

Office Regulations for Non-regular Personnel, Etc. of the Public University Corporation,  
The University of Aizu

(April 1, 2017, Regulation No. 3)

The entire Office Regulations for Non-regular Personnel, Etc. of the Public University Corporation, The University of Aizu (April 1, 2006, Regulation No. 37) shall be revised

Chapter One  
General Provisions

Article One  
(Purpose)

1.1 These REGULATIONS concerning office regulations (hereinafter referred to as “REGULATIONS”) determines necessary matters pertaining to the employment of non-regular personnel and temporary personnel (hereinafter referred to as “NON-REGULAR PERSONNEL, ETC.”) working at the Public University Corporation, The University of Aizu (hereinafter referred to as “CORPORATION”) as provided for in Article 89 of the Labor Standards Law (Law No. 49 of 1947. Hereinafter referred to as “LABOR STANDARDS LAW”) and Article 3, Paragraph 3 of the Office Regulations for Personnel of the Public University Corporation, The University of Aizu (hereinafter referred to as “PERSONNEL OFFICE REGULATIONS”).

1.2 Matters not provided for in the REGULATIONS and its additional provisions shall be in accordance with the provisions of the LABOR STANDARDS LAW and other relevant laws and ordinances.

Article Two  
(Definitions of Personnel, Etc.)

2.1 For the purpose of these REGULATIONS, non-regular personnel refers to personnel other than regular full-time personnel who are employed to work for a fixed period within a business year (This includes Commissioned Personnel who entered into an Indefinite Employment Contract as provided for in Article 6, Paragraph 1. The same shall apply hereinafter.), the categories of which shall be as detailed in Appendix 1.

2.2 For the purpose of these REGULATIONS, fixed-term personnel refers to personnel employed with a predetermined employment period, etc. and whose prescribed working hours do not differ from those of full-time personnel, the categories of which shall be as

detailed in Appendix 2.

2.3 With regard to matters concerning work by individuals mentioned in Paragraphs 2.1 and 2.2, unless specified in the provisions of Chapter 2 and below, provisions of the PERSONNEL OFFICE REGULATIONS and its ancillary regulations shall apply correspondingly, and they shall be based on examples from Fukushima Prefecture.

#### Article Three

##### (Strict Observance of the REGULATIONS)

3.1 The CORPORATION, NON-REGULAR PERSONNEL, ETC. must observe by these REGULATIONS in good faith.

#### Chapter Two

##### Human Resources

#### Article Four

##### (Hiring)

4.1 Hiring of NON-REGULAR PERSONNEL, ETC. shall be conducted through a selective screening process.

#### Article Five

##### (Term of Contract)

5.1 The Term of Contract for NON-REGULAR PERSONNEL, ETC., excluding Commissioned Personnel who entered into an Indefinite Employment Contract as provided for in Article 6, Paragraph 1, shall be one business year, and this period can be renewed as detailed in Appendix 3 depending on the position category. However, the upper limit for renewal of the Term of Contract shall be the first March 31<sup>st</sup> following the date that the individual reaches the age 65.

5.2 Regardless of the provisions of the previous paragraph, this need not apply in cases in which the Chairperson of the Board of Executives recognizes renewal as especially necessary.

#### Article Six

##### (Transition to an Indefinite Employment Contract)

6.1 Commissioned Personnel who have been employed for at least five years based on a total of at least two employment contracts with provisions for the term of employment (Hereinafter referred to as “Fixed-term Employment Contract”.) may enter into an employment contract without any provisions regarding the term of employment

(Hereinafter referred to as “Indefinite Employment Contract”.) by submitting a request to the Chairperson of the Board of Executives at least 30 days before the expiration of the Term of Employment Contract for their current position indicating the desire to transfer to an Indefinite Employment Contract.

6.2 The transition to an Indefinite Employment Contract detailed in the previous paragraph shall be from the day after the expiration of the term of the current employment contract by which the individual is employed, and the provisions of Article 8, Paragraph 1, Item 1 will not apply.

6.3 The mandatory retirement age for Commissioned Personnel who have entered an Indefinite Employment Contract (Hereinafter referred to as “Indefinitely Employed Commissioned Personnel” .) shall be 60 years of age, and the individual shall retire on the first March 31<sup>st</sup> following the date that the individual reaches said age. Further, the mandatory retirement age for individuals who transitioned to an Indefinite Employment Contract in the fiscal year during which they will reach the age of 60 or above shall be the individual's age during the fiscal year during which they made the request for the transition to indefinite employment plus one year.

6.4 The conditions of employment for Indefinitely Employed Commissioned Personnel shall be based on the employment contract in effect on the day that the individual requests the transition to an Indefinite Employment Contract, and these conditions of employment may be changed when both the employee and the employer consent to a request by either party for changes thereto.

