

**○ Hiroshima University Work Regulations for Part-time Employees**

April 1, 2004 Regulations No. 102

Hiroshima University Work Regulations for Part-time Employees

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## Work Regulations for Part-time Employees

2. Matters not prescribed in these Regulations shall be governed by the Labor Standards Act (1947 Law No. 49; hereinafter, the Labor Act ), the Act of National University Corporations (2003 Law No. 112; hereinafter, the Corporation Act ) and other relevant laws and regulations.

### Article 2 (Definition)

Deleted

### Article 3 (Compliant Performance)

The University and Part-time Employees shall faithfully comply with these Regulations and endeavor to fulfill the requirements thereunder.

## Chapter 2 Appointment and Dismissal

### Section 1 Recruitment

### Article 4 (Recruitment)

1. A Part-time Employee shall be recruited by means of selection based on the evaluation of his/her personality, career, academic capability, skills, health and other necessary matters.
2. Necessary matters regarding the recruitment of Part-time Employees shall be set forth in the Hiroshima University Regulations for Appointment, Removal, Salaries, Working Hours, Time-Off and Leave of Part-Time Employees (March 28, 2008 Regulations No. 70; hereinafter, the Regulations for Appointment, Dismissal, Compensation, etc. ).

### Article 5 (Period of Employment)

Necessary matters regarding the period of employment of a Part-time Employee shall be set forth in the Regulations for Appointment, Dismissal, Compensation, etc.

### Article 6 (Clear Indication of Working Conditions)

1. When the University intends to hire an individual as a Part-time Employee or renew a Part-time Employee s employment, it shall, at the time of hiring or renewal of employment, issue a document describing the following matters pertaining to the employment conditions and clearly indicate, orally or in writing, other working conditions prescribed by laws and regulations.
  - (1) Matters pertaining to compensation (including whether or not compensation may be increased during the period of employment);
  - (2) Matters pertaining to the term of the labor contract (including standards for renewal of the labor contract);
  - (3) Matters pertaining to the place of work and the duties to be assigned;
  - (4) Matters pertaining to the times at which work starts and finishes, whether or not the Part-time Employee may be assigned to work in excess of the prescribed working hours, rest periods, days off and leave;
  - (5) Matters pertaining to shifts when the Part-time Employee is employed in two or more

shifts;

- (6) Matters pertaining to retirement;
  - (7) Whether or not retirement allowances will be paid; and
  - (8) Whether or not bonuses will be paid.
2. In the event of any change in the matters listed in the preceding paragraph, a document describing such change shall be issued.

Article 7 (Probationary period)

1. The probationary period for a newly employed Part-time Employee shall be two months from the date of his/her hiring and, upon having performed his/her duties satisfactorily during the probationary period, the Part-time Employee shall be formally employed; provided, however, that the University may choose not to set a probationary period if deemed necessary.
2. In the event that a Part-time Employee falls under any of the following during or at the end of the probationary period, the University may dismiss the Part-time Employee:
  - (1) Poor work performance;
  - (2) Mental or physical disorder; or
  - (3) Lack of aptitude as a Part-time Employee.
3. The provisions of Article 11, paragraph 3 and those of Article 12 shall apply mutatis mutandis to the dismissal of an individual during the probationary period (excluding those whose employment has not continued beyond a fourteen-day period).
4. The probationary period shall be included in the years of continuous employment.
5. Necessary matters pertaining to the probationary period shall be set forth in the Regulations for Appointment, Dismissal, Compensation, etc.

Section 2 Evaluation

Article 8 (Rating of Work Performance)

The rating of Part-time Employees work performance shall be conducted.

Section 3 Reassignment

Article 9 (Reassignment)

1. The University may order a Part-time Employee to be reassigned to a different position.
2. A Part-time Employee whose reassignment has been ordered may not reject it without good reason.
3. A Part-time Employee whose reassignment has been ordered shall promptly return any fittings, documents and all other goods in his/her possession.
4. Necessary matters pertaining to reassignment shall be set forth in the Regulations for Appointment, Dismissal, Compensation, etc.

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### Section 4 Retirement

#### Article 10 (Retirement)

1. A Part-time Employee shall retire and lose the status of Part-time Employee in the event of any of the following:
  - (1) The Part-time Employee expresses his/her intention to retire for personal reasons and the University approves it;
  - (2) The predetermined period of employment expires;
  - (3) At the request of the University, the Part-time Employee becomes subject to the Hiroshima University Work Regulations for Employees (April 1, 2004 Regulations No. 78), the Hiroshima University Work Regulations for Mariners (April 1, 2004 Regulations No. 79) or the Hiroshima University Work Regulations for Contract Employees (April 1, 2004 Regulations No. 101); or
  - (4) The Part-time Employee dies.
2. Necessary matters pertaining to the retirement of a Part-time Employee shall be set forth in the Regulations for Appointment, Dismissal, Compensation, etc.

