

University Regulation Concerning the Stationing of University Employees and
the Duties, Etc. of Stationed Employees of the Public University Corporation,
the University of Aizu(draft)

(July 24, 2019, Regulation No. 15)

Article 1

(Stationing of Employees)

The Chairperson of the Board of Executives shall, in the event that it is recognized as necessary for the purpose of executing university operations, station and require employees to work at a place other than the location of the organization to which they are affiliated in accordance with the provisions of this regulation.

Article 2

(Precedence of this Regulation)

In the event of a contradiction or conflict between the provisions of Regulation Concerning Duties of Personnel of the Public University Corporation, the University of Aizu (April 1, 2006, Regulation No. 41) and those of this regulation, the provisions of this regulations will take precedence.

Article 3

(Locations of Stationing and Duties of Stationed Employees)

- 1 The employees that can be stationed and required to work at a place other than the location of the organization to which they are affiliated pursuant to the provisions of Article 1 are the employees listed in the left column of the Appendix.
- 2 The employees set forth in the previous paragraph (hereinafter, “Stationed Employees”) shall, pursuant to the provisions of their Notice of Appointment, be stationed to the location listed in the middle column of the Appendix where they shall engage in the duties listed in the right column of the Appendix.

Article 4

(Reporting)

Stationed Employees must submit a Work Report (Form 1) for the previous month to their Center or Division Director in addition to any other reports separately specified by their Center or Division Director.

Article 5

(Books)

Stationed Employees must prepare and keep at all times organized at the location they are stationed the following books as well as any other books specified by their Center

or Division Director.

1 Attendance Records

2 Document Organization Subsidiary Books (Form 2)

3 Postage Payment and Payment Subsidiary Books (Use a form conforming to Form 77 in the Fukushima Prefectural Financial Regulations)

Additional Provisions

1 This regulation shall be enforced as of August 1, 2019.

Appendix (Related to Article 3)

Employees engaged in duties related to research and education in robotics, etc. utilizing the Fukushima Robotic Test Field.	83 Aza Shinakanuma, Haramachiku Kaibama, Minamisoma City	Research and education in robotics, etc. utilizing the Fukushima Robotic Test Field
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.Form 1 (Related to Article 4)

Center / Division Director																Person in Charge	
Monthly Work Report for _____																	
Work Attendance	Position/Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
		17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Number of Visitors																	
Messages / Notices																	
Notes																	
To:		Date (M /DD/YY YY) e M / /															

Position	Name (Name and Seal)
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- *1 In the event there are two or more Stationed Employees, the individual with seniority should compile work reports for all of the Stationed Employees and submit them to their Center or Division Director.
- *2 The work reports should be filled in based on the examples of entries to the work attendance book. However, attendance should be indicated with a circle instead of a personal seal. Listing work attendance may be omitted if a copy of the work attendance book is attached.

Form 2 (Related to Article 5)