#### Article Seven

##### (Reassignment of Indefinitely Employed Commissioned Personnel)

7.1 Indefinitely Employed Commissioned Personnel may, when necessary for operational reasons, be appointed to new assignments (Referred to as “Change of Affiliation or Duties.” The same shall apply hereinafter.).

7.2 In sufficient consideration of the situation of the individual, such as their familiar responsibilities, etc., reassignment shall be announced no later than seven days in advance.

7.3 Indefinitely Employed Commissioned Personnel cannot decline reassignment without a valid reason.

#### Article Eight

##### (Resignation)

8.1 NON-REGULAR PERSONNEL, ETC. shall resign in the event that any of the

following items applies.

- (1) The employment period has expired
- (2) The individual has tendered their resignation for personal reasons and this resignation is accepted by the Chairperson of the Board of Executives
- (3) The individual has died

8.2 In the event that NON-REGULAR PERSONNEL, ETC. wish to tender their resignation in accordance with Item 2 of the previous paragraph, they must follow the stipulations of the following items.

- (1) The individual must submit a letter of resignation to the corporation at least 30 days in advance, in principle.
- (2) After tendering a resignation, the individual must continue to perform their duties until their resignation.

#### Article Nine

##### (Reemployment of Indefinitely Employed Commissioned Personnel)

9.1 The corporation shall reemploy for a period not to exceed one year individuals who resigned in accordance with the provisions of Article 6 , Paragraph 3 who desire continued employment. However, that shall not apply to individuals dismissed for the reasons listed in the various items of Paragraph 1 of the following article.

9.2 Reemployment may be renewed for a period not to exceed one year.

9.3 The last day of the employment period provided for in the previous two paragraphs shall be on or before the first March 31 following the date the individual reaches the year of 65.

#### Article Ten

##### (Dismissal, Etc.)

10.1 The corporation may, when any of the following items applies, dismiss a NON-REGULAR PERSONNEL, ETC. by not renewing the individual's employment contract, even if the period of the contract in question has not yet expired.

- (1) The individual's work performance is considerably inferior
- (2) The individual has difficulty performing their duties, or is unable to cope with said duties due to some mental or physical defect
- (3) The individual is subjected to a penalty of imprisonment or beyond
- (4) The individual becomes an adult ward of the court or subject of conservatorship
- (5) The individual lacks the aptitude required by the duties in some manner other than that provided for by the previous items

(6) In the event that personnel redundancies are caused by some unavoidable business reason, such as curtailment of operations or organizational revision and there is no suitable position available for the individual

(7) In the event that terminating the individual's work is unavoidable due to reasons such as the end of external grant funding or the completion of work on projects

10.2 Advanced notice of a decision not to renew employment contract or dismissal for the reasons listed in each of the items of the previous paragraph (excluding Items 3 and 4) shall be conducted in accordance with the provisions of Article 1 of the Standards on Conclusion, Renewal and Termination of Employment Contracts (Ministry of Health, Labor and Welfare

Announcement 357 of 2003) and Articles 20 and 21 of the Labor Standards Act.

### Chapter Three

#### Salary

#### Article Eleven

##### (Types of Salary)

11.1 The salary paid to NON-REGULAR PERSONNEL, ETC. shall be as detailed in Appendix 3 depending on the position category and as provided for in Appendix 3 and 4.

#### Article Twelve

##### (Payment of Salary)

12.1 The payment of the amount of salary for the beginning to end of the month to non-regular personnel shall be made on the 7<sup>th</sup> of the following month (in the event that this day falls on a Saturday, Sunday, or a holiday provided for in the Act on National Holidays [Act No. 178 of 1948], the nearest day that is not a holiday).

12.2 The payment of the amount of salary for the beginning to end of the month to fixed-term personnel shall be made on the 21<sup>st</sup> of that month (in the event that this day falls on a Saturday, Sunday, or a holiday provided for in the Act on National Holidays [Act No. 178 of 1948], the nearest day that is not a holiday).

12.3 In the event that, during the middle of the month, an individual's scheduled employment period expires, or the individual resigns, salary shall be paid in a timely manner after said expiration or retirement.

12.4 Besides provided for in the previous paragraph, the payment of salary to fixed-term personnel shall be based on the example of payment of salary to full-time personnel.

