

**Office Regulations for Personnel of the Public University Corporation,
The University of Aizu**

(April 1, 2006, Regulation No.36)

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Chapter One General Provisions

Article One

(Purpose)

1.1 This ruling concerning office regulations for personnel (hereinafter referred to as “RULING”) determines necessary matters pertaining to the employment of personnel 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. Here in after referred to as “LABOR STANDARDS LAW”).

Article Two

(Definition of Personnel)

2.1 For the purpose of this ruling, PERSONNEL refers to individuals engaged in regular, full-time, salaried employees.

2.2 For the purpose of this ruling, FACULTY MEMBER refers to personnel provided for in Paragraph 2.1 working in the positions of professor, assistant professor, lecturer, assistant lecturer or assistant instructor.

2.3 For the purpose of this ruling, FIXED-TERM PERSONNEL refers to employees who are employed for a predetermined period of time and fall in either of the following categories, except for FACULTY MEMBERS.

(1) CHILDCARE LEAVE SUBSTITUTE PERSONNEL

Individuals who are employed to substitute for personnel on childcare leave

(2) REGULAR FIXED-TERM PERSONNEL

Individuals with specialized knowledge and experience and/or superior insights who are employed to implement specific projects, etc.

Article Three

(Range of Application)

3.1 This ruling applies to personnel regulated in Article 2, Paragraph 1. However, in cases where FACULTY MEMBERS are provided for separately, those provisions shall apply.

3.2 As provided for in Article 2, Paragraph 1 of the Law Concerning the Dispatch of Regular Local Public Employees to Public-service Corporations (Law No. 50 of 2000) and Article 2, Paragraph 1 of the Ordinance Concerning the Dispatch of Personnel to Public-service Corporations (Fukushima Prefecture Ordinance No. 77 of 2001), this ruling shall apply to matters concerning the employment of personnel dispatched from Fukushima Prefecture to the CORPORATION, with the exception of matters provided for in the agreement concluded between Fukushima Prefecture and the CORPORATION concerning the dispatch of Fukushima Prefectural employees.

3.3 Matters concerning temporary employees, commissioned employees, etc. shall be provided for separately.

Article Four

(Relationship to Laws and Ordinances)

4.1 Matters not provided for in this RULING or its Additional Provisions shall be in accordance with the provisions of the LABOR STANDARDS LAW, the Local Government Employees' Accident Compensation Insurance Law (Law No. 121 of 1967. Hereinafter referred to as "PUBLIC EMPLOYEES' ACCIDENT LAW"), the Local Independent Administrative Corporation Law (Law No. 118 of 2003. Hereinafter referred to as "LOCAL CORPORATION LAW") and other related laws and ordinances.

Article Five

(Compliance with the RULING)

5.1 The CORPORATION and its personnel must strictly comply with categories described in this ruling.

Chapter Two Personnel Affairs

Section One

(Employment)

Article Six

(Employment)

6.1 Employment of personnel shall be conducted by competitive examination or

selection.

Article Seven
(Job Transfers)

7.1 In cases where personnel receive transfer order, they shall assume their new posts promptly. However, in cases where unavoidable circumstances prevail, they shall do so within seven days of issuance of the order.

Article Eight
(Clarification of Work Conditions)

8.1 When employing 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 the 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, paid holidays, and shift work in cases where workers will be divided into two or more groups for work purposes.
- (4) Matters concerning decisions on salaries, how they are calculated, and how they will be paid, the cut off date for salaries, and when they will be paid.
- (5) Matters concerning resignation/retirement.

Article Nine
(Documents to be Submitted)

9.1 Individuals to be employed as personnel shall promptly submit documents deemed necessary by the CORPORATION.

9.2 In cases where matters noted on documents mentioned in Paragraph 9.1 change, personnel shall use prescribed forms to notify the CORPORATION of the corresponding changes.

(Period of Employment of FIXED-TERM PERSONNEL)

9-2.2 The period of employment for each fixed-term personnel shall be determined according to the provisions of the following items.

