employment.
3. Employee shall apply for and obtain consent of the head of work place to take leave at least fifteen (15) days in advance.
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, and other absences during the work day and/or half-days of Paid Leave. (A total of less than eight (8) hours will not count as a day.)
5. Employee shall note the difference between school vacation and paid vacation days; Employee is expected to fulfill normal working duties during the school vacation period unless Employee has received prior approval for paid vacation or unpaid leave during the school vacation period.

제15조 (병가)

1. 피고용자는 고용기간 중 출근할 수 없을 정도의 질환이 있을 때 소속기관장의 사전 승인을 받아 유급병가를 받을 수 있다.
2. 유급병가 누적 6 근무일 초과일 경우 의사의 진단서를 소속기관장에게 제출하여야 한다.
3. 피고용자의 유급병가 기간은 고용기간 동안 총 15 근무일 이내이며, 연속하여 15일을 초과하는 경우에는 무급으로 한다. 연속하여 15일 이상일 경우는 휴일이 포함된다.
4. 병지각, 병조퇴, 병외출 및 반일 병가의 경우 누계시간으로 계산하며 8시간을 병가 1일로 공제한다. (8시간 미만은 1일로 계산하지 않는다.)

Article 15 (Sick Leave)

1. Employee shall be entitled to paid Sick Leave if an illness or injury prevents him/her from performing the duties under this Contract, after first obtaining prior consent from the head of workplace.

2. When paid sick leave exceeds an accumulative total of six (6) working days, Employee shall be required to submit a medical certificate to Employer.
3. Employee's paid sick leave during the Term of Employment shall not exceed fifteen (15) work days. Any sick leave taken beyond the allotted fifteen (15) work days will be without pay. Fifteen (15) days of consecutive absence due to Sick Leave will include Saturdays, Sundays and national holidays of the Republic of Korea.
4. Regardless of the number of days over which the Sick Leave falls, eight (8) accumulated hours of Sick Leave shall be counted as one sick day. This includes late arrival to work, early leave, and other absences during the work day and/or half-days of Sick Leave. (A total of less than eight (8) hours will not be counted as a day.

제16조 (특별휴가)

1. 피고용자는 다음 각 호의 사유가 있을 경우 소속기관장의 승인을 받아 유급 특별휴가를 받을 수 있다. 특별휴가 중 경조사 휴가 기간은 토요일과 일요일, 대한민국 공휴일을 포함하지 아니한다.
   1.1. 피고용자 본인의 결혼 5일, 자녀의 결혼 1일
   1.2. 피고용자 배우자의 출산 20일
   1.3. 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
   1.4. 피고용자 본인의 출산 전후를 합하여 90일. 단, 최초 60일에 한하여 보수가 지급된다.
   1.5. 생후 1년 미만의 유아를 가진 여성 피고용자는 1일 2회에 각각 30분간의 육아시간을 얻을 수 있다.
   1.6. 임신한 피고용자는 임신 후 12주 이내 또는 임신 후 32주 이후에 1일 2시간의 근로시간을 단축할 수 있다. 피고용자는 근로시간 단축 개시 예정일 3일전까지 의사의 진단서를 첨부하여 고용자에게 제출하여야 한다.

Article 16 (Special Leave)

1. 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 expressed consent of the head of workplace: The duration of the Special Leave excluding maternity leave shall not include Saturdays, Sundays and national holidays of the Republic of Korea.
   1.1. Five (5) days for Employee's marriage, one (1) day for the marriage of Employee's child.
   1.2. Twenty (20) days for paternity leave.
   1.3. Five (5) days for the death of Employee's parents or spouse or spouse's parents; three (3) days for the death of Employee's or spouse's grandparents; three (3) days for the death of Employee's child or child's spouse; one (1) day for the death of Employee's or spouse's siblings.
   1.4. In case of a female Employee, ninety (90) calendar days 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.
   1.5. Female Employee with a child aged less than one year shall be entitled to thirty (30) -minute-nursing time twice a day.
   1.6. An employee who is either less than 12 weeks pregnant or more than 32 weeks pregnant

may receive a reduction of two (2) non-instruction working hours per working day. In order to receive this reduction, a doctor's medical confirmation must be provided no less than three (3) days before the commencement of this reduction.

제17조 (복무)

1. 피고용자는 입국 후 사전연수 기간을 포함한 계약기간 중 교사의 품위를 손상시키는 행동 또는 S.M.O.E. 프로그램이나 고용자의 명예를 손상시키는 행동을 하여서는 아니 된다. 피고용자는 원어민 영어보조교사의 복무규정을 준수하여야 한다.
2. 피고용자는 고용자가 지정한 업무 이외에 다른 영리행위(시간제 근무, 과외, 자영업, 온라인 수업 포함)를 할 수 없다.
3. 피고용자는 서울특별시교육청과 관할 지역교육청 및 학교에 해를 끼치는 행동을 하여서는 아니 되며, 특히 교사 및 학생 교육을 해칠 수 있는 활동을 하여서는 아니 된다.
4. 피고용자는 서울특별시교육청의 '원어민 영어보조교사 복무규정'을 따른다.
5. 고용자는 피고용자의 범법사실(마약 등)을 인지한 경우 즉시 신고하여야 하며, 피고용자는 대한민국의 관련법에 따라 관계기관에 고발 조치되고 처벌받을 수 있다.
6. 피고용자는 근무 중 지득한 비밀 등 중요 자료를 계약기간중이나 계약종료 후에 누설하거나 사적으로 이용하여서는 아니 되며, 누설할 경우 발생된 손해에 대해 손해배상 등 민·형사상 책임을 져야 한다. 계약체결 시 및 퇴직 시, 보안서약서에 서명한다. 계약종료 시, 근무기간 중 취득한 모든 중요 자료는 반납하여야 한다.

Article 17 (Code of Conduct)

1. Employee shall not behave in any manner that may damage or tarnish the reputation of the teaching profession in general or of the ETIS program and the undersigned Employer in particular during the Term of Employment including the orientation period occurring after entering Korea. Employee shall comply with and observe any codes of conduct applicable to NSETs.
2. Employee shall not engage in any other opportunities (including but not limited to any part-time work, tutoring, self-employment, or online opportunities) outside of designated duties that result in financial gain.
3. Employee shall not be involved in any activities that may cause harm to the students or be of detriment to the reputation of the school, District Office of Education, and Seoul Metropolitan Office of Education.
4. Employee shall observe and comply with the guidelines set in 'SMOE NSET Duties and Regulations.'
5. Employer will immediately report Employee to the appropriate agencies once Employer becomes aware of any illegal action (narcotics, etc.) by Employee, and Employee shall be subject to prosecution and punishment according to Korean Law.
6. Employee must not disclose or utilize for personal gain any confidential or important information acquired during the contract period or after contract termination, and must be liable for civil and criminal liability for damages incurred in the event of disclosure. Employee must sign the Confidentiality Agreement both at the start of the contract term and upon completion of the Contract term. Employee must return the acquired confidential documents or materials to Employer upon the completion/termination of the Contract.

제18조 (계약 해지)

1. 고용자는 다음과 같은 경우에 본 계약을 해지할 수 있다.
   1.1. 피고용자가 대한민국 법을 위반하는 경우
   1.2. 피고용자가 계약사항을 이행하지 아니하거나, 성실하게 임무를 수행하지 않아 3회 이상 서면 경고를 받은 경우
   1.3. 피고용자가 특별한 이유 없이 1주 이상 연속하여 근무를 하지 않은 경우
   1.4. 피고용자가 제출한 지원서의 내용이 사실이 아니거나 거짓이 있는 경우
   1.5. 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 정신건강과 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 따르는 제반 경비는 피고용자가 부담한다.
   1.6. 본 계약 제15조에서 정한 피고용자의 병가기간(유급 및 무급 포함)이 고용기간 동안 총 30일을 초과하는 경우
   1.7. 피고용자가 E-2 비자 등 적법한 비자를 소지하지 않고 근무한 경우
   1.8. 원어민 영어보조교사 채용신체검사에서 불합격 판정을 받은 경우
   1.9. 피고용자가 고용자가 지정한 업무 이외에 다른 영리행위(시간제, 과외, 자영업, 온라인 수업 포함)를 한 경우
2. 본 조 제1항 각 호의 사유로 인하여 본 계약이 해지 되는 경우 고용자는 피고용자에게 보수를 일할 계산하여 지급한다. 그리고 피고용자의 비자는 취소된다.
3. 본 조 제1항 각 호의 사유로 인하여 본 계약이 해지 되는 경우 피고용자는 제11조 제1항에 규정된 입국지원비를 즉시 반환하여야 한다.

Article 18 (Termination of the Contract)

1. Employer may terminate or cancel this Contract upon occurrence of any one of the following events;
   1.1. If Employee violates the laws of the Republic of Korea.
   1.2. If Employee fails to perform or unsatisfactorily performs any of the duties stipulated in this Contract. In this event, Employer shall provide formal written notice of unsatisfactory performance to Employee. Three or more written notices shall be considered sufficient grounds for termination for the Contract.
   1.3. If Employee fails to perform continuously his/her duties for one (1) week or more without any excuse or prior notification.
   1.4. If any of the information provided in Employee's application is neither true nor accurate.
   1.5. If it is determined that Employee is prevented from or incapable of performing his/her 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, alcohol addiction or drug addiction, etc.
      a. If requested to take a physical and/or psychological examination by Employer, Employee must make themselves available within two (2) working days for the medical examination.
      b. Employee must complete a medical examination in Korea for the purpose of working in Korean public schools and educational institutions. If requested by Employer, Employee

must submit the results to Employer immediately. All related expenses shall be borne by Employee.

1.6. If the sick leave (paid or unpaid) used by Employee pursuant to Article 15 hereof exceeds thirty (30) days.

1.7. Employee works in Korea without holding the required valid visa such as E-2 visa, etc.

1.8. Employee fails the medical exam in Korea in accordance with the requirements of the Korean Immigration Office and the ETIS program.

1.9. If Employee engages in any other opportunities (including but not limited to any part-time work, tutoring, self-employment, or online opportunities) outside of designated duties that result in financial gain.

2. In the event that this Contract is terminated pursuant to the foregoing Paragraphs in Section 1, Employer shall pay Employee a pro-rated salary based on the number of days actually worked by Employee. In such event, employee's visa will subsequently be canceled.
3. In the event of termination of this Contract pursuant to any of the provisions set forth in the foregoing Paragraph 1, Employee shall immediately refund the loan to Employer pursuant to Article 11, Paragraph 1.

제19조 (계약 조항 이외의 사항)

기타 본 계약서에 규정되지 아니한 사항은 피고용자의 의견을 수렴하여 고용자가 정한다.

Article 19 (Matters not explicitly stated in the Contract)

Matters not explicitly stated in the Contract shall be determined by Employer after Employee's concerns are taken into consideration.

제20조 (연수 이수 및 교원능력개발평가)

1. 피고용자는 서울특별시교육청에서 실시하는 사전연수 및 각종 직무연수를 포함하여 고용자가 필요하다고 인정하는 연수를 이수하여야 한다.
2. 만일 피고용자가 사전 승인 없이 사전연수를 이수하지 못하는 경우에는 본 계약이 무효화됨과 동시에 본국으로 귀국하여야 하고 피고용자의 비자는 취소된다. 또한, 제11조 제1항에 규정된 입국지원비 및 출국지원비는 지급하지 아니한다.
3. 사전연수 기간 중 제5조의 고용기간에 포함되지 않는 기간에 대해서는 보수가 지급되지 않는다.
4. 고용자가 필요하다고 인정하는 경우 피고용자는 교원능력개발평가에 임하고, 평가의 결과는 재계약 심사 등에 활용될 수 있다.

Article 20 (Completion of Mandatory Orientation and Training and Evaluation of Teaching Performance and Conduct)

1. Employee shall complete orientation and if necessary, in-service training conducted by Seoul Metropolitan Office of Education.
2. If Employee fails to fully complete the orientation without prior apporval, this Contract shall be subsequently terminated and Employee must return to his/her home country and Employee's visa shall be canceled. In that case, the Entrance Allowance and Exit Allowance will not be paid to Employee.

3. Employee will not be entitled to compensation for any portion of the mandatory orientation which falls outside the Term of Employment.
4. If requested to participate in the Evaluation of Teaching Performance and Conduct by Employer, Employee shall sincerely participate in the evaluation and the results can be used for his/her contract renewal and etc.

제21조 (손해배상)

1. 본 계약 제18조 제1항에 의해 계약이 해지되는 경우 또는 고용자의 귀책사유 없이 피고용자의 임의 해지에 의해 계약이 해지되는 경우 고용자에게 발생한 손해는 피고용자가 배상하여야 한다. 본 조에 의한 손해에는 계약 중도해지 등에 따라 고용자가 임대인에게 부담하게 되는 주거지원비용 등이 포함된다.
2. 고용자는 피고용자의 고의 또는 과실로 발생한 손해액을 제12조 제8항에 규정된 예치금에서 배상 조치하고, 예치금이 부족할 경우에는 추가로 피고용자에게 배상을 요구할 수 있다.

Article 21 (Indemnification)

1. If the Contract is terminated or canceled under Article 18 (Termination of the Contract) or by Employee's request regardless of the reason, Employee shall indemnify Employer against any financial liability that may occur due to the termination of the contract. The financial liability in regards to this Article 21 can include, but are not limited to, any housing damage or fees which Employer incurs due to termination of the contract.
2. Employer can claim indemnification from the general security deposit stipulated in Article 12 Paragraph 8 for any financial liabilities arising from any fault, accident or negligence on the part of Employee. In the case that financial liabilities exceed the deposit, Employer is entitled to be paid additional compensation by Employee up to the amount owed.

제22조 (정보제공동의)

1. 피고용자는 자신의 지원서 및 인사기록카드에 기재된 각종 기록이 고용주 또는 정부의 통계관리, 현 고용주와의 재계약 및 타 시도와의 신규 계약을 위한 목적으로 활용될 수 있음에 동의한다.
2. 피고용자는 제20조 4항에 명시된 평가결과가 타 시도와의 신규계약을 목적으로 활용될 수 있음에 동의한다.

Article 22 (Consent to information provision)

1. Employee agrees that the information on his/her application form and Personal Record Card can be used for governmental statistics collected by Employer or the Korean government, for his/her contract renewal with his/her current Employer or his/her new application to other provinces.
2. Employee agrees that the evaluation results stipulated in Article 20, Paragraph 4 will be used for his/her new application to other provinces.

제23조 (준거법, 언어 및 관할)

1. 본 계약 및 본 계약상의 권리 의무에 관한 사항은 대한민국 법에 의하여 해석되고 결정된다.
2. 본 건 계약의 언어는 한글이며, 영어로의 번역은 편의를 위한 것이다.
3. 당사자들은 본 건 계약과 관련하여 발생된 분쟁을 해결하기 위하여 신의성실의 원칙에 따라 노력하여야 한다. 본 건 계약과 관련하여 발생된 분쟁을 상호 원만하게 해결할 수 없을 경우에는 대한상사 중재원의 규칙에 따라 최종적으로 중재에 의해 해결한다.

Article 23 (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 made for the purpose of convenience.
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 in accordance with a principle of good faith. However, if the parties fail to mutually resolve such disputes or disagreements or come to amicable settlements, their disputes or disagreements shall be finally resolved by arbitrator in Seoul, Korea in accordance with the Commercial Arbitration Rules of the Korean Commercial Arbitration Board.

제24조 (서명)

고용자와 피고용자는 본 계약서 말미에 기재된 날짜에 본 건 계약서 및 추가 조항(총9호)을 3부 작성하여 각 1부씩 보관하고, 나머지 1부는 비자 신청용으로 제출한다.

Article 24 (Signature)

In witness whereof, the parties hereto sign the Contract and 9 part “addenda” in triplicate on the date entered below with each party retaining one copy and submitting the third copy for Employee's visa application.

Employer	Employee
서울특별시교육감 Chief Superintendent Seoul Metropolitan Office of Education Contact not valid unless stamped	_____ Signature Date (Name)
27 Duteopbawi-ro, Yongsan-gu, Seoul, South Korea	Passport/ARC Number _____

Addenda (추가조항)

S.M.O.E.'s 9 Part Addenda

SEOUL METROPOLITAN OFFICE OF EDUCATION

다음 9개항의 추가조항은 서울공립학교에 고용된 교사의 주거, 성희롱, 폭력, 마약 및 음주, 무기소지, 무단행위, 서류조작, 심신상의 건강, 법률상 의무에 관한 세부 사항을 규정한다.

This 9 part addenda addresses issues more in detail about housing, sexual harassment, violence, drugs and alcohol, weapons, unauthorized behavior, teacher documentations, physical and mental health, and legal responsibilities of the teachers hired to represent Seoul public schools.

Pursuant to accepting employment with the Seoul Metropolitan Office of Education (hereafter referred to as SMOE) I _____ (also referred to as 'Teacher') agree to the following terms and conditions. I understand that failure to comply with these regulations will entail disciplinary action as seen fit by SMOE, including but not limited to immediate dismissal.

1. Accommodation

Utilities, charges, taxes associated with the apartments rented by SMOE are my responsibility and I agree to pay bills on time. In principle, the occupation period of the provided apartment shall be the same as the actual employment period specified in the Contract. A minimum complement of furniture and appliances chosen by SMOE may be provided to me as part of the accommodations. In the event that the furniture and appliances allocated in the apartment or common space of the apartment are damaged, the teacher is liable for the indemnity. Teachers residing in the apartment provided shall be responsible for and respectful of the needs and rights of other tenants in the building. Time-sharing, subletting or sharing of apartment, furniture and other appliances provided by SMOE is prohibited. No modification or alteration of apartment design or building structure is allowed. No excessive noise or housing of hazardous substances (chemicals, explosives, etc) is allowed. Any activities that are disrespectful as a teacher are prohibited. Cleanliness of the apartment must be maintained. Republic of Korea rules for trash and recycling separation/disposal policies must be followed. Teacher assumes responsibility for guests coming into the provided apartment. Public decency for common areas of the apartment such as stairways, elevators, parking areas, pathways, etc. must be followed. Pet allowance must be consistent with the policy of the apartment complex and local community as long as the pet does not have a negative mental or physical impact on the building or other tenants.

2. Sexual Harassment

Sexual harassment is defined as any unwanted or unwelcome conduct of a sexual nature which causes discomfort to the victim. This can include unwelcome physical, verbal or non-verbal conduct.

Examples of sexual harassment may include the following, but is not limited to the listed examples:

Physical: Touching, patting, pinching, fondling, molestation, assault, attempted rape or rape.

Verbal: Sexual advances, telephone calls with sexual overtones, sex related jokes or insults, inquiries about one's personal life, whistling, comments about a person's body.

Non-verbal : Leering, winking, public display of offensive or derogatory pictures.

3. Violence

The following abuses in each clause should not be conducted at any time.

Physical abuse: Includes any act that is physically abusive, intimidating, threatening or endangers the health and safety of any person. Included in this regulation are fighting, physical assault and any actions that constitute sexual abuse. Also, any form of corporal punishment toward any student at SMOE is strictly prohibited.

Verbal abuse: Includes profanity, harassment, intimidation, threats or any conduct that is abusive or intimidating and threatens the health and safety of any person. This also includes the public use of profanity on the premises of SMOE.

Disorderly or disruptive conduct: Includes any behavior, which is lewd, indecent, or disturbs the peace. This includes any obstruction or disruption of teaching, research, administration, disciplinary proceedings and other SMOE activities or other non-SMOE related activities on the premises of SMOE schools.

4. Drug and Alcohol Policy

(4.1) The possession or use of alcoholic beverages and intoxication is prohibited at SMOE schools. The possession or use of alcoholic beverages is permitted outside of work. However, excessive use of alcohol or intoxication influencing teaching activities or the image of SMOE is not permitted. Also, such behavior should not give a negative impact on provided housing or towards the local community in any circumstance. Being under the influence of alcohol will not be considered a legitimate excuse for any type of activity and the individual shall be responsible for the results of such action.

(4.2) Possession, use or distribution of controlled substances: The possession or use of controlled substances (except use of prescription drugs by the person prescribed to) is prohibited. The distribution of controlled substances is prohibited. Controlled substances include, but are not limited to, narcotics, marijuana, marijuana related products, including but not limited to hash and hemp, cocaine, opium and other opiates, including heroin, psychedelic and psychotropic drugs both organic and inorganic, ecstasy, amphetamines and methamphetamines including ecstasy and MDMA as well as all other controlled substances that are prohibited by the relevant laws as well as drug-related devices (paraphernalia, etc.). The laws of the Republic of Korea regarding narcotics and controlled substances will be observed and enforced.

5. Weapons

The possession or use of weapons, including but not limited to explosives, firearms, and any implement capable of inflicting serious bodily injury or dangerous chemicals are prohibited in any place during Teacher's stay in Korea. The laws of the Republic of Korea regarding weapons and firearms will be observed and enforced.

6. Unauthorized Behavior

Unauthorized entry to any facilities operated by SMOE, unauthorized key duplication of the facilities, and unauthorized change of provided apartment lock system are prohibited. Unauthorized access, misuse and change of confidential documents, and/or electronic information are not permitted. Also, distribution of computer viruses and/or email spam is prohibited. Chewing gum during classes is not allowed. Any form of verbal profanity or untoward physical contact with students or colleagues is strictly prohibited.

7. Teacher Documentation

If it is determined by SMOE that applicants have applied for a position with SMOE using falsified documents, the teacher will be immediately dismissed and deported. This includes use of a degree issued by a 'degree mill' defined as, "An organization that awards academic degrees and diplomas with very little or no academic study, and without recognition by official accrediting bodies. These degrees are often awarded based on life experience. This includes institutions of higher education operating without supervision of a state or professional agency and granting diplomas which are either fraudulent or because of the lack of proper standards, worthless." Falsified documents also include modified or falsified transcripts, TESL/TEFL/TESOL certificates and criminal background checks. Furthermore, this includes documents with altered pictures. Pictures of applicants submitted as part of SMOE that are found to be unduly altered or enhanced are also considered to be falsified documents. SMOE reserves the right to verify teacher's academic achievements by contacting all relevant institutions listed in the teacher's application. Erroneous, misleading, or omitted information in a teacher's application form or resume is also cause for immediate dismissal. Neither SMOE nor recruiting agencies working for SMOE shall be held responsible for lost or damaged documents submitted by the teacher for the purpose of obtaining an E-2 teaching visa. This includes the teacher's original university degree.

8. Physical and Mental Health

Teacher agrees to undergo a physical exam by a certified physician to determine that the teacher is suitably physically and mentally healthy to teach for the SMOE for a period of 12 months. If a teacher knowingly withholds information from the physician, recruiting agency or the SMOE related to physical and mental health, including by not limited to alcoholism, a history of mental illness, drug addiction, reliance on prescription medication, surgical operations, long term physical and mental health problems, this is cause for dismissal from employment from SMOE. Furthermore, the teacher must

be of sound mind and body and be physically capable of working and living in South Korea and engaging in all physical activities necessary to fully carry out teachers' employment including interacting with children. If SMOE determines that a teacher's physical condition does not allow him or her to fully carry out their job duties, then SMOE reserves the right to terminate the teacher's employment Contract.

9. Conclusion

I fully and forever RELEASE, WAIVE AND DISCHARGE, and COVENANT NOT TO SUE SMOE (including, but not limited to, its trustees, employees and representatives including recruiting agencies), from and for any and all demands, claims, actions, suits, damages, losses, liabilities, costs and expenses (including, but not limited to, court costs and attorneys' fees), from any cause whatsoever (including, but not limited to, travel delays, property damage and loss, bodily injuries, sickness, disease and death), directly or indirectly arising in connection with my participation in employment with SMOE, whether or not foreseeable or contributed to by the negligent acts or omissions of SMOE, and companies hired to recruit teachers on behalf of SMOE.

1. This Agreement constitutes the entire agreement, and supersedes any prior or contemporaneous agreements, understandings and negotiations, regarding this subject matter. This Agreement may not be amended, by course of conduct or otherwise, and may not be assigned in whole or in part, except in writing duly executed by SMOE. This Agreement shall be interpreted and enforced in accordance with the laws of South Korea, without regard to any conflicts or choice of law principles, and shall be as broad and inclusive as permitted by such laws. If any provision of this Agreement is held unenforceable by a court, such unenforceability shall not affect any other provision, and this Agreement shall be construed as if such provision, to the extent of such unenforceability, had not been incorporated herein.
2. I have read and fully understand this Agreement, intend that this Agreement be legally binding upon and enforceable against me and my family, estate, heirs and legal representatives. I confirm that I am fully competent, and entering into this Agreement voluntarily of my own judgment.

Teacher's Name:_____

Date:_____

Duties and Regulations (원어민 영어보조교사 복무규정)

SMOE Native Speaking English Teacher's Duties and Regulations

제1조 (목적)

이 규정은 서울특별시교육청의 원어민 영어보조교사 사업(ETIS: English Teachers In Seoul)으로 초청된 원어민 영어보조교사의 복무에 관한 사항을 규정함을 목적으로 한다.

Article 1 (Purpose)

These regulations are made for the purpose of setting forth the terms and conditions of employment for Native Speaking English Teachers (NSETs) who participate in the English Teachers in Seoul (ETIS) program at the Seoul Metropolitan Office of Education (SMOE).

제2조 (명칭)

서울특별시교육청에서 채용된 원어민들의 공식명칭은 '원어민 영어보조교사'이나 '원어민 영어교사 (NSET : Native Speaking English Teacher)'로도 불릴 수 있다.

Article 2 (Title)

As a general rule, the official title of an NSET working in Seoul is English Assistant Teacher. However, the title Native Speaking English Teacher (NSET) will be also used.

제3조 (책임완수)

원어민 영어보조교사는 성실하게 맡은 바 책임을 완수하여야 한다.

Article 3 (Performance of one's duties)

NSET must faithfully fulfill their contractual duties.

제4조 (임무)

원어민 영어보조교사의 임무는 다음과 같다.

1. 서울특별시교육청 산하 초등학교 및 중·고등학교 정규 수업의 경우 한국인교사와 협력수업을 실시하고, 방과 후 또는 영어캠프의 경우 수업을 주도적으로 실시할 수 있다.
2. 영어 수업 관련 자료를 제작한다.
3. 영어 교육 관련 교육자료의 개발을 보조 또는 주도한다.
4. 방학 중 교육지원청 및 학교주관 영어캠프 및 기타 영어교육활동을 담당한다.
5. 서울특별시교육청 및 교육지원청, 학교의 영어교육 활동 및 기타 특별활동을 지원한다.(영어 말하기대회 심사, 듣기 평가문항 녹음 등)
6. 서울특별시교육청 산하 교사 및 학생에 대한 영어회화 교육을 실시한다.
7. 고용자가 지정하는 기타의 업무를 수행한다.

Article 4 (Duties)

NSETs shall perform the following duties:

1. Assist Korean teachers with their English class(es) and/or jointly conduct English class(es) with Korean teachers, and/or lead extracurricular activities or English camps.
2. Prepare teaching materials and activities for English language education.
3. Assist with and/or lead the development of teaching materials related to English language education.
4. Conduct English classes of District English Camps or English programs of the school during vacations.
5. Assist with activities related to English language education and other extracurricular activities within the school, the District Office of Education (DOE) and/or SMOE (Judging English speaking competitions, voice recording listening tests, English camps, etc.)
6. Conduct English conversational class(es)/course(s) for Korean teachers and/or students.
7. Perform other duties as designated by Employer.

제5조 (품위유지)

1. 원어민 영어보조교사는 교사의 품위를 손상시키는 행동을 해서는 아니 된다.
   1.1. 저속하거나 특정인을 비방하는 언행을 하지 않는다.
   1.2. 인종을 모독하는 언행을 하지 않는다.
   1.3. 성적인 수치심을 유발하는 언행을 하지 않는다.
   1.4. 동료교사의 근무에 방해를 주는 언행을 하지 않는다.
   1.5. 마약, 폭행, 절도 및 기타 법률을 위반하는 행위를 하지 않는다.
2. 서울특별시교육청 및 그 산하기관에 근무하는 모든 직원들에 대한 예의를 지킨다.
3. 근무시간 중 수업준비에 최선을 다한다.
4. 교육청 및 소속 학교에서 교사 및 학생 교육을 해칠 수 있는 활동을 하여서는 아니 된다.
5. 근무 중 그 품위를 유지할 수 있는 단정한 복장을 착용하여야 한다.