Article Fourteen

(Reduction, Etc. of Salary)

14.1 In the event that a NON-REGULAR PERSONNEL, ETC. does not work prescribed working hours, in part or in whole, during a prescribed working day for which they receive a daily or monthly wage for reasons such as taking unpaid leave, tardiness, leaving work early, or absence, their salary shall either be reduced by the amount of salary for one hour of work calculated using the following formula for each hour they did not work, or they shall not receive salary for all days they did not work.

$$\frac{\text{Monthly Salary} \times 12 \text{ Months}}{\text{Prescribed weekly working hours} \times 52 \text{ Weeks}} = \text{Amount of salary for one hour of work}$$
  
(Rounding down to the nearest one yen)

14.2 In the event that the proscribed work day falls on a holiday (excluding Saturdays and Sundays), Temporary Personnel will, regardless of the provisions of the following paragraph, receive their prescribed daily salary for the day, unless the day is particularly indicated as a day not requiring work.

14.3 Except for cases involving the use of paid leave, in the event that a fixed-term personnel does not work for the entire period from the beginning to the end of the month, salary for the month in question will not be paid.

Chapter Four

Break Periods, Days on Which Work Is Not Required, Leave, Etc.

Article Fifteen

(Break Periods and Days on Which Work Is Not Required)

14.1 Break Periods and Days on Which Work Is Not Required for NON-REGULAR PERSONNEL, ETC. are defined as in the following items.

(1) Break Periods: The break periods which are provided for in Article 2, Paragraph 2, Item 3 in the Regulation Concerning Working Hours, Holidays, Leave, Etc. for Personnel of the Public University Corporation, the University of Aizu Personnel.

(2) Days on Which Work Is Not Required: Sundays, Saturdays, holidays provided for in the Act on National Holidays, and days from December 29 to January 3 in the following year

However, if the Chairperson of the Board of Executives recognizes as necessary for performing duties, (1) and (2) above may be determined separately.

Article Fifteen

(Types of Leave)

15.1 NON-REGULAR PERSONNEL, ETC. shall have paid leave and unpaid leave.

Article Sixteen

(Paid Leave)

16.1. NON-REGULAR PERSONNEL, ETC. may take paid leave. The period of the leaves shall be detailed in the following items.

(1) Paid leave

The period of leave for different positions shall be indicated in Attached Tables 5 to 7 below.

(2) Periods recognized as necessary in cases where it is reasonable for NON-REGULAR PERSONNEL, ETC. not to work for reasons to exercise their civil rights in Japan, such as voting

(3) In cases where a family member of the NON-REGULAR PERSONNEL, ETC. passed away and it is recognized as reasonable for the personnel not to work due to events recognized as necessary for the death, such as funeral, mourning, etc. as indicated in Attached Table 8 below.

(4) In cases where NON-REGULAR PERSONNEL, ETC. undergo medical examinations, from among medical examinations conducted by the corporation, period recognized as necessary

16.2 When NON-REGULAR PERSONNEL, ETC. take one of the types of leave indicated in Item (1) of Paragraph 16.1 above, advance notice must be submitted to the director of the administrative section with which the personnel are affiliated.

16.3 When NON-REGULAR PERSONNEL, ETC. take one of the types of leave indicated in Item (2), (3) or (4) of Paragraph 16.1 above, the personnel must ask for approval of the director of the administrative section with which the personnel are affiliated in advance.

16.4 The unit of the leave stated in Paragraph 16.1 above shall be a day, half day or an hour as necessary.

Article Seventeen

(Unpaid Leaves)

20-11.1. NON-REGULAR PERSONNEL, ETC. may take unpaid leave. The period of the leaves shall be detailed in the following items.

(1) In cases where NON-REGULAR PERSONNEL, ETC. requires a long term medical

treatment for sickness, such as tuberculosis, the period recognized as necessary within two years

(2) In cases where it is recognized as reasonable for NON-REGULAR PERSONNEL, ETC. not to work due to injury or disease, the period recognized as necessary within the number of days defined for the following disease categories:

a. adult diseases, psychiatric disorders, or specified diseases: 180 days

b. injury or diseases other than those stated in the previous item "a" above: 90 days

(3) In cases where female NON-REGULAR PERSONNEL, ETC. who are going to give birth within six weeks (14 weeks in the case of multiple pregnancy) give notice of unpaid leave, the period of which the notice are given before the day of the delivery

(4) In cases where female NON-REGULAR PERSONNEL, ETC. gave birth, the period of eight weeks starting on the day following the delivery (In cases where female NON-REGULAR PERSONNEL, ETC. six weeks after the delivery give notice of resuming work, which a medical doctor has recognized as posing no harm to her physical condition, she may resume work.)

