

Office Regulations for Fixed-term Personnel of the Public University Corporation,
the University of Aizu
(April 1, 2012, Regulation No. 1)

Chapter One General Provisions

Article One
(Purpose)

1.1 This ruling concerning office regulations for fixed-term personnel (hereinafter referred to as “RULING”) determines necessary matters pertaining to the employment of fixed-term personnel working at the Public University Corporation, the University of Aizu (hereafter 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”).

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

Article Two
(Definition of Personnel)

2.1 For the purpose of this RULING, fixed-term personnel refers to individuals who are employed to work full-time for a fixed term (Other than those provided for in Article 2 of the Office Regulations for Personnel of the Public University Corporation, the University of Aizu, and in Article 2, Paragraph 2.4 of the Office Regulations for Part-Time Personnel, Etc. of the Public University Corporation, the University of Aizu) and fall in either of the following categories.

(1) Fixed-term Personnel Substituting Regular Full-time Personnel on Childcare Leave

Individuals who are employed to substitute regular full-time personnel on childcare leave

(2) Regular Fixed-term Personnel

Individuals with expertise or superior insights who are employed to implement specific projects, etc.

Article Three
(Strict Observance of the RULING)

3.1 The CORPORATION and fixed-term personnel must strictly observe this RULING.

Chapter Two Employment, etc.

Article Four
(Employment)

4.1 Employment of fixed-term personnel shall be conducted by competitive examination or selection.

Article Five
(Clarification of Work Conditions)

5.1 When employing fixed-term personnel, the CORPORATION shall issue the employee to be hired with documents describing the following matters before actual employment.

- (1) Matters concerning the term of employment contract
- (2) Matters concerning the place of employment and duties the employee will be engaged in
- (3) Matters concerning the beginning and ending times for work days, whether it is necessary for work to be done in addition to specified working hours, rest periods, non-working days, and paid holidays
- (4) Matters concerning salaries
- (5) Matters concerning resignation

5.2 Issuance of a statement with work conditions provided for in Paragraph 5.1 shall be deemed as conclusion of an agreement on work conditions.

Article Six
(Documents to be Submitted)

6.1 Individuals to be employed as fixed-term personnel shall promptly submit documents deemed necessary by the CORPORATION.

6.2 In cases where matters noted on documents mentioned in Paragraph 6.1 change, fixed-term personnel shall use prescribed forms to notify the CORPORATION of corresponding changes.

Article Seven
(Period of Employment)

7.1 Period of employment for respective fixed-term personnel shall be determined according to the following items.

- (1) Fixed-term personnel substituting regular full-time personnel on childcare leave
The period of employment shall be determined based on a period of childcare leave that regular full-time personnel (hereinafter referred to as “PERSONNEL TO BE SUBSTITUTED”) intend to take. In cases where PERSONNEL TO BE SUBSTITUTED intend to extend the period of childcare leave, the period of employment can be renewed within the range of the extended period of leave.
- (2) Regular fixed-term personnel
The period of employment shall be within a range of 3 years. In cases where the Chairperson deems it necessary, the period of employment can be renewed until completion of relevant projects.

Article Eight

(Notice of Termination of Employment)

8.1 In cases where the contract of employment is not to be renewed, though renewal thereof was clearly stated upon conclusion of the contract, the CORPORATION shall notify the employee of termination of employment at least 30 days in advance with reasons.

Article Nine (Probation Period)

9.1 The provisions of Article 10 of the Office Regulations for Personnel of the Public University Corporation, the University of Aizu (enforced as of April 1, 2006, Regulation No. 36)(hereinafter referred to as “OFFICE REGULATIONS”) shall apply to probation period of fixed-term personnel.

Chapter Three Promotions and Salary Raise

Article Ten (Promotions)

10.1 The CORPORATION shall not promote fixed-term personnel, in principle. This shall not, however, apply to regular fixed-term personnel.

Article Eleven (Salary Raise)

11.1 The CORPORATION shall not raise salaries of fixed-term personnel, in principle. This shall not, however, apply to regular fixed-term personnel.