(1) CHILDCARE LEAVE SUBSTITUTIE PERSONNEL

The period of employment shall be set within the scope of the period of maternity and childcare leave being taken by personnel (hereinafter referred to as "PERSONNEL TO BE SUBSTITUTED"). However, in the case where the "PERSONNEL TO BE SUBSTITUTED" extends the period of childcare leave, the period of employment can be renewed for up to a maximum of five years within the

period of said leave.

(2) Regular fixed-term personnel

The period of employment shall be set within a maximum of three years. However, in cases where the Chairperson deems it necessary, the period of employment can be renewed until completion of the project in question or for up to a maximum of five years.

(Notice of Termination of Employment of FIXED-TERM PERSONNEL)

9-3 In the event that the fixed-term employment contract of a FIXED-TERM PERSONNEL which specifies the renewal of said contract will not be renewed, the CORPORATION shall notify the employee of this fact at least 30 days in advance along with the reasons.

Article Ten

(Probation Period)

10.1 Individuals employed as personnel shall be subject to a year probation period from the date of hiring. However, the probation period may be extended or shortened in cases where doing so is recognized as being necessary by the CORPORATION.

10.2 In cases where any of the following categories applies to personnel during the probationary period, the CORPORATION shall either terminate employment or shall not employ the individual upon expiry of the probation period.

- (1) When work achievements are poor
- (2) When there is difficulty in performing duties due to an emotional or physical disorder
- (3) When, by virtue of reasons other than those provided for in Categories 1 and 2, the individual lacks aptitude as an employee.

10.3 The probation period shall be included in the length of employment.

Section Two

(Promotions and Demotions)

Article Eleven

(Promotions)

11.1 Employee promotions shall be determined by selection. However, CHILDCARE LEAVE SUBSTITUTE PERSONNEL shall not be promoted during the term, in principal.

11.2 Selection mentioned in the previous paragraph shall be based on an evaluation of the employee's work performance and other abilities of the employee concerned.

Article Twelve

(Demotions)

12.1 The CORPORATION may demote personnel in cases where any of the following categories apply.

- (1) When work achievements are poor
- (2) When, there is difficulty in performing duties due to an emotional or physical disorder, or when an employee is overwhelmed by these conditions
- (3) When, by virtue of reasons other than those provided for in the previous categories, an employee lacks necessary aptitude for the job
- (4) When it is necessary to abolish an office organization due to organizational restructuring or elimination

12.2 Necessary matters concerning demotion, other than those provided for in this article, shall be provided for separately.

Section Three

(Changes in post)

Article Thirteen

(Changes in post)

13.1 The CORPORATION can order personnel to change work posts, assume a concurrent post or relocate in cases where this is necessary for work purposes.

13.2 Personnel cannot refuse to comply with the circumstances described above without justifiable reason.

Section Four

(Leave of Absence)

Article Fourteen

(Grounds for Leave of Absence)

14.1 The CORPORATION can allow personnel to take a leave of absence in cases where any of the following categories apply. However, this shall not apply to CHILDCARE LEAVE SUBSTITUTE PERSONNEL. When a long period of recuperation is necessary due to a physical or emotional disorder.

- (1) When an employee is indicted in a criminal case.
- (2) When it is not known whether an employee is alive or not, or when the employee's whereabouts are unknown, due to a flood, fire or some other type of disaster.
- (3) When an employee is engaged in a long-term study, research or training program at a school, research institute or another equivalent public institution concerning academic matters recognized as being related to the employee's work duties.
- (4) In cases where employee holds a concurrent post such as that of an executive officer (excluding auditors) or advisor (hereinafter referred to as "EXECUTIVE, ETC.") at

a company using the employee's research results, and where the employee cannot engage in their duties at the CORPORATION because they are mainly required to engage in their duties as an EXECUTIVE, ETC.

(5) When an employee is ordered to change work posts as provided for in Article 13, Paragraph 1

(6) When a leave of absence is recognized as being appropriate for reasons other than those regulated for in the previous categories

14.2 The provisions of Paragraph 14.1 do not apply to personnel in their probationary period of employment.

Article Fifteen

(Period of Leave of Absence)

15.1 The period of a leave of absence granted on the grounds described in Categories 1, 3, 4, and 5 of the previous article shall correspond to necessity but shall not exceed three years. In such cases, if the period of leave of absence is less than three years, the leave of absence can be extended, up to a period of not more than three years from the first day of the leave of absence.