(5) In cases where female NON-REGULAR PERSONNEL, ETC. have difficulty in performing their duties stemming from the pregnancy, a maximum of 14 days per fiscal year

(6) In cases where female NON-REGULAR PERSONNEL, ETC. who are pregnant or within one year after the delivery receive health advice provided for in Article 10 of the Maternal and Child Health Act (Law No. 141, 1965) or undergo medical examinations provided for in Article 13 of said law, the period recognized as necessary

(7) In cases where pregnant NON-REGULAR PERSONNEL, ETC. commute using public transportation which is crowded, and said situation is recognized as such leading to negative effect on health of the mother's body and/or the fetus, one hour maximum at the beginning or the end of work per day

(8) In cases where NON-REGULAR PERSONNEL, ETC. raising a child under one year old breast-feed the child, which is recognized as necessary for development of the child, twice a day, 45 minutes maximum respectively

(9) In cases where NON-REGULAR PERSONNEL, ETC. rearing a child (including a child of their spouse) who has not finished compulsory education need to take care of the child due to illness or injury, seven days maximum per fiscal year (in cases of two or more such children, 10 days maximum)

(10) With regard to NON-REGULAR PERSONNEL, ETC. who are eligible to take family-care leave provided for in Article 12 of the Regulation Concerning Childcare Leave, Family-Care Leave, Etc. for Personnel of the Public University Corporation, The

University of Aizu (hereinafter referred to as the “REGULATION ON CHILDCARE LEAVE, ETC.”) and who look after a family member having difficulty in normal activities in daily life due to illness, injury, physical or mental disability, or aging (hereafter in this item referred to as a “person in need of nursing care”), in cases where it is recognized as reasonable for the personnel not to work in order to look after the person in need of nursing care, five days maximum per fiscal year (in cases of two or more persons in need of nursing care, 10 days maximum)

(11) In cases where it is recognized as unavoidable for female NON-REGULAR PERSONNEL, ETC. not to work as they have difficulty in performing duties during a menstrual period, the period which is recognized as necessary

(12) In cases where NON-REGULAR PERSONNEL, ETC. get married, seven days in a fiscal year

(13) In cases of a holiday as a tribute to a dead spouse, parent or child of NON-REGULAR PERSONNEL, ETC., one day in each case

(14) In cases where it is recognized as unavoidable for NON-REGULAR PERSONNEL, ETC. not to work due to medical examinations or hospitalization when offering registration as donors for marrow transplant or peripheral blood stem cell transplant at a prescribed organization or when providing marrow or peripheral blood stem cells as a donor, a period recognized as necessary

(15) In cases where it is recognized as unavoidable for NON-REGULAR PERSONNEL, ETC. not to work because they are summoned to appear in sessions at a public office such as the national diet, court, local governments as a lay judge, witness, appraiser, or unsworn witness, etc., a period recognized as necessary

(16) In cases where it is recognized as extremely difficult for NON-REGULAR PERSONNEL, ETC., to come to work due to traffic blocking caused by an earthquake, flood disaster, fire disaster or other disaster, the loss, etc. of their house, accident, etc. of a transportation system, or restriction/blocking of traffics provided for in the Act on Prevention of Infectious Diseases and Medical Care for Patients Suffering Infectious Diseases (Act No. 114 of 1998), a period recognized as necessary

(17) In cases where it is recognized as unavoidable for NON-REGULAR PERSONNEL, ETC., not to work in order to avoid physical danger on the way home due to an earthquake, flood disaster, fire disaster, other disaster, or accident, etc. of a transportation system, a period recognized as necessary

(18) With regard to pregnant NON-REGULAR PERSONNEL, ETC., in cases where it is recognized as necessary to maintain health of the mother’s body and/or her fetus, time appropriate for taking a rest and/or for having some food to make up for the loss of

nutrients in one's meals

17.2. NON-REGULAR PERSONNEL, ETC. planning to take unpaid leave shall give advance notice to the director of the administrative section with which the personnel are affiliated.

17.3. NON-REGULAR PERSONNEL, ETC. must promptly submit a certificate, etc, in one of the cases provided for in the previous paragraph when the corporation asks for the submission of said certificate.

17.4. Unpaid leave shall be taken by the day, hour or minute as necessary.

#### Article Eighteen

##### (Childcare Leave and Partial Childcare Leave)

18.1. NON-REGULAR PERSONNEL, ETC. who live with and look after children of less than three years of age, planning to take childcare leave, may take childcare leave

18.2. Non-regular personnel, ETC. who live with a child before the elementary school education and who give notice of partial childcare leave may take partial childcare leave that must not exceed 2 hours of the prescribed working hours of a day and can be taken in units of 30 minutes (hereinafter referred to as the "PARTIAL CHILDCARE LEAVE").

