



HANDBOOK FOR FOREIGN TEACHERS 2024

**INTERNATIONAL EXCHANGE AND COOPERATION OFFICE
GUANGDONG PEI ZHENG COLLEGE**

Employee Handbook

工作手册

一、 General Employment Information 基本简介

1. Workday and workweek defined 工作日以及工作周的界定

Except for the adjustment during stationary holidays, there will be 5 working days in one week.

The Instructors have Saturdays and Sundays off.

每周有 5 个工作日，国家节假日调整除外。星期六、日为休息日。

2. Policy Against Harassment 关于禁止骚扰的规定

2.1 Guangdong Pei Zheng College endeavors to provide a work environment which is free of unlawful discrimination and harassment. Harassment in any form, including that of a sexual nature, is prohibited whether it is exhibited verbally, visually or physically. This policy applies to all employees

广东培正学院尽全力为教师们提供一个无歧视、无骚扰的工作环境。任何形式的骚扰，包括性骚扰，无论语言上、视觉上、还是身体上的，都是禁止的。此规定对所有教职工适用。

2.2 All complaints of sexual harassment will be investigated and will be treated confidentially.

Any employee who feels that he or she has experienced sexual harassment should immediately report the incident to International Exchange and Cooperation Office (IECO).

所有关于性骚扰的投诉都将秘密展开调查处理。任何教师如果认为自己受到了性骚扰，须马上与国际交流与合作处联系。

2.3 Any employee who is found to have violated this policy will be subject to appropriate disciplinary action up to and including discharge.

违反此规定的教师将受到相应的处罚，情节严重者将被解聘。

3. Probationary Period 试用期

For newly hired Instructors, there will be a 60-day probationary period to evaluate professional

skills and adaptability to the college environment. The college reserves the right to cancel a new Instructor's contract during this period if the Instructor is found to either perform his/her duties improperly or not adhere to college regulations. The salary of the new Instructor during the probation period will be at his/her regular pay rate.

新入职的外教试用期为 60 天。在试用期内，将全面考核该教师的专业技能以及适应学校环境的能力。在试用期内，如果教师无法很好履行教学任务或不遵守学校有关规定，学校有权解除该教师聘用合同。试用期内教师工资与其转正工资金额相同。

二、 Payroll Practices 工资

1. Pay Days 结算日期

Each month's basic salary will be paid on the last bank working day of each month governed by this contract.

按照合同规定，每月工资发放时间为银行当月最后一个工作日。

2. Payroll Deductions 工资扣减

2.1 The Instructor is responsible for all bills for electricity, water, drinking water, etc. If an arrangement can be made, those bills may be deducted directly from the Instructor's monthly pay.

教师须自行承担其住宿生活产生的所有费用。如果同住一间房，将共同承担水电费、直饮水费等生活费用。相关手续办妥后，所有费用将从教师每月工资中自动扣除。

2.2 During the holidays, utility bills (for electricity and water) are still the responsibility of the occupant. All utility bills will be calculated to the day of the occupant's departure.

寒暑假期间，外教宿舍产生的费用（包括水电费等）都由外教本人支付。水电费将计算至外教离职时。

三、 Benefits 教师福利

1. Holiday 假期

The Instructor will have statutory holidays as specified by the Chinese government. In the

event of the statutory holidays, the Instructor may be required to work on Saturday, Sunday, or at the end of the semester before or after to make up for the extra days off.

外籍教师享受中国政府规定的法定节假日。如因国家规定的法定节假日休假方案而调课，教师可能需要在节假日前后周六、周日补课。

2. Paid Sick Leave 病假

A total of 5 approved days of sick leave accompanied by a medical certificate will be allowed during the period covered by the contract without deduction of pay.

外教在合同期间内有 5 天带薪病假期但都必须提供由医生出具的证明。

3. Health Insurance 医疗保险

The Instructor should carry his/her own health and other insurance if he/she deems it necessary. However, The College has a clinic on campus and can supply limited health services. The College will also provide Chinese medical and accidental insurance for the Instructor, following the terms of Chinese Insurance Law.