15.2 The period of a leave of absence granted on the grounds described in Article 14, Item 2 shall be the period of time that the relevant case remains pending in a court of law.

Article Sixteen

(Reinstatement)

16.1 The CORPORATION shall promptly reinstate personnel whose grounds for a leave of absence cease to exist before the end of their scheduled leave of absence. However, reinstatement of personnel on leave of absence on grounds provided for in Article 14, Paragraph 1, item 1 shall be based on the results of a doctor's diagnosis.

16.2 In cases of reinstatement, personnel may be assigned to a post that differs from that to which they were assigned prior to their leave of absence.

16.3 Necessary matters concerning leaves of absence, other than those provided for in this article and in Articles 14 and 15, shall be provided for separately.

Section Five

(Resignation/Retirement, Dismissal, Etc.)

Article Seventeen

(Resignation/Retirement)

17.1 Personnel shall resign/retire in cases where any of the following items apply.

(1) The individual has reached designated retirement age

(2) The chairperson has approved a resignation tendered by the employee or 14

days have passed since the tendering of said resignation.

- (3) The term of a fixed-term contract has expired (excluding cases where the contract is to be renewed)
- (4) Upon expiry of an employee's leave of absence, if the grounds for the employee's leave of absence has not ceased to exist
- (5) Upon death
- (6) Upon appointment as an executive of the CORPORATION
- (7) An agreement regarding resignation is otherwise reached between employee and employer.

17.2 Personnel must continue to engage in their duties even after tendering their resignation in accordance with Article 17.1.2 until the day their resignation takes effect.

17.3 The approval of the Chairperson of the Board of Executives set forth in Article 17.1.2 shall be given in writing in a timely manner.

Article Eighteen

(Retirement Age)

18.1 Necessary matters concerning retirement age shall be provided for separately.

Article Nineteen

Delete

Article Twenty

(Dismissal)

20.1 The CORPORATION can dismiss personnel in cases where any of the following categories apply.

- (1) When work achievements are notably poor.
- (2) When an employee experiences difficulty performing duties due to an emotional or physical disorder, or when an employee is overwhelmed by these conditions.
- (3) When, by virtue of reasons other than those provided for in Item 2, an employee lacks the necessary aptitude for the job.
- (4) When a surplus of personnel arises due to work circumstances as a result of downsizing of business, improvement of organization or other unavoidable circumstances, and no other appropriate post exists for an employee.

20.2 The CORPORATION shall dismiss personnel sentenced to imprisonment or a more severe punishment.

Article Twenty-One

(Notice of Dismissal)

21.1 The CORPORATION shall either notify personnel of their dismissal 30 days in

advance or pay them for 30 days of the average wage provided for in Article 12, Paragraph 1 of the LABOR STANDARDS LAW. However, this shall not apply in cases where business cannot be continued due to the incidence of a natural disaster or other unavoidable circumstances, or in cases where dismissal is based on reasons attributable to the worker, provided approval is received from the administrative authority in accordance with the provisions of Article 19, Paragraph 2 LABOR STANDARDS LAW which apply mutatis mutandis to the provisions of Article 20, Paragraph 3 of the same law.

21.2 The number of days of notice mentioned in Paragraph 21.1 may be reduced in accordance with the number of days of average wage paid.

21.3 The provisions of Paragraph 21.2 shall not apply to individuals on probation (excluding individuals employed continuously for a period in excess of 14 days).

Article Twenty-Two

(Restrictions on Dismissal)

22.1 The CORPORATION, notwithstanding the provisions of Article 20, Paragraph 1, shall not dismiss personnel during periods corresponding to either of the following categories. However, this restriction shall not apply in cases where an employee is receiving an accident and sickness compensatory pension the day after the three-year period following commencement of recuperation or when they will receive an accident and sickness compensatory pension after that day, or in cases where continuation of business is not possible due to the occurrence of a natural disaster or other unavoidable circumstances and approval is received from the administrative authority in accordance with Article 19, Paragraph 2 of the LABOR STANDARDS LAW.