18.3 Notwithstanding Paragraphs 18.1 and 2 above the Chairperson may deny notice of childcare leave or PARTIAL CHILDCARE LEAVE given by any of the following NON-REGULAR PERSONNEL, ETC., who are provided for as those who are not eligible to take childcare leave or PARTIAL CHILDCARE LEAVE given in accordance with the labor-management agreement:

- (1) NON-REGULAR PERSONNEL, ETC. who has not yet been employed for one year
- (2) NON-REGULAR PERSONNEL, ETC. for whom it is clear that the term of employment will terminate within one year, from the day the notice of childcare leave or partial childcare leave is given.
- (3) NON-REGULAR PERSONNEL, ETC. whose prescribed working days are two days a week or less

18.4 Other than those provided for in Paragraph 18.1, 18.2 and 18.3 above, the REGULATION ON CHILDCARE LEAVE, ETC. shall apply to childcare leave and PARTIAL CHILDCARE LEAVE of NON-REGULAR PERSONNEL, ETC.

#### Article Nineteen

##### (Family-care Leave and Partial Family-care Leave)

19.1 NON-REGULAR PERSONNEL, ETC. may take family-care leave based on the

provisions of Article 12 of the REGULATION ON CHILDCARE LEAVE, ETC.

19.2 NON-REGULAR PERSONNEL, ETC. may take partial family-care leave that must not exceed four continuous hours at either beginning or end of the prescribed working hours of a day and by the hour (hereinafter referred to as the “PARTIAL FAMILY-CARE LEAVE”).

19.3. Notwithstanding Paragraphs 19.1 and 19.2 above the Chairperson may deny notice of family-care leave or PARTIAL FAMILY-CARE LEAVE given by any of the following NON-REGULAR PERSONNEL, ETC., who are provided for as those who are ineligible to take childcare leave or PARTIAL FAMILY-CARE LEAVE given in accordance with the labor-management agreement:

- (1) NON-REGULAR PERSONNEL, ETC. who have not yet been employed for one year
- (2) NON-REGULAR PERSONNEL, ETC. for whom it is clear that the term of employment will terminate within 93 days counting from the day the notice of childcare leave or partial childcare leave is given
- (3) NON-REGULAR PERSONNEL, ETC. whose prescribed working days are two days a week or shorter

19.4 Other than those provided for in Paragraph 19.1 to Paragraph 19.3 above, the REGULATION ON CHILDCARE LEAVE, ETC. shall apply to family-care leave and PARTIAL FAMILY-CARE LEAVE of NON-REGULAR PERSONNEL, ETC.

## **Chapter Five**

### **Business Travel**

#### Article Twenty

##### (Business Travel)

20.1 The Corporation may order NON-REGULAR PERSONNEL, ETC. to travel on business if it is necessary for operation of the Corporation.

20.2 The NON-REGULAR PERSONNEL, ETC., who completed the business travel must make a report promptly.

#### Article Twenty-one

##### (Travel Expenses)

21.1 Travel expenses are provided for NON-REGULAR PERSONNEL, ETC., who are travel on business in accordance to examples provided for on the Regulation Concerning Travel Expenses for Personnel of the Public University Corporation, The University of

Aizu.

## **Chapter Six**

Social Insurance

Article Twenty-two

(Social Insurance)

22.1 NON-REGULAR PERSONNEL, ETC., depending on the scheduled employment period and the content of duties to be engaged in, shall have health insurance, employees pension insurance, employment insurance and workers' accident compensation insurance. However, the provisions of the Local Public Service Mutual Aid Association Act (Law No. 152, 1962) and Local Public Service Accident Compensation Act (Law No. 121, 1967) shall apply to NON-REGULAR PERSONNEL, ETC. when they are qualified for the membership of the Mutual Aid Association of Public School Teachers due to the renewal of their employment period.

## **Chapter Seven**

Miscellaneous Provisions

Article Twenty-three

(Special Exceptions Concerning Employment)

23.1 The provisions of Article 10 (Period of Probation), Article 11 (Promotion), Article 18 (Retirement Age), Article 19 (Re-employment), Article 25 (Salary) and Article 50 (Resignation/Retirement Allowance) of the PERSONNEL OFFICE REGULATIONS shall not apply to NON-REGULAR PERSONNEL, ETC.

Article Twenty-four

(Miscellaneous Provisions)

24.1 Besides the provisions of these regulations, necessary matters concerning NON-REGULAR PERSONNEL, ETC. shall be determined separately by the Chairperson.