受聘方可自行购买其他的保险。学校医务室为受聘方提供健康服务。根据中国保险法规定，聘方同时为受聘方购买中国医疗相关保险和意外伤害保险。

4. Attendance Bonus 全勤奖

The Instructor will be granted RMB600Yuan per year for the first contract year and will be granted RMB1,200Yuan per year from the second consecutive contract year.

受聘者第一个合同年 600 元/年、连续续聘第二个合同年开始 1200 元/年。

If the Instructor has used paid sick leave, The College will deduct RMB100Yuan per day from the Attendance Bonus. During the length of the contract, if the Instructor is absent during any class period without permission, he/she will not be eligible for the Attendance Bonus.

如果受聘方使用了带薪病假，将按照 100 元/天扣除全勤奖。在合同期间，如果外籍教师有任何缺勤的记录，将无资格获取全勤奖

The Instructor who gets rehired after leaving for over a year (including one year), the Instructor will be granted RMB600Yuan for the first contract year after the Instructor has returned to the

college.

离校超过 1 年以上（包括 1 年）的外教如申请回学校教学，其第一个回校合同期全勤奖为 600 元。

5. College Seniority Pay 校龄补贴

College Seniority Pay is calculated from the second consecutive contract period of the Instructor after the Instructor has continuously served and finished one contract year. It is not calculated if the Instructor is under a single contract year. If the Instructor has finished one contract year and both Parties agree on contract renewal, the Instructor will be paid RMB700Yuan per month as college seniority pay from the beginning of the second contract period. the Instructor is entitled to three seniority pay raises.

以在聘方连续工作一个合同年为标准，连续续聘第二个合同期开始计算校龄工资。未满一个合同年不计算校龄。受聘方工作满一年后，双方都同意续签合同，聘方将在其正式工作日起增加 700 元/月为受聘方的校龄工资，受聘方有 3 次的继续续聘时校龄工资增加机会。

6. Family Employment Benefits 亲情员工津贴

Family Employment Benefits is RMB 4,000Yuan per year from the fifth contract year after the Instructor has served for five continuous years and has signed a new contract. This benefit increases to RMB 8,000Yuan from the ninth contract year after the Instructor has served nine continuous years and has signed a new contract for the tenth year. The payment is at the beginning of the new contract term.

在连续工作满 4 年后，第 5 个合同年每年续聘后一年都可得到 4000 元的奖金；在连续工作满 8 年后，第 9 个合同年每年续聘后一年都可得到 8000 元的奖励。亲情员工津贴将在下一个合同期开始时发放。

7. Visa/ Foreign Expert Certificate 居留许可和专家证

The College will arrange and pay for all work-related visas (basic fee only, at rate officially published by Chinese government) and documents including a multiple entry visa for the

length of contract. However, the Instructor needs to pay for the visa extension in the event that it is the Instructor's personal reason that has made the college fail to apply for the visa that covers the period of the contract.

学校将安排并支付外教办理工作签证所需的基本费用（根据中国政府发布的基本费用标准）以及覆盖合同期的多次入境签证费用。但是如果因为教师个人原因导致学校无法安排其申请签证，签证的费用由教师本人支付。

8. Chinese Language Class 中文课

The College will provide up to 3 different levels (based on demand) of scheduled group Chinese language lessons for the benefit of the Instructor.

学校为外教免费提供初级、中级、高级三种不同水平的中文课。

四、Leave of Absence 关于请假

1. Form 表格

Any leaves must be in written form (get the form from the teaching secretary). Any sick leave must be authorized by a doctor's certificate and submitted to the IECO by the teaching secretary.

任何请假都须用书面形式（从教学秘书处领取请假单、销假单）。任何病假必须提供医生出具的证明，由教学秘书将证明上交国际交流与合作处。

2. Procedures 请假程序

The leave duration of 1—3 days must be approved by the Director of the corresponding teaching Program and the Deputy Dean of the School of Foreign Language and get the approval from the Director of IECO; a leave duration from 4 days to 7 days must be approved by the Assistant President who is in charge of IECO; any leave duration of more than 7 days, must get the approval from the School President, and leave durations of more than 2 weeks must get the approval from the Board of Directors. For instance, if you need more than 7 days of leave, you will need approval from all four departments: the Director of the teaching

program, the Dean/Deputy Dean of the School of Foreign Language, the Director of IECO, and the Assistant President, and the School President. Failing to acquire proper approval, as stated above, is sufficient reason for the college to terminate the contract.