Article 5 (Code of Conduct)

1. NSETs must conduct themselves in a professional manner at all times within the school. The following will not be tolerated:
   1.1. Inappropriate behavior of any kind: verbal or written, symbols, or gestures directed at a particular person;
   1.2. Racial slurs;
   1.3. Verbal harassment of a sexual nature or physical/verbal abuse;
   1.4. Creating an offensive working or academic environment that may substantially or unreasonably interfere with another individual's work.
   1.5. Use of drug(s), violence, theft, or any behavior(s) that violate Korean laws
2. NSETs are expected to be courteous to all staff members in all organizations under SMOE.
3. During working hours, NSETs are required to do their best to conduct effective and outstanding classes.
4. NSETs shall not be involved in any activities, which may cause harm to the teachers/students or be of detriment to the reputation of SMOE/the school.
5. NSETs are asked to dress in a professional manner.

제6조 (영리 업무의 금지)

원어민 영어보조교사는 교육감이 지정한 업무 이외에 다른 영리행위(시간제 근무, 과외, 자영업, 온라인 수업 포함)를 할 수 없다.

Article 6 (Forbidden Clause)

NSET shall not engage in any other opportunities (including but not limited to any part-time work, tutoring, self-employment, or online opportunities) outside of designated duties that result in financial gain.

제7조 (근무지)

1. 원어민 영어보조교사는 서울특별시교육청 산하 초·중·고등학교를 근무지로 한다.
2. 교육감은 원어민 영어보조교사의 근무지를 복수의 기관으로 지정할 수 있다.
3. 교육감은 필요에 따라 원어민 영어보조교사를 소속기관 외 다른 곳의 업무를 지원하도록 지시할 수 있다.

Article 7 (Work Place)

1. NSET shall work at primary/secondary schools in the Seoul area or other designated educational facilities of SMOE.
2. SMOE may designate multiple work places for NSET as necessary.
3. SMOE may designate NSET to work at other educational facilities under SMOE on a part-time basis as needed.

제8조 (근무시간)

1. 원어민 영어보조교사는 일일 8시간, 주 5일을 근무하며, 토요일과 일요일, 근로자의 날 및 대한민국 공휴일은 근무하지 않는다. 단 부득이 휴일 근무가 요청될 경우 별도의 수당 또는 대체휴가를 부여한다.
2. 근무시간은 대한민국 교원의 출퇴근 시간을 준용하되, 근무지의 소속기관장이 정하는 바에 의해 조정할 수 있다.
3. 주당 실제 수업 시간 수는 22시간을 초과하지 않는다. 주당 실제 수업 시간수가 22시간을 초과하는 경우에는 초과하는 시간에 대하여 시간당 20,000원의 초과수업수당을 지급한다. 단, 요일 변동 수업 등으로 인해 일시적으로 주당 수업시간이 25시간 이내인 경우에는 초과수업수당을 지급하지 않는다.(26시간 이상인 경우 초과수업수당 지급)
4. 소속기관장은 근무시간 또는 근무일 이외의 수업을 피고용자의 동의하에 지시할 수 있으며, 근무시간 외 수업에 대하여 '학교에서 정한 강사수당' 또는 '근로기준법에 따른 연장근로수당' 중 피고용자에게 유리한 금액을 지급한다.
5. 소속기관장은 피고용자에게 근무시간 또는 근무일 이외에 수업 외의 업무를 지시할 수 있다. 이 경우에는 근로기준법에 따라 '연장근로수당'을 지급한다.

Article 8 (Working Hours)

1. NSET shall work eight (8) hours per day for five (5) calendar days per week and shall not work on Saturdays, Sundays, Labor Day or any national holidays of the Republic of Korea unless required by SMOE. In this case, additional pay or other remuneration will be given.
2. NSET's work hours usually follow the normal work schedule of civil servants. However, such work hours may be adjusted by the head of work place as he/she deems appropriate.
3. Actual class instruction hours of NSET shall not exceed twenty-two (22) hours per week. If NSET's actual weekly class instruction hours exceed twenty-two (22) hours, NSET shall be entitled to

an overtime instruction pay of ₩20,000 per hour. However, overtime instruction pay shall not be received for make-up classes for up to 25 class hours a week. (26 hours or more shall be entitled to overtime instruction pay.)

4. If NSET agrees to teach instructional hours that occur outside the Work Hours, NSET shall be entitled to either instruction pay determined by the school or supplementary overtime pay in accordance to the Labor Standards Act, of which Employer must choose the option that is more favorable to Employee.
5. NSET may be required to work non-instructional overtime hours in addition to normal Work Hours. In this case, Employee shall be entitled to supplementary overtime pay in accordance to the Labor Standards Act.

제9조 (근무상황부 기록)

결근, 지각, 조퇴, 외출, 출장(학교방문, 인터뷰, 출입국관련 업무 등)이 발생할 경우, NEIS 또는 근무상황부에 기록한 후 결재를 받는다.

Article 9 (Attendance Records)

NSETs need to obtain approval for the following matters: Absences, tardies, early leaves, unofficial leaves for personal reasons (i.e. bank, post office, etc.), and official trips (i.e., school visits, interviews, immigration, visa trip, etc.) on NEIS or on paper if NEIS is not available.

제10조 (근태처리)

1. 지각, 조퇴, 외출 시간을 합하여 총 8시간이면 결근 1일로 간주한다.(8시간 미만은 계산하지 않는다.)
2. 결근, 지각, 조퇴, 외출, 출장 등이 발생하면 일과 시작 전 혹은 사안 발생 즉시 협력교사 또는 교감에게 유선으로 신고한다.
3. 무단결근일 경우 결근일수 만큼 보수에서 일할 공제한다.

Article 10 (Attendance & Tardiness)

1. All the hours will be totaled from your tardies, early departures, and leaves for personal reasons. For each total amount of eight working hours, the day(s) will be deducted from your allotment of paid leave. (A total of less than eight (8) hours will not be counted.)
2. In case of emergencies, tardies, absences, unofficial leaves, and official trips, you must call your co-teacher/vice principal ahead of time (No e-mails).
3. If you are absent without giving any notice or without prior approval, your salary for that month will be deducted by the amount calculated on a pro-rata basis for the number of unauthorized absent days.

제11조 (민원)

1. 원어민 영어보조교사는 근무기간 중 문제가 있다고 생각되는 경우 언제라도 학교장/교육지원청 담당 장학사에게 서면으로 민원을 의뢰할 수 있다.
2. 원어민 영어보조교사는 근무환경 및 수업에 지장을 주는 문제가 발생하는 경우, 협력교사와 학교장, 교육지원청 담당 장학사에게 즉시 알리고 적절한 조치가 취해질 수 있도록 한다.
3. 소속 기관의 장은 원어민 영어보조교사의 문제를 해결하기 위하여 원어민관리위원회를 소집할 수 있다.

Article 11 (Complaints/Requests)

1. NSETs may submit a written complaint/request to Principal or Supervisor.
2. NSETs are asked to first approach the co-teacher who will seek the proper measures to get the matter resolved.
3. Principal will call a meeting of the parties involved to resolve the matter in an expedient and judicious manner.

제12조 (교수 및 평가)

1. 수업 중 필요한 내용 및 자료는 사전에 준비하여 밀도 있는 수업을 한다.
2. 원어민 영어보조교사는 수업시간을 지키며 학생들의 근태를 점검한다.
3. 수업 중 사적인 일로 이석하는 일이 없도록 한다.
4. 수업 중 협력교사와 학생을 존중하는 태도와 언행을 한다.
5. 수업 중 학생-교사간 상호작용을 더 많이 하고, 서서 수업하는 것을 원칙으로 한다.
6. 학생에 대해 협력교사가 실시하는 평가에 협조한다.
7. 학기 말에 학생들로부터 본인의 수업지도에 대한 평가를 받는다.
8. 교육청/학교나 교사에 대한 비방을 하지 않는다.

Article 12 (Teaching & Evaluations)

1. NSETs should have all teaching materials ready prior to class time for effective teaching.
2. NSETs must keep teaching hours and also keep track of students' attendance.
3. NSETs may not leave the classroom or leave students unattended during teaching time for matters such as making copies, getting a cup of coffee, making phone calls, checking e-mails, etc.
4. NSETs shall behave respectfully towards students and teachers.
5. NSETs are asked to use a more interactive approach in the classroom. As a general rule, NSETs should stand while teaching.
6. NSETs can be asked to evaluate students' performances and language proficiency development according to the criteria provided by the school.
7. NSETs are to evaluate their own teaching at the end of each semester.
8. NSETs must refrain from belittling the students and from making derogatory remarks against the school and the teachers.

제13조 (수업공개)

원어민 영어보조교사는 학교장이나 담당 장학사, 외부 방문객이 수업공개를 요구할 경우 언제라도 수업을 공개하여야 한다.

Article 13 (Observation)

NSETs shall be available for class observations by Principal, SMOE staff, or outside visitors as assigned by the supervisor.

제14조 (서류보관 등)

원어민 영어보조교사는 퇴근 시 문서 및 물품을 잠금장치가 된 지정서류함에 보관하여야 한다. 특히, 유가증권 및 비밀문서 등 특별한 관리가 필요한 문서 및 물품의 경우, 일반문서 및 물품과 별도로 보관하여야 한다.

Article 14 (Proper Storage of Documents)

NSETs must securely store (i.e. lock) school documents and other items in designated storage cabinets or drawers before leaving work. Financial, confidential, and other sensitive documents, that need special attention must be separately and securely stored from general documents and items.

제15조 (계약만료 시)

1. 교육청은 계약이 만료되어 사직하고자 하는 원어민 영어보조교사에게 다음과 같은 조치가 취해진다.
   1.1. 고용기간 만료 시까지 본 계약의 고용기간 중 주어진 임무를 완료하고 퇴직할 경우 출국 지원비(한화 1,300,000원)를 지급한다.
   1.2. 국민연금반환금 수령을 안내한다.
   1.3. 건강보험카드를 회수한다.
   1.4. 전기, 전화요금 등 공과금을 사전 정산한다. 단 정산되지 않은 계약만료일 이전 공과금에 대해서는 추후 지급을 요구할 수 있으며 이를 위해 100만원의 예치금을 기관장에게 보관한다.
   1.5. 1년 이상 근무 후 퇴직 시, 계약만료일 이후 14일 이내에 대한민국 근로기준법에 의한 퇴직금과 월 보수를 정산하여 지급한다.
   1.6. 제공된 숙소에서 계약만료 당일 퇴거하도록 하고 퇴거 전 비품을 점검하고 손상을 입히거나 손실된 물품에 대해서는 변상조치 한다.
2. 계약을 성공적으로 이행한 원어민 영어보조교사는 학교에 추천서를 요청할 수 있다.

Article 15 (Expiration of contract)

1. For NSETs who have successfully completed their contracts, SMOE will:
   1.1. Provide an Exit Allowance of 1,300,000 won
   1.2. Provide guidance on how to receive a refund for the national pension.
   1.3. Collect NSET's health insurance card.
   1.4. Calculate all bills owed (phone, electric, gas, etc.). SMOE will receive 1,000,000 won from the NSET's first three months' pay to cover any outstanding bills after you leave. Any amount not used will be reimbursed.
   1.5. Provide any severance due within fourteen (14) days from the expiration date of your contract in accordance to the Labor Standard Act.
   1.6. NSET must leave their housing on the last day of the contract. NSET will be responsible for any damage and he/she must compensate or replace any damaged items in the housing and the furniture provided.
2. NSETs who have successfully completed their contracts may request a reference letter from their school.

제16조 (재계약)

1. 고용계약서 제5조에서 정한 고용기간은 교육감과 원어민 영어보조교사간의 합의에 의하여 1년 단위로 재계약할 수 있으며 '재계약 추진업무계획'에 따른다.
2. 재계약은 복무 및 근태상황, 수업능력 및 연구태도 평가, 수업실기를 평가하며 이 심사평정에서 각 평가항목 및 종합평가에서 80% 이상을 얻으면 재계약을 할 수 있다.

3. 본조 제1항의 규정에 의해 재계약을 체결하는 경우 원어민 영어보조교사는 고용기간 만료일 1주전부터 재계약 시작 전날까지 1주간의 재계약 휴가를 사용할 수 있다. 다만, 캠프 등 공적인 사유가 있을 경우 학교장의 허가를 받아 6개월 이내에 사용할 수 있으며 수업결손이 생기지 않도록 휴가시기를 조정할 수 있다.
4. 재계약이 된 원어민 영어보조교사는 건강진단서를 제출하여야 하며 여권, 외국인등록증, 신청서, 고용계약서원본, 서울시교육청사업자등록증 사본, 수수료를 준비하여 출입국·외국인청에서 비자 연장을 신청하도록 한다.

Article 16 (Renewal)

1. The term of employment stated in Article 5 of the contract may be renewed by a mutually written agreement between SMOE and NSET, provided that each renewed employment term does not exceed one (1) year.
2. There will be two stages for renewal. The first is based on a summary of the Principal/Supervisor's evaluations of your classes as well as your work status (absences, tardies, sick days, early leaves) and overall attitude. If you receive 80%+ (or equivalent), you will move on to the second stage which involves a classroom observation. A minimum score of 80% must also be reached for renewal.
3. In the case of renewal of this contract pursuant to the foregoing, NSET shall be given one week (seven calendar days-including weekends) of paid leave prior to the new contract. However, the Principal, due to camp or work schedule, may delay the paid leave by up to six months from the beginning date of the new Contract upon agreement with NSET.
4. Upon renewal, the NSET is responsible to take applicable documents such as the signed contract, passport, ARC, medical check report, processing fee, and a certified copy of SMOE's and the school's business licenses to the immigration office for visa extension.

제17조 (원어민 영어보조교사 연수)

1. 원어민 영어보조교사의 지도능력을 강화하기 위해 교육지원청에서는 자체 연수를 실시하며, 이 연수에 모든 원어민 영어보조교사들은 의무적으로 참석하여야 한다.
2. 고의적으로 연수에 참석하지 않는 원어민 영어보조교사는 재계약에서 불이익을 받을 수 있다.

Article 17 (In-service training)

1. SMOE is planning to have in-service training each year. NSETs are obligated to participate in these training sessions.
2. If NSET misses any part of a training session for any reason, there may be negative repercussions upon consideration for contract renewal.

제18조 (주거시설 사용)

1. 원어민 영어보조교사는 제공된 숙소에 대해서 계약 만기일까지 청결하고 손상되지 않게 사용하도록 한다.
2. 숙소동의 동료나 주변사람들에게 피해를 주는 행동을 해서는 안 된다.
3. 원어민 영어보조교사는 주거시설의 안전문제에 소홀함이 없도록 하며 문제가 예상되거나 발생한 경우 즉시 학교장에게 신고한다.

Article 18 (Residential area)

1. NSETs are asked to keep their apartments or leased housings clean and undamaged.
2. NSETs should refrain from actions that might annoy neighbors.

3. NSETs should keep their places safe and any dangers should be reported to the Principal immediately.

제19조 (상·벌)

1. 학생지도에 열심히 노력하여 지대한 공로가 인정된 자에게 학교장은 특별휴가를 줄 수 있다.
2. 수업 또는 근무태도가 극히 불량하거나 교육청이나 관리자(협력교사, 장학사)에게 비협조적인 자, 또는 질서를 문란하게 한 자에 대해서는 서면 또는 구두 경고를 한다.
3. 3회 이상 서면 경고를 받은 자는 계약을 해지한다.

Article 19 (Award & Penalty)

1. NSETs may be granted additional leave by the Principal/Supervisor in the case of recognition of their immense and profound service in their efforts of guiding and instructing students.
2. Failure to abide by the duties and conduct will be treated with a verbal/written warning by Principal/DOE Supervisor in charge.
3. If you receive three or more written warnings, you will no longer be considered a part of the teaching staff at SMOE.

제20조 (손해배상)

근무 중 원어민 영어보조교사의 과실 및 위법 행위 또는 이와 관련하여 발생된 손해는 원어민 영어보조교사가 학교장에게 배상하여야 한다.

Article 20 (Indemnity)

NSET shall indemnify for and keep SMOE harmless of any liability or damages arising from or in relation to any negligent, intentional, or illegal activity of NSET during the term of employment under this employment contract.

제21조 (복무사항 이외의 사항)

기타 본 복무사항에 규정되지 아니한 사항으로 원어민관리위원회의 심의·의결사항이 아닌 것은 대한민국의 국가공무원복무규정과 공무원근무사항에 관한 규칙에 따른다. 원어민관리위원회에서는 원어민 영어보조교사의 복무, 보수지급(각종 수당, 퇴직금 등 포함), 주거 지원 등의 관련 사항, 한국문화 적응, 민원 등의 관련 사항과 원어민 영어보조교사 활용 및 장학 관련 사항 등을 심의·의결한다.

Article 21 (Others)

If a dispute or disagreement should arise in connection with or out of these Regulations and it proves unable to be resolved through the discussion of members of the SMOE and NSET, it shall be finally resolved by the Code of Conduct for Korea Government Civil Servants and The Law of Working Conditions for Korea Government Civil Servants.

부칙 (Note)

이 규정은 2005년 9월 1일부터 시행한다. (These terms start taking effect on September 1, 2005.)

School Provided Housing Terms & Regulations
(임차주택 입주자 규정)

For the Native Speaking English Teachers Living in Rental Housing Provided by SMOE

제1조 (목적)

이 규정은 서울특별시교육청(이하 "교육청"이라 한다)에 고용된 원어민 영어보조교사에게 제공한 임차 주택의 제반 관리 및 운영에 관한 사항을 규정함을 목적으로 한다.

Article 1 (Purpose)

These terms are set forth for the purpose of establishing the conditions for the maintenance and administration of the rental housing provided to the Native Speaking English Teachers (NSETs) hired by the Seoul Metropolitan Office of Education (hereafter referred to as "SMOE").

제2조 (거주지 및 물품 등 제공)

1. 임차 주택에 입주할 원어민 영어보조교사 1인이 생활할 수 있는 개인별 숙소와 생활하기에 불편함이 없는 기본 가전제품 및 가구 등(이하 "비품"이라 한다)을 제공한다.
2. 제공되는 비품의 내역은 '주거용품 명세표'의 비품 목록과 같다.

Article 2 (Provision of the Residence and Household Items)

1. NSETs moving into a rental housing will be provided, free of charge with the use of single housing, and may be provided with basic home appliances and furniture (hereafter referred to as "furnishings") to make their lives more convenient. Employee shall not request or demand any other appliances or furniture than those provided by Employer.
2. The specifics of the furnishings provided are those in 'List of Housing Goods.'

제3조 (규정 등의 준수의무)

주택 입주자(가족 포함)는 동 주택의 원활한 관리 운영 및 공동생활을 유지하기 위하여 이 규정을 준수하여야 한다.

Article 3 (Adherence to the Terms and the like)

The residents of the housing (family included) must adhere to these terms for the purpose of keeping up the smooth maintenance of the housing as well as its collaborative living environment.

제4조 (입주절차)

입주자는 다음 각 호의 절차를 거쳐야 한다.

1. '주거용품 명세표'의 비품 이상 유무 확인 후 서명
2. 시설 설비(냉·온풍, 벽, 바닥, 문, 세면기 등) 이상 유무 확인 후 서명
3. 기타 교육청 및 학교에서 필요로 하는 제반 서류 및 요구 사항 이행

Article 4 (Move-in Procedure)

The NSET to move in must go through the following procedure :

1. Check for any defects in the items based on the 'List of Housing Goods' and then sign the document.
2. Check for any defects in the housing (air conditioner/heater, walls, floor, doors, sinks, etc.) and then sign the document.
3. Provide their school and SMOE with necessary documents and fulfill requests relevant to housing.

제5조 (입주기간)

입주기간은 계약기간을 원칙으로 하며 부득이한 사유가 있을 때에는 소속 기관장의 허가를 얻어 사전 입주 또는 연장할 수 있다.

Article 5 (Period of Stay)

The period of stay in the housing follows the term of the contract as a general rule, but when there is an unavoidable reason, it is possible to move into the housing in advance or extend one's stay, provided that the NSET gets permission from the principal.

제6조 (예치금)

1. 무상입주를 원칙으로 하되, 입주자는 퇴거 시 각종 공과금 정산 및 손해배상 등을 위해 최초 세 달간의 보수에서 1,00,000원의 예치금을 학교 세입세출외현금 회계에 예치한다.
2. 소속 기관장은 입주자 퇴거 시 예치금에서 각종 공과금을 정산하고 잔액은 입주자 본인에게 지급한다.

Article 6 (General Security Deposit)

1. As the period of stay is transitory and the NSET will leave at a certain point in time, for the purpose of calculating the fees associated with living in that home in advance, the NSET will deposit ₩1,000,000 from the first three months' salary after the NSET moves into the housing and deposit it into the school's account.
2. When the NSET leaves, the school will calculate and deduct all final liabilities applicable to the NSET and return the remainder of the deposit to the NSET.

제7조 (입주자의 의무)

1. 입주자는 임대 주택에 관한 규정 또는 지침을 준수하여야 하며 시설 및 비품을 선량한 관리자로서 적절히 유지 관리하여야 한다.
2. 입주자는 여하의 경우라도 임대 주택을 타인에게 대여할 수 없다
3. 아파트 구조를 입주자의 임의로 변경할 수 없으며, 입주자의 고의 또는 과실로 인한 시설물 훼손 시 입주자 부담으로 원상 복구하여야 한다.
4. 입주자는 어떠한 경우라도 제공받은 비품을 임의로 교체하거나 파기할 수 없으며, 분실하거나 파손될 경우 동일한 비품으로 변상하여야 하며, 이것이 불가능할 경우 현금으로 배상하여야 한다.
5. 시설물에 이상이 있거나 예견될 시에는 지체 없이 관리부서에 신고하여야 한다.
6. 아파트 내에서는 소란 행위를 하거나 위험물을 취급할 수 없다.

Article 7 (Responsibilities of the Resident)

1. As the resident must adhere to the Terms and Regulations related to the rental housing, he/she must maintain the facilities and furnishings appropriately and responsibly.
2. Regardless of the situation the resident is in, he/she is not allowed to lend the rental housing to another person.
3. The resident is not permitted to modify the structure of the housing at their discretion. Any damage to the housing caused willfully, accidentally, or by negligence must be restored to its original condition at their own expense.
4. Regardless of the resident's situation, they may not replace or destroy the furnishings at will. In the case of loss or damage, he/she must compensate for the affected article through an equivalentl replacement. If that is not possible, he/she must compensate for the article with cash payment.
5. If there is a current or foreseeable problem with the facilities, the resident must alert the maintenance office without delay.
6. Disturbing behavior or the handling of dangerous materials is not allowed inside of the housing.

제8조 (공공요금 등 입주자 부담금)

다음 각 호의 경비는 입주자가 부담한다.

1. 전기, 전화, 냉·난방, 수도요금, TV 시청료, 인터넷 사용료 등 개인사용 공공요금
2. 내부 시설, 설비 및 비품 등의 정상적인 유지관리를 위한 전구 교체, 사용 중인 가전제품의 고장 수리, 파손 유리 교체 및 파손 가구 수리 등 소규모의 수리비
3. 월 관리비

Article 8 (Utilities and other fees to be paid by the NSET)

The following expenses are to be paid by the NSET.

1. Electricity, telephone, heating/air conditioning, water, TV cable access, internet usage fees, and other public service fees applicable to the residents of the housing
2. Repair or replacement of light bulbs, appliances, glass and furniture in case of damage while in use, and other minor fees
3. Monthly maintenance fee

제9조 (퇴거)

입주자는 다음 각 호의 사유가 있을 경우 자격이 상실하는 당일까지 지체 없이 퇴거하여야 한다.

1. 계약 만료자
2. 중도 퇴직자
3. 타인에게 임의로 아파트를 대여하고 있는 사실이 발견된 자
4. 제9조 입주자의 의무를 위반한 자

Article 9 (Leaving)

In the case where an NSET has a reason for leaving described in the following list, the NSET must leave without delay after the date he/she is disqualified to stay.

1. The completion of a contract

2. Resigning mid contract.
3. Lending the apartment to another person
4. Not fulfilling the responsibilities of a resident listed in 'Article 7'

제10조 (비품관리)

1. 계약 만료 및 기타 사유로 퇴거자 발생 시 당사자가 사용하던 시설설비 및 비품의 이상 유무를 확인하고 입주 시 제출한 비품목록과 대조하여 인계인수한다.
2. 제1항의 이상 발생 시에는 원상복귀 및 정상작동을 위하여 소요된 금액은 입주자가 부담한다.

Article 10 (Maintenance of furnishings)

1. When a departure arises due to the ending of a contract or other reason, the NSET and designated school authority must confirm the existence of any defects in the equipment and furnishings used and, at the time of move-out, compare that with the inventory of furnishings provided in order to receive an acknowledgement of the housing transfer.
2. In case a problem from the first clause is discovered, for the purpose of returning the item to its original condition and proper functioning, the necessary cost is the responsibility of the resident.

제11조 (적용범위)

이 규정은 원어민 영어보조교사 임차 주택의 운영 및 관리에 한하며 기타 이 규정에 포함되지 않은 사항은 원어민관리위원회 협의를 거쳐 소속 기관장이 최종 결정한다.

Article 11 (Applicable Limits)

These terms determine the operation and maintenance of the rental home provided for the NSET. Matters not covered by these terms will be the final decision of the principal through the discussion of the Committee of Native Speaking English Teacher Affairs.

2026
SMOE NSET GUIDEBOOK



SEOUL METROPOLITAN OFFICE OF EDUCATION

2026

SMOE NSET GUIDEBOOK

- Using NEIS
- NEIS Digital Certificate Renewal Guide
- Guide to E-2 Visa Extension and Reporting Changes
- Obtaining Certificate of Income Guide
- Year End Tax Settlement Guide (Filing Korean Taxes)
- Addition of Work Place (For Extra Work)

CHAPTER

06

Tutorials and Guides



CHAPTER 06

Tutorials and Guides

Using NEIS



1) Using any browser, visit sen.eduptl.kr

2) Log in using your **NEIS log in.**
(If you do not have a NEIS login, consult your school's NEIS admin)

3) Select the location of your **NEIS digital certificate** from the options indicated by the red box, select your certificate, enter your **NEIS password,** and click **확인.**

* **Note:** alerts requesting to allow pop-ups and installation of security programs may appear.
You must install them all for NEIS to work properly.



4) Click on **NEIS "나이스"**

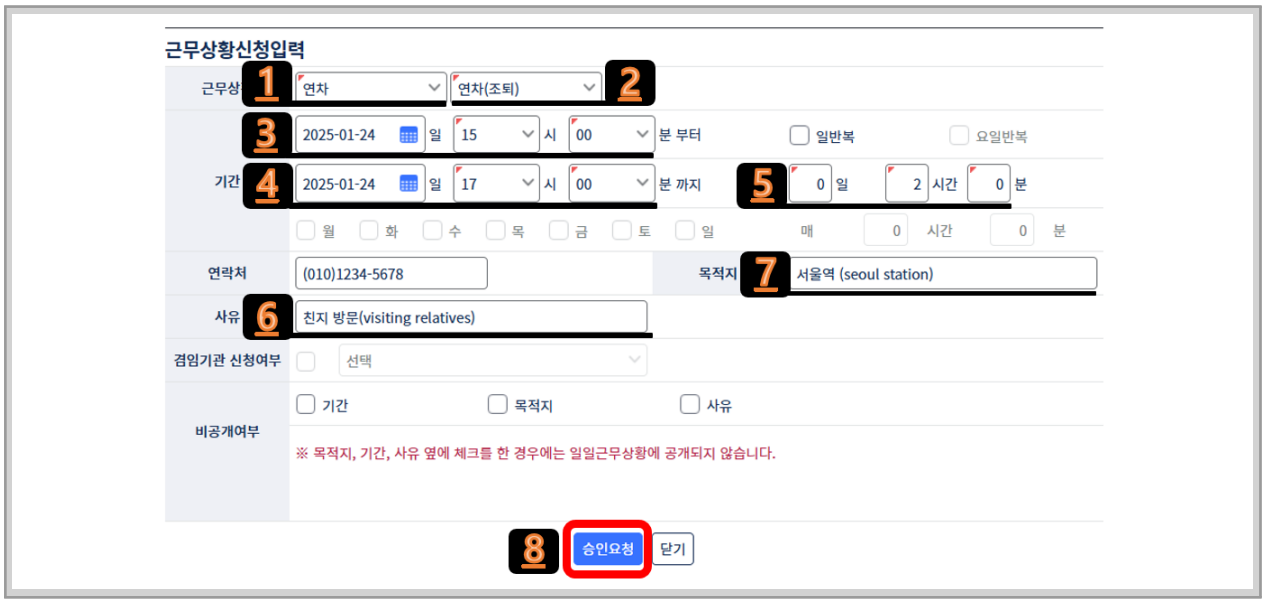


The main NEIS page. To register for leave:



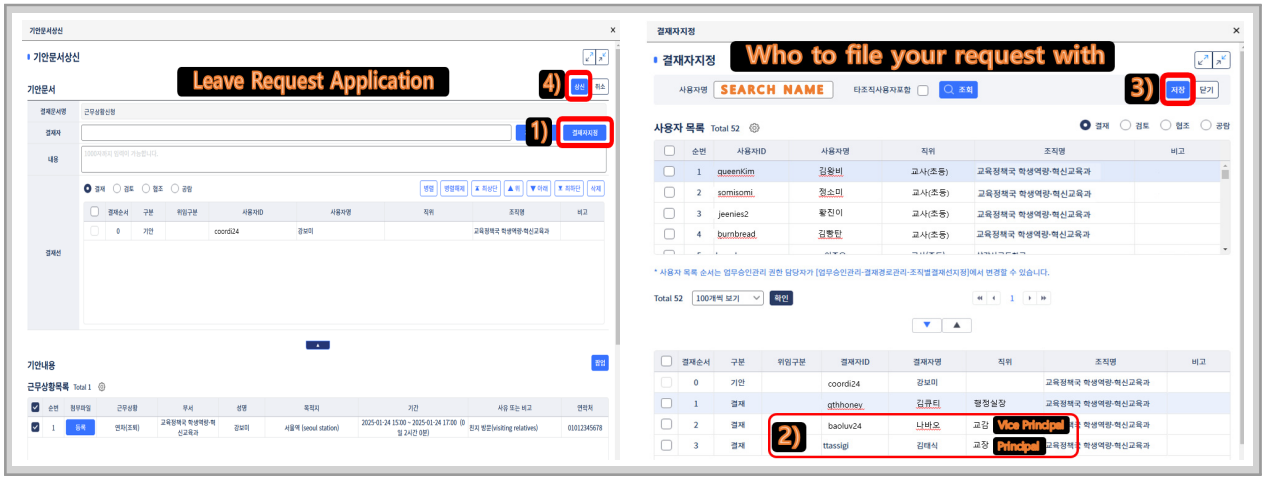
1) Click on "복무."
2) Click on "개인근무상황관리"
3) Click on "신청."