- (1) Periods of sick leave due to injury suffered at work or illness and for a period of 30 days thereafter
- (2) Periods before and after childbirth provided for in Article 65 of the LABOR STANDARDS LAW and for a period of 30 days thereafter

Article Twenty-Three

(Return of Borrowed Categories)

23.1 Individuals who have retired/resigned or have been dismissed must promptly return all categories borrowed from the CORPORATION.

Article Twenty-Four

(Certificate of Resignation, Etc.)

24.1 In cases where individuals who have retired/resigned or have been dismissed have requested the issuance of a Certificate of Resignation, this shall be issued without delay.

24.2 Matters to be noted on the certificate provided for in Paragraph 24.1 shall be in accordance with the following.

- (1) Period of employment
- (2) Type of work, position and salary
- (3) Reason for resignation (reason for dismissal)

24.3 Of the matters provided for in Paragraph 24.2, only the matters requested shall be described on the certificate.

Chapter Three Salary

Article Twenty-Five

(Salary)

25.1 Matters concerning salaries for personnel shall be provided for separately.

Chapter Four Service

Article Twenty-Six

(Obligation to Carry out Duties with Sincerity)

26.1 Personnel, except in cases provided for separately, must recognize the public nature and transparency of the duties of public university corporations provided for in the LOCAL CORPORATION LAW, and in addition to engaging in their duties conscientiously and fairly, devote themselves to their duties.

26.2 Necessary matters concerning exemptions from the obligation to devote oneself to one's duties and other services shall be provided for separately.

Article Twenty-Seven

(Compliance with Laws and Ordinances, Etc.)

27.1 Personnel must comply with relevant laws and ordinances and CORPORATION regulations, etc. when engaging in their duties, and engage in duties in accordance with their superiors' official instructions.

Article Twenty-Eight

(Prohibition of Conduct Leading to Defamation of the Corporation)

28.1 Personnel, irrespective of whether they are at work or otherwise, must refrain from conduct that may lead to defamation of the CORPORATION or discredits personnel in general.

Article Twenty-Nine

(Observance of Confidentiality)

29.1 Personnel must refrain from leaking information regarding confidential matters obtained through their work.

29.2 When an employee becomes a witness, expert witness, etc. in accordance with laws

and ordinances, they must receive permission from the CORPORATION to announce matters related to work secrets.

29.3 The provisions of Paragraphs 29.1 and 29.2 are also applicable after resignation or dismissal of an employee.

Article Thirty

(Distribution of Documents, Etc.)

30.1 Personnel must receive approval from the CORPORATION when they intend to distribute or display promotional flyers or other non-official documents, graphics, etc., or engage in promotional activities using some other method on the CORPORATION's premises or facilities (hereinafter referred to as "ON CAMPUS"). However, approval will not be granted in cases where such activities might interfere with regular operation of the CORPORATION's business.

Article Thirty-One

(Prevention of Harassment, Etc.)

31.1 Personnel, in accordance with provisions provided for separately, must endeavor to prevent harassment, etc.

Article Thirty-Two

(Upholding of Ethics)

32.1 Personnel must observe work ethics and endeavor to engage in fair work duties.

Article Thirty-Three

(Concurrent Employment)

33.1 Personnel intending to engage in duties other than their work duties must receive permission to do so in accordance with provisions provided for separately.

Chapter Five Working Hours, Work Holidays, Paid Holidays, Etc.

Article Thirty-Four

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

34.1 Necessary matters concerning personnel's working hours, work holidays, paid holidays, etc. shall be provided for separately.

Article Thirty-Five

(Childcare Leave)

35.1 Personnel needing to raise a child until three years of age, based upon application, can take childcare leave, and personnel needing to raise a child until the age of starting elementary school education are eligible for benefits from measures such as shortened

working hours, etc., based upon applications. However, this shall not apply to CHILDCARE LEAVE SUBSTITUTE PERSONNEL.

