
SLP Teacher's Letter of Agreement (rvsd-0014)

The JungNang SLP Academy (서강SLP 중랑어학원) under the license of SLP Corporation, Sogang University and Mr. John Smith "The Teacher" agree to a contract for regular full-time English teaching as follows:

Teacher contracts are initially offered and signed on a ONE-YEAR BASIS. Teachers are on a probation status during the first three-month period. During this period the Monthly Salary will be 2.0 Million Won. The Administration has the option to renew a contract. If the employee fails to meet the expectations of the employer the contact may be terminated.

TEACHER OBLIGATIONS

A. Supervision and Responsibilities

- The Teacher should work closely with Academic Supervisor and other colleagues in the planning, observation, and review of instruction.
- As a member of the Institute, the Teacher will contribute to the cumulative experience, wisdom, and resources of team dedicated to developing, implementing, and evaluating a comprehensive program for teaching English to Koreans.
- The Teacher should develop creativity in the instructional program, master and teach oral and written English, support the philosophy and goals of the school, seek help from the support staff, peers, and administration.
- The Teacher will have regularly scheduled teaching evaluations conducted by the Academic Supervisor or other designated administrators. These evaluations will be used to assist the teacher in improving his/her teaching.

B. Behavior

- The Teacher should respect the rules and standards of conduct of the Institute (written, verbal and tacit) and obey the laws, regulations, instructions, and ordinances of the national and local governments.
- The Teacher must serve as a positive role model by being punctual and prompt, demonstrating productive thought processes, taking care of personal appearance, demonstrating good moral values and showing integrity. The Institute does not allow body-piercing, extreme hairstyles, unusual hair color and/or excessive makeup, too tight or revealing dress, inappropriate behavior, such as, the use of profanity or instigations against the school.
- Any teaching or employment other than at the above address shall not be permitted, in accordance with Korean Law. Non-compliance may result in discipline including *fines* and *deportation*.

C. Workload

▪ No regular schedule of working hours/classes can be guaranteed to the Teacher. The Teacher may work longer than the usual working hours, especially for seasonal and promotional programs during the summer and winter vacation sessions.

▪ Teachers are required to attend special events (such as, Entrance & Graduation ceremony, Halloween Festival, Christmas Party, Musical Performance, Speech Contests etc). And, teachers are required to attend regular Teacher's Training Program(TTP) and TTP at Saturday(1-2 times year) without additional pay. The Teacher should be understand that all these events are extremely important to promote our school program.

Due to the way the Korean education system works, this schedule is required to all teachers.

▪ The Teacher's daily working hours (lunch hour is not included) – including preparation, class teaching hours – are 8 hours. The Teacher will have 21 classes (80-minutes/class) per teaching week. The Teacher require to substitute, essay or journal correction, as part of the regular teaching workload.

▪ The Teacher must spend no less than 1.5 hours a day at the Institute for lesson planning with co-teachers, student evaluations, reporting, consultation with parents, supervision of play, maintenance of the English environment during breaks, workshops, teachers' meetings, and upgrading one's professional knowledge and skills without additional pay.

▪ The Teacher's class preparation should be completed before the class started. And regularly check-up and evaluation are conducted by supervisor.

▪ The work week will follow the yearly academic calendar issued by SLP Corporation, Sogang University.

▪ Teacher's meetings will be scheduled at the discretion of the Institute Director. Attendance is required. Teacher's meetings will allow time for discussion of topics of current concern within the program, such as, new policies, procedures, methods of training, instruction, curriculum, and other matters as needed. Teachers are encouraged to help work out practical solutions to problems at these meetings.

▪ Any part of the Teacher workload can be converted into equivalent teaching, research and development work as assigned by the Academic Supervisor.

D. Performance Evaluations

▪ The Teacher is evaluated in writing or verbal comment by his or her supervisor. The Institute has the right to determine if a performance appraisal is needed on a monthly or more frequent basis. The evaluation will include a review of the Teacher's job qualifications and performance, the quality of his or her work, knowledge of his or her job, job skills, attitude, working relations with co-workers, students and parents, initiative, attendance, punctuality, and/or disciplinary record. The review is designed to provide both the Teacher and his or her supervisors with time to discuss his or her strengths, weaknesses, career objectives and other concerns.