*** Note:** Many pop-up windows may appear on this screen; you can close them.



1) Choose the **type of leave** from the "**대분류선택**" drop-down menu.
2) Choose the **sub-type of leave** from the "**소분류선택**" drop down menu.
3) Choose the **date and time** your leave will **start**.
4) Choose the **date and time** your leave will **finish**.
5) **Verify** the number of days, hours, and minutes of leave is accurate. Ex.) Leave from Thursday to Tuesday is automatically calculated as 6 days. You must manually correct it to 4 days, as only 4 work-days are taken.
6) Enter your **destination** in "**목적지**" in Korean. (If you have difficulty writing in Korean, you can copy and paste from a translating site, like papago.naver.com).
7) Enter your **reason** for taking leave in "**비고**" (sometimes this field is labeled "**사유 또는 용무**")
8) Click on "**승인요청**" to choose **who to file your request for leave with**.

On the Leave Request Application page:

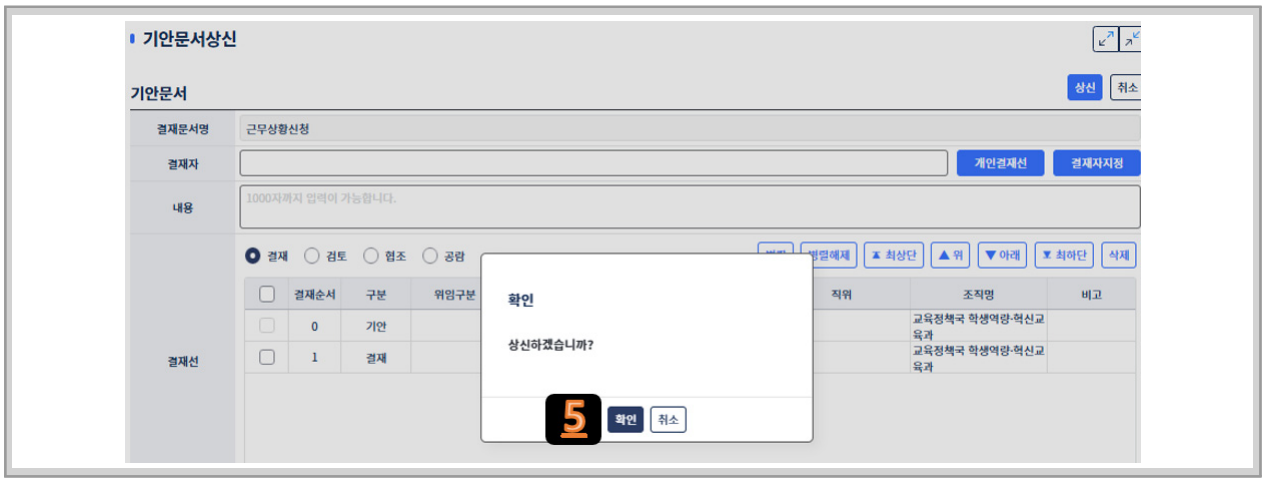


1) Click on "결재자지정" to open the list of "**who to file your request with.**"
2) Depending on your type of leave, **double-click** on the **vice principal** (and then the **principal** – if necessary). Their names will appear at the bottom, and on your **Leave Request Application.**

3) Click on "**저장**" to return to your **Leave Request Application.**

4) Click on "**상신**" to send your request for leave.

5) Do you want to send this request? Click on "**확인**" to confirm.



6) Your request has been sent. Click on "**확인**" to leave.



Types of Leave

On your main Leave Request Application, you must select the correct type of leave.

1) The left most drop down menu contains the **primary types** of leave that are listed in your contract: (See next page for menu picture)

1a) Yeon-ga "연가" – Paid Leave

You have **26 days** of paid leave per year. (See Article 14-1)

1b) Byeong-ga "병가" – Sick Leave

You have **15 days** of paid sick leave per year. (See Article 15-3)



1c) Teuk-byeol-hyoo-ga "특별휴가" : Special Leave (See Article 16)

1d) Chool-jang "출장" : Official Leave – Primarily used for errands mandatory to your stay in Korea – health checkups, visa renewals, etc. **This leave must be applied for in a separate tab**.

1e) Gi-ta "기타" : Other Leave – Leave for uncommon circumstances.

2) The right side **sub-menu** contains the specific types of leave. Using leave in the sub-menu deducts time from the main type of leave. Ex) Any sub-type of leave under the primary Yeon-ga "연가" menu deducts time from your 26 days of paid leave.



대분류선택 Type of Leave	소분류선택 Sub-type of Leave	Description
연가 **Yeon-ga** Paid Leave (26 days)	연가 : Yeon-ga	A whole day(s) off
	지각 : Ji-gak	Coming in late
	조퇴 : Jo-tweh	Leaving work early
	외출 : Weh-chool	Running an errand and returning before work finishes
병가 **Byeong-ga** Sick Leave (15 days)	병가 : Byeong-ga	A whole day off sick
	병지각 : Byeong-ji-gak	Coming in late due to illness
	병조퇴 : Byeong-jo-tweh	Leaving work early due to illness
	병외출 : Byeong-weh-chool	Leaving work and returning due to illness
특별휴가 **Teuk-byeol-hyoo-ga** Special Leave (See Article 16)	Consult with your contract (Article 16) and your school as to which subtype is appropriate.	See Article 16 of your contract. Time is allotted for getting married, death in the family, pregnancy, and childbirth.
출장 **Chool-jang** Official Leave (Does not affect your other leave)	근무지내 출장 : Chool-jang	School outing / Leaving school to do something required by your school or contract.
기타 **Gi-ta** Other Leave (Does not affect your other leave types)	기타 : Gi-ta	Used only under special circumstances. Most commonly used for your contract renewal bonus vacation.

Leave Uses and Checklist

* This should be considered as a sample only. Consult your school regarding who to file leave with.

대분류선택 Type of Leave	소분류선택 Sub-type of Leave	Typical Use	Who to file for leave accreditation with	Other
연가 **Yeon-ga** Paid Leave (26 days)	연가 Yeon-ga	Summer/Winter Vacation, non-holiday days off	**VP, P**	Ji-gak, jo-tweh, and weh-chool remove hours from your 26 days of paid leave – **use them sparingly**.
	지각 Ji-gak	Planned tardiness due to an appointment	**VP, 〉4hrs P**	
	조퇴 Jo-tweh	Banking, travel	**VP, 〉4hrs P**	
	외출 Weh-chool	Banking	**VP, 〉4hrs P**	
병가 Byeong-ga Sick Leave (15 days)	병가 Byeong-ga	Sick – influenza, stomach flu, lengthy medical appointment or testing	**VP, P**	Your school will require a medical report from your doctor if you are out sick after 6 accumulated days.
	병지각 Byeong-ji-gak	Morning medical appointment or testing	**VP, 〉4hrs P**	
	병조퇴 Byeong-jo-tweh	Not feeling well, medical appointment or testing	**VP, 〉4hrs P**	
	병외출 Byeong-weh-chool	Short medical appointment or test, minor injury during work hours	**VP, 〉4hrs P**	
특별휴가 Special Leave	See Article 16	Marriage, death in the family, pregnancy, childbirth	**VP, P**	
출장 Chool-jang Official Leave	근무지내 출장 Chool-jang	Contract medical check, visa renewal	**VP**	
기타 **Gi-ta** Other Leave	기타 Gi-ta	Contract renewal vacation bonus	**VP, 〉4hrs P**	

As a suggestion, meeting your principal and/or vice principal face to face prior to or right after uploading on NEIS can be considered good etiquette, but can vary from school to school. Prior to planned school vacation periods, it is usually not necessary to meet face to face – with the exception of international travel. If your leave occurs while school is in session, they might want to know if your leave conflicts with your classes. Some vice principals are content if you notify them with your circumstances by phone or by school messenger. Consult with your school to become familiar with their policies.

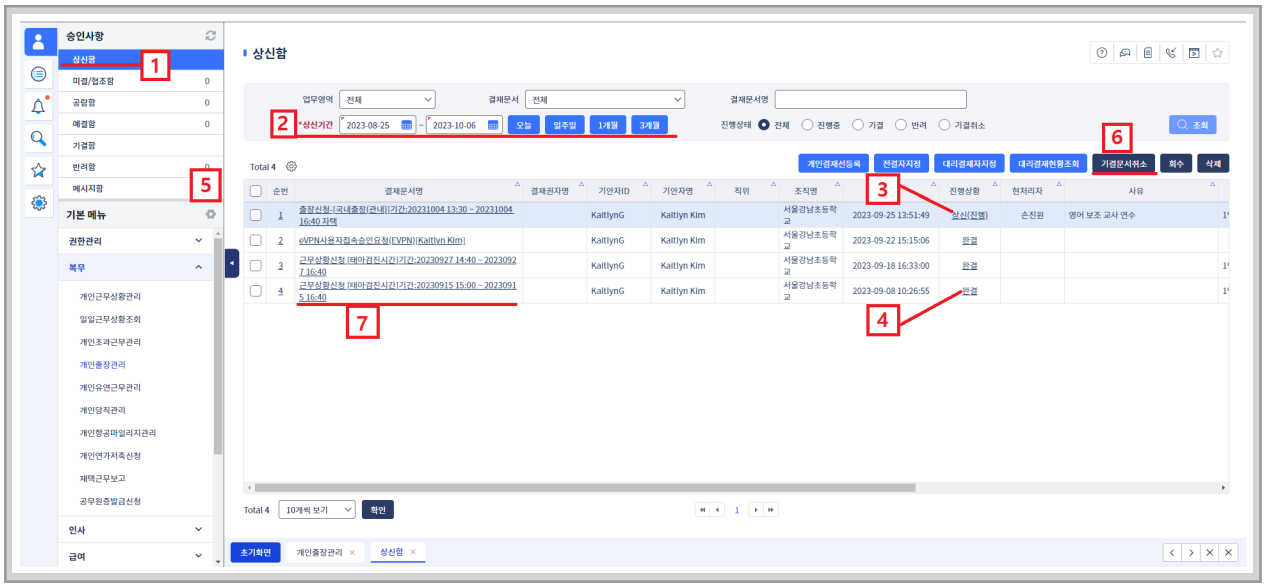
* This is just a general guide. Typically, your principal must be included in the approval of whole days taken off, and half days (4 or more hours) taken off. **Consult with your school to become familiar with their policies.**

In the category of paid leave, your leave, in most cases, should not conflict with your classes. The use of official leave is usually scheduled to avoid classes. With other types of leave, your co-teacher may carry out classes as scheduled.

Checking For Approval

Before going on leave, you must check that your leave has been approved

1) On the **main NEIS page**, click on **"상신함"**
2) Recent requests should appear in the list below, if not, search for the date you submitted the request for leave not the dates of the leave.
3) **"상신(진행)"** means the request has **not been approved yet**.
4) **"완결"** means the request has been **approved**.

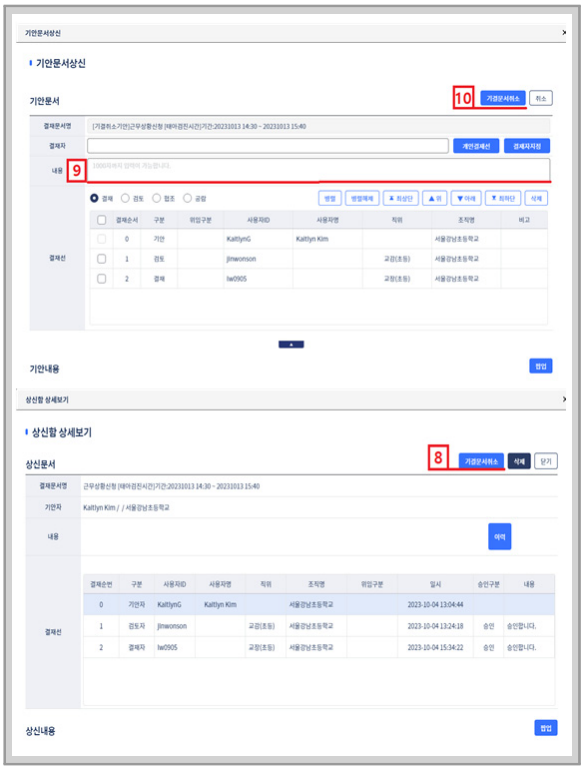


Cancelling a Request

5) If your request has **not been approved yet "상신(진행)"** click to check the box.
6) Click **"기결문서취소"** and **"확인"** from the 2 following pop-up windows.

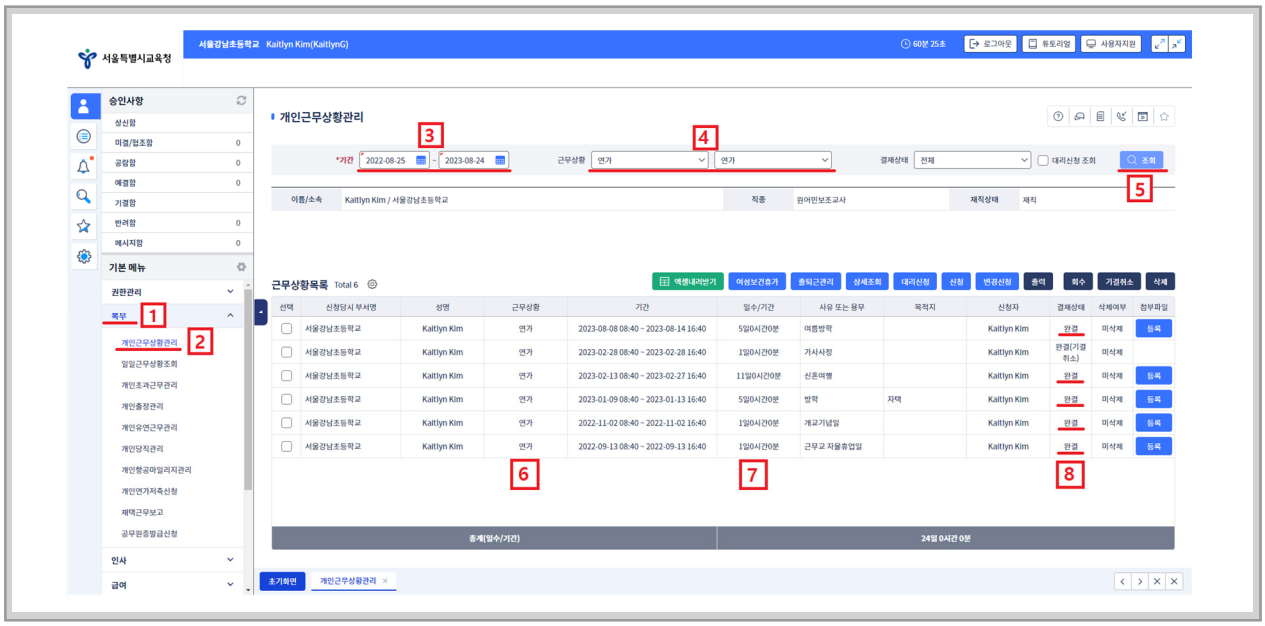
If your request has **already been approved**, first talk with your vice principal about why you need to cancel the request.

7) Click on the underlined portion of the request.
8) Click on **"기결문서취소"**
9) Enter (in Korean) the reason why the request is being cancelled. Consult with your co-teacher or vice principal about what to write here.
10) Click on **"기결문서취소"** and it will ask if you want to send a request to cancel
    - the same as requesting for approval.



Searching Past Requests for Leave

It is useful to know how to search your old requests for leave. It is especially important near the end of your contract year. As mentioned before, 8 hours add up to a full day. Ex) If you often used **조퇴 jo-tweh** to leave work early, you need to know how much of your **26-day 연가 yeon-ga (paid leave)** you have left.



To **search** your past requests for leave, go to **neis.sen.go.kr** – log in and go to the main NEIS page.

1) Click on **"복무"**
2) Click on **"개인근무상황관리"**
3) Select the **range of dates** you want to search.
4) Select the **main type** of leave and **sub-type** of leave you want to search. Ex) **연가** (paid leave) – **연가** (whole day paid leave)
5) Click on **"조회"**

The results will appear listed by date below.

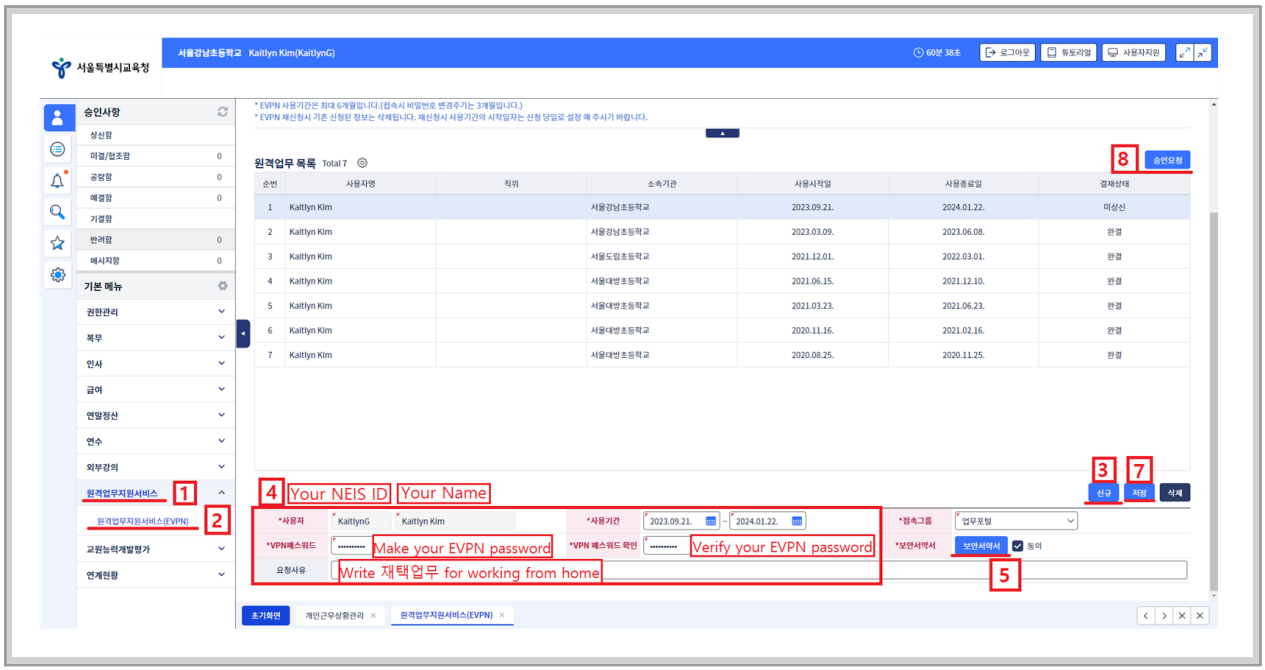
6) The **sub-type** of leave is shown.
7) The **duration** of the leave is shown (**__일** = days, **__시** = hours, **__분** = minutes) – remember, 8 hours equals a full day.
8) Notice whether the leave was approved. Cancelled requests may also appear in the list. **Only "완결" (approved) requests come out of your leave**.

When calculating how much paid leave you have remaining:

- Search **연가** – **연가** starting from the **starting date of your contract**, to the **current day**.
- Add up the total **full days**.
- Search **연가** – **조퇴** (and search **지각** and **외출** if you used them) starting from the **starting date of your contract**, to the **current day**.
- Add up the **total hours** – marking **every 8th hour** as a **full day**.
- **Subtract** all full days and remaining hours **from 26**. The result is your **remaining paid leave**.

Using NEIS Remotely: Using an EVPN

To use NEIS at home, you need to register for an EVPN. To register for an EVPN, go to **neis.sen.go.kr** while you are at school – log in and go to the main NEIS page.



1) Click on **"원격업무지원서비스(EVPN)"**
2) Click on **"신규"**
3) Enter your name, EVPN password, verify your password, enter "재택업무" as the reason for making an EVPN, and use the calendar to select the term of the EVPN (up to 6 months). Passwords must be 9 characters in length and contain a combination of at least one letter, number, and special character (e.g. ~!@#$%^&*)

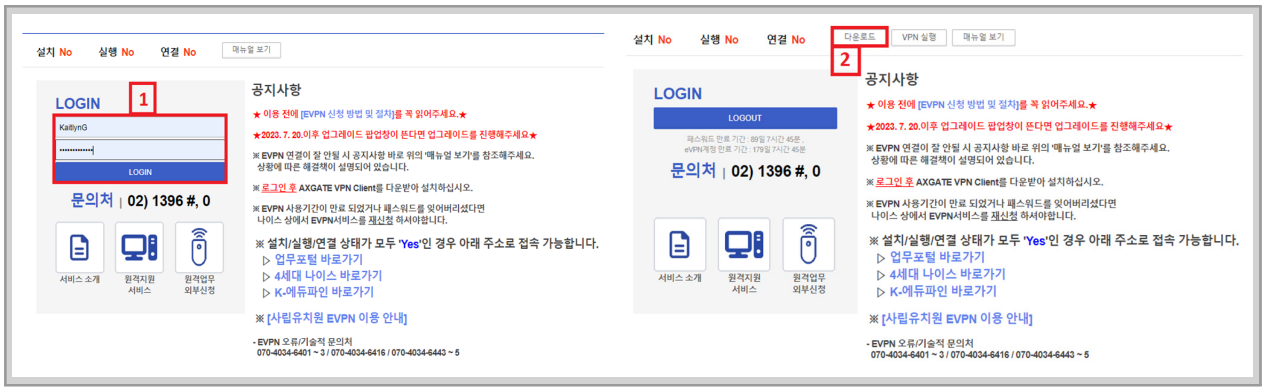


4) Click on **"보안서약서"**
5) Check the **"동의"** box in the pop-up window.
6) Click on **"저장"** to save the information.
7) Click on **"승인요청"** to select who will approve your EVPN.
   * Consult your school about who will approve your EVPN.

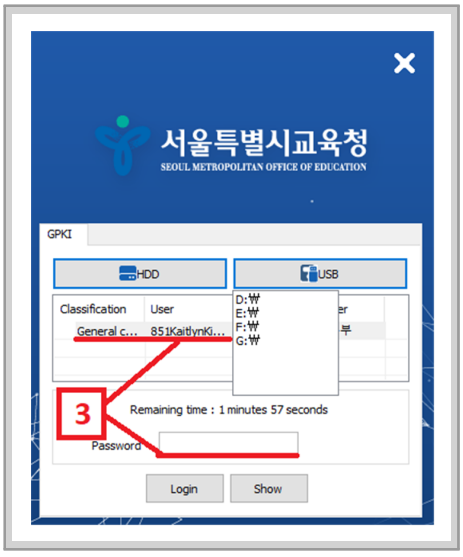
Logging in Using EVPN

Once your EVPN has been approved, you may use NEIS at home.
To use NEIS at home, you must go through the EVPN site.

Go to **evpn.sen.go.kr** and install any security programs from the pop-up windows.



1) Enter your **NEIS ID** and your **EVPN Password**.
2) The EVPN program will run automatically. If not, click **"다운로드"** to install the program.
3) In the pop-up, select your **digital certificate*** and enter your **NEIS password**.
   * For this reason, it is good to have a copy of your digital certificate on a USB drive with you.
4) There will be a new pop-up with a link to Eduptl. **Click on the link**.
5) You will be redirected to the main Eduptl login page. Now you can **log in to NEIS** as you normally would.





NEIS Digital Certificate Renewal Guide

1) Visit www.epki.go.kr. Click 인증서 갱신.



2) Click 인증서갱신.

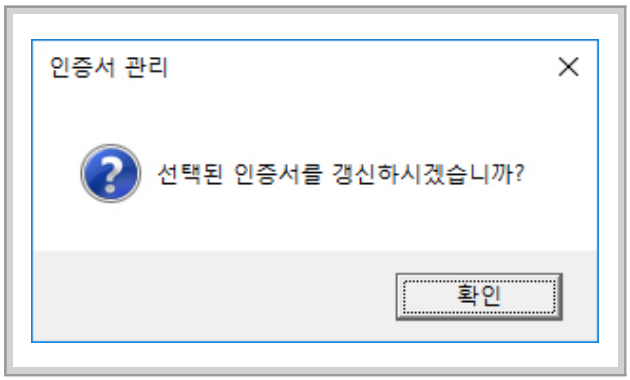
* Install any required software, if prompted.



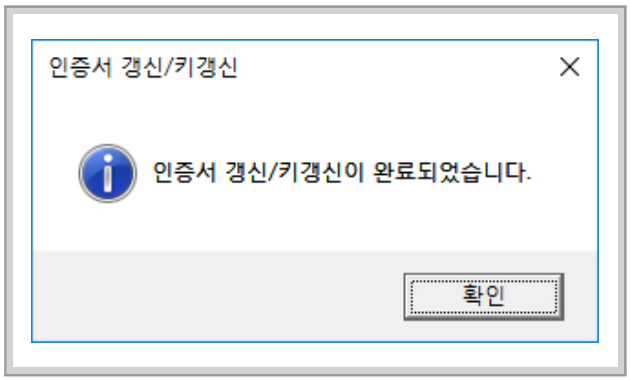
3) Select the certificate from where it is saved, input the password, and click OK (확인).



4) Click OK (확인).



5) Click OK (확인).



Guide to E-2 Visa Extension and Reporting Changes

E-2 Visa Extension Guide

A. NSETs must extend their visa themselves at the correct immigration with jurisdiction over their residential district. (If your school and residence are in different districts, make sure you book an appointment at the immigration office for your home address, not your school address.)

B. Extension Period: from four months prior to the Residence Card's expiration date. (Excluding weekends and national holidays)

C. Refer to the list of immigration offices and their corresponding districts.

* Appointments and online extensions can be done at www.hikorea.go.kr
* Check appointment availability early as appointments can fill up far in advance. Reservations are required. Walk-in visits are not accepted unless it's impossible to make a reservation before the expiration date of your visa. Emergency walk-ins may require up to an entire day to process and extend a visa.

Required Documents:

1. Application Form (Page 121)
   * Check the box for Extension of Sojourn Period
2. Passport and Residence Card (formerly ARC)
3. An original and a copy of the new employment contract: the version returned to the school with the superintendent's stamp
4. A copy of the school's and SMOE's Certificate of Business Registration (사업자등록증) – provided by the school.
5. Confirmation of Residence Form (거주/숙소제공 확인서) (Page 122) and a utility bill under NSETs name
6. A copy of the Housing Lease Agreement (임대차계약서) – provided by the school.
   * NSETs who are NOT residing in school provided housing will be responsible for providing this document.
7. Class schedule, (school issued) Proof of Employment, Tax withholding receipt. Please prepare these documents as these may be requested by Immigration Offices.
8. Foreign Occupation Report Form (Page 124)
9. Certificate of Income for the most recent tax year (소득금액증명원) – Can be issued at the local tax office (세무서) or online at www.gov.kr or www.hometax.go.kr
10. 60,000 won cash – renewal fee
11. The reservation confirmation (issued online after reserving an appointment)
    - NSETs may use business trip leave (with no travel expenses paid) for their health check as well as visa related matters. [출장 (여비부지급)]
    - As the required documents may vary depending on the immigration office, it is recommended to confirm by phone prior to visiting.