请假 1-3 天，须经外国语学院教学主管、主管副院长和国际交流与合作处处长的批准；请假 4-7 天，除以上人员批准外，还需经国际交流处的主管校领导批准；请假 7 天以上两周以内，还须经学校校长批准；请假两周以上，还须经董事长的批准。例如，如果外教需请假 7 天以上两周以内，须同时获得本组教学主管，外国语学院主管院长/副院长、国际交流与合作处处长、国际交流与合作处主管校领导及校长的批准。如未通过以上所述手续请假，学校有权解除合同。

3. Paid Sick Leave 带薪病假

The Instructor has to provide a doctor's certificate to have paid sick leave. If the Instructor hasn't asked for any sick leave in a full school year contract, the College will give The Instructor the Attendance Bonus at the end of the contract period. If the Instructor has used paid sick leave, The College will deduct RMB 100Yuan per day from the Attendance Bonus. During the length of the contract, if the Instructor is absent during any class period **without permission**, he/she will not be eligible for the Attendance Bonus.

聘方必须提供由医生出具的证明方可使用带薪病假。如聘方在合同期内未使用过带薪病假，聘方将在合同期结束时给予全勤奖。如果受聘方使用了带薪病假，将按照 100 元/天扣除全勤奖。在合同期间，如果外籍教师有任何缺勤的记录，将无资格获取全勤奖。

4. Rules for Finding Substitute Instructors 请假代课

4.1 If the classes haven't been substituted during the approved leave, the Instructor is encouraged to arrange for the missed classes. However, the maximum number of classes that can be made up each semester is four periods. The class periods that exceed the first 4 periods each semester will be accumulated and lead to a deduction from salary.

外教请假期间所缺的课时如无其他老师代课，则由教师在销假后自行安排补课并报备教学部门；每个学期只可以补 4 节课。其他因请假所缺的课时，超出部分将会累计起来，学校将根据其超出部分扣除该教师的工资。

4.2 Only the Program Director can arrange for substitute Instructors. the Instructor cannot arrange for their own substitute, otherwise it will be regarded as an unapproved absence from class and will incur penalties as per the Employee Handbook.

只有教学主管可以安排代课教师。教师不能私自安排代课教师，否则将被视为缺勤，并按照“工作篇”中的相关规定进行处理。

5. Reason for Absence 请假原因

5.1 Any leave of absence can only be granted for urgent personal reasons. The Instructor is expected to obtain consent two days in advance of the leave and, if possible, to find a substitute for his/her classes and get permission from the program director. In other cases, the Instructor must provide evidence proving that the absence is caused by an emergency and make up procedure.

任何请假必须是因紧急个人情况才能批准，且须提前两天请假并获得批准。教师需尽可能找到一位代课教师，并经外国语学院教学主管的同意。如因发生紧急情况来不及请假，教师需事后提供相关证明并补办请假流程。

5.2 The Instructor who asks for leave for personal reasons needs to apply to the relevant department and get approval. Upon approval, the relevant department may arrange substitutes or ask the Instructor to make up the classes at a later date.

受聘方如因个人原因请假，必须向相关部门的申请并得到批准。得到批准后主管将安排代课老师或稍后补课。

6. Salary deduction 工资扣减

6.1 If the Instructor's sick leave or other kind of leave days exceeds the number of 2 teaching periods, it is equivalent to half working day.

请假 2 个课时量相当于半个工作日。

6.2 If the time the Instructor asks to be away, the Instructor will receive salary deduction based on the calculation of 44 half working days per month.

Daily Salary = (Pre-tax Basic Salary + College seniority pay)/ 44 half working days

聘方将按每月 44 个半天工作日为标准，扣除相应请假的日工资。

半日工资=（税前基本工资+校龄）/44 半工作日

7. Report upon Returning from an Approved Leave 销假

When returning from an approved leave, the Instructor must report to the teaching office to verify the completion of the leave. Failing to report will be regarded as absence which will incur penalties as shown under regulations in the Employee Handbook.