E. Overtime

- In case the Teacher is about or misses his/her classes, the Teacher shall be responsible for the substitute teaching fee. That means the substitute teaching fee shall be deducted from the monthly payment.
- All teachers are required to do overtime teaching when supervisor offer. Overtime teaching - beyond 21 units classes - is paid at 25,000 Won./unit. One units is equivalent to 80 minutes. Overtime pay will not be applied on holidays events, occasional school events, such as Halloween Festival, Christmas Fair, school seminar & workshops. The assignment of overtime above the regular 21 classes and less than 22 classes is at the sole discretion of the School Administration.
- Substitute teaching fee- 20,000 Won/unit- for absent sick teacher is paid by offered teacher.

F. Work Schedule

- The work week runs from Monday through Friday in monthly periods. The Teacher's schedule will be assigned by the School Principal. Generally, teachers who start early their class-hour finish their working schedule early.

G. Covenants

- The Teacher hereby agrees, covenants and undertakes that he/she will not disclose any information relating to the Teacher's employment conditions to others, any teaching materials, or any information relating to the academic program, whether verbally or in written, to individuals or corporate entities.
- All teaching materials including any books given to the Teacher by the Institute and reference materials prepared for the classes by the Teacher should be returned after using and the Teacher must not take out or use these materials for other purpose but teaching in SLP.

TEACHER BENEFITS**A. Monthly Salary**

- The Institute will pay the Teacher a total monthly basic salary ₩ .2.0mil. on the 10th of the following month. The monthly salary is based on the monthly teaching session and payment will be made on 10th day of the following the month. Korean income tax, National Pension and Medical Insurance will be withheld from the monthly salary.

B. Housing

- The Institute will provide each teacher a fine single apartment/or, housing with no-sharing.
- The Teacher is required to stay the provided housing from the school. No accept any private reasons.

- The apartment will contain Air-conditioning, TV, refrigerator, washing machine, wardrobe, cooking range, bed, chair, dining table, and some eating & cooking utensils.
- The Teacher is required to pay for the monthly utilities and telephone bills. A utility deposit will be deducted from the teacher's first to third paychecks to be used at the end of a teacher's contract to cover the last month's utilities and other expenses.
- The Teacher is required to sign a RENTAL AGREEMENT ("apartment contract"- with separate sheets) upon verification of the condition of the apartment. This is to be done during the first month of occupancy. The Teacher is responsible for any damage to the apartment due to negligence. All items provided by the School must remain in the apartment at the end of the teacher's contract. Any expenses due to damage of the apartment of furnishings, garbage disposal fee, cleaning fee or replacement of furnishings will be deducted from the utility deposit. A final clearance must be completed by the employee at the end of the contract.

C. Health Insurance

- The Teacher will be covered by Korean National Health Insurance. According to the government guideline for teachers, the monthly insurance charge will be shared by the Institute and the Teacher. Coverage will be from the date of joining to Korean Medical Insurance Union, commencing approximately 3 to 4 weeks after the teacher's arrival of Korea due to requirements of the immigration and taxation departments.

D. National Pension Plan

- In accordance with Korean Law all foreign workers employed by Korean businesses shall pay into the Korean National Pension plan at a rate stipulated by the Korean National Pension Law deducted against monthly earnings with the employer's contribution.
- Refund of the National Pension to a teacher who becomes a compulsorily insured employee, where the Pension Act of the Teacher's home country provides the benefit corresponding to the lump-sum refund of the National Pension Plan, the lump-sum refund of this plan shall be paid to the foreigner, according to Korean Law.