Article Twenty-six

(Date of Enforcement)

1.1 These regulations shall be enforced as of April 1, 2006.

Additional Provisions

1.1 These regulations shall be enforced as of January 1, 2007.

Additional Provisions

1.1 These regulations shall be enforced as of April 1, 2007.

Additional Provisions

1.1 These regulations shall be enforced as of October 1, 2007.

Additional Provisions

1.1 These regulations shall be enforced as of April 1, 2008.

Additional Provisions

1.1 These regulations shall be enforced as of April 1, 2009.

Additional Provisions

1.1 These regulations shall be enforced as of October 20, 2009.

Additional Provisions

1.1 These regulations shall be enforced as of April 1, 2010.

Additional Provisions

1.1 These regulations shall be enforced as of April 1, 2011.

Additional Provisions

1.1 These regulations shall be enforced as of April 1, 2014.

Additional Provisions

1.1 These regulations shall be enforced as of September 1, 2014.

Additional Provisions

1.1 These regulations shall be enforced as of April 1, 2015.

Additional Provisions

1.1 These regulations shall be enforced as of April 1, 2016.

(Date of Enforcement)

1 These regulations shall be enforced as of April 1, 2017.

2 When determining as to whether the number of fixed-term employment contracts meets a total of at least two contracts provided for in Paragraph 6.1 of the Office Regulations for Non-regular Personnel, Etc. of the Public University Corporation, The University of Aizu after the revision (hereinafter referred to as “REVISED OFFICE REGULATIONS FOR NON-REGULAR PERSONNEL, ETC.” the same as in the following item), the number of fixed-term employment contracts shall be counted based on the date the fixed-term employment contract started after April 1, 2013.

(Transitional Measures)

3 When applying the provisions of Paragraph 5.1 of the REVISED OFFICE REGULATIONS FOR NON-REGULAR PERSONNEL, ETC. to Commissioned Personnel who have been employed before March 31, 2017 and reached 65 years of age as of April 1, 2017, “the first March 31<sup>st</sup> following the date that the individual reaches the age 65” in said paragraph shall be March 31, 2019.

Appendix 1 (related to Article 2)  
Table of Non-regular personnel

Job title	Definition	Working hours
Temporary Personnel	Those who engage in duties indicated below	
	Temporary Clerical Assistant	Temporary auxiliary duties related to general office work
	Temporary Technical Assistant	Temporary auxiliary duties related to technical work
	Temporary Skilled Staff	Temporary duties associated with special skills requiring special qualifications, licenses, proficiency, etc.
	Temporary Staff	Duties other than those mentioned above.
Commissioned Personnel	Those who engage in duties indicated below	
	Commissioned Health Consultant	Duties related to health counseling and health guidance
	Commissioned Nurse	Duties related to health counseling and medical aid
	Commissioned Staff	Duties related to driving vehicles, management associated with opening the auditorium to the public and simple clerical assistance on campus
	Commissioned Secretary	Duties related to carrying out secretarial duties for Chairperson of the Board of Executives, etc.
	Commissioned Counselor	Duties related to counseling
	Commissioned Interpreter and Translator	Duties related to interpreting and translation
	Commissioned Foreign Personnel Advisor	Duties related to counseling foreign faculty members and foreign students on all aspects of life and assistance with accepting foreign faculty members
	Commissioned Practical Training Assistant	Duties related to assisting with practical training at the Junior College Division
	Commissioned ALO Staff	Duties related to carrying out clerical duties, contact with the Administrative Office, etc. for faculty members at the Administrative Liaison Office at the Research Quadrangles
		They work 7 hours and 45 minutes a day, 38 hours and 45 minutes a week.  The Chairperson of the Board of Executives shall determine their working hours in accordance with example of full-time personnel other than faculty members. In this case, the Chairperson of the Board of Executives may shorten working hours if he/she recognizes it as particularly necessary for operation of deities.
		They work no more than 5 days a week and 17 days a month, whose working hours do not exceed 7 hours and 45 minutes per day, and 29 hours per week.

	Commissioned PR Promotion Staff	Duties related to planning of university PR	
	Research Support Staff	Duties related to conducting of a specific research theme at the CORPORATION	
	Commissioned Career Counselor	Duties related to employment/career development counseling and collection and provision of employment information	
	Commissioned Staff at the Center for Reinvention of Local Communities	Duties related to general business of the Center and contact and coordination with outside institutions, etc.	
	Higher Education Promotion Staff	Duties related to class management, administrative work, public relations, etc. of the Undergraduate and Graduate School	
	Learning Support Staff	Duties related to guidance and counseling on learning for students	
	Commissioned Payroll Staff	Duties related to handling salaries, social insurance, taxes, etc. of employees	
	Career Design Coordinator	Duties related to student career education	
	Globalization Promotion Staff	Duties related to sending out and acceptance of students, international conferences, conclusion of agreements, and the promotion of university globalization	
	Entrance Exam PR Promotion Staff	Duties related to entrance examinations and the promotion of their PR	