Please refer to 'Chapter 1 – Registering for the Residence Card' for more information on visa related matters such as change of workplace, passport renewal, and change of residence.

Additional Docs: Depending on the immigration officer, the following three documents may also be requested, and therefore it is recommended to prepare these as well.

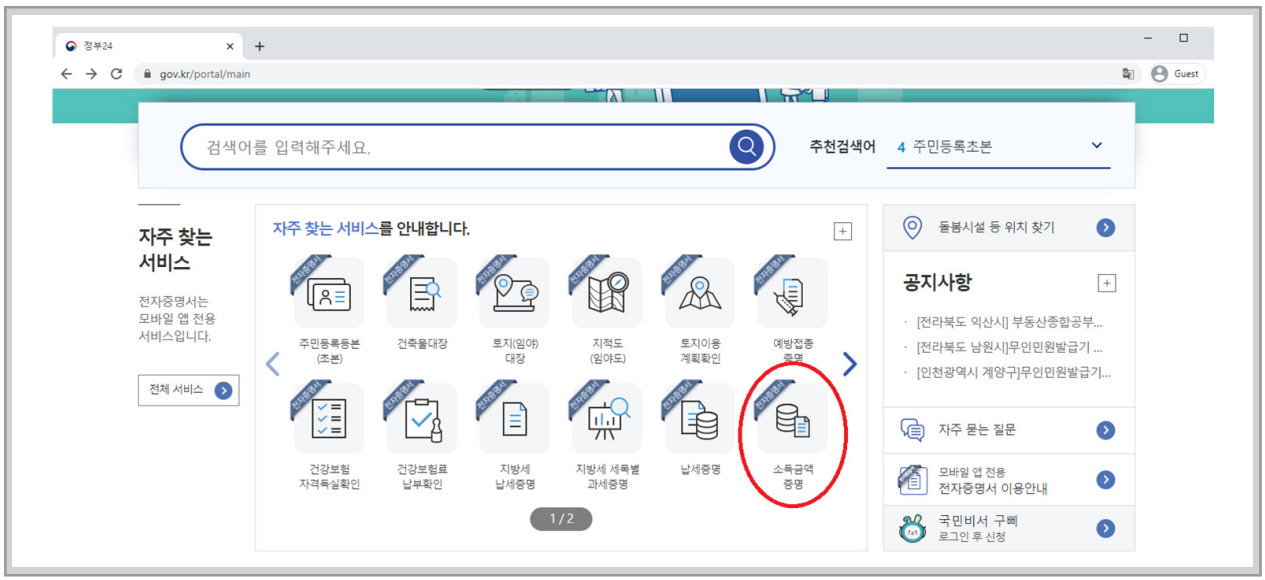
- NSET's class schedule – Provided by the school. Use of school stamp recommended.
- Certificate of employment (재직증명서) – made by school (수기) with school stamp
- Tax withholding receipt for the most recent year (원천징수영수증) – Can be issued at the local tax office (세무서) or online at www.gov.kr or www.hometax.go.kr

Obtaining Certificate of Income Guide

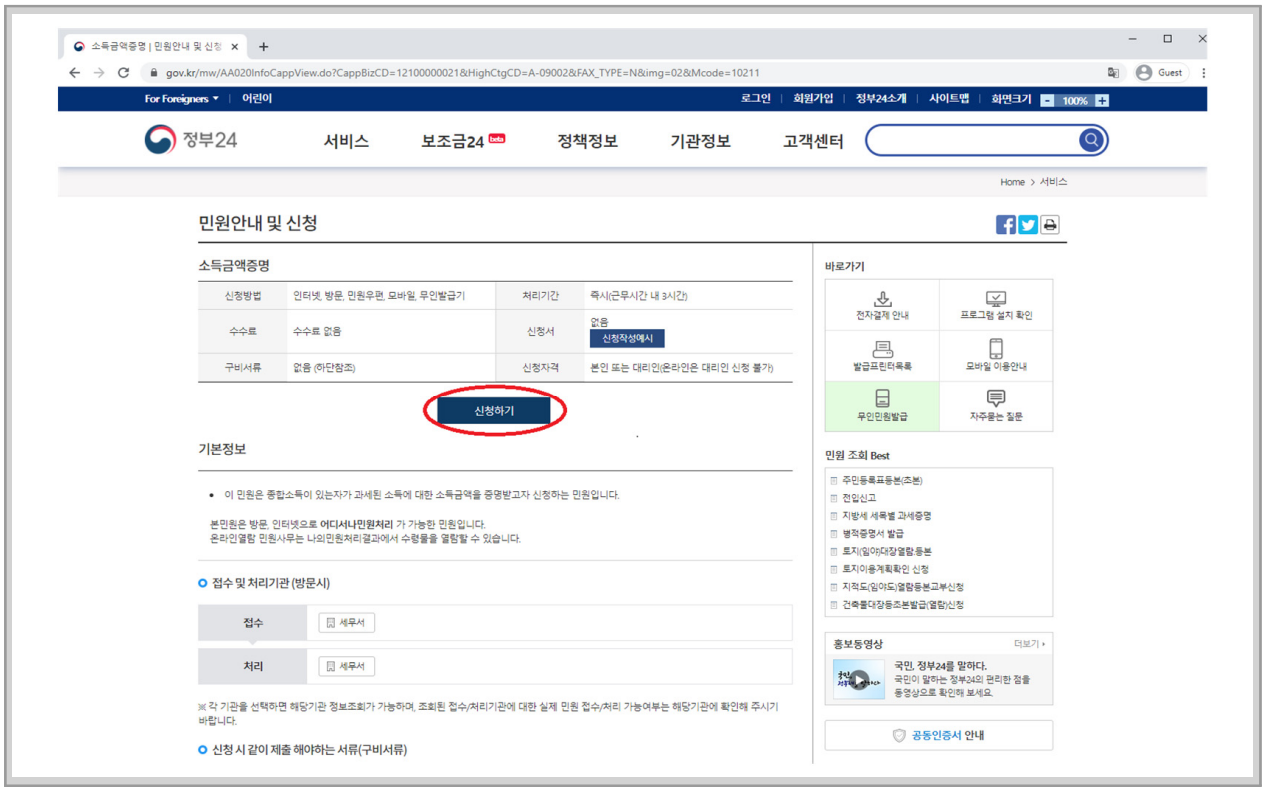
Special Thanks to **Michelle Hensey** *of Changdeok Girls Middle School for this guide.*

How to get a Certificate of Income (소득금액 증명)

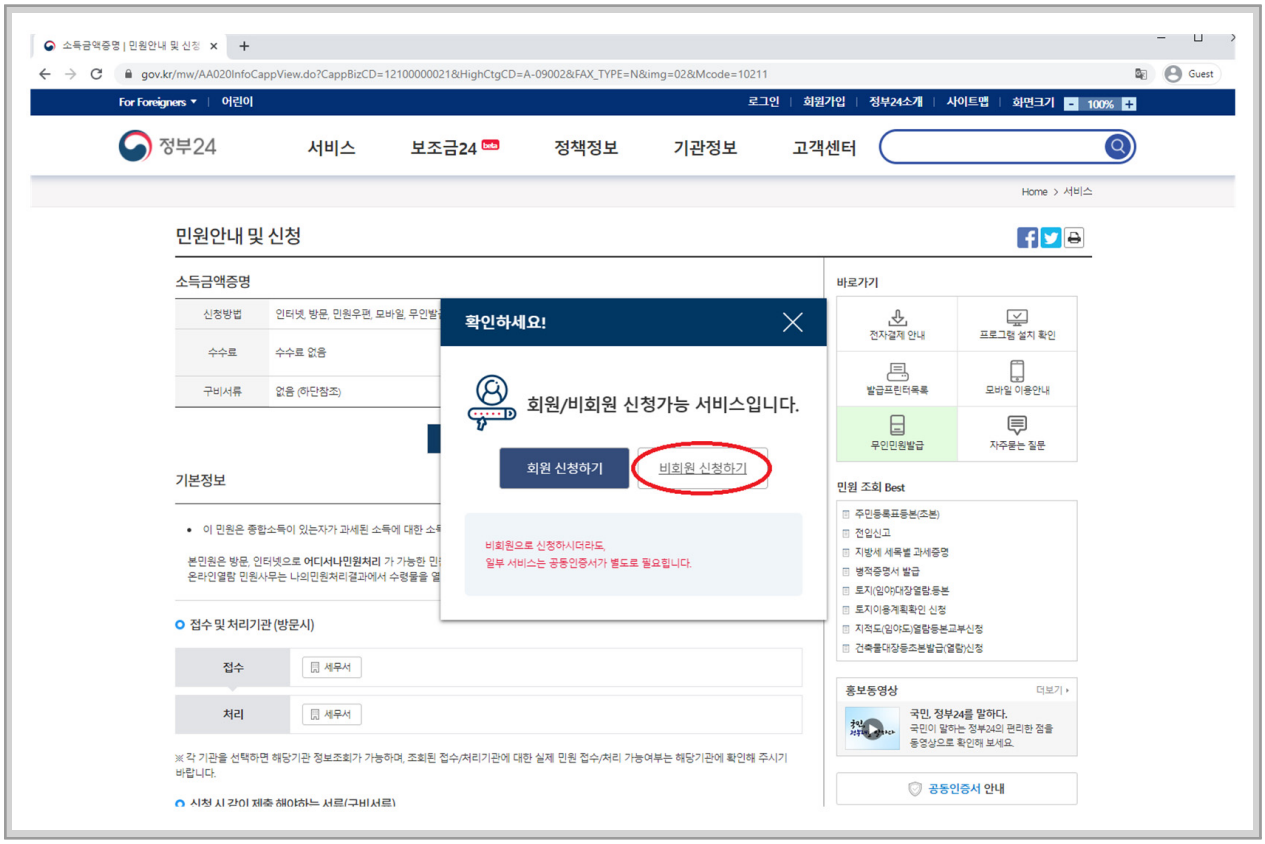
1. Go to the 정부24 homepage: https://www.gov.kr/portal/main
2. Select this option (소득금액 증명).



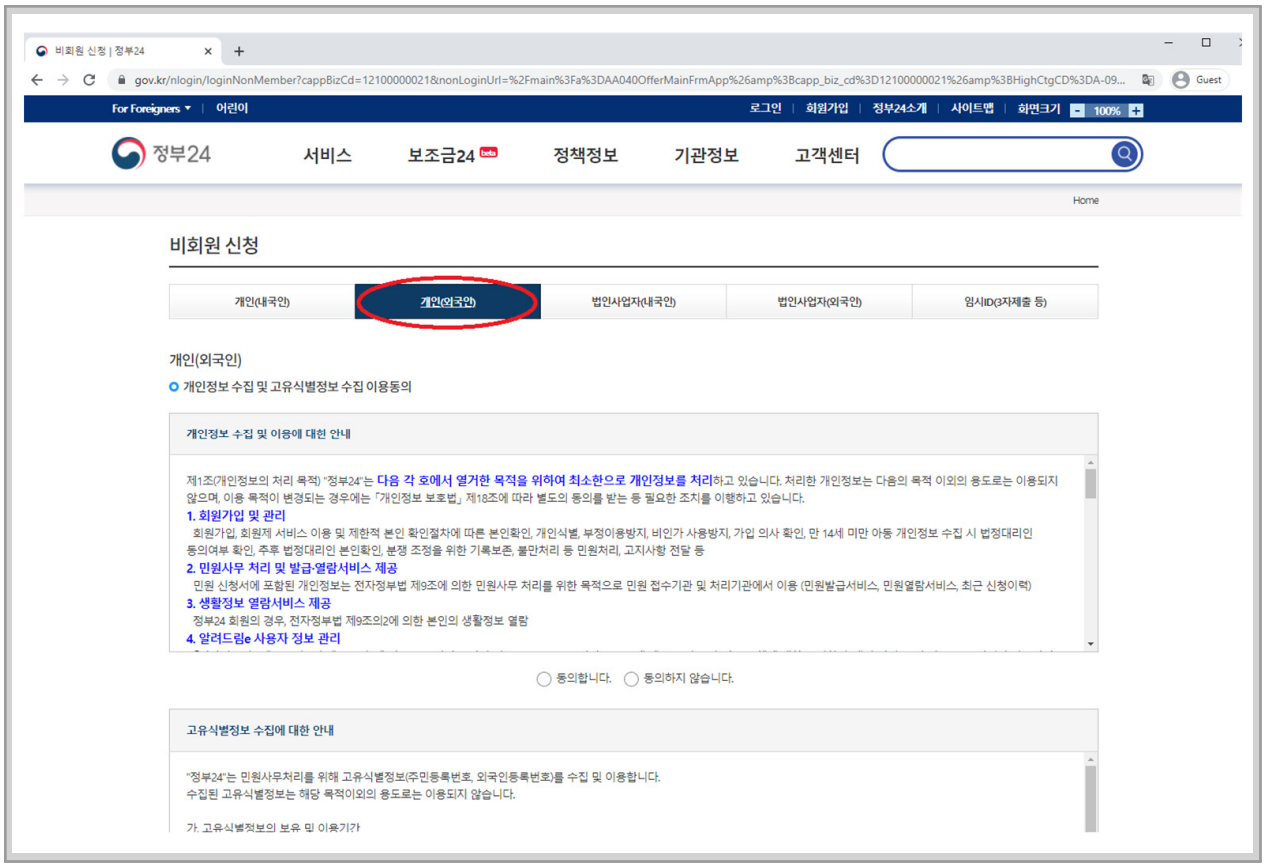
3. Click on 'Apply' (신청하기).



4. Choose '비회원 신청하기' on the pop-up.



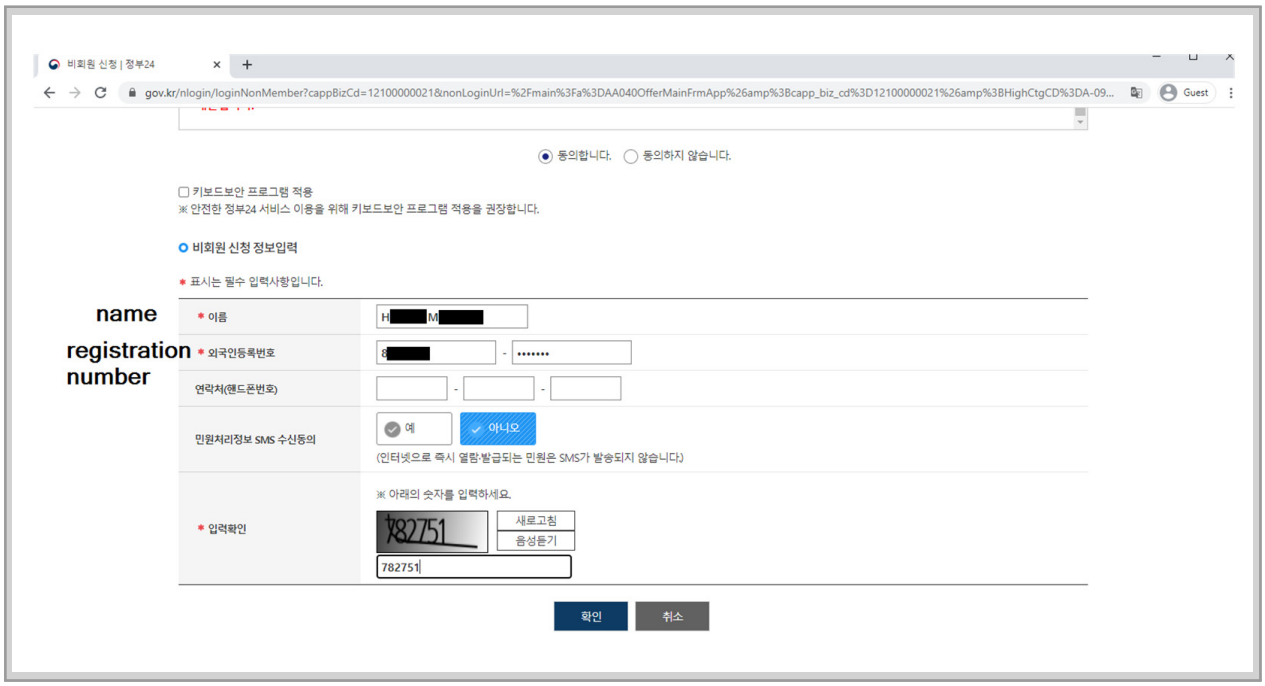
5. Select the '개인(외국인)' option from the row of tabs.



6. Agree '동의합니다' to both.



7. Enter your personal details (exactly as they appear on your ARC) here.
I wrote my name in all caps with a space between my surname and first name.
Then press "확인"

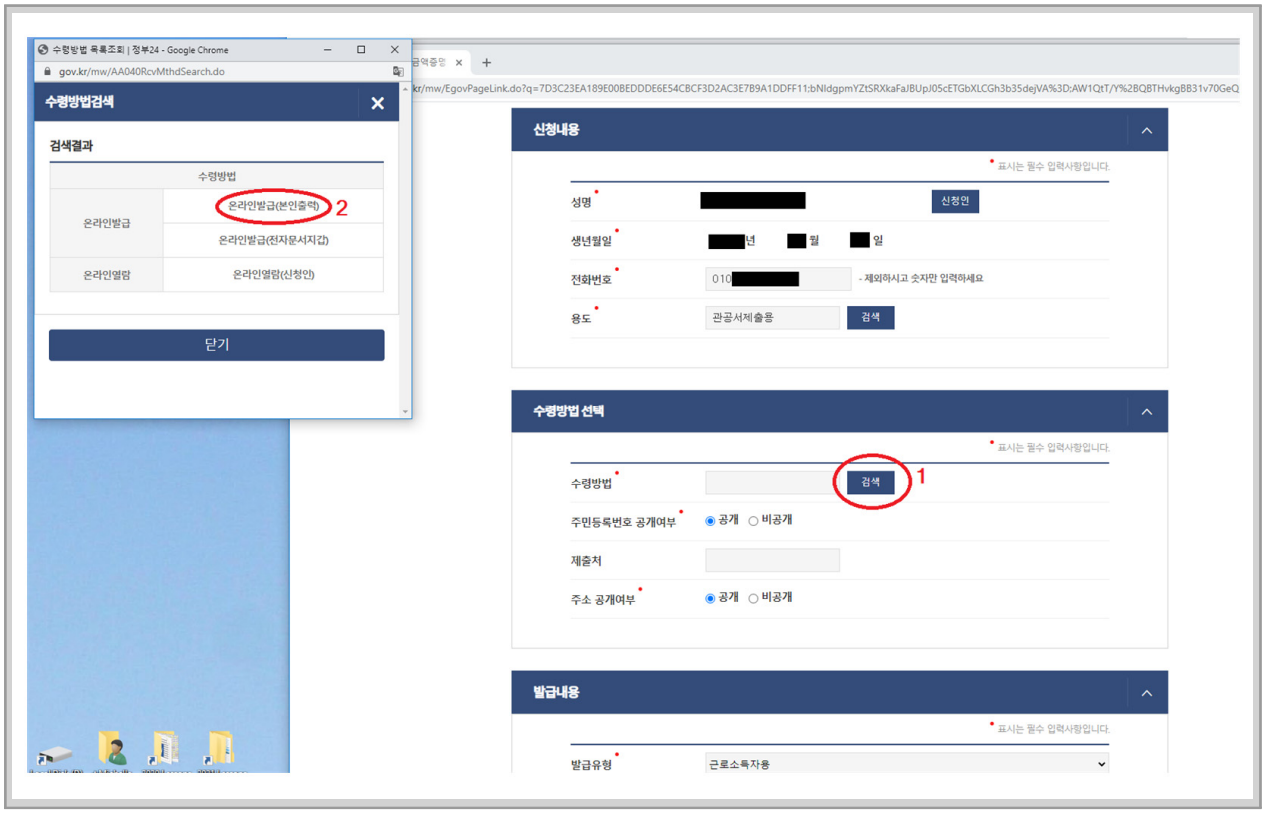


If the site accepts your details, you'll be re-directed to the next page.

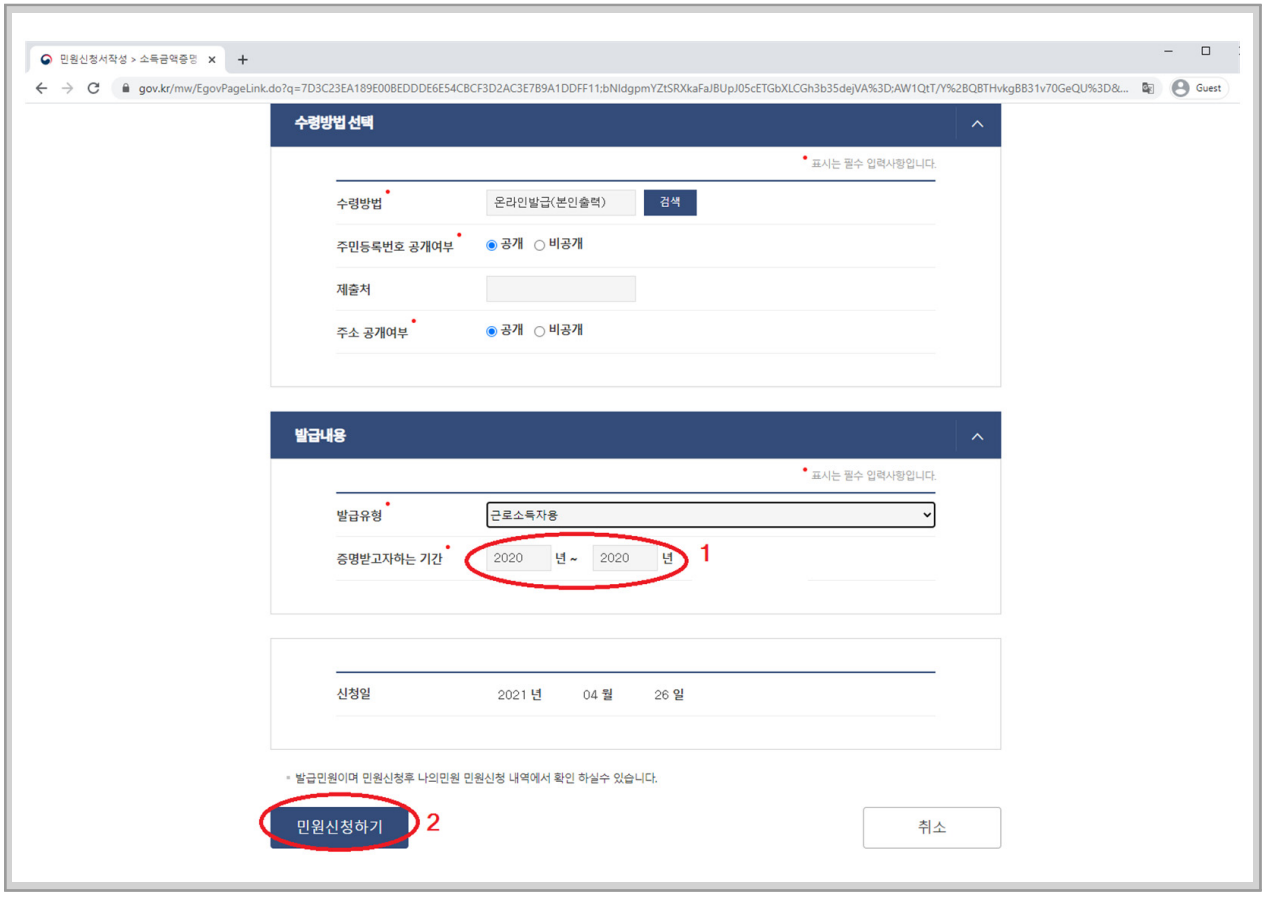
8. This is your reason for applying. (1) Enter your phone number (no spaces or dashes). (2) Then click on '검색' to open a pop-up. (3) Choose the first option '관공서제출용' (for submission to government offices).



9. The next part is how you want to receive your certificate. (1) Click on '검색' and (2) Choose the first option '온라인발급(본인출력)' (online self-printing) from the pop-up.



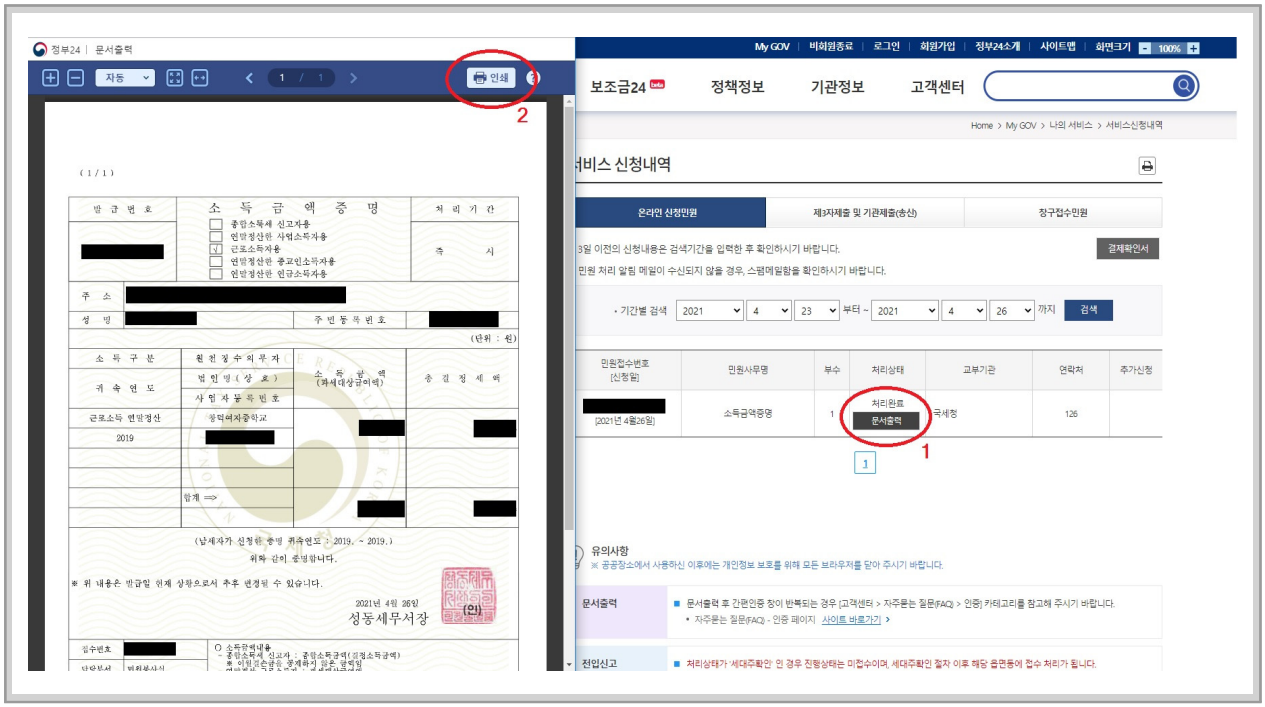
10. This final part is for the (1) year you want your certificate to be for. Certificates for the previous year are not available until May. For example, I tried to get one for 2020 in April of 2021, but I got a pop-up which said it wasn't available yet. In this case, the certificate from 2019 can be used. After entering dates, click on '민원신청하기'.