E. Paid Sick Leave and Emergency Leave

- Documented sick leave and emergency leave will be paid for a combined total of 15 80-min. classes a year. The Teacher should provide the Institute with as much advance notice as possible. A teacher who becomes ill or when an emergency arises should contact his/her immediate supervisor to inform and to schedule a substitute, if needed. If Sick Leave is taken, a medical certificate is required. Unused sick leave may be converted into cash payment as ₩20,000 for each 80-min. class.
- Emergency Leave may include serious illness of an immediate member of the family (child, spouse, parent), life-threatening situations of members of the immediate family, and emergencies

affecting the performance of the teacher. Advance permission must be obtained from the Institute Director before Emergency Leave can be granted.

- Any Teacher who takes Emergency Leave without permission for any extended time may have his/her contracted terminated.
- If it is found that the hours/days of absence reported as sick leave or emergency leave were not in fact for such purposes, his/her contracted may terminated. The above leaves will be included in the period of medical care compensation according to the Article 78 of Korean Labor Standard Law.

F. Airfare

- The Institute shall pay round-trip airfare between the nearest International Airport from the Teacher's place applied and a major city in Korea when Teacher has completed their total contract periods. A one-way ticket will be provided to Korea, and at the end of one's contract a one-way ticket to the port of the departure will be provided. Round-trip airfare is provided only once during the total contract periods, not every contract years.
- Teachers hired in-country shall have the visa trip to Japan paid for by the Institute (School pays round-trip airfare and local transportation fare only.). The Teacher hired in-country will be provided only a one-way ticket to their home address when Teacher's contract is completed.
- In case the Teacher fails to complete the contract by his or her own fault/reason, the Teacher shall pay back to the Institute the total amount of the air ticket and the actual amount for the visa trip to Japan, in the case of an in-country hiring.

G. Teacher Training

- The Teacher shall have a period of training before starting to teach in their Institute. During the training period, and for the break between the training and the start of teaching, teacher will be in the Institute for classroom observation, or substitute teaching. The Teacher will receive briefings from their Academic Supervisor, and the Institute Director, and will get acquainted with the local institute policies. During this time the Teacher will receive half the rate of the regular pay. And full monthly salary will be counted from when teacher starts his/her own class schedule.

H. Vacation

- The vacation will be scheduled as per the yearly academic calendar which is decided by the SLP Corporation, Sogang University. Normally the vacation would be one week in the summer and one week at the end of the year. The above vacation will be included monthly paid leave and annual paid leave according to Article 47 and 48 of Korean Labor Standard Law.

I. Severance Pay

- On completion of one's responsibilities of the full contract period, an additional month of regular

salary ₩2.0 mil. per one year shall be paid as severance pay. If the Teacher, however, does not complete the full period of one year contract, none of the severance pay shall be paid according to Korean Labor Standard Law. Severance pay will be paid by bank transfer no later than one month after the Teacher has left the Institute. Korean severance tax will be withheld. Any outstanding debts will be subtracted from the severance pay.

J. Performance and Renewal of Contract

- The School Director has the authority to dismiss an employee for insubordination, professional ineptitude, gross misconduct or participation in any activities that may jeopardize the institute’s position in Korea or for other justifiable reasons.
- If an employee’s job performance is unsatisfactory during the first one-year contract, the School Director has the authority to waive any additional contracts.

K. Completion/Termination and/or Breach of Contract

- The Institute reserves the right to terminate this agreement for cause with written notification sixty days in advance, and for serious cause without notice. The Teacher agrees to give written notification sixty days in advance of intention to terminate this agreement or of interest in renewing the contract.
- Although pay starts the day the Teacher starts Teacher Training Program, the effective date of this contract is the first teaching day in the Institute. The total period of this agreement is approximately one year, commencing from the first day of the session and finishing on the last teaching day of the Teacher's 12th teaching session. A delay in the Teacher's arrival at the Institute, or in the opening of a new Institute may call for a re-negotiation of the contract period.

This contract period is from March, 2009, to March, 2010,

Be Happy & Enjoy Teaching Experience with Us !

Date: _____ Name: Jihye Son / School Director

Date: _____ Name: _____
John Smith/Teacher

Teacher’s Permanent Address & Phone Number :