请假教师在假期结束后必须向教学部门销假。未销假者将被视为缺勤，并按照“工作篇”中的相关规定处理。

五、Teaching 教学

1. Teaching Incident 教学事故

1.1 Definition and penalty of A Teaching Incident 一般性教学事故认定及其处罚

If the Instructor is found to be in any one of the following situations, it will be deemed as a “teaching incident” and dealt with in the following manner:

有下列情况之一者，被视为一般性教学事故：

1.1.1 Refusing to accept a classroom observation arranged by The College or teaching department.

拒绝接受学校或教学部门听课。

1.1.2 Not recording the attendance of the students according to the requirement of The College.

没有按学校规定对学生进行考勤。

1.1.3 Arranging for and entrusting another Instructor to substitute for a class without proper permission, or rearranging the class at will.

没有得到上级同意而擅自找其他老师代课或随意更改上课时间。

1.1.4 Using classroom time and/or class communication tools in a manner that is not related to teaching.

在课堂上利用教室设备做与教学无关的事情。

1.1.5 Using classroom time in a manner that the teaching department deems unrelated to teaching Oral English.

在课堂上做教学部门认为与教授口语无关的事情。

1.1.6 Being late for class, administering the exam or dismissing a class five minutes early or more (five minutes included).

上课迟到、监考迟到、提前下课 5 分钟以内。

As for above teaching incident, the College will deduct RMB500Yuan for each time. If the same behavior occurs again during the contract period, the College will deduct RMB 1000 Yuan if the same behavior occurs the third time during the contract period, the cancellation of the contract.

如发生以上教学事故，学校每次将扣除 500 元工资。如在合同期内发生 2 次此教学事故，学校会扣除 1000 元工资。如在合同期内发生 3 次同样情况，学校有权解除其合同。

1.2 Definition and penalty of a Serious Teaching Incident 严重教学事故认定及其处理

If the Instructor is found to be in any one of the following situations, it will be deemed as a “serious teaching incident” and dealt with in the following manner:

出现以下情况之一者，视为严重教学事故：

1.2.1 Organizing or engaging in any activities or spreading any rumor, forbidden or unhealthy subject that might damage the reputation of the College and the unification of faculty and students.

散布谣言、组织或参加任何学校所禁止的，有损学校名誉、不利于师生团结的活动。

1.2.2 Submitting exam and/or course grades over 3 days (including 3 days) past the deadline.

未按规定时间送交考试成绩或课程成绩，拖延 3 天以上（含 3 天）。

1.2.3 Refusing to carry out the teaching tasks and work that is assigned by management.

拒绝执行教学计划或教学部门的工作安排。

1.2.4 Engaging in any other behavior that results in irretrievable damage as determined by The College.

发生其它破坏行为，被学校认为产生不可挽救的后果。

1.2.5 Demonstrating a work ethic that The College determines is adversely affecting teaching performance.

违反学校的职业道德规范并对教学工作造成不良影响。

1.2.6 Being late for class or for being late administering the exam, leaving during the class or dismissing a class early for more than 10 minutes (including 10 minutes) and less than 20 minutes.

上课迟到、监考迟到、上课中途离开、或提前下课 10-20 分钟。

1.2.7 Being absent for class over two periods (two periods included).

旷课缺席超过 2 课时（含 2 课时）。

As for above serious teaching incident, The College will issue a Serious Warning Letter to the Instructor and record the case in his/her file, and The College will deduct RMB1000Yuan If the same behavior occurs again, The College will deduct RMB 2000Yuan and cancel the contract.

对于以上严重教学事故，学校会给教师发严重警告信并将其行为记录在档案。学校将扣其工资 1000 元。如果再次发生同样情况，学校将扣其工资 1000 元同时，学校有权解除其聘用合同。

1.3 If the Instructor refuses to admit his/her mistake or behaves badly in admitting fault, The College will reserve the right to cancel the contract immediately even in the case of only ONE “serious teaching incident.”

若教师拒绝承认其错误或认错态度不端正，学校有权解除合同，即使只是发生一次严重教学事故。

2. Rules of Rearranging the class 调课制度

2.1 The Instructor should fill out the form for the Leave Application and the form for Rearranging Classes from the teaching secretary. Reasons for changing times and classrooms need to be specific, detailed and clear.