Appendix 2 (related to Article 2)  
Table of Fixed-term non-regular personnel

Employment Type	Definition	Note
Visiting Researcher	Individuals who engage in collaborative research, etc. in a highly specialized field with a faculty member of the CORPORATION	—
Special Researcher	Individuals recognized as having particularly outstanding research abilities and qualifications as a faculty member who engage in collaborative research, etc. with a faculty member of the CORPORATION	—

Special Research Support Staff	Individuals who support the progress of a research topic at the CORPORATION	limited to individuals employed with funds from Grant-in-Aid for Scientific Research awarded in accordance with the Regulation on the Handling of Grant-in-Aid for Scientific Research (Ministry of Education Notice No. 110 of March 30, 1965), research subsidies and grants awarded by the State, etc., or funds received from an enterprise, etc. for the purpose of a cooperative research or commissioned research engaged in with an external institution such as a private firm or enterprise (hereinafter referred to as "ENTERPRISE, ETC.")
Specific Project Education Support Staff	Individuals who support the accomplishment of educational activities in a specific project of the CORPORATION	limited to individuals employed with national subsidies, etc. for educational purposes If the Chairperson of the Board of Executives recognizes it as necessary, they may concurrently conduct duties of other position separately provided for. In this case, the remuneration for the duties in said position shall not be provided.
Specific Project Support Staff	Individuals who support the progress of a specific project at the CORPORATION	limited to individuals employed with project funds subsidized by the national government, etc.

Appendix 3 (related to Article 5 and Article 11)

Table of Term of Contract and Wages, etc. of NON-REGULAR PERSONNEL, ETC.

Category	Job title	Handling of Term of Contract and Renewal	Wages	Details of Salary
Non-regular personnel	Temporary Personnel	<p>They are employed on a daily basis with a term of employment of one day.</p> <p>The duration for temporary personnel employed on a daily basis (hereinafter referred to as "SCHEDULED EMPLOYMENT PERIOD") shall be no more than 12 months in a single business year.</p> <p>When an individual who has vacated position due to the expiry of the SCHEDULED EMPLOYMENT PERIOD is to be re-employed due to special circumstances, a period of no less than one month must pass before doing so. This does not apply, however, provided that the Chairperson of Board of Executives specifically recognizes doing so as necessary.</p> <p>The aggregate SCHEDULED EMPLOYMENT PERIOD may not exceed three years. However, in cases where any of the following items apply, individuals, who have vacated a position due to the expiry of the SCHEDULED EMPLOYMENT PERIOD, and six or more months have passed since the position was vacated, may be employed again.</p> <p>(1) When employing a temporary technical assistant with a special qualification or license</p> <p>(2) When employing temporary personnel for duties for which it is notably difficult to find temporary personnel, due to the special characteristics, etc. of the duties</p>	Salaries, extra pay for work outside designated working hours, extra pay for work on HOLIDAYS, extra pay for late-night work, extra pay for special duties and a commuting allowance shall be provided in accordance with the standards provided for separately.	Salaries shall be provided in accordance with Appendix 4.
	Commissioned Personnel	The term of contract for commissioned personnel shall be within one business year and can be renewed. However, in the event that commissioned personnel resign from their post during the term of contract, the term of contract for new commissioned personnel replacing shall be the remaining period of their predecessors.	Salaries and commuting allowances	Salaries shall be provided hourly, daily or monthly, and its amount shall be determined separately by the Chairperson of the Board of Executives.
Fixed-term personnel	Visiting Researcher	The term of contract for visiting researchers shall be at least three months and up to one year, in principle. However, this can be extended as necessary.	Salaries and commuting allowances	The monthly amount of Salaries shall be determined separately by the Chairperson of the Board of Executives.
	Special Researcher	The term of contract can be renewed up to three years.		

	Special Research Support Staff	The term of contract can be renewed up to ten years.	Salaries and commuting allowances	The monthly amount of Salaries shall be determined separately by the Chairperson of the Board of Executives.
	Specific Project Education Support Staff			
	Specific Project Support Staff	The term of contract can be renewed up to five years.	Salaries, commuting allowances and extra pay for late-night work	The monthly amount of Salaries shall be determined separately by the Chairperson of the Board of Executives.

Note:

1. The amount of a commuting allowances and extra pay for late-night work shall be based on the example of payment to full-time personnel.
2. In the event that the amount of monthly salary has a fraction, that shall be rounded up to the nearest one yen.