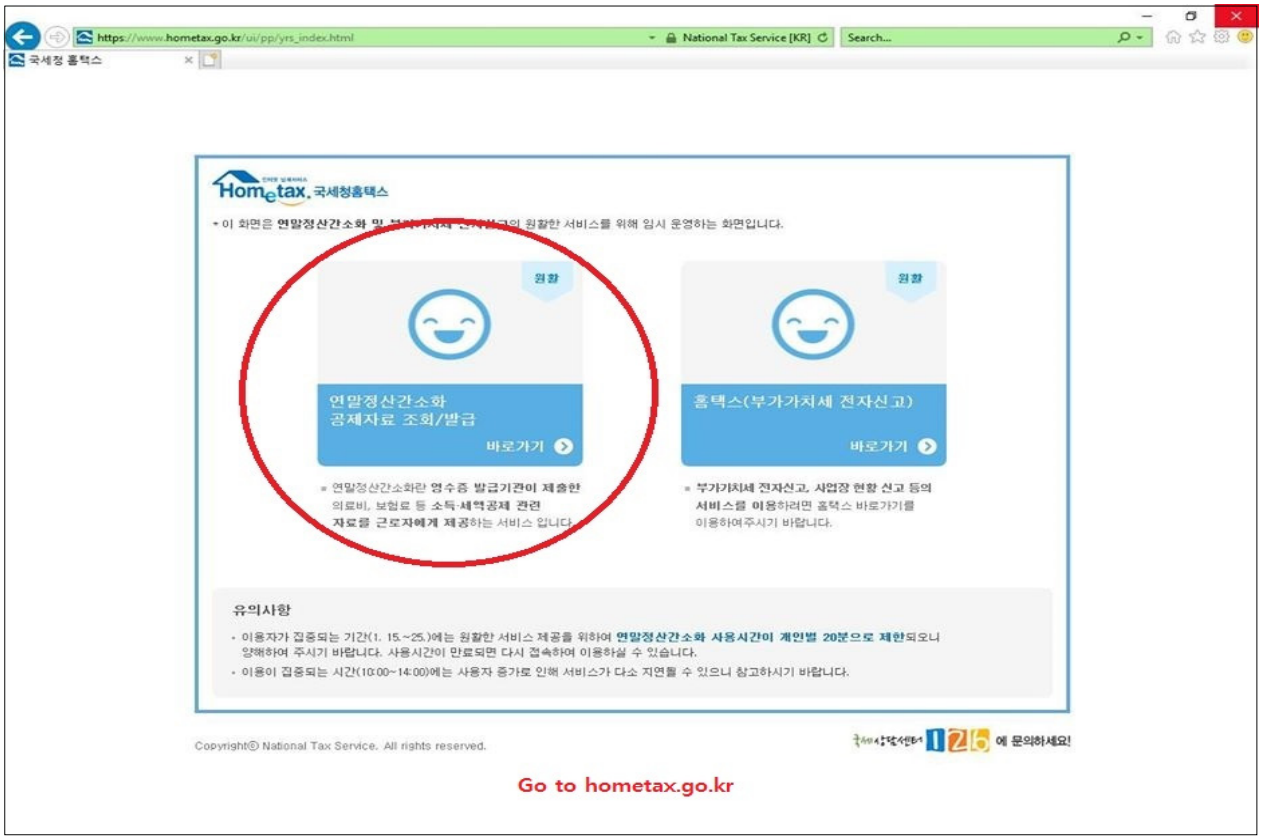
11. Choose either '공동인증서 (구 공인인증서)' or '간편인증' on the pop-up for your convenience. You need to sign in as you would on NEIS by using your digital certificate and password.



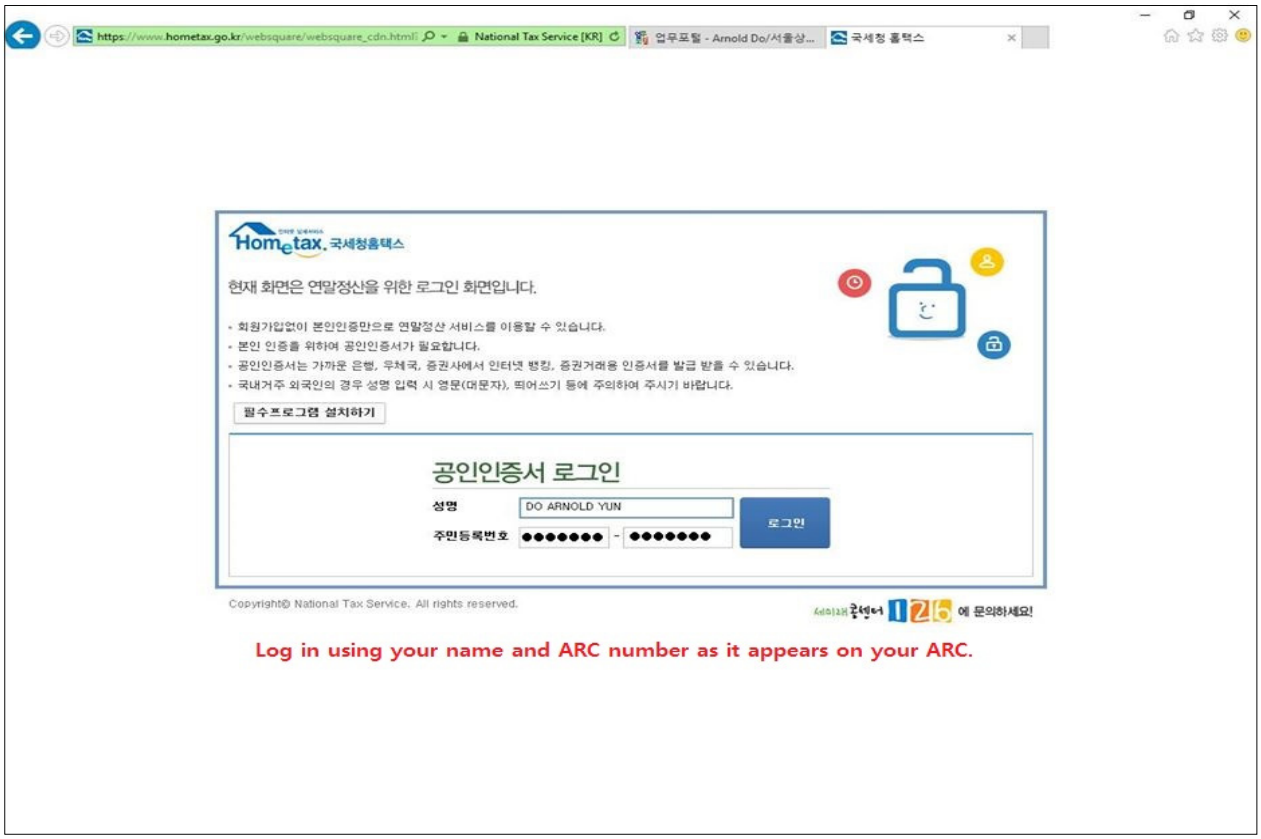
12. The final stage is to (1) Click '문서출력'. Your certificate will open in a pop-up which you can then (2) Print '인쇄'.



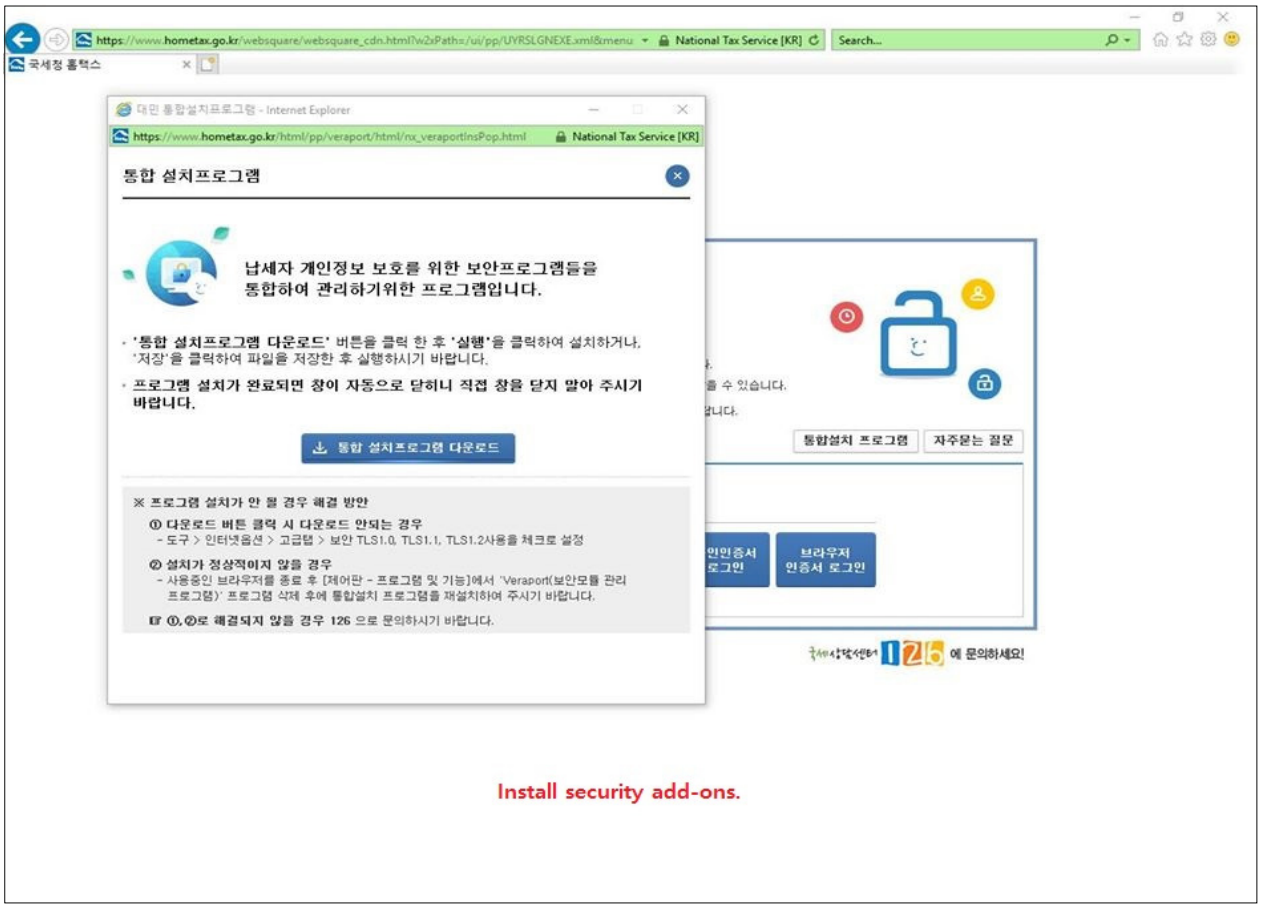
Year End Tax Settlement Guide



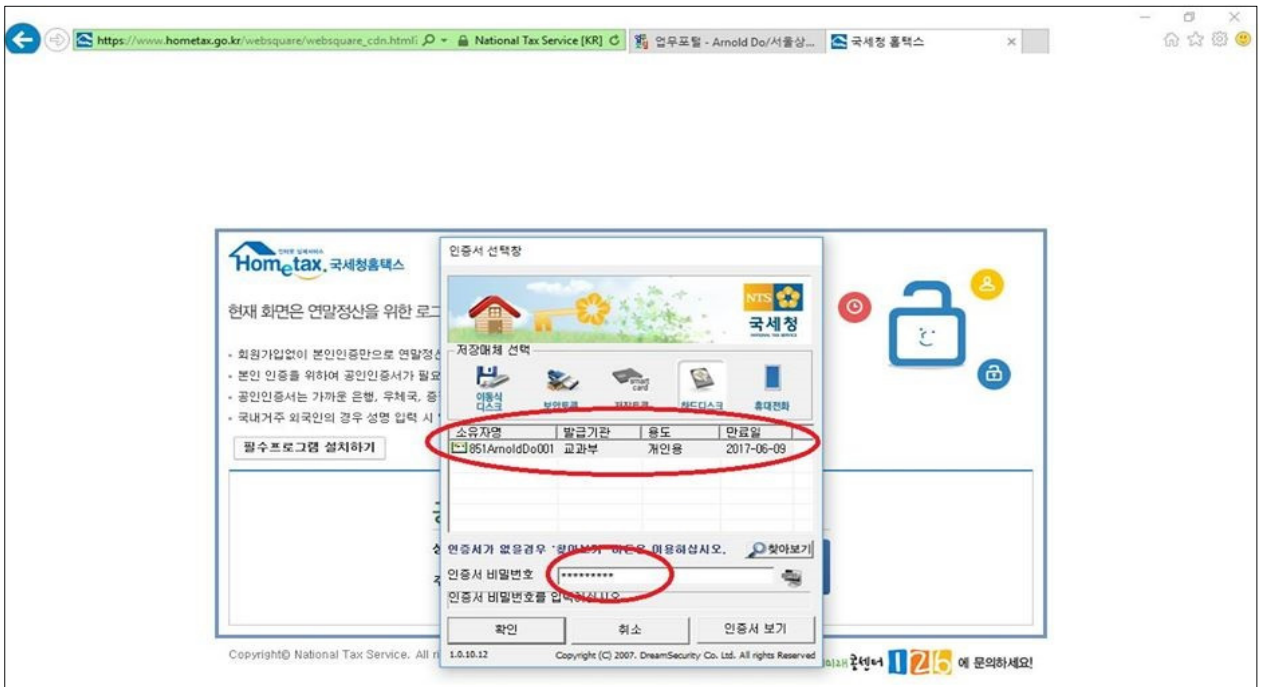
Go to hometax.go.kr



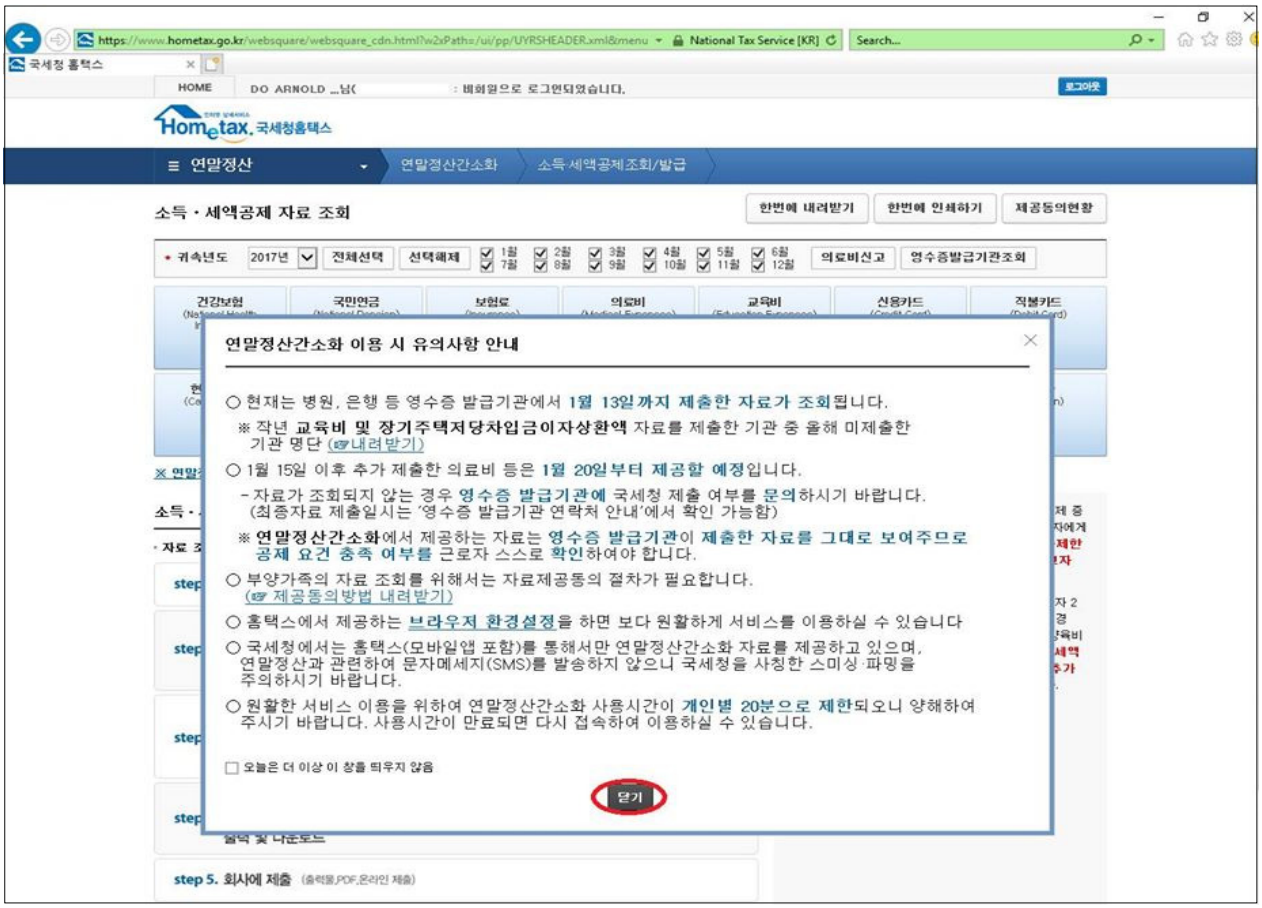
Log in using your name and ARC number as it appears on your ARC.



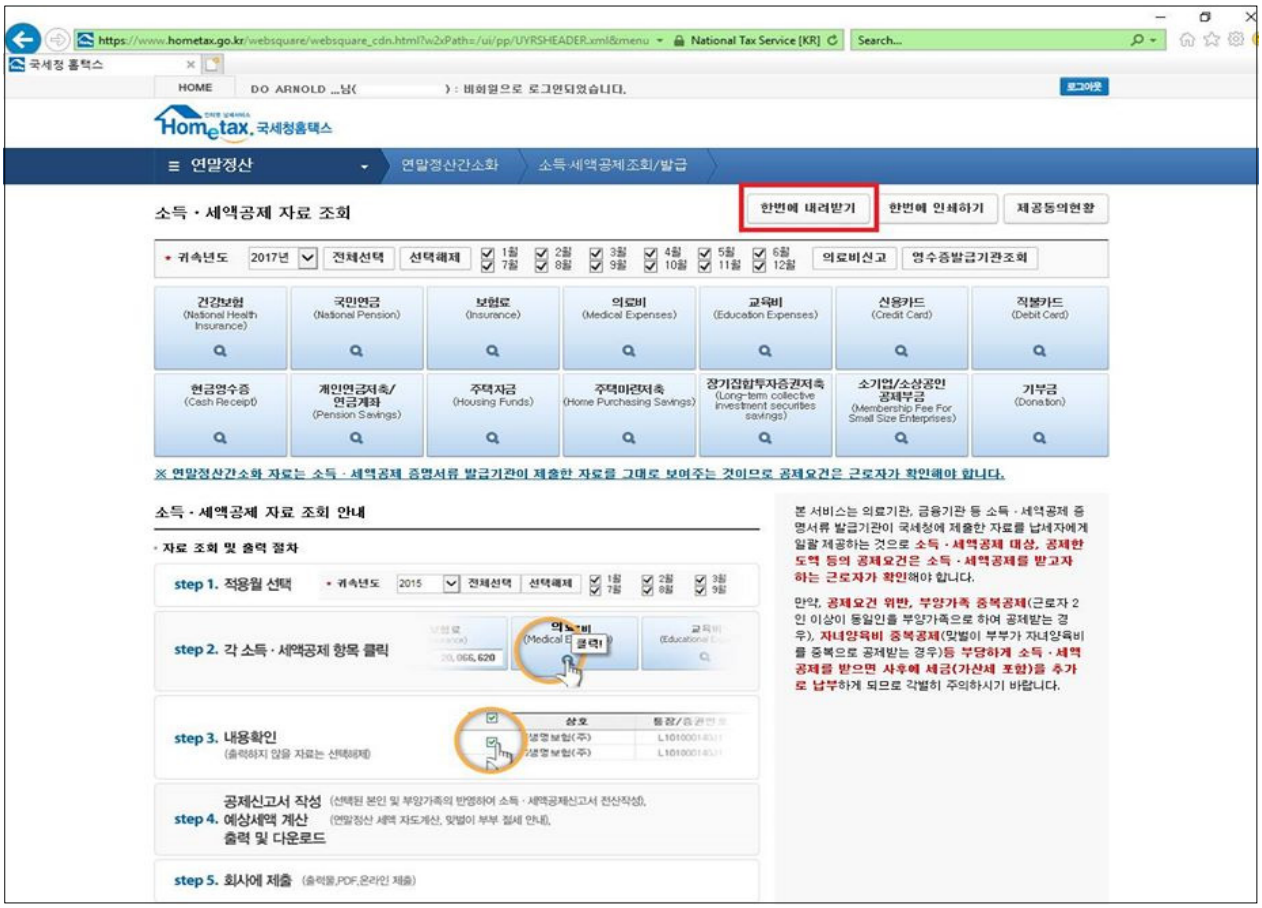
Install security add-ons.



Click on YOUR digital certificate and input your password.


연말정산간소화 이용 시 유의사항 안내
○ 현재는 병원, 은행 등 영수증 발급기관에서 1월 13일까지 제출한 자료가 조회됩니다.
※ 작년 교육비 및 장기주택저당차입금이자상환액 자료를 제출한 기관 중 올해 미제출한 기관 명단 (내려받기)
○ 1월 15일 이후 추가 제출한 의료비 등은 1월 20일부터 제공할 예정입니다.
- 자료가 조회되지 않는 경우 영수증 발급기관에 국세청 제출 여부를 문의하시기 바랍니다. (최종자료 제출일시는 '영수증 발급기관 연락처 안내'에서 확인 가능함)
※ 연말정산간소화에서 제공하는 자료는 영수증 발급기관이 제출한 자료를 그대로 보여주므로 공제 요건 충족 여부를 근로자 스스로 확인하여야 합니다.
○ 부양가족의 자료 조회를 위해서는 자료제공동의 절차가 필요합니다. (제공동의방법 내려받기)
○ 홈택스에서 제공하는 브라우저 환경설정을 하면 보다 원활하게 서비스를 이용하실 수 있습니다
○ 국세청에서는 홈택스(모바일앱 포함)를 통해서만 연말정산간소화 자료를 제공하고 있으며, 연말정산과 관련하여 문자메세지(SMS)를 발송하지 않으니 국세청을 사칭한 스미싱·파밍을 주의하시기 바랍니다.
○ 원활한 서비스 이용을 위하여 연말정산간소화 사용시간이 개인별 20분으로 제한되오니 양해하여 주시기 바랍니다. 사용시간이 만료되면 다시 접속하여 이용하실 수 있습니다.
오늘은 더 이상 이 창을 띄우지 않음
닫기
step 5. 회사에 제출


연말정산
연말정산간소화
편리한 연말정산 바로가기
소득·세액공제 자료 조회
제공동의현황
한번에 인쇄하기
한번에 내려받기
공제신고서작성
예상세액계산
간소화자료 제출
영수증 발급기관 조회
의료비 신고 센터
※ 연말정산간소화 자료는 소득·세액공제 증명서류 발급기관이 제출한 자료를 그대로 보여주는 것이므로 공제요건은 근로자가 확인해야 합니다.
소득·세액공제 자료 조회 안내
· 자료 조회 및 출력 절차
step 1. 각 소득·세액공제 항목 클릭
step 2. 내용확인
step 3. 출력양식 선택 후 출력
· 기본(지출처별)내역 인쇄
· 상세(월별)내역 인쇄
step 4. 회사에 제출


https://www.hometax.go.kr/websquare/websquare_cdn.html?w2xPath=/ui/pp/UYRSHEADER.xml&menu
National Tax Service [KR]
Search...
국세청 홈택스
HOME
DO ARNOLD ...님(
) : 비회원으로 로그인되었습니다.
로그아웃
Hometax 국세청홈택스
≡ 연말정산
연말정산간소화
소득·세액공제조회/발급
소득 · 세액공제 자료 조회
한번에 내려받기
한번에 인쇄하기
제공동의현황
귀속년도
2017년
전체선택
선택해제
1월 2월 3월 4월 5월 6월
7월 8월 9월 10월 11월 12월
의료비신고
영수증발급기관조회
건강보험 (National Health Insurance)
국민연금 (National Pension)
보험료 (Insurance)
의료비 (Medical Expenses)
교육비 (Education Expenses)
신용카드 (Credit Card)
직불카드 (Debit Card)
현금영수증 (Cash Receipt)
개인연금저축/연금계좌 (Pension Savings)
주택자금 (Housing Funds)
주택마련저축 (Home Purchasing Savings)
장기집합투자증권저축 (Long-term collective investment securities savings)
소기업/소상공인 공제부금 (Membership Fee For Small Size Enterprises)
기부금 (Donation)
※ 연말정산간소화 자료는 소득 · 세액공제 증명서류 발급기관이 제출한 자료를 그대로 보여주는 것이므로 공제요건은 근로자가 확인해야 합니다.
소득 · 세액공제 자료 조회 안내
· 자료 조회 및 출력 절차
step 1. 적용월 선택
step 2. 각 소득 · 세액공제 항목 클릭
클릭!
step 3. 내용확인
(출력하지 않을 자료는 선택해제)
step 4. 공제신고서 작성 (선택된 본인 및 부양가족의 반영하여 소득 · 세액공제신고서 전산작성),
예상세액 계산 (연말정산 세액 자도계산, 맞벌이 부부 절세 안내),
출력 및 다운로드
step 5. 회사에 제출 (출력물,PDF,온라인 제출)
본 서비스는 의료기관, 금융기관 등 소득 · 세액공제 증명서류 발급기관이 국세청에 제출한 자료를 납세자에게 일괄 제공하는 것으로 소득 · 세액공제 대상, 공제한도액 등의 공제요건은 소득 · 세액공제를 받고자 하는 근로자가 확인해야 합니다.
만약, 공제요건 위반, 부양가족 중복공제(근로자 2인 이상이 동일인을 부양가족으로 하여 공제받는 경우), 자녀양육비 중복공제(맞벌이 부부가 자녀양육비를 중복으로 공제받는 경우)등 부당하게 소득 · 세액공제를 받으면 사후에 세금(가산세 포함)을 추가로 납부하게 되므로 각별히 주의하시기 바랍니다.


https://hometax.go.kr/websquare/websquare_cdn.html?w2xP
National Tax Service [KR]
업무포털 - Arnold Do/서울상...
국세청 홈택스
≡ 연말정산
연말정산간소화
편리한 연말정산 바로가기
소득 · 세액공제 자료 조회
제공동의현황
한번에 인쇄하기
한번에 내려받기
공제신고서작성
예상세액계산
간소화자료 제출
귀속년도
2016년
전체선택
선택해제
1월 2월 3월 4월 5월 6월
7월 8월 9월 10월 11월 12월
영수증 발급기관 조회
의료비 신고 센터
건강보험 (National Health Insurance)
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교육비 (Education Expenses)
신용카드 (Credit Card)
직불카드 (Debit Card)
현금영수증 (Cash Receipt)
※ 연말정산간소화 자
기부금 기본내역
기부자 사업자번
선택 : 0 건
간소화자료 온라인(On-Line) 제출
· 본 서비스는 회사에서 간소화자료 온라인제출을 신청한 경우에 한하여 사용 가능합니다.
공제대상임에도 선택이 안된 자료가 있거나 잘못 선택한 경우 간소화자료를 다시 조회하여 선택하시기 바랍니다.
'확인'을 누르시면 '간편제출'이 활성화 됩니다. ('확인'을 누르시면 간소화자료 내려받기가 가능합니다.)
※ 내려받은 파일을 열 수 없는 경우 자료실에서 Adobe Acrobat Reader 9.0.exe을 다운받아 설치하시기 바랍니다.
※ 진본 확인을 위해서는 자료실에서 전자문서 PDF 진본검증 플러그인(SetupPDFPlugin.zip)을 다운받아 설치하시기 바랍니다.
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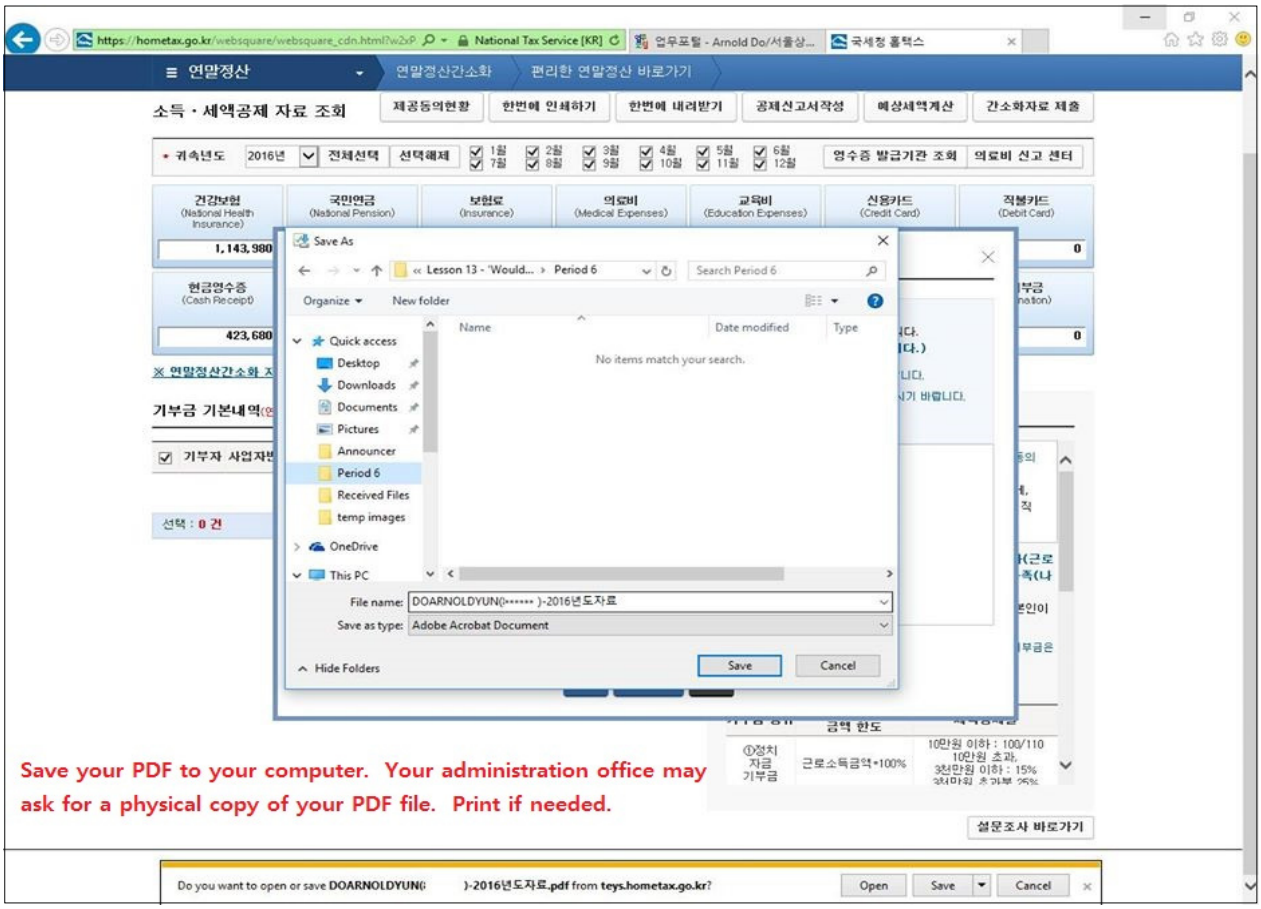
국민연금
보험료
의료비
교육비/직업훈련비/교복구입비
신용카드
직불카드 등
현금영수증
장기집합투자증권
장기주식형 저축
주택자금
주택마련저축
목돈 안드는 전세 이자상환액
(개인)연금저축/퇴직연금
소기업/소상공인 공제부금
기부금
확인
간편제출
닫기
금액 한도
①정치자금 기부금
근로소득금액*100%
10만원 이하 : 100/110
10만원 초과, 3천만원 이하 : 15%
설문조사 바로가기
Copyright© National Tax Service. All rights reserved.
세금상담 콜센터 126 에 문의하세요!