教师须在教学秘书处填写请假单以及调课审批表。申请调课的理由必须真实、清楚、具体。

2.2 Rearranging the class without prior approval from the office is forbidden.

The following conditions are acceptable to rearrange the class:

学校禁止任何没有事先得到上级同意的调课。以下情况可为教师安排调课：

2.2.1 Instructors are unable to attend class due to sickness, personal affairs and other job requirements that conflict with his/her schedule;

教师因病、私人原因或其他因与课程有冲突的工作安排。

2.2.2 Students are unable to attend class due to exams or other collective activities that conflict with their schedule.

学生因学校考试安排、集体活动等与课程冲突。

2.3 The Instructor who needs to rearrange time is responsible for informing their students of the rearranged time and place. Any rearranged time needs to be agreed upon by the students.

需要调课的老师需与学生协调，且必须自行通知学生调课后的时间及地点。

2.4 Instructors who miss classes for no reason, rearrange class time, or ask other Instructors to sub for them without prior approval from the office will be considered committing a teaching incident.

教师事先没有得到教学部及国际交流与合作处的同意而无故旷课、擅自调课、让其他老师代课均按教学事故处理。

3. Rules for Finding Substitute Instructors 代课规定

3.1 The Instructor should fill out the form for the Leave Application and the form for Rearranging Classes.

教师须填写请假单以及代课审批表。

3.2 If a Instructor is going to miss over 10 class periods due to sickness, personal affairs or conflicting job requirements and is unable to make up the classes, substitute Instructors must be found. The director of the Instructor is responsible for finding substitute Instructors.

教师因公、因病或因事请假在 10 课时以内，个人无法承担补课任务，由部门主管选派合适教师代课。

3.3 Instructors who miss classes for no reason and ask other Instructors to sub for them without the knowledge of the office will be considered committing a teaching incident.

缺课或擅自请他人代课的教师，一经查实按教学事故处理。

4. Employee Evaluations (to be supplied by teaching divisions) 教学评估

All observations of any foreign Instructor will be taken into consideration in the evaluation of the Instructor's performance that year.

教学部门对外教每个学期的工作表现都将进行评估。

5. Special Content Course Proposal 非基础英语口语类课程

If foreign Instructors would like to teach special courses, they can apply for one by filling out the form (IECO-wj-17) and submitting it to their Program Director. The Director will submit the application to the Dean/Deputy Dean of SFL and then to IECO. IECO and the Teaching Affair Office will discuss the courses with the relevant department. The result will be informed to the Instructor by the Dean/Deputy Dean of SFL.

外教可根据自己的专业填写表格“非基础英语口语类课程申请(IECO-wj-17)”提交给教学主管，由教学主管提交给外国语学院主管院长/副院长，再提交给国际处。由国际处、教务处与相关部门讨论。最终结果由外国语学院主管院长/副院长告知外教。

六、 Contract Renewal & Separations 续聘、离职

1. At will Employment 自愿聘用

The Instructor must meet the standards set by China's Foreign Experts regulations to ensure proper documents or the Instructor's employment will be deemed invalid. The originals of health verification and educational qualifications must be provided by the applicant upon arrival.

教师必须遵守中国外国专家局的规定，提供真实、有效的材料。否则该教师的雇佣将被视为违法行为。外籍教师需在入职时提供体检证明和其受教育程度相关的原件。

2. Voluntary Resignation 自愿离职

The Instructor may cancel the contract with 30 days' notice (including holidays) in advance. The Instructor must submit a written resignation letter and fill out the form Questionnaire for

Resignation Foreign Instructor (IECO-wj-20) .

外教如因个人原因需解除合同，需提前 30 天以书面形式向学校提出申请。并填写外教离职调查表 (IECO-wj-20)，按照程序完成外籍教师离职表 (IECO-wj-21)。

3. Involuntary Separations 非自愿离职

The college may cancel the contract with 30 days written notice (including holidays) for failure to teach adequately, incapacitating health conditions, or failure to abide by the regulations (all the items stated in the above paragraphs).

学校可提前 30 天 (包括假期) 以书面形式向教学不及格、身体有问题或违反合同条款的外教提出解除合同。

No matter whether it is in the case of voluntary or involuntary separations, the Instructor should vacate the apartment within 7 calendar days (holidays included) since the last day of the contract. If the Instructor needs to stay longer than 7 days, the Instructor will have to get permission from IECO and pay the rent according to the rate set by the College. In no case will the Instructor be allowed to stay beyond 14 calendar days after contract.