35.2 Necessary matters concerning childcare leave shall be provided for separately.

Article Thirty-Six

(Family Care Leave)

36.1 Personnel needing to care for a family member, based upon application, can take family care leave or benefit from measures such as shortened working hours, etc.

36.2 Necessary matters concerning family care leave shall be provided for separately.

(Leave for Self-Improvement Etc.)

36-2.1 The Public University Corporation can approve applications for leave from personnel for the purpose of taking courses at a university, etc. or participation in activities for international contribution, based on provisions determined separately.

Chapter Six Commendation

Article Thirty-Seven

(Commendation)

37.1 The CORPORATION shall commend personnel in cases where any of the following categories apply.

- (1) When they receive outstanding honorable distinction for the CORPORATION or they engage in good deeds that serves as a model for personnel
- (2) When, in the course of their duties, they prevent the occurrence of an accident or disaster, or prevent the increase in magnitude of an accident or disaster that has occurred, particularly if they have taken meritorious action, which distinguish themselves from others.
- (3) When they produce outstanding achievements in the course of their duties, particularly if their achievements serves as a model for personnel.
- (4) When they are engaged in meaningful research, have proposed significantly useful ideas etc. with regard to their work, or have contributed significantly to the improvement of administrative efficiency.
- (5) When they have worked as CORPORATION personnel for a great number of years and their service record was excellent.
- (6) Other cases in which the Chairperson considers their achievements or conduct to be worthy of commendation.

37.2 Necessary matters concerning commendation of personnel shall be provided for separately.

Chapter Seven Disciplinary punishment, Etc.

Article Thirty-Eight

(Disciplinary Punishment)

38.1 The CORPORATION can discipline personnel in cases where any of the following categories apply.

- (1) When they have violated laws, ordinances or this RULING
- (2) When they have violated work duties or failed to fulfill work duties
- (3) When they have engaged in improper conduct for personnel

38.2 Necessary matters concerning disciplinary punishment of personnel shall be provided for separately.

Article Thirty-Nine

(Types of Disciplinary Punishment)

39.1 The types of disciplinary punishment shall be in accordance with the following categories.

- (1) Reprimand Warning about future conduct.
- (2) Salary reduction Reduction in salary for a fixed period of up to one year. In such cases, the amount of a single salary reduction can be no more than half the amount of an average day's wage, and the total amount of salary reduction can be no more than one-tenth the salary paid for a single salary payment period.
- (3) Suspension Suspension from office for a period of up to one year during which time no duties may be engaged in and no salary will be paid.
- (4) Punitive dismissal Immediate dismissal without prior notification. In such cases, a payment for prior notice of dismissal shall not be paid when approval is received from the head of the relevant labor standards supervision office.

Article Forty

(Official Warnings, Etc.)

40.1 The CORPORATION can issue warnings to individuals to whom discipline based on Article 38 is not applicable, and can issue official warnings or strict cautionary admonishments to relevant personnel in cases where it is necessary in order for them to take their duties seriously.

Article Forty-One

(Compensation for Damage)

41.1 In cases where personnel inflict damage upon the CORPORATION, either intentionally or through gross negligence, the CORPORATION shall in addition to taking disciplinary action, demand partial or full compensation for the damage.

Chapter Eight Safety and Health

Article Forty-Two

(Measures for Ensuring Safety and Health)

42.1 The CORPORATION shall take necessary measures to promote personnel's health and prevent danger based on the Labor Safety and Health Law (Law No. 57 of 1972) and other related laws and ordinances.

42.2 Personnel, in addition to relevant laws and ordinances concerning the maintenance and improvement of safety, hygiene and health, must observe the instructions of the Chairperson of the CORPORATION and cooperate with measures taken by the CORPORATION with respect to safety and health.

42.3 Necessary matters concerning the maintenance and promotion of personnel's safety, hygiene and health shall be provided for separately.

Chapter Nine Accident Compensation

Article Forty-Three

(Work Accidents)

43.1 Accidents occurring to personnel while engaged in their work are provided for in the PUBLIC EMPLOYEES' ACCIDENT LAW, and accident compensation shall be provided in accordance with this law.