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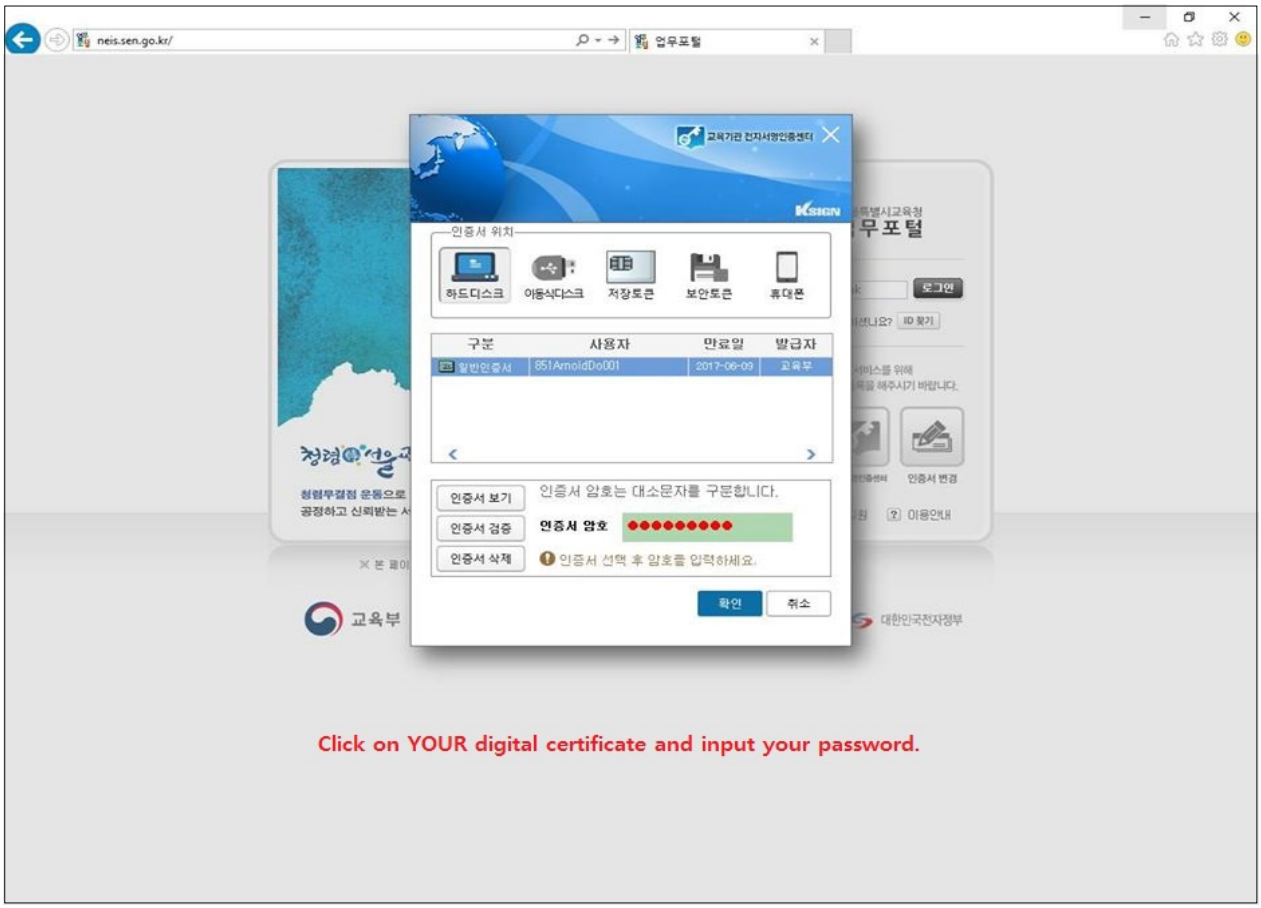
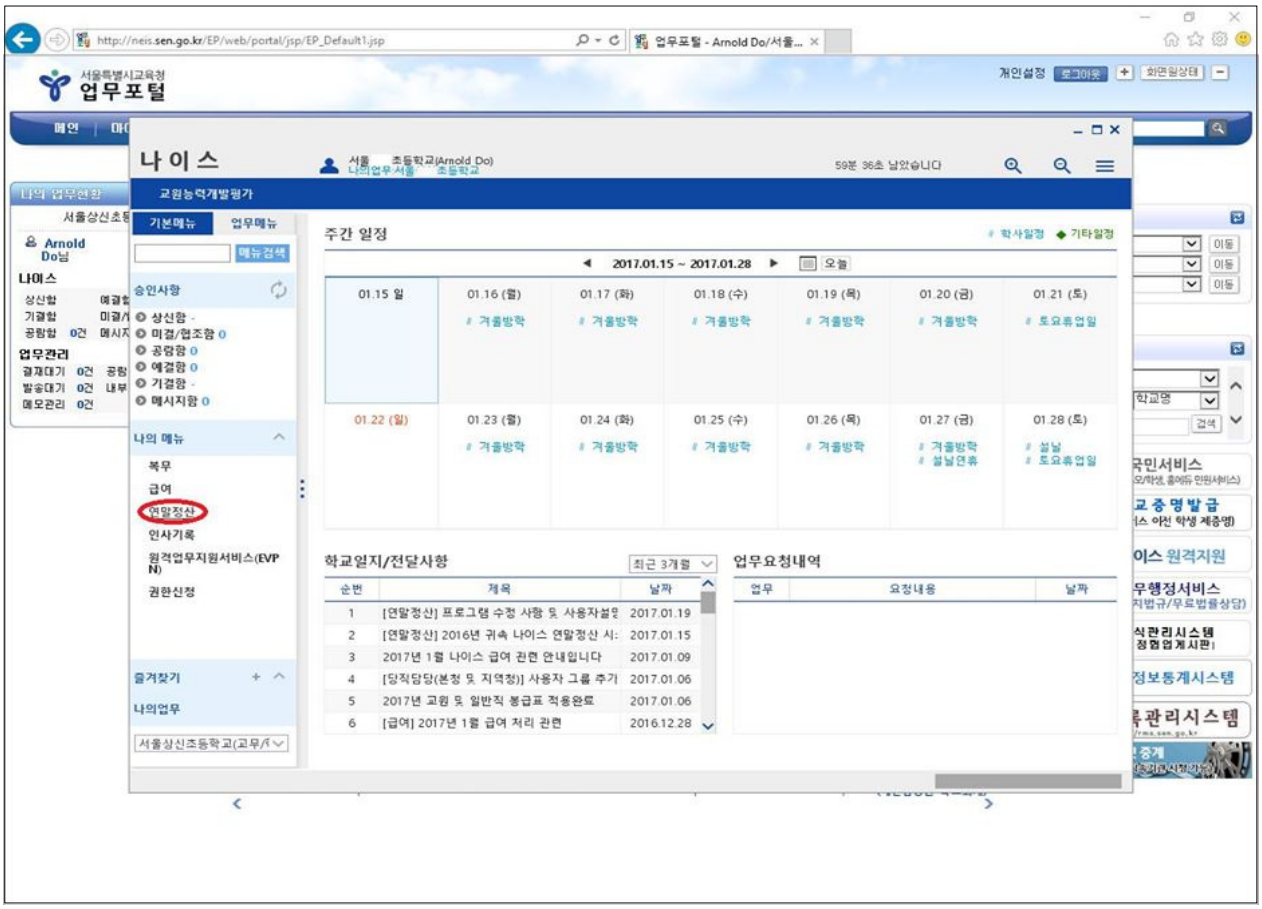
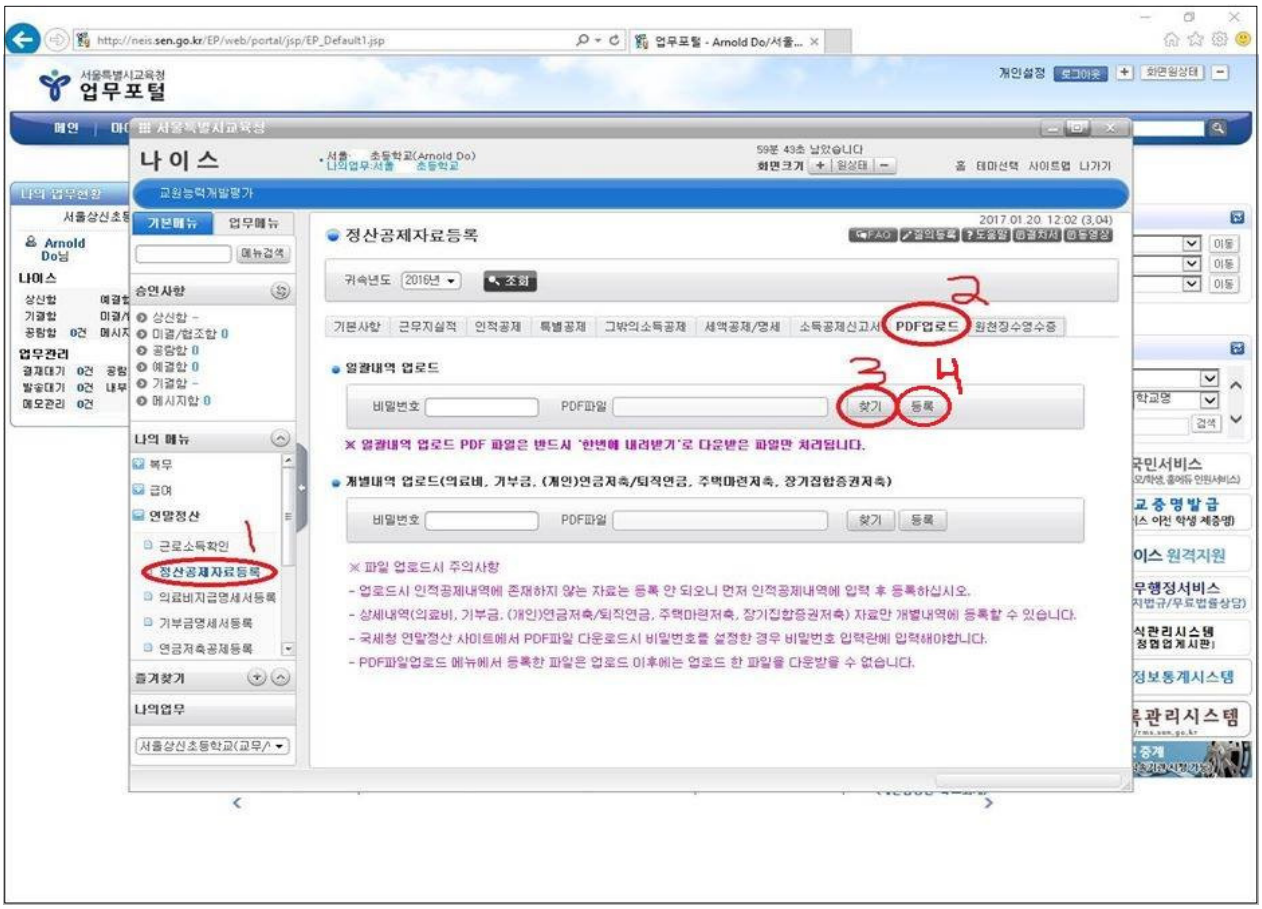
Log in to NEIS at neis.sen.go.kr

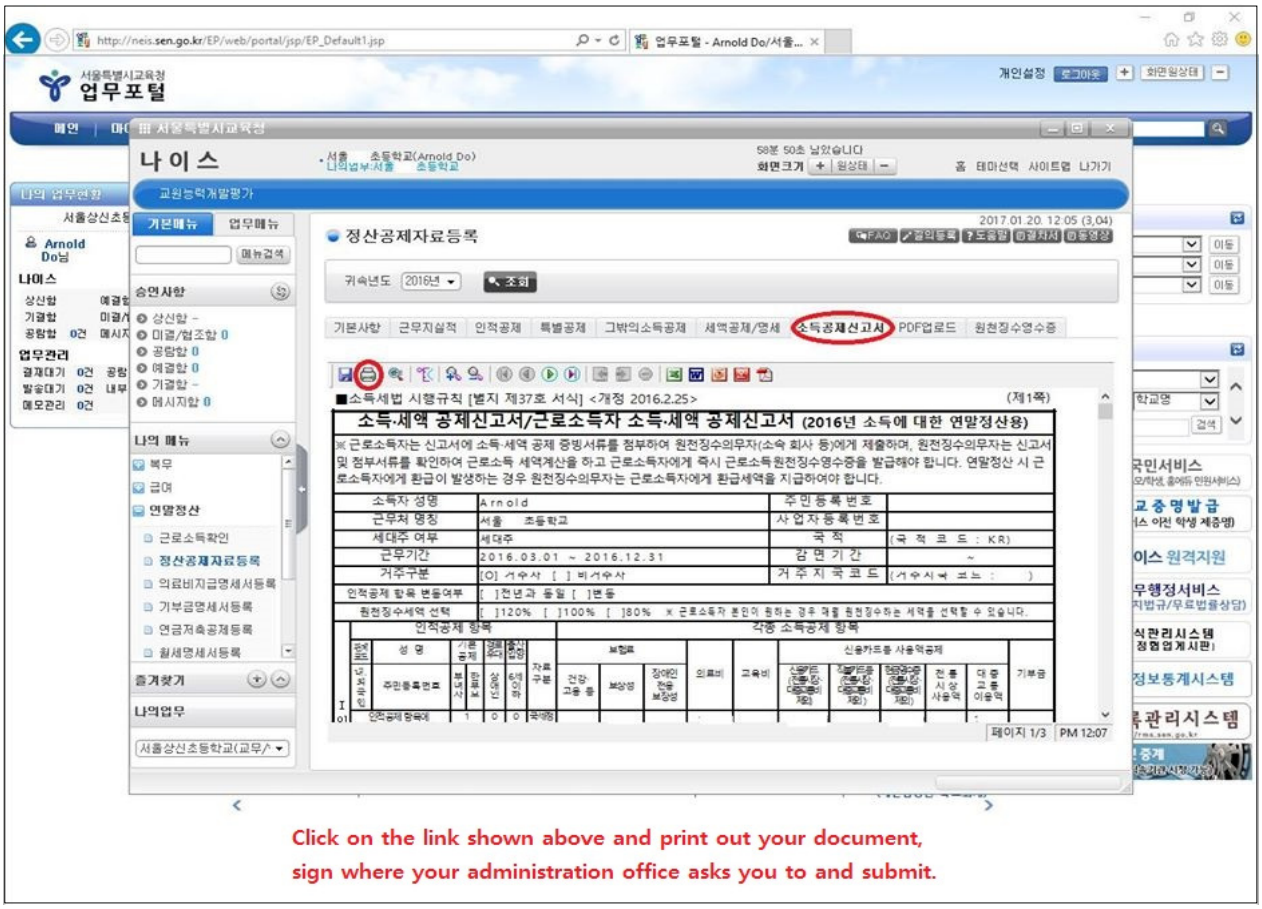


Click on YOUR digital certificate and input your password.




http://neis.sen.go.kr/EP/web/portal/jsp/EP_Default1.jsp
업무포털 - Arnold Do/서울...
서울특별시교육청
업무포털
나이스
교원능력개발평가
기본메뉴
업무메뉴
메뉴검색
승인사항
상신함
미결/협조함 0
공람함 0
예결함 0
기결함
메시지함 0
나의 메뉴
복무
급여
연말정산
인사기록
원격업무지원서비스(EVPN)
권한신청
즐겨찾기
나의업무
서울상신초등학교(교무/
주간 일정
2017.01.15 ~ 2017.01.28
오늘
학교일지/전달사항
최근 3개월
순번
제목
날짜
업무요청내역
업무
요청내용
날짜


http://neis.sen.go.kr/EP/web/portal/jsp/EP_Default1.jsp
업무포털 - Arnold Do/서울...
서울특별시교육청
업무포털
나이스
교원능력개발평가
기본메뉴
업무메뉴
메뉴검색
승인사항
상신함
미결/협조함 0
공람함 0
예결함 0
기결함
메시지함 0
나의 메뉴
복무
급여
연말정산
근로소득확인
정산공제자료등록
의료비지급명세서등록
기부금명세서등록
연금저축공제등록
즐겨찾기
나의업무
서울상신초등학교(교무/
정산공제자료등록
2017.01.20. 12:02 (3,04)
귀속년도 2016년
조회
기본사항
근무지실적
인적공제
특별공제
그밖의소득공제
세액공제/명세
소득공제신고서
PDF업로드
원천징수영수증
일괄내역 업로드
비밀번호
PDF파일
찾기
등록
※ 일괄내역 업로드 PDF 파일은 반드시 '한번에 내려받기'로 다운받은 파일만 처리됩니다.
개별내역 업로드(의료비, 기부금, (개인)연금저축/퇴직연금, 주택마련저축, 장기집합증권저축)
※ 파일 업로드시 주의사항
- 업로드시 인적공제내역에 존재하지 않는 자료는 등록 안 되오니 먼저 인적공제내역에 입력 후 등록하십시오.
- 상세내역(의료비, 기부금, (개인)연금저축/퇴직연금, 주택마련저축, 장기집합증권저축) 자료만 개별내역에 등록할 수 있습니다.
- 국세청 연말정산 사이트에서 PDF파일 다운로드시 비밀번호를 설정한 경우 비밀번호 입력란에 입력해야합니다.
- PDF파일업로드 메뉴에서 등록한 파일은 업로드 이후에는 업로드 한 파일을 다운받을 수 없습니다.
1
2
3
4



Click on the link shown above and print out your document,
sign where your administration office asks you to and submit.

서 약 서

소 속 : 서울 XX 초등학교
직위(급) :
성 명 :

본인은 202X년도 연말정산시 부양자 기본공제(소득유무 확인) · 의료비 · 기부금 · 주택관련 공제 등 각종 공제 신청시 제출하는 근거자료(약국, 병원, 종교단체, 각종 기관 등에서 발행하는 영수증 및 각종 서류) 등으로 인하여 발생하는 모든 문제에 대하여 이의 없이 어떠한 경우라도 본인이 모든 책임을 질 것을 서약합니다.(서류 착오 제출 시 정산 후 세무서장이 기관장에게 통보함.)

202X년 01월 일

신청인 : (인)
(name) (signature)

서울 XX 초등학교장 귀하

Addition of Work Place

Process Guidelines for Additional Work Place for SMOE NSETs

Introduction

When a school without an NSET (원어민) would like to request the support of SMOE's local NSETs to come work temporarily, they may refer to the following.

Process

1. The school that would like to request NSET support asks another local school's principal for NSET support.
2. Principal reviews request. If accepted, a request is sent to NSET.
   (Principal must consider if extra work will affect duties at the main school.)
3. NSET reviews request. If accepted, local school provides the information required (성명, 국적, 성별, 비자, 주당수업시수) as an official notice (공문) to the requesting school.
4. School requesting NSET support needs to send official notice (공문) to SMOE & DOE (District Office of Education, 교육지원청)
5. SMOE receives the notice (공문) and determines if workload may negatively affect NSET's primary duties. If SMOE concludes that the extra work won't interfere with duties, the request will be forwarded to the local school where NSET is employed.
6. Once the local school where NSET is employed receives the request notice (공문), the NSET will need to make an appointment with immigration and prepare the following, (if F2, F4, F5, F6 visa, this step is not required):
   - Application form (Page 121)
   - 60,000 won application fee *may* apply
   - Passport and Residence Card (ARC)
   - NSET additional workplace permission form (Korean manual - 영어교육활동 지원 동의서) signed/stamped by principal
   - original of the contract from additional school and a photocopy
   - A copy of SMOE, and the school's respective business certificates (사업자등록증 또는 고유번호증 사본) - provided by SMOE and the school admin office respectively.

It is recommended that the NSET makes an appointment before starting work at the additional workplace. If an application is submitted after 15 days of the start of an additional workplace, **you may incur a fine.**

The information and requirements above are provided **as a courtesy.** The requirements can be **subject to change** at **immigration's discretion.** As such, it is the applicant's responsibility to verify the requirements with immigration (Tel: 1345) ahead of time.

2026

SMOE NSET GUIDEBOOK



SEOUL METROPOLITAN OFFICE OF EDUCATION

2026

SMOE NSET GUIDEBOOK

Getting Settled

- Agreement Regarding Room and Contents
- List of Household Goods
- Attendance Record
- NEIS Digital Certificate Application
- General Security Deposit Agreement Letter
- Employment Confidentiality Agreement

Visa/Immigration

- Application Form
- Confirmation of Residence/Accommodation
- Foreigner Occupation Report Form
- Tax Exemption Application

Contract Renewal Forms

- Renewal Agreement Form
- Renewal Application Form
- Self-Health Check
- Sample Evaluation (Open Class)
- Sample Medical Check Form (for hospitals)

Notice of Unsatisfactory Performance

Leaving SMOE

- End of Contract Confidentiality Agreement
- Continuity Report Form
- Letter of Resignation
- Letter of Termination

Paid Leave Plan

CHAPTER

07

Forms and Reference Files



CHAPTER 07

Forms and Reference Files

Getting Settled

Agreement Regarding Room and Contents

By signing below, and initialing the items in 'List of Housing Goods', I accept responsibility for these items, and agree to return all in clean and good condition. I understand that the cost of replacing missing items and/or cleaning, and/or repairing damage will be deducted from the general security deposit before it is returned to me should the room and items fail to be at the same level of cleanliness and condition as when I first arrived.

I further agree to leave this room clean and free of debris, to remove all of my personal belongings, and to leave the stove, refrigerator, walls, and curtains clean. I agree to leave the walls and floors free from holes and other damage. I understand that I am responsible for any damage done by myself or my guests, and that costs of repairs or cleaning will be deducted from the general security deposit. However, I am not responsible for any damage already present at the initiation of my occupancy. On viewing the property, I have identified the following damage to the furniture and fittings described below. This list, and accompanying photographs (optional) will be submitted to the administration office as evidence in the case of future claims for reimbursement. I will also keep a copy of this form and 'List of Housing Goods' for my own records.

_____

_____

_____

(Signed) _____ (Date) _____

(Print) _____

List of Household Goods 주거용품 명세표

주거용품(Furnishings)	용품 제공 여부 Provided? X / O	제품 상태 Item Condition	비 고 Notes
침대 (bed)			
식탁 및 의자 (table & chair)			
냉장고 (refrigerator)			
세탁기 (washing machine)			
전자레인지 (microwave)			
옷장 (wardrobe/closet)			
기타 (Others)			

Attendance Record 근무상황부

※ NEIS 활용 시 근무상황부를 별도로 비치할 필요 없음(순회근무교의 경우 비치하고 주근무교에 월 단위 통보)
- 직급 : 원어민 영어보조교사 (Native Speaking English Teacher)
- 성명 (Name):

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

Type	연가 (Vacation)	병가 (Sick Leave)	특별휴가 (Special Leave)	공가/출장 (Official Leave)	결근 (Unpaid Leave)	지참 (Tardy)	조퇴 (Early Leave)
총 일(시간)수							

NEIS 인증서 신청서 (Sample NEIS Digital Certificate Application Form)

교육행정전자서명 인증서 신청서(개인용 : 개별신청용)

소속(기관명) name of school or institution	* 기관명부터 부서명까지 상세 기재 * Include department, if applicable			
성명 full name				
외국인등록번호 ARC number			전화번호 phone no.	
이메일 e-mail			휴대전화번호 mobile no.	
신 청 구 분 classification	신청종류 certificate registration	☐ 신규 new ☐ 재발급 reissue ☐ 폐지 revoke ☐ 효력정지 suspend ☐ 효력회복 un-suspend		
	재발급·폐지 사유 reason for reissue or revoke	☐ 인증정보 노출 exposed credentials ☐ 소속기관 변경 changed schools ☐ 저장매체파손 또는 비밀번호 분실 lost certificate or forgot password ☐ 기타 other ( )		
임시비밀번호 temporary password	* 반드시 8자리 숫자 기입(영문자 사용불가) * Must be 8 digits in length (no letters)			

☐ **개인정보 수집·이용 사항 고지 Notice for collection and use of personal information (Privacy Policy)**

- 전자정부법 제29조, 전자정부법 시행령 제90조, 개인정보 보호법 제15조제1항제3호에 근거하여 행정전자서명의 인증에 관한 업무를 수행하기 위해 개인정보를 수집·이용 합니다.

목적	항목	수집근거
행정전자서명의 인증 업무 처리	**주민등록번호, 외국인등록번호**	전자정부법 시행령 제90조 (민감정보 및 고유식별정보의 처리)
	소속(기관명), 성명, 이메일, 휴대전화번호, 임시비밀번호, 전화번호	전자정부법 제29조 (행정전자서명의 인증), 개인정보 보호법 제15조 (개인정보의 수집·이용) 제1항제3호

본인은 교육행정전자서명 인증업무준칙을 준수할 것이며, 상기와 같이 교육행정전자서명 인증서비스를 신청합니다.

신 청 자 name 서명 또는 signature (인)

위와 같이 교육행정전자서명 인증서 신청을 확인합니다.

년 월 일

확인기관(부서)장 : 서명 또는 (인)

교육부장관 귀하

※ 공문서 붙임으로 본 신청서를 제출할 경우, 담당자 및 확인기관(부서)장 서명 또는 (인)은 생략 가능함.

교육행정전자서명 인증서 신청서(개인용 : 개별신청용)

소속(기관명)	* 기관명부터 부서명까지 상세 기재			
성명				
외국인등록번호			전화번호	
이메일			휴대전화번호	
신 청 구 분	신청종류	☐ 신규 ☐ 재발급 ☐ 폐지 ☐ 효력정지 ☐ 효력회복		
	재발급·폐지 사유	☐ 인증정보 노출 ☐ 소속기관 변경 ☐ 저장매체파손 또는 비밀번호 분실 ☐ 기타 other ( )		
임시비밀번호	* 반드시 8자리 숫자 기입(영문자 사용불가)			

☐ 개인정보 수집·이용 사항 고지

- 전자정부법 제29조, 전자정부법 시행령 제90조, 개인정보 보호법 제15조제1항제3호에 근거하여 행정전자서명의 인증에 관한 업무를 수행하기 위해 개인정보를 수집·이용 합니다.