无论是自愿离职还是非自愿离职，离职教师须自合同结束日后 7 天内搬离宿舍 (包括假期)。离职教师如因特殊情况希望能延长宿舍逗留时间，需经国际交流与合作处同意并按学校相关规定支付租金，但最长逗留时间不能超过合同结束后 14 天。

4. Contract Renewal 续聘

4.1 Renewal of the teaching contract is subject to and depends upon the teaching evaluation results and health condition.

学校将基于教师的教学表现及健康状况考虑是否续聘。

4.2 The decision of renewal or non-renewal will be informed in writing to the Instructors. Instructors should fill out the Application form on Extending Contract with GPZC (IECO-wj-18) after being informed.

关于是否续聘的决定将以邮件或书面形式通知教师，外教再接收通知后提交续聘申请表 (IECO-wj-18)。

4.3 Instructors who disagree with the decision may submit an appeal. IECO will notify the result of the appeal to the Instructor 3 days after the Hiring Committee’s review meeting.

对续聘决定不满可向相关部门提出申诉。国际交流与合作处将在招聘委员会会议后三天内将相关决定告知教师。

七、Work Rules 工作守则

1. Dress Code 着装标准

Dress appropriately – Instructors are expected to dress in a clean, neat and gracious manner. Backless tops, tank tops, shorts, and super short skirts are not permitted in class. Bikinis are not permitted in the school pool.

教师的穿着须干净整洁，大方得体。上课时不允许穿着露背上装、背心、短裤、超短裙。学校游泳池不允许穿比基尼。

2. Outside Employment 在外就业

Working part-time without approval from the College is regarded as violating the contract and may result in the dismissal of the Instructor.

未经学校同意而在校外兼职者，将被视为违反合同，学校有权解除合同。

3. Relationship 非正常关系

3.1 No ‘dating’ Pei Zheng students, either on or off campus.

无论在校内外，均不得与培正学生约会。

3.2 No student is **allowed** to stay in a Instructor’s living quarters

严禁私自邀请单独的异性学生进入宿舍。

4. Standards of Conduct 行为标准

4.1 Must abide by the laws of China concerning residence, work, wages, benefits and travel of foreigners when entering, staying, leaving and passing through the territory of China.

在出入中国境或在中国居留时，遵守中国关于居留许可、工作、工资及福利的有关法律。

4.2 Will participate in faculty/staff events, unless they are designated as ‘optional’.

积极参加教职工活动，除非学校不指定外教参加。

4.3 Behave in a respectable manner both in and out of the classroom and not engage in any activities that might damage the reputation of the College.

在课堂内外注意自身形象。不参加任何有损学校名誉的活动。

4.4 Be well prepared for and attend all classes and activities assigned by The College.

积极备课，参加学校指定的活动。

4.5 Start classes on time and teach for the full prescribed period.

上课时间完成教学任务，不迟到、不提前下课。

4.6 Follow the approved curriculum.

服从学校的教学安排。

4.7 Restrict excessive and disturbing noise or activity in your classroom or living quarters during class times and between the hours of 10:00pm and 8:00am

禁止在课堂内或作息时间内（晚上 22:00-早上 8:00）在宿舍区内大声喧哗。

4.8 Refrain from inappropriate or obscene language with students, colleagues, staff and neighbors

严禁与学生、同事、员工或邻居交流时出现粗秽轻浮语言行为。

4.9 Is forbidden to keep pets on campus and in the living quarters

禁止在学校内或宿舍内饲养宠物。

4.10 Observations arranged by the college and teaching departments are mandatory

学校和教学部门将到教师课堂听课。

4.11 Will not carry out any religious activities with the students or Chinese people.

不允许向学生或其他中国人群进行宗教宣传活动。

This Employee Handbook has been updated on July 1, 2024.

This Employee Handbook tries to be consistent with the contract terms, should there be any disagreement between these two documents, the contract superseded this document.

此“工作篇”须与合同内容相一致。如与聘用合同存有争议，以合同为准。