Appendix 4 (related to Article 11)

Table of Wage Standards for Temporary Personnel

Category	Wage Standard Amount
Temporary Clerical Assistant (under 22 years of age)	Amount corresponding to 1/21 of the monthly salary for Grade 1, Salary Level 5 on the Table of Salaries for Administrative Posts
Temporary Clerical Assistant (22 years of age and older)	Amount corresponding to 1/21 of the monthly salary for Grade 1, Salary Level 13 on the Table of Salaries for Administrative Posts
Temporary Skilled Worker	Amount corresponding to 1/21 of the monthly salary for Grade 1, Salary Level 17 on the Table of Salaries for Skilled Workers
Temporary Worker	Amount corresponding to 1/21 of the monthly salary for Grade 1, Salary Level 1 on the Table of Salaries for Skilled Workers

Notes

- 1 The Table of Salaries for Administrative Posts and the Table of Salaries for Skilled Workers in this table refer to tables of salaries provided for in Article 3 of the Public University Corporation, The University of Aizu, Corporation Regulation Concerning Personnel Salaries.
- 2 Workers' ages used for classification of wage levels shall include only complete years in the age of relevant workers as of the date of employment.
- 3 Wages shall be rounded down to the nearest ¥10.
- 4 Wages for temporary technical assistants shall be determined as the amount corresponding to 1/21 of the starting salary calculated for regular full-time employees (rounding down to the nearest ¥10 as necessary). However, the basic wages for employment of students, etc. shall be determined separately by the Chairperson of the Board of Executives.
- 5 Basic wages for waged non-regular personnel, etc. provided for in Article 7 working less than 7 hours and 45 minutes a day shall be determined as an hourly wage in the amount corresponding to 1/7.75 the wage determined in Paragraph 8.2 (rounding down to the nearest ¥1 as necessary).
- 6 The Chairperson, notwithstanding the provisions of Paragraph 8.2 and 8.3, upon recognition of circumstances surrounding the local demand and supply for labor or other special circumstances, can determine wages in accordance with provisions provided for separately.

Appendix 5 (related to Article 16)

Table of the number of days for paid leave that can be taken by temporary personnel

1. The maximum number of days for temporary personnel shall be up to 10 days during one term of employment as indicated in the table below.

Requirement	Number of Days
Temporary personnel whose employment period exceeds five consecutive months (including cases of over five consecutive months by the renewal of the employment period) must have worked for over two consecutive months since the day starting the employment.	5
Temporary personnel must have worked for over six consecutive months.	5

2. Paid leave can be provided despite the table above in cases where the Chairperson recognizes it as necessary.

Appendix 6 (related to Article 16)

Table of the number of days for paid leave that can be taken by Commissioned Personnel

1. The maximum number of days for Commissioned Personnel shall be indicated in the table below.

Prescribed number of working days	Per week	4	3	2	1	
	Per year	169 – 216	121 – 168	73 – 120	48 – 72	
Number of annual paid leave days	Number of working years	1 <sup>st</sup> FY	7	5	3	1
		2 <sup>nd</sup> FY	8	6	4	2
		3 <sup>rd</sup> FY	9	6	5	2
		4 <sup>th</sup> FY	10	8	6	2
		5 <sup>th</sup> FY	12	9	6	3
		6 <sup>th</sup> FY	13	10	6	3
		7 <sup>th</sup> FY and longer	15	11	7	3

2. Non-regular personnel may carry over up to 15 days of annual paid leave days from among the number of those that were newly provided during the previous commissioned period to the following period in cases where they are re-commissioned as non-regular personnel after the expiration of a commissioning period.

Appendix 7 (related to Article 16)

fixed-term personnel

Table of the number of days for paid leave that can be taken by fixed-term personnel

1. The maximum number of days for fixed-term personnel shall be indicated in the table below.

Commissioned Period	Number of days
Less than 1 month	2
Between 1 month and 2 months	3
Between 2 month and 3 months	5
Between 3 month and 4 months	7
Between 4month and 5 months	8
Between 5month and 6 months	10
Between 6 month and 7 months	12
Between 7 month and 8 months	13
Between 8 month and 9 months	15
Between 9 month and 10 months	17
Between 10 month and 11 months	18
Between 11 month and 12 months	20

2. Fixed-term personnel may carry over up to 20 days of annual paid leave days from among the number of those that were newly provided during the previous commissioned period to the following period in cases where they are re-commissioned as non-regular personnel after the expiration of a commissioning period.

Appendix 8 (related to Article 16)

The number of days for bereavement leave

Deceased person		No. of days
Spouse		10
Blood relative	Parent	7
	Child	5
	Grand parent	3
	Grandchild	1
	Sibling	3
	Uncle or aunt	1
In-laws	Parent in-law	7
	Child's spouse	1
	Spouse's grand parent	1
	Spouse's sibling	1
	Spouse's uncle or aunt	1