목적	항목	수집근거
행정전자서명의 인증 업무 처리	**주민등록번호, 외국인등록번호**	전자정부법 시행령 제90조 (민감정보 및 고유식별정보의 처리)
	소속(기관명), 성명, 이메일, 휴대전화번호, 임시비밀번호, 전화번호	전자정부법 제29조 (행정전자서명의 인증), 개인정보 보호법 제15조 (개인정보의 수집·이용) 제1항제3호

본인은 교육행정전자서명 인증업무준칙을 준수할 것이며, 상기와 같이 교육행정전자서명 인증서비스를 신청합니다.

신 청 자 서명 또는 (인)

위와 같이 교육행정전자서명 인증서 신청을 확인합니다.

년 월 일

확인기관(부서)장 : 서명 또는 (인)

교육부장관 귀하

※ 공문서 붙임으로 본 신청서를 제출할 경우, 담당자 및 확인기관(부서)장 서명 또는 (인)은 생략 가능함.

General Security Deposit Agreement Letter (예치금에 관한 동의서)

1. 본 계약의 이행과정에서 피고용자의 주의태만, 과실, 위법행위 또는 이와 관련하여 발생할 수 있는 손해배상을 피고용자에게 요구하기 위하여 고용자는 피고용자의 동의를 받아 사전에 일정 금액을 담보한다. 피고용자는 최초 급료를 받는 첫 달에 500,000원, 둘째 달·셋째 달에 각 250,000원씩, 3개월 간 총 1,000,000원을 학교에 예치한다.
2. 피고용자의 계약만료까지 고용자는 대여한 시설물 이용과 그에 관련된 재정사항 등에 대한 사전점검을 실시하여 발생된 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 and any applicable unmet financial obligations. Therefore, the Employee shall agree in written form to provide 500,000 KRW in their first month, 250,000 KRW in their second and third month of employment to the school administration office, amounting to a total of 1,000,000 KRW.
2. The Employer shall check for financial liabilities applicable to the Employee, including those 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 pay these costs from the general security deposit pursuant to the foregoing 1. In the case that housing damages or fees owed exceed the general security deposit pursuant to the preceding Clause #1, the Employer is entitled to additional compensation up to the due amount owed. The Employee will be refunded their general security deposit within two weeks after the completion of the final Contract or in the event that the Employee terminates his/her Contract it will be given in two months.

본인은 위 동의서에 명시된 예치금 1,000,000원의 보관에 동의하고 다음과 같이 서약합니다.

I _____(full name) hereby agree to provide the general security deposit of 1,000,000 won to the school, pursuant to the agreement above.

For convenience, I am opting to allow my administration office to deduct the required amounts from my salary in accordance to the above Clause #1. ☐ Agree (공제 동의)

고용자(학교장)의 서명(또는 직인) **Employer's Signature or Seal (School Principal)**	피고용자의 서명 **Employee's Signature**

Employment Confidentiality Agreement

CONFIDENTIALITY AGREEMENT

I will not disclose any confidential information about my co-workers, school, or program that I acquire during my term of employment nor take advantage of it for personal gains. 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.)

Date (서명일) : 20___ / ___ / ___ (YYYY/MM/DD)

NSET Teacher (서약자)

Name (성명) : _____ Signature (서명) _____

Executor(서약집행자)

Position (직위) : _____

Name (성명) : _____ Signature (서명) _____

■ 출입국관리법 시행규칙 [별지 제34호서식]

통합신청서 (신고서)
APPLICATION FORM (REPORT FORM)

☐ 업무선택 SELECT APPLICATION

[ ] 외국인 등록 FOREIGN RESIDENT REGISTRATION	[ ] **체류자격외 활동허가** (희망 자격 :) ENGAGE IN ACTIVITIES NOT COVERED BY THE STATUS OF SOJOURN / Status to apply for ( )	**PHOTO** 여권용 사진(35㎜×45㎜) 촬영일부터 6개월이 경과하지 않아야 함 taken within last 6 months 외국인 등록 및 등록증 재발급 시에만 사진 부착 Photo only for Foreign Resident Registration (Reissued)
[ ] 등록증 재발급 REISSUANCE OF REGISTRATION CARD	[ ] 근무처변경·추가허가 / 신고 CHANGE OR ADDITION OF WORKPLACE	
[ ] 체류기간 연장허가 EXTENSION OF SOJOURN PERIOD	[ ] 재입국허가 (단수, 복수) REENTRY PERMIT (SINGLE, MULTIPLE)	
[ ] **체류자격 변경허가** (희망 자격 :) CHANGE OF STATUS OF SOJOURN / Status to apply for ( )	[ ] 체류지 변경신고 ALTERATION OF RESIDENCE	
[ ] **체류자격 부여** (희망 자격 :) GRANTING STATUS OF SOJOURN / Status to apply for ( )	[ ] 등록사항 변경신고 CHANGE OF INFORMATION ON FOREIGN RESIDENT REGISTRATION	

성 명 Name In Full	성 Surname	명 Given names				漢字姓名	
생년월일 Date of Birth	년 yy	월 mm	일 dd	성 별 Sex	[ ]남 M [ ]여 F	국 적 Nationality/ Others	
외국인등록번호 Foreign Resident Registration No. (If any)							
여권 번호 Passport No.		여권 발급일자 Passport Issue Date		여권 유효기간 Passport Expiry Date			
대한민국 내 주소 Address In Korea							
전화 번호 Telephone No.		휴대 전화 Cell phone No.					
본국 주소 Address In Home Country						전화 번호 Telephone No.	
재학 여부 School Status	초[ ], 중[ ], 고[ ] Elementary[ ], Middle[ ], High[ ]	학교 이름 Name of School				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.	
연 소득금액 Annual Income Amount		만원(ten thousand won)				직업 Occupation	
재입국 신청 기간 Intended Period Of Reentry			전자우편 E-Mail				
반환용 계좌번호(외국인등록 및 외국인등록증 재발급 신청 시에만 기재) Refund Bank Account No. only for Foreign Resident 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)의 체류자격별·신청구분별 첨부서류 참고

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 제출해야 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 'Disagree'. the Applicant has to submit all required documents IN PERSON.

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

공 용 란 (For Official Use Only)

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

수입인지 첨부란(Revenue Stamp Here) / 수수료 면제(exemption) [ ] (면제사유:)	심사 특이사항

210㎜×297㎜[백상지(80 g/㎡) 또는 중질지(80 g/㎡)]

거주/숙소제공 확인서
(Confirmation of Residence/Accommodation)

1. 거주/숙소를 제공 받는 외국인 (Foreign Tenant / Recipient)

국 적 (Nationality)		외국인등록(거소)번호 (Alien/Domestic Residence Registration No.)	
성 명 (Full Name)		전화번호 (Telephone No.)	
		휴대전화 (Cell phone No.)	
주 소 (Address)			

2. 거주/숙소 제공자 (Landlord / Provider)

국 적 (Nationality)		주민/외국인등록번호 (Resident/Alien Registration No.)	
성 명 (Full Name)			
외국인과의 관계 (Relationship)	[ ] 친 척 (Relative) [ ] 고 용 주 (Employer) [ ] 기 타 (Other)		
소유형태 (Ownership Type)	[ ] 자 가 (Own) [ ] 임 대 (Rent) [ ] 기 타 (Other)		
주거형태 (Residence Type)	[ ] 개인주택 등 (Private Residence, etc.) [ ] 기 숙 사 (Dormitory) [ ] 숙 박 시 설 (Accommodation) [ ] 기 타 (Other)		
거주/숙소 제공일 (Starting Date)	년(Year) 월(Month) 일(Date)		

위와 같이 거주/숙소를 제공하였음을 확인합니다.
(I, the undersigned, confirm the provision of accommodation to the abovementioned foreigner.)

년(Year) 월(Month) 일(Date)

성 명 (Name) : (서명) (Signature)

업체명 (Company Name) : (직인) (Official Seal)

출입국·외국인청(사무소)장 귀하

210mm×297mm[백상지 80g/㎡(재활용품)

(뒤 쪽)

작성방법

1. **외국인을 고용한 업체에서 기숙사 등을 제공하는 경우 작성방법**
   - 제공자란에는 고용주, 대표자 또는 법인의 대표자 인적사항 기재
   - 확인란에는 대표자 성명과 서명 날인 또는 업체명과 직인 날인 중 택일

2. **숙소제공자가 외국인에게 함께 제공해야 하는 서류**
   (Documents to be provided to the foreign tenant from the accommodation provider)

   - **(숙소제공자와 주소가 같은 경우) 숙소제공자 신분증 사본**
     (In the case of living on the same address with the accommodation provider: Copy of accommodation provider ID Card)
     - 다만, 신분증 사본에 숙소제공자의 인적사항·최신 주소가 나타나 있어야 함
       (Note: a personal information and the most recent address of accommodation provider must be indicated on his ID Card.)

   - **(숙소제공자와 주소가 다른 경우) 숙소제공자의 소유 또는 임차 물건임을 증빙할 수 있는 서류(등기부등본, 임대차계약서 등)**
     (In the case of living on the different address to the accommodation provider: Documents of evidence regarding ownership of the provided property: Certified Copy of Register, Residential Lease Agreement, etc.)

외국인 직업 신고서
FOREIGNER OCCUPATION REPORT FORM

〈신청서 작성방법〉

‣ 〈직업〉은 1직업 괄호안에 본인의 현재 직업을 직접 기재하고, 그 아래의 직업분류표에서 본인의 직업에 해당하는 항목의 □ 안에 V표시하여야 합니다.

〈How to Fill in the Form〉

‣ Occupation: Please write your current occupation in the blank 1, and check the box of your occupation in the classified list of occupations below.

성 명 Name In Full	성 Surname	명 Given names	漢字姓名

생년월일 Date of Birth	년 yy	월 mm	일 dd	성 별 Sex	[ ]남 M [ ]여 F	국 적 Nationality/ Others	
외국인등록번호 Alien Registration No. (If any)							

1 직업 / OCCUPATION ( )

0	□	**무직 No occupation**
1		**관리자 Managers**
	□	공공 기관 및 기업 고위직 Senior Public Officials and Senior Corporate Officials
	□	행정·경영 지원 및 마케팅 관리직 Public, Business Administration, Marketing Management Occupations
	□	전문 서비스 관리직 Professional Services Management Occupations
	□	건설·전기 및 생산 관련 관리직 Construction, Electricity and Production Related Managers
	□	판매 및 고객 서비스 관리직 Sales and Customer Service Managers
2		**전문가 및 관련 종사자 Professionals and Related Workers**
	□	과학 전문가 및 관련직 Science Professionals and Related Occupations
	□	정보 통신 전문가 및 기술직 Information and Communication Professionals and Technical Occupations
	□	공학 전문가 및 기술직 Engineering Professionals and Technical Occupations
	□	보건·사회복지 및 종교 관련직 Health, Social Welfare and Religion Related Occupations
	□	교육 전문가 및 관련직 Education Professionals and Related Occupations
	□	법률 및 행정 전문직 Legal and Administrative Occupations
	□	경영·금융전문가 및 관련직 Business and Finance Professionals and Related Occupations
	□	문화·예술·스포츠 전문가 및 관련직 Culture, Arts and Sports Professionals and Related Occupations
3		**사무 종사자 Clerks**
	□	경영 및 회계 관련 사무직 Administration and Accounting Related Occupations
	□	금융 사무직 Financial Clerical Occupations
	□	법률 및 감사 사무직 Legal and Inspection Occupations
	□	상담·안내·통계 및 기타 사무직 Customer Service, Information Desk, Statistical Survey and Other Clerical Occupations
4		**서비스 종사자 Service Workers**
	□	경찰·소방 및 보안 관련 서비스직 Police, Fire Fighting and Security Related Service Occupations
	□	돌봄·보건 및 개인 생활 서비스직 Caregiving, Health and Personal Service Workers
	□	운송 및 여가 서비스직 Transport and Leisure Services Occupations
	□	조리 및 음식 서비스직 Cooking and Food Service Occupations

5		**판매 종사자 Sales Workers**
	☐	영업직 Sales Occupations
	☐	매장 판매 및 상품 대여직 Store Sales and Rental Sales Occupations
	☐	통신 및 방문·노점 판매 관련직 Mobile, Door to Door and Street Sales Related Occupations
6		**농림·어업 숙련 종사자 Skilled Agricultural, Forestry and Fishery Workers**
	☐	농·축산 숙련직 Agricultural, Livestock Related Skilled Occupations
	☐	임업 숙련직 Skilled Forestry Occupations
	☐	어업 숙련직 Skilled Fishery Occupations
7		**기능원 및 관련 기능 종사자 Craft and Related Trades Workers**
	☐	식품가공 관련 기능직 Food Processing Related Trades Occupations
	☐	섬유·의복 및 가죽 관련 기능직 Textile, Clothing and Leather Related Trade occupations
	☐	목재·가구·악기 및 간판 관련 기능직 Wood and Furniture, Musical Instrument and Signboard Related Trade Occupations
	☐	금속 성형 관련 기능직 Metal Coremakers Related Trade Occupations
	☐	운송 및 기계 관련 기능직 Transport and Machine Related Trade Occupations
	☐	전기 및 전자 관련 기능직 Electric and Electronic Related Trade Occupations
	☐	정보 통신 및 방송장비 관련 기능직 Information and Communications Technology Related Occupations
	☐	건설 및 채굴 관련 기능직 Construction and Mining Related Trade Occupations
	☐	기타 기능 관련직 Other Technical Occupations
8		**장치·기계 조작 및 조립 종사자 Equipment, Machine Operating and Assembling Workers**
	☐	식품가공 관련 기계 조작직 Food Processing Related Machine Operating Occupations
	☐	섬유 및 신발 관련 기계 조작직 Textile and Shoe Related Machine Operating Occupations
	☐	화학 관련 기계 조작직 Chemical Related Machine Operating Occupations
	☐	금속 및 비금속 관련 기계 조작직 Metal and Nonmetal Related Machine Operating Occupations
	☐	기계 제조 및 관련 기계 조작직 Machine Production and Related Machine Operating Occupation
	☐	전기 및 전자 관련 기계 조작직 Electrical and Electronic Related Machine Operating Occupations
	☐	운전 및 운송 관련직 Driving and Transport Related Occupations
	☐	상하수도 및 재활용 처리 관련 기계 조작직 Water Treatment and Recycling Related Operating Occupation
	☐	목재·인쇄 및 기타 기계 조작직 Wood, Printing and Other Machine Operating Occupations
9		**단순노무 종사자 Elementary Workers**
	☐	건설 및 광업 관련 단순 노무직 Construction and Mining Related Elementary Occupations
	☐	운송 관련 단순 노무직 Transport Related Elementary Occupations
	☐	제조 관련 단순 노무직 Production Related Elementary Occupations
	☐	청소 및 경비 관련 단순 노무직 Cleaning and Guard Related Elementary Occupations
	☐	가사·음식 및 판매 관련 단순 노무직 Household Helpers, Cooking Attendants and Sales Related Elementary Workers
	☐	농림·어업 및 기타 서비스 단순 노무직 Agriculture, Forestry, Fishery and Other Service Elementary Occupations

「출입국관리법 시행규칙」 제47조, 제49조의2, 제76조에 따라 위와 같이 신고합니다.
I hereby report as above in accordance with Articles 47, 49(2) and 76 of Enforcement Rule of the Immigration Act.

신청일 (Date of Application)	년 (year) 월 (month) 일 (day)	
신청인 (Applicant)		(서명 또는 인) (signature or seal)
대리인 (By proxy)		(서명 또는 인) (signature or seal)

근로소득에 대하여 조세조약에 따른 소득세 비과세·면제 신청서

※ [ ]에는 해당되는 곳에 ✓표를 합니다. (앞쪽)

접수번호	접수일자	처리기간	즉시

소득자	① 성 명	
	② 주민(외국인)등록번호	
	③ 주 소	
	④ 거 주 지 국	⑤거주지국 코드
소득 지급자	⑥ 법 인 명(상 호) (국문) (영문)	
	⑦ 대 표 자(성 명)	
	⑧ 사업자(주민, 외국인)등록번호	
	⑨ 소재지 또는 주소	
⑩ 소득유형	[ ]이사의 보수 [ ]연예인·체육인 [ ]정부용역 [ ]학생 [ ]훈련생 [✓]교수 [ ]기타	

⑪ 구 분	⑫ 입국목적	⑬ 입국년월일	⑭ 출국일	⑮ 계약기간	⑯ 계약금액
당해입국					
종전입국					

(단위 : 원)

⑰ 지급일	⑱ 지급액	⑲ 세율	⑳ 원천징수할 세액	㉑ 비과세·면제세액

㉒ 비과세 또는 면제근거	대한민국과 간의 조세조약 제 조 제 항
㉓ 비과세 또는 면제기간	년 월 일 ~ 년 월 일

「소득세법」 제156조의2 및 「소득세법시행령」 제207조의2에 따라 근로소득에 대한 소득세의 비과세·면제신청서를 제출합니다.

20○○ 년 ○○ 월 ○○ 일

신청인 소득자 (서명 또는 인)
(경유) 소득지급자 (서명 또는 인)

세무서장 귀하

대 리 인	㉔ 대리인 유형	[ ]납세관리인 [ ]기타대리인
	㉕ 성명 또는 법인명	
	㉖ 사업자(주민, 외국인)등록번호	
	㉗ 주소 또는 소재지	
	㉘ 납세지 관할세무서	

첨부서류	1. 소득자의 거주지국의 권한 있는 당국자가 발급하는 거주자증명서 2. 고용계약서 사본, 학생 : 재학증명서, 교부금 수령자 : 수령 증명서 3. 비과세 또는 면제 근거서류 사본

위 사실을 확인합니다.

년 월 일

세무서장 직인

* 세무서장은 이 확인서에 불구하고 위 신청서 내용이 사실과 다른 경우에는 관련 법률에 따라 경정 또는 결정할 수 있습니다.

작성방법

1. 이 신청서는 비거주자가 국내세법에 의한 국내원천소득 중 근로소득에 대하여 우리나라와 체결한 조세조약의 규정에 따라 비과세 또는 면제를 받고자 하는 경우에 제출하는 것입니다.
2. 이 신청서는 3부를 작성하고 거주지국에서 발급하는 거주자증명서를 첨부하여 해당 소득의 지급자에게 제출하며 해당 소득의 지급자는 근로대가를 최초로 지급하는 날의 다음 달 9일까지 그 지급자의 납세지 관할세무서장에게 2부를 제출합니다. 이 신청서 제출이후 기재사항에 변동이 생긴 경우에도 동일하게 제출합니다.
3. 이 신청서는 소득자가 거주자증명서를 첨부하지 못하거나 소득자란에 대리인을 적는 경우에는 이 신청서의 제출효력이 없습니다.
4. 해당자료명 □란에 "V"를 표시하여 구분합니다.
5. ①성명 란에는 소득을 지급받는 자의 성명을 적고, 소득을 지급받는 자가 법인인 경우에는 법인명을 적습니다. 다만, 외국인은 성명을 영문으로 적고, 여권에 기록된 영문성명 전부를 적어야 합니다.
6. ②,⑧,㉖ 사업자(주민, 외국인)등록번호란 : 아래의 표를 참조하여 기재합니다.

	구 분	기 재 번 호
(1)	원 칙	주민등록번호 또는 사업자등록번호
(2)	(1)의 기재번호를 부여받지 않은 경우	[개인] 국내거소신고증상의 국내거소신고번호(재외국민, 외국국적동포인 경우) 또는 외국인등록표상의 외국인등록번호(외국인인 경우)를 적고, 그 번호가 없는 경우 여권상의 여권번호를 적습니다.
(3)	(1),(2)의 기재번호를 부여받지 않은 경우	투자등록증상의 투자등록번호를 적고, 그 번호가 없는 경우 해당 거주지국의 납세번호(Taxpayer Identification Number)를 적습니다.

7. ③의 주소란은 번지(number), 거리(street), 시(city), 도(state), 우편번호(postal zone), 국가(Country) 순으로 적습니다.
8. ④의 거주지국 및 ⑤의 거주지국 코드란은 국제표준화기구(ISO)가 정한 국가별 ISO코드 중 국명(약어) 및 국가코드를 적습니다.
9. ⑥의 법인명(상호)란에는 소득지급자가 법인인 경우에는 법인명을, 개인인 경우에는 상호를 한글과 영문으로 병기하며 ⑦의 대표자(성명)란에는 대표자 및 사업자의 성명을 적습니다.
10. ⑨의 소재지 또는 주소란에는 지급자의 본점(사업장)소재지를 적고, 사업장이 없는 경우에는 주소지를 적습니다.
11. ⑩의 소득유형란은 해당 유형을 찾아 □에 "V"를 표시합니다.
12. ⑫란은 출입국관리법에 의한 외국인의 체류자격(예: 산업연수 D-3)을 적고, ⑬, ⑭란은 출입국관리법에 의한 입·출국년월일을 적습니다.
13. ⑮, ⑯란은 고용계약서상의 계약기간 및 계약금액을 적습니다.
14. ⑱, ⑲ 및 ⑳의 란에는 신청시의 환율에 의한 원화금액을 적습니다. 다만, 추후 확정되는 비과세 면제세액은 지급시점의 환율에 의한 원화금액으로 계산함에 유의하여야 합니다.
15. ㉔~㉘란은 신청서를 본인 외의 대리인에 의해서 제출하는 경우에 적는 것으로서, 「국세기본법」 제82조에 따른 납세관리인 외의 기타 대리인에 의해서 제출하는 경우에는 그 위임관계를 증명하는 위임장을 그 국문번역문과 함께 제출하여 주시기 바랍니다.

〈서식 1-1〉 재계약 동의서 : 희망 원어민이 읽고 서명 (학교 보관, 교육청 요청 시에만 제출)

2000 재계약 동의서 (Renewal Agreement Form)

다음은 20OO년 O월 재계약과 관련된 중요한 사항이므로 잘 읽고, 동의하는 경우 서명하시기 바랍니다.
Carefully read the following information regarding contract renewal for Month 20OO and sign if you agree.

1. **계약 기간 (Contract Term)** : 20OO. O. O. ~ 20OO. O. OO. (1 Year)
2. **재계약 심사 (Renewal Evaluation)** : 〈1차〉 학교 재계약 심사 결과를 교육청에 제출하고, 〈2차〉 교육청 심사에 따라 최종 재계약이 결정됨

   Schools will conduct an initial evaluation and submit the results to SMOE for review. The final renewal decision is made according to SMOE's review.
3. ***20OO년 O월* 학교 배치 (*Month 20OO* School Placement)** : 〈1차〉 재계약 심사는 현 근무교에서 실시하되, 20OO년 O월부터 다른 학교로 이동되거나 복수의 기관에서 근무할 수 있음

   〈1st Round〉 Evaluations will take place at your current school, but in Month 20OO you *may* be transferred to work at a new school. (Please note, you *may* also work at multiple schools according to the Contract Article 6.)
4. **예치금 (General Security Deposit)** : 예치금 100만원 보관

   Employee shall pay **a one time refundable general security deposit of 1,000,000 won or consent to extending the term of the deposit as specified in the contract if they already made it.**
5. **손해배상 (Indemnification)** : 고용자의 귀책사유 없이 피고용자의 잘못으로 계약이 해지되는 경우 고용자에게 발생한 손해는 피고용자가 배상하여야 함. 손해 배상 범위에는 주거 관련 비용 포함

   If the contract is terminated or canceled under Article 18 (Termination of the Contract) or by Employee's request regardless of the reason, **Employee shall indemnify Employer against any financial liability that may occur due to the termination of the contract.** The financial liability can include any housing damage, monthly rent for the housing, realtor fees, cleaning fees, or moving fees which Employer incurs due to the termination of the contract.
6. **연가 (Paid Leave)** : 26일. 단기방학 중 휴업일/자율(임시)휴업일 등은 유급휴가 처리

   26 days of paid leave. During the semester, school designated holidays, such as the school anniversary, shall be considered a part of the Paid Leave.
7. 기타 세부 사항은 계약서 및 재계약 안내서 확인 요망
   For more details, please read the contract and March 20○○ Contract Renewal Guide.

본인은 상기 20○○년 ○월 계약 조건을 잘 이해하였으며, 계약 변경 조건에도 동의합니다.
I hereby understand and agree to the above-stated renewal conditions.

Date:

Print Name: **Signature:**

Renewal Application Form (재계약 신청서)

학교 (School)		
이름 (Name)		(Last, First)
생년월일 (D.O.B)		(MM/DD/YY)
국적 (Nationality)		비자 (Visa Category)
전화 (Home Tel/Cell)		
동거인 (Dependents)		☐ Spouse (배우자) ☐ Children (자녀)
근무 기간 (Working Period)	Current school	20 . . . ~ 20 . . . (year(s))
	Total in SMOE	20 . . . ~ 20 . . . (year(s))
급여수준 (Current level of employment)		☐ Level A (2.8) ☐ Level B (2.6) ☐ Level C (2.5) ☐ Level D (2.4) ☐ Level E (2.3)
출신대학 (University)		
전공 (Major)		
자격증/학위 (Certificates/Degrees)		☐ TEFL/TESOL(hrs.) ☐ Masters (석사) (major :) ☐ Teachers Cert. (교사자격증) (subject :) ☐ Doctors (박사) (major :)
① 새로 취득한 자격 Newly Acquired Certificate/Degree		
② Housing		1. Current Housing Situation (Select One) ☐ Provided by School ☐ Housing Allowance ☐ Couple Housing (Name of partner school) 2. Do you have any issues with housing? (explain) 3. Are you planning on changing housing? ☐ No ☐ Yes (Please explain)
③ Been arrested or reported by the Korean police		☐ Yes (reason:) ☐ No

※ You need to turn in the documents to renew your contract with SMOE by 20 .

- A current health check (methamphetamine(MA), cocaine(COC), opium(OPI), Cannabis(THC) test result must be separately stated)
- A CRC Proxy Consent Form
- Newly Acquired Certificate/Degree (If applicable) : (20 .)

Date: _____

Signature: _____

자기건강 보고서 (원어민 영어보조교사 작성 제출용)

Self-Health Check

Name of School	
Name (Last, First)	

1. How would you rate your overall health? (전체적 건강 상태는 어떻습니까?)

   ☐ Poor ☐ Good ☐ Excellent

2. Have you ever had any infectious disease that threatens public health? (공중보건에 위협이 되는 전염성 질환에 감염되었습니까?)

   ☐ No ☐ Yes (Infectious Disease name:)

3. Have you ever been under suspicion of drug/substance abuse or possession? (약물이나 기타 향정신성 물질 남용으로 조사 받은 적이 있습니까?)

   ☐ No ☐ Yes (Drug name:)

4. Have you ever been addicted to alcohol or has alcohol consumption affected your teaching performance? (알코올에 중독된 적이나 음주 때문에 수업활동에 지장을 초래한 적이 있습니까?)

   ☐ No ☐ Yes

5. Have you ever received treatment for mental, neurotic, or emotional disorders? (귀하는 과거 정신적, 감정적 또는 신경적 혼란으로 의사의 치료를 받은 적이 있습니까?)

   ☐ No ☐ Yes

6. Have you had any unauthorized absences or tardiness this past year? (지난 1년 동안 무단결근이나 지각을 한 적이 있습니까?)

   ☐ No ☐ Yes (Number of times:)

7. In the past year, have you been to a hospital/clinic for a mental/physical health problem? (전년도에 건강 문제로 병원치료를 받은 적이 있습니까?)

   ☐ No ☐ Yes (Reason:)

I hereby certify that the above statements are correct and complete. I understand that giving false information is grounds for dismissal from being an NSET. (위 진술이 사실이며 내용이 허위일 때는 원어민 영어보조교사로서 해임되어도 이의가 없음을 서약합니다.)

Date: _____

Print Name: _____ **Signature:** _____

Sample Evaluation (Open Class)

The following forms and tables were sent out as part of a package to schools. They are intended to be used as a reference or as sample forms. Schools may alter these or use different criteria for evaluating NSETs for renewal. The original documents, on which this translation is based, are in Korean. This translation is offered by SMOE to our NSETs **as a courtesy only** and is not intended as a substitute or for use in an official capacity (school records).