Article Forty-Four

(Accidents while Commuting)

44.1 Accidents occurring to personnel while commuting to/from work are provided for in the PUBLIC EMPLOYEES' ACCIDENT LAW, and compensation shall be provided in accordance with this law.

Chapter Ten Training

Article Forty-Five

(Training)

45.1 The CORPORATION shall provide personnel with the training required to enhance their knowledge and skills needed for their work and improve their abilities.

45.2 Personnel, when ordered to undertake training provided for in Paragraph 45.1, must undergo the relevant training.

Chapter Eleven Business Trips

Article Forty-Six

(Business Trips)

46.1 The CORPORATION can order personnel to go on business trips in cases where this is required for business purposes.

46.2 Personnel ordered to go on business trips must, upon completion of the business trip, promptly report on the trip.

Article Forty-Seven

(Travel Expenses)

47.1 Travel expenses in cases where personnel are ordered to go on business trips or transfer posts shall be in accordance with provisions made separately.

Chapter Twelve Welfare

Article Forty-Eight

(Use of Housing)

48.1 Personnel use of housing shall be provided for separately.

Chapter Thirteen Employment Duty Related Inventions, Etc.

Article Forty-Nine

(Employment Duty Related Inventions and Assumption of Rights)

49.1 Handling of employees' employment duty related inventions, ideas and publications shall be provided for separately.

Chapter Fourteen Retirement/Resignation Allowances

Article Fifty

(Separation Allowance)

50.1 Matters concerning retirement/resignation allowance for personnel shall be provided for separately.

50.2 Separation allowance shall not be paid to REGULAR FIXED-TERM PERSONNEL.

Chapter Fifteen Writing and Revising Procedures

Article Fifty-One

(Writing and Amendment Procedures)

51.1 The CORPORATION, when writing or amending rulings on employment, must hear the opinions of the labor union in cases where a labor union comprising the majority of workers exists at the workplace, or a representative of the majority of workers in cases where a labor union comprising the majority of workers does not exist at the workplace.

Additional Provisions

Article One

(Date of Enforcement)

1.1 This RULING shall be enforced as of April 1, 2006.

Article Two

(Interim Measures)

2.1 In cases where personnel receiving orders or approval in accordance with the Local Public Servant Law, Fukushima Prefecture Ordinances and Rulings, Fukushima Prefecture Personnel Committee Rulings, University of Aizu University Regulations and other related laws, ordinances, etc. (hereinafter referred to as "LOCAL PUBLIC EMPLOYEES LAW") before the date of enforcement of this RULING are transferred to the CORPORATION in accordance with the provisions of Article 59, Paragraph 2 of the LOCAL CORPORATION LAW, in the absence of a separate letter of appointment from the CORPORATION, the validity of the orders or approval concerned shall be observed as continuing.

2.2 In cases where personnel have been disciplined or dismissed, demoted, etc. due to circumstances beyond the control of personnel in accordance with the LOCAL PUBLIC EMPLOYEES LAW before the date of enforcement of this RULING, the measures shall be observed as continuing as in Paragraph 2.1.

Article Three

3.1 Personnel having committed illegal acts before the date of enforcement of this RULING shall be regarded as having been committed by personnel of the CORPORATION following enforcement of this RULING and the provisions of Article 38 shall apply.

Additional Provisions

(Date of Enforcement)

This regulation shall be enforced as of April 1, 2007.

Additional Provisions

(Date of Enforcement)

This regulation shall be enforced as of April 1, 2008.

Additional Provisions

(Date of Enforcement)

This regulation shall be enforced as of August 7, 2015.

Additional Provisions

(Date of Enforcement)

This regulation shall be enforced as of April 1, 2017.

Additional Provisions

(Date of Enforcement)

This regulation shall be enforced as of April 1, 2018.

Additional Provisions

(Date of Enforcement)

This regulation shall be enforced as of February 1, 2020.

Additional Provisions

(Date of Enforcement)

This regulation shall be enforced as of December 1, 2021.

Additional Provisions

(Date of Enforcement)

This regulation shall be enforced as of April 1, 2023.