Chapter Four Changes in Post

Article Twelve (Changes in Post)

12.1 The CORPORATION can order fixed-term personnel to change work posts or assume a concurrent post.

12.2 Fixed-term personnel cannot refuse to comply with the circumstances described above without justifiable reason.

Chapter Five Leave of Absence

Article Thirteen (Leave of Absence)

13.1 The provisions of Article 14 of the OFFICE REGULATIONS shall apply to leave of absence of fixed-term personnel. This shall not, however, apply to fixed-term personnel substituting regular full-time personnel on childcare leave.

Chapter Six Resignation, Dismissal, etc.

Article Fourteen

(Resignation)

14.1 Fixed-term personnel shall resign in cases where they fall under any of the following situations.

- (1) Upon expiry of the term of contract (excluding cases where the contract is to be renewed)
- (2) Upon approval by the Chairperson of an application for resignation submitted by the employee
- (3) Upon expiry of the term for leave of absence, if the grounds for the leave of absence have not ceased to exist
- (4) Upon death
- (5) Upon appointment as an executive of the CORPORATION

14.2 Fixed-term personnel applying for resignation in accordance with Article 14, Paragraph 14.1, Item 2 must abide by the following terms.

- (1) In principle, personnel must submit a “Request for Resignation” form to the CORPORATION at least 30 days before the date on which the resignation will be effective.
- (2) Personnel must continue to engage in their duties until the day of their resignation, even after they have made a request to resign.

Article Fifteen Dismissal, etc.

15.1 The provisions of Articles 20 to 22 of the OFFICE REGULATIONS shall apply to dismissal etc., of fixed-term personnel.

Chapter Seven Salary

Article Sixteen

(Salary)

16.1 Salaries of personnel substituting regular full-time personnel on childcare leave shall be determined based on those of personnel without fixed-term of employment.

16.2 Salaries of regular fixed-term personnel shall be determined by the Chairperson.

Chapter Eight Duties

Article Seventeen

(Duties)

17.1 The provisions of Articles 26 to 33 of the OFFICE REGULATIONS shall apply to duties of fixed-term personnel.

Chapter Nine Working hours, Work Holidays, Paid Holidays, etc.

Article Eighteen

(Working Hours, Work Holidays, Paid Holidays, etc.)

18.1 The provisions of Articles 34, 35, and Article 36, Paragraphs 36.1 and 36.2, of the OFFICE REGULATIONS shall apply to working hours, work holidays, paid holidays, etc. of fixed-term personnel. Childcare leave provided for in the provisions of Article 35, however, shall not apply to fixed-term personnel substituting regular full-time personnel on childcare leave.

Chapter Ten Commendation

Article Nineteen

(Commendation)

19.1 The provisions of Article 37 of the OFFICE REGULATIONS shall apply to commendation of fixed-term personnel.

Chapter Eleven Disciplinary Punishment, etc.

Article Twenty

(Disciplinary Punishment)

20.1 The provisions of Articles 38 to 41 of the OFFICE REGULATIONS shall apply to disciplinary punishment of fixed-term personnel.

Chapter Twelve Safety and Health

Article Twenty-One

(Safety and Health)

21.1 The provisions of Article 42 of the OFFICE REGULATIONS shall apply to safety and health of fixed-term personnel.

Chapter Thirteen Accident Compensation

Article Twenty-Two

(Work Accidents and Accidents while Commuting)

22.1 The provisions of Articles 43 and 44 of the OFFICE REGULATIONS shall apply to work accidents and accidents while commuting of fixed-term personnel.

Chapter Fourteen Training and Business Trip

Article Twenty-Three

(Training and Business Trip)

23.1 The provisions of Articles 45 to 47 of the OFFICE REGULATIONS shall apply to training and business trip of fixed-term personnel.

Chapter Fifteen Welfare

Article Twenty-Four

(Use of Housing)

24.1 The provisions of Article 48 of the OFFICE REGULATIONS shall apply to use of housing by fixed-term personnel.

Chapter Sixteen Resignation Allowance

Article Twenty-Five

(Resignation Allowance)

Article 25.1 The provisions of Article 50 of the OFFICE REGULATIONS shall apply to resignation allowance of fixed-term personnel substituting regular full-time personnel on childcare leave.

25.2 Resignation allowance shall not be paid to regular fixed-term personnel.

Additional Provisions

Article One

(Date of Enforcement)

1.1 This RULING shall be enforced as of April 1, 2012.