〈Table 1〉 Evaluation Criterion and Weight (Sample) : Refer to 〈Form 4-1, 4-2〉 for details

Section	Evaluation Provision	Evaluation Contents	Score	Evaluation Criteria and Method	Eval-uators	Confir-mation
1st Stage	① attendance and attitude	dedication, attendance, attitude	30	NEIS (attendance log)	school renewal com-mittee	prin-cipal
	② class preparation and English teaching method	class preparation, dedication, co-teaching effort and implementation, student satisfaction English education and training(workshop) activities and attendance, English educational expertise	40	lesson plan and class materials, student satisfaction, etc. evaluation of English educational activity support, results of workshop or training, attendance and preparation, etc.		
	③ class implementation	lesson plan, teaching method, and contents	30	evaluation of class implementation		
	Total		100			
2nd Stage	interview	working conditions and character	evaluate for pass/fail			

☞ Pass Criteria : Each provision must be 80% or above with an overall score also being 80% or above.

※ To secure outstanding NSETs, candidates cannot renew if even one category is below 80% even if the overall score is above 80%.

☞ Reference: Scoring Criteria (for 3rd stage screening at SMOE)

Total Score	Score Evaluation Criteria	Renewal Recommendation
95~100	superb teaching skill, very hard working, cooperative, positive attitude, a model teacher	exceptional
90~94	superb teaching skill, favorable dedication and attitude	very good
85~89	average teaching skill, favorable dedication and attitude	good
80~84	average teaching skill, inactive dedication and attitude	fair

〈Form 4-1〉 (For School Records)

NSET Renewal Evaluation Table (Example)

Renewal Candidate	Local District Office of Education	School	NSET Name

Eval. Pts.	Evaluation Contents	Allo-cation	Score
Attendance and Attitude (30 pts.)	• adherence to work hours, sincerity	10pts.	
	• compliance with school rules and attitude for school support	10pts.	
	• health and enthusiasm as a teacher	10pts.	
Subtotal		30pts.	
Class Preparation and Teaching Method (40 pts.)	• teaching aid preparation, class preparedness	10pts.	
	• teaching effectiveness and dedication	10pts.	
	• co-teaching implementation and effort, student satisfaction	10pts.	
	• English educational activity participation, English educational expertise	10pts.	
Subtotal		**40pts.**	
Lesson Plan (6 pts.)	① Was the lesson plan written such that the class flowed well?	3pts.	
	② Was the lesson objective clearly presented and lesson plan appropriately applied to the objective?	3pts.	
Teaching Methodology (12 pts.)	① Was the class conducive to active student participation?	3pts.	
	② Were the questions to the students pertinent and did they elicit the desired response?	3pts.	
	③ Was there effort made in trying various activities while incorporating English expressions/functions in class?	3pts.	
	④ Were enunciation, speed, and pronunciation taken into consideration to help the students understand?	3pts.	
Class Contents (12 pts.)	① Were roles appropriately arranged with the Korean co-teacher?	3pts.	
	② Was the class helpful in increasing student English communication ability?	3pts.	
	③ Were the contents of the lesson appropriate to the level of the students and did they pique student interest?	3pts.	
	④ Were class materials appropriate for student motivation and were they used effectively?	3pts.	
Subtotal		**30pts.**	
General Review		Total (100)	
Committee Member	Affiliation or Position :	Name :	Sign :
Confirmation	Affiliation or Position :	Name :	Sign :

※ The above sample can be reorganized to fit each school's context.

〈Form 4-2〉 (For School Records : Evaluation Table)

NSET Renewal Evaluation Criteria (Reference)

Evaluation Factors	Evaluation Contents	Score				
		Excel-lent	Good	Fair	Poor	Very Poor
		10~9	8~7	6~5	4~3	2~1
Attendance and Attitude (30 pts.)	○ adherence to work hours, sincerity - left/arrived to work on time - unauthorized absences, early leave, excused tardiness, etc					
	○ compliance with school rules and attitude for school support - compliance with rules and instructions - cooperation with coworkers, cooperation with various school activities					
	○ health and enthusiasm - physical and mental well-being - enthusiasm and sincerity as a teacher					
Class Preparation and Teaching Method (40 pts.)	○ teaching aid preparation and development, class preparedness - lesson plan and teaching aids, class preparedness - effort in various teaching methods and class preparation					
	○ teaching effectiveness and dedication - class contents and activity pertinence - teaching effectiveness and dedication to class					
	○ co-teaching implementation and effort, student satisfaction					
	○ English educational activity participation, English educational expertise - English educational activity support and participation - workshop and class preparation participation (content and time :)					

Evaluation Factors	Evaluation Contents	Score		
		3	2	1
Lesson Plan (6 pts.)	① Was the lesson plan written such that the class flowed well?			
	② Was the lesson objective clearly presented and lesson plan appropriately applied to the objective?			
Teaching Methodology (12 pts.)	① Was the class inducive to active student participation?			
	② Were the questions to the students pertinent and did they elicit the desired response?			
	③ Was there effort made in trying various activities while incorporating English expressions/functions in class?			
	④ Was enunciation, speed, and pronunciation taken into consideration to help the students understand?			
Class Contents (12 pts.)	① Were roles appropriately arranged with the Korean co-teacher?			
	② Was the class helpful in increasing student English communication ability?			
	③ Were the contents of the lesson appropriate to the level of the students and did they pique the interest of the students?			
	④ Were class materials appropriate for student motivation and were they used effectively?			

채용신체검사의료기관지정 번호 :

제 호

채용신체검사서

성 명 Name		생년월일 Date of Birth		사 진 (3㎝× 4㎝)
근무처 Employment Place		전화번호 Phone Number		

검 사 내 용

신 장	㎝	체 중	kg
흉 위	㎝	혈 압	

(교정)시력	좌 : ( )	색 신 (색 각)		(교정)청력	좌 : ( )
	우 : ( )				우 : ( )

안 질 환		이 비 인 후 질 환	
치 아		호 흡 기 질 환	
간 질 환		신 경 질 환	
소 화 기 질 환		피 부 질 환	
순 환 기 질 환		정 신 질 환	
비 뇨 기 질 환		혈청검사(매독)	
흉 부 X 선 검 사			

마 약 검 사

필로폰		코카인		아편		대마		기타	

위와 같이 검사하였습니다.

년 월 일

검사자(담당의사) (인)

검 사 결 과 합 격 여 부	□ 합 격 □ 불 합 격 □ 판 정 보 류	불합격 또는 합격 사유	
판정보류 사유 및 정밀검사 필요 여부	* 필요시 소견서 별도 첨부		

「공무원 채용신체검사 규정」에 따라 위와 같이 판정하였음을 증명합니다.

년 월 일

의료기관의 장 (인)

Notice of Unsatisfactory Performance

Notice of Unsatisfactory Performance

Hand Delivered To : 원어민 이름

From : Principal of 학교명

This written Notice of Unsatisfactory Performance is being issued to you as a result of the issue(s) described below.

☐ Unsatisfactory Teaching Performance
☐ Poor Preparation for Class (수업준비 미흡)
☐ Tardiness for School/Classes (지각)
☐ Unauthorized Absence/Leave (무단결근/외출)
☐ Insubordination (지시 불복종)
☐ Failure to Comply with School Policy
☐ Improper Conduct (e.g. Engaging in personal business during working hours, use of smartphone during class, inappropriate verbal remarks, lack of appropriate attire)
☐ Other _____

(시간, 장소, 문제 상황 등 구체적인 내용이 있는 경우 추가 기재)

This is the first/second/third written warning. After three warnings are issued, you are subject to dismissal pursuant to Article 18 (Termination of the Contract) Clause 1.2. of the Contract.

20 . . .

서울○○초등학교장 (직인)

I understand the contents of this letter, the school's expectations of me, and that I will be subject to further disciplinary action should I fail to improve my performance.

원어민 이름 (원어민 자필) 날짜 원어민 서명

End of Contract Confidentiality Agreement 퇴직 보안 서약서 (학교 보관용)

CONFIDENTIALITY AGREEMENT

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 nor take advantage of it for personal gain. 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)

NSET Teacher (서약자)

Name (성명) : _____ Signature (서명) _____

Executor(서약집행자)

Position (직위) : _____

Name (성명) : _____ Signature (서명) _____

Continuity Report Form (원어민 영어보조교사 업무인수인계서)

Continuity Report Form

본 양식 작성 후 업무 담당교사에게 제출 바랍니다.

To ensure a smooth transition for the new incoming teacher, you are expected to present them with helpful information about your teaching and preparation. Please complete the given form in order to provide them with the best information possible, then submit the printed copy to your co-teacher.

Ⅰ. General Information 기본정보

성명 Full Name		**근무학교** School	
연락처 Contact Information	E-mail address: Telephone No.: (Incl. your country code)		
계약기간 Contract Period	From ☐☐☐☐ Year ☐☐ Month ☐☐ Date to ☐☐☐☐ Year ☐☐ Month ☐☐ Date		
구분 Reason for Leaving	[ ] Completion of employment contract 계약만료 [ ] Resignation 피고용자의 중도사직 [ ] Dismissal for cause 사유발생에 따른 계약해지		

Ⅱ. Class Information 수업정보

구분 Topic	수업에 대한 정보 및 조언 Tips or Suggestions for Teaching
정규수업 Regular Classes	
방과후수업 Afterschool Classes	

영어캠프 English Camp	
교재 및 보조자료 Teaching Materials or Aids	
기타 About your students, classroom management, need-to-know, etc.	

Ⅲ. Living in Seoul and Other Information 생활 및 기타정보

※ Kindly share useful information that you have experienced with the new incoming teacher. For example, how to get to school, local restaurants, activity programs, downtown, public transportation, spots to visit, etc.

제출일 Submission Date		**작성자** Prepared by	Name & Signature

Letter of Resignation 퇴직 사유서 (원어민 영어보조교사용)

Letter of Resignation

Dear Principal,

This letter is to inform you of my decision to resign as of *November, 11*. My last working date will be *November, 10, 2000*.

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, cellphone, 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 including 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 21 of my contract.

September 10, 2000

Sincerely,

_____

Letter of Termination (고용해지 영문 통보서)

Letter of Termination

Dear _____(원어민 성명)_____

SMOE (Seoul Metropolitan Office of Education) informs you of the decision made to terminate the contract and dismiss you from the teaching position at _(원어민 소속 기관명)_ on basis of Article 18 clause _(항)_ and _(항)_.

1. Article 18 (Termination of the Contract)

1. Employer may terminate or cancel this Contract upon occurrence of any one of the following events;

1.1 If Employee violates the laws of the Republic of Korea.

1.2 If Employee fails to perform or unsatisfactorily performs any of the duties stipulated in this Contract. In this event, Employer shall provide formal written notice of unsatisfactory performance to Employee. Three or more written notices shall be considered sufficient grounds for termination of the Contract.

1.3 If Employee fails to perform continuously his/her duties for one (1) week or more without any excuse or prior notification.

1.4 If any of the information provided in Employee's application is either true or inaccurate.

1.5 If it is determined that Employee is prevented from or incapable of performing his/her 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, neurological disorder, substance of alcohol addiction or drug addiction, etc.

a. If requested to take a physical and/or psychological examination by Employer, Employee must make themselves available within (2) working days for the medical examination.

b. Employee must complete a medical examination in Korea for the purpose of working in Korean public schools and educational institutions. If requested by Employer, Employee must submit the results to Employer immediately. All related expenses shall be borne by Employee.

1.6 If the sick leave (paid or unpaid) used by Employee pursuant to Article 15 hereof exceeds thirty (30) days.

1.7 Employee works in Korea without holding a required valid visa such as E-2 visa, etc.

1.8 Employee fails the medical exam in Korea in accordance with the requirements of the Korean Immigration Office and the ETIS program.

1.9 If Employee engages in any other opportunities (including but not limited to any part-time work, tutoring, self-employment, or online opportunities) outside of designated duties that results in financial gain.

Sincerely

(서명)

_____담당자 성명_____ of Seoul Metropolitan Office of Education

고용계약 해지 요청 (기안)

모두가 행복한 혁신미래교육

서울○○초등학교

수신자 (경유)	수신자 참조
제목	(○○초) 원어민 영어보조교사 고용계약 해지 요청

본교 재직 원어민 영어보조교사가 다음과 같은 사유로 인하여 사직을 청하는 바, 고용계약 해지를 의뢰합니다.

〈원어민 영어보조교사 인적사항 및 고용해지 요청 내용〉

교육지원청	행정구청	학교	성명	성별	국적	비자	생년월일
00	00	00초					
고용해지 요청일			총 계약 기간 (금회 계약기간 중 실 근무기간)				사유
(예시) 2020.11.11.			*2018.8.25.~2021.8.24.* *(20.8.25.~20.11.10.)*				본국 대학원 진학

※ 고용계약 해지 요청일 : 최종 근무일 다음날 (기안시 ※ 안내 문구 삭제)

붙임 : Letter of Resignation (00초, 원어민 이름) 1부. 끝.

서울○○초등학교장

수신자 서울특별시교육감(학생역량·혁신교육과), 서울특별시○○교육지원청(○○교육지원과장)

담당자 교감 교장

Paid Leave Plan (유급휴가 계획서) (Example)

Seoul ○○ Elementary School

20○○ School Year Academic Calendar (Example)

Period	Date	School Calendar Information
1st semester	*20○○.5.3.*	*School Discretionary Holiday*
	20○○.7.19. ~ 8.20.	*Summer Vacation*
	20○○.7.19. ~ 7.30.	*Summer Camp*
2nd Semester	*20○○.9.17.*	*School Discretionary Holiday*
	20○○.12.27. ~ 20○○.1.28.	*Winter Vacation*
	20○○.12.27. ~ 20○○.1.14.	*Winter Camp*

Related Articles : Article 14 of the employment contract (Annual Paid Leave)

1. Employee shall be entitled to a vacation period of 26 workdays in total during the Term of the Employment set forth in Article 5 hereof. If the requested vacation period interferes with the regular school schedule or smooth work operations (e.g. English camps operated by the district offices or schools, school reopening schedules after the breaks), Employee may select alternate vacation dates by reaching a mutual decision with the head of the work place. If the contract is less than one year, vacation days will be pro-rated based on the length of the contract. The annual paid leave is administered in accordance with the Korean Labor Standard Act.
2. In case of the termination of this Contract (including a Renewal Contract), paid leave shall be pro-rated based on the actual number of days of Employment. If Employee used more than the allowed vacation days, the remaining vacation days over the allowed vacation days will be deducted from his/her paycheck. Employee can't use more than 7 vacation days when terminating the contract on or before 6 months of employment.
3. Employee shall apply for and obtain Employer's consent to take leave at least fifteen (15) days in advance.
4. Regardless of the number of days over which Paid Leave falls, eight (8) accumulated hours of Paid Leave shall be counted as one day. This includes tardiness, early leave, and other absences during the work day and/or half-days of Paid Leave. (A total of less than eight (8) hours will not be counted.)
5. Employee shall note the difference between school vacation and paid vacation days: Employee is expected to fulfill normal working duties during the school vacation period unless Employee has received prior approval for paid vacation or unpaid leave during the school vacation period.

유급휴가 계획서 Paid Leave Plan

	Date	Plan	Days
1			
2			
3			
4			
5			
		Total	

(NSET) 원어민 영어보조교사 : 서명

(Checked by) 확인자 : 서명

2026

SMOE NSET GUIDEBOOK



SEOUL METROPOLITAN OFFICE OF EDUCATION

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SMOE NSET GUIDEBOOK

- Medical Check FAQ
- Key Information for New and Recontracting NSETs

CHAPTER

08

Additional Information and Guides



CHAPTER 08

Additional Information and Guides

Medical Check FAQs

Why is a medical check required for renewal?

The purpose of the medical check is to ensure that NSETs are physically and mentally fit to do their job.

Is this the same exam as the free one offered by the NHIS every two years?

No. This one has different requirements, and the free exam cannot be used in lieu of the required medical check. The free general health check may be required by your school separately. You may receive a discount on your required medical check if you do your free health check at the same time at some hospitals.

Do I have to use my paid leave or vacation time to do my medical check?

No. You may use official leave, with permission, to do your required medical exam.

Please avoid using official leave during class hours.

Can I visit any local hospital/clinic to get my medical checkup done?

No, you must visit a medical institution that has been designated by the Ministry of Justice. The most up to date list is available on hikorea.go.kr.

What kind of medical checkup do I need to get?

You need to get a 채용신체검사, which roughly translates to 'Employment Medical Check' (for E2 visa, if they ask for type). It can test for various things depending on the hospital, but they all must include the following:

1. an attached passport-size photo
2. chest x-ray (흉부X선검사)
3. drug tests for methamphetamines (필로폰), cocaine (코카인), opiates (아편), cannabinoids (대마). Standalone TPBE drug tests are no longer accepted.
4. pass/fail result (합격여부)
5. results stamped by the hospital and sealed in an untampered envelope.

General medical checks (건강진단서) are **NOT accepted** because they lack a pass/fail result.

Why do we need to know all these requirements? Don't hospitals have a standard?

Despite certain hospitals being designated by the Ministry of Justice, each hospital can have slightly different forms and standards. Desk staff may not be completely knowledgeable about what you are asking for. Therefore, it is better to be prepared and ask specifically if their medical checks include the above requirements before visiting the hospital.

I can't speak any Korean. How do I communicate with hospital staff?

Your co-teacher can call the hospital ahead of time and confirm if their medical checks meet the requirements. Your co-teacher is not required to visit the hospital with you, but can do so as a courtesy if they wish.

How much do the medical checks cost?

(As of 2026) Costs can vary, but larger hospitals usually charge more (80k~120k won), while some smaller clinics can be cheaper (40k~60k won). Refer to 'MoJ Hospitals' and call your local hospitals to get quotes.

Can my school open the medical results?

Yes. In order for your school to check to see if there are any issues with the health check, they must open up the results. Your school is **required to do a final check** of all the renewal paperwork before submitting them to your DOE (교육지원청). Because occasionally hospital desk staff will make **mistakes**, you should ask to see the results at the hospital before they seal it in an envelope.

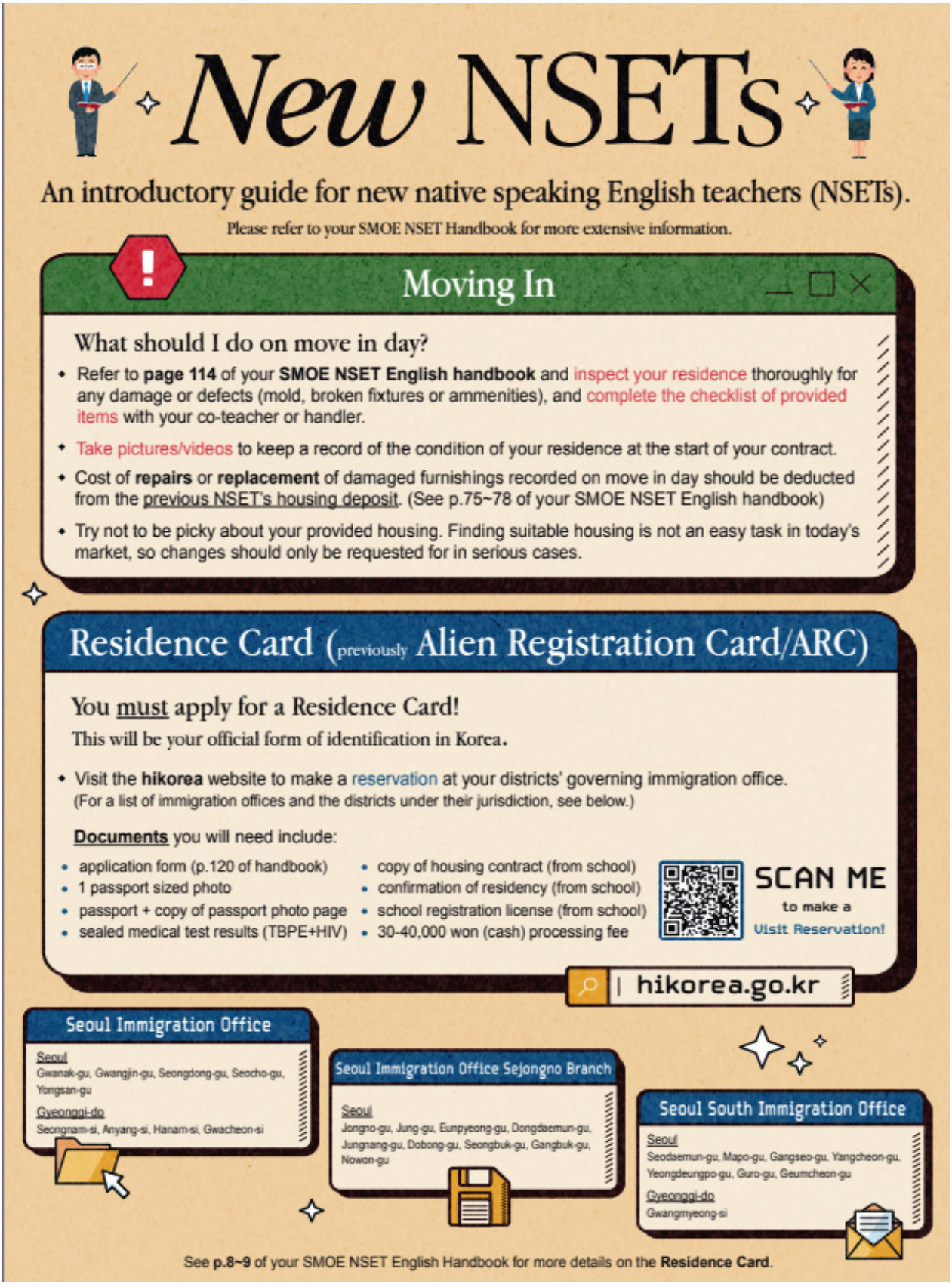
What happened to the CRC Proxy Consent Form?

The Criminal Record Check that was done as part of renewal will now be done at a separate time **whether or not** you are renewing your contract.

What was the CRC Proxy Consent Form for?

As part of the renewal process to re-hire you, a Criminal Record Check was required. In the past, this required you to visit your local police precinct and make a request yourself; but now your school can make the request for you on your behalf. Simply fill out the form and submit it to your co-teacher for them to process the request.

Key Information for New NSETs



Lesson Planning

How should I plan my lessons?

- Whether you're a veteran in the classroom or a first time teacher, follow the **Present, Produce, Practice** method and with time and effort, your lessons will be effective, engaging and enjoyable!
- Examine your textbooks and be aware of **lesson objectives**. The materials/activities you prepare should aim to accomplish these lesson objectives whilst practicing the relevant language skills, such as listening, speaking, reading and writing. Be creative and try to balance fun with interactivity!
- Discuss things like scheduling and teaching methods with your co-teachers to find a **comfortable** and **cooperative** way of running your English classes. Since it is a co-teaching system, maintaining a positive and professional relationship will ultimately keep you, your co-teachers, and your students, happy!
- **DO NOT** rely on online materials. Download what you may consider to be useful, but **ALWAYS** adapt files and make changes often to suit your student's levels, keep lessons engaging, and continuously improve your work.

Things to be aware of

- For income tax exemption purposes, NSETs from the **U.S.**, **U.K.**, **Australia**, **New Zealand** and **South Africa** should submit a Residence Certificate and Income Tax Exemption form to your school's administration office. More details can be found on **page 45** of your SMOE NSET English Handbook. (NSETs from **Canada** and **Ireland** are not exempt and should pay income tax under the Rep. of Korea Labor Income Tax Act.)
- **1,000,000 won** will be taken from your first three months salary as a **housing deposit**. This will be returned to you upon completion of your final contract (minus any damages incurred during your occupancy). (See **page 38** of your SMOE NSET English Handbook for more details)

Further Assistance

Who can I reach out to for help?

- Your co-teachers and handlers should be your first point of contact for any issues or concerns. In some cases, the school hierarchy you should follow can be flexible, where speaking to those higher up in the chain of command may also be acceptable.
- Adjusting to life in Korea can be difficult, and it's important we take care of our mental health. Try to actively pursue your hobbies outside of working hours and create a healthy support system of friends. Should you require mental guidance or support, please refer to the following sources.
  - **Eunpyeong Hospital Multicultural Mental Health Clinic**
  - **Danuri Multicultural Support Center**



Designed by Sooreyah Tith (Bukbu 2024 Peer Counselor)

Key Information for Recontracting NSETs

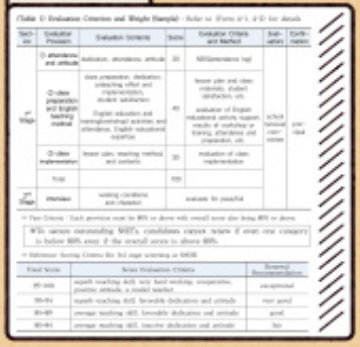
Recontracting NSETs

A simplified guide for recontracting NSETs.

Open Class Evaluation & Interview

- You may be asked to write a **detailed lesson plan**. (Your school may have a preferred format.)
- **Tips** for your open class evaluation:
  - Choose the class carefully. (best behaved, advanced students)
  - Choose an activity that your students have done before. (Familiarity makes it easier to explain, and low level students will know what to do and participate well)
  - Choose a later class time, if possible. (You can treat the first classes as practice runs before the evaluation class)
  - A committee made up of co-teachers, the English/subject department head teacher, vice principal and principal should be formed to sit in for your open class. However, they may not stay the whole time.

Criteria (p.131 of handbook)



Medical Exam

Exam Type

- E2 visa standard health check for the purposes of employment (E2비자용 채용신체검사)



- Separate tests for methamphetamine (필로폰), cocaine (코카인), opium (아편), marijuana (대마), other (기타)

I'm ready!

Preparing for your Medical Exam

- Complete your medical exam **starting from one month before** the submission due date, **no earlier**. (Results are only valid one month from the test date)
- **Allow up to one week** to process and pick up the results before the due date.
- The exam must be taken at a **Ministry of Justice approved hospital**. (For a list of approved hospitals, refer to your renewal package)
- You will need your **ARC**, a **Korean passport-sized photo**, and anywhere from **40~100,000 won** to pay for the exam. (Cost varies by hospital)

Extending your Visa

- Visit the **hikorea** website and make an appointment early. You can apply from four months prior to the expiration date on your residence/ARC card.
- Be sure to select the correct immigration office location. (see p.8 of your handbook)
- The immigration offices are busy all year round, so **plan ahead, book early**, and **prepare the required documents**.

hikorea.go.kr

Documents (see p. 120~134 of handbook)

- Application form *from school
- Passport & ARC card
- Original & photocopy of new contract*
- SMOE Business Certificate (교육청 사업자등록증)*
- School Business Certificate (학교 사업자등록증)*
- Copy of housing contract (거주/숙소제공확인서)* or utility bill under your name
- Processing fee of 60,000 won (cash only)
- Foreigner Occupation and Annual Income Report Form (외국인 직업 및 연간 소득금액 신고서)
- Certificate of Income Amount (소득금액증명원)
  *Not necessary for those in Korea less than a year. Can be obtained from local tax office (세무서) or online (www.gov.kr).

Immigration office may also ask for:

- Tax receipt (근로소득원천징수영수증)
- Proof of employment (재직증명서)*
- A class timetable (수업시간표)*

Designed by Sooeyah Tith (Bukbu Peer Counselor)

2026

SMOE NSET GUIDEBOOK



2026
상반기 원어민 영어보조교사
업무 길라잡이 영문 요약본
(원어민용)



Contributors

Damien Villa	(동작관악 서울영본초등학교)
Sara Toth	(강서양천 서울신월초등학교)
Molly Burley	(서부 서울대은초등학교)
Sally Wu	(중부 서울용산초등학교)
Kaitlyn Kim	(남부 서울도림초등학교)
Thomas Dunlavy	(2019 NSET of the Year, 서울영원초등학교)
Sooreyah Tith	(북부 2024 Peer Counselor, 서울신학초등학교)
Arnold Yun Do	(서울특별시교육청 중등교육과)
Bomi Kang	(서울특별시교육청 학생역량·혁신교육과)
Hojin Lee	(서울특별시교육청 학생역량·혁신교육과)
Thomas Rogers	(2026 Revision Editor, 서울응봉초등학교)
Soo Jeong Hong	(서울특별시교육청 학생역량·혁신교육과)

Roles

Copy Editing – Thomas Rogers
Lead Editor – The Coordinator, Soo Jeong Hong

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2019~2021 Foreign Languages Team Supervisors
2021~2022 English Education Supervisor
Brian Kim (Gyeonggi-do Office of Education Coordinator)
Katharine Holmes (Gwangju Institute of Creative Convergence Education GET manager)
Pól Ó Cionnaith (서울숭덕초등학교)
Stephanie McCaffery (서울신현초등학교)

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발행처 서울특별시교육청 학생역량·혁신교육과
04335) 서울특별시 용산구 두텁바위로 27(후암동 168)
TEL: 02)6033-5965(담당자), 6033-5968(원어민코디네이터)

제작처 디자인세창(1544-1466)

2026

Native Speaking English Teacher

Guidebook

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