### Section 5 Dismissal

#### Article 11 (Dismissal)

The University may dismiss a Part-time Employee in the event of any of the following:

- (1) The Part-time Employee becomes an adult ward or a person under curatorship;
- (2) The Part-time Employee falls under any of the grounds for disciplinary action prescribed in Article 31;
- (3) The service record of the Part-time Employee is extremely poor without prospects for improvement, or the Part-time Employee is incapable of performing duties to the extent that he/she cannot be transferred to other type of duties, etc.;
- (4) The Part-time Employee has trouble in or lacks the capacity for performing his/her duties due to a mental or physical disorder;
- (5) The workforce becomes redundant for business management reasons or due to a natural disaster or for other unavoidable reasons and it is difficult to transfer the redundant staff to other assignments;
- (6) The operation to which the Part-

- (8) The Part-time Employee is not available at the time when the classroom subject to be taught by the Part-time Employee commences; or
  - (9) There are any other unavoidable reasons similar to the above.
2. In the event that the University intends to dismiss a Part-time Employee under the preceding paragraph, the University shall provide at least 30 days advance notice or pay the Part-time Employee an amount worth 30 days Average Wage defined in Article 12 of the Labor Act; provided, however, that this shall not apply if the Part-time Employee is during his/her probationary period (excluding those whose employment has continued beyond a fourteen-day period) or if the University dismisses the Part-time Employee on a disciplinary ground under Article 32, paragraph 1, item 1 hereof based on the acknowledgement obtained from the competent Labor Standards Inspection Office.
  3. The number of days of advance notice set forth in the body text of the preceding paragraph may be reduced in inverse proportion to the number of days for which the University pays the Part-time Employee the Average Wage.
  4. When a Part-time Employee, on the occasion of dismissal under the two preceding paragraphs, requests that the University issue a document stating the reason for said dismissal during a period from the date of advance notice to the date of dismissal, the University shall issue a certificate of reason for dismissal without delay.
  5. Necessary matters pertaining to dismissal shall be set forth in the Regulations for Appointment, Dismissal, Compensation, etc.

Article 12 (Restrictions on Dismissal)

Notwithstanding the provisions of paragraph 1 of the preceding article, a Part-time Employee shall not be dismissed during any of the following periods:

- (1) A period of absence from work for medical treatment caused by injury or illness in the course of employment and the following 30 days; or
- (2) A period of six weeks from the estimated date of delivery (or 14 weeks in the case of multiple pregnancy) or less, a period from the day following the date of delivery until the date on which eight weeks have elapsed, and the following 30 days.

Section 6 Responsibilities of Retirees, etc.

Article 13 (Responsibilities after Retirement)

A Part-time Employee who has retired or has been dismissed shall not leak to any third party any secrets or personal information acquired while in employment by the University.

Article 14 (Return of Lent Articles)

A Part-time Employee who has retired or has been dismissed shall promptly return any articles lent by the University.

Article 15 (Issuance of Retirement Certificate)

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When a Part-time Employee has requested a certificate under Article 22 of the Labor Act, the University shall issue the certificate.

### Chapter 3 Compensation

#### Article 16 (Compensation)

Necessary matters pertaining to compensation of a Part-time Employee shall be set forth in the Regulations for Appointment, Dismissal, Compensation, etc.

### Chapter 4 Service Discipline

#### Article 17 (Obligation to Work Faithfully)

1. Part-time Employees must, in accordance with the Labor Act and the public nature of its business, engage in good faith in their duties.
2. Part-time Employees shall not commit any act that may cause conflict of interest with the University.

#### Article 18 (Requirements on Services)

1. Part-time Employees shall perform their duties in compliance with the relevant laws and regulations and in accordance with instructions of their supervisors.
2. Part-time Employees shall endeavor to ensure the normal progress of operations through mutual cooperation.

#### Article 19 (Prohibition of Acts Causing Discredit)

Part-time Employees are prohibited from any act that may:

- (1) dishonor or discredit the University or harm the reputation of the University's employees as a whole; or
- (2) disrupt the order and discipline of the University.

#### Article 20 (Compliance Requirements)

Part-time Employees shall:

- (1) not divulge any confidential and personal information that may have come to their knowledge in the course of their duties;
- (2) when intending to make a statement concerning any professional secrets as a witness, an expert witness or in other capacities provided for by laws and regulations, obtain the prior permission of the University;
- (3) secure the safety and reliability of information assets of the University so as to prevent any loss of social credibility;
- (4) always make a proper distinction between the public and private, and shall not utilize their duties or positions for their private interests;
- (5) not make noises or commit any other act that may disturb the order or corrupt public

- morals on the premises or in the facilities of the University (hereinafter, the Campus );
- (6) when acting on behalf of the University, refrain from political education in favor of or against any specific political party or any other political activities;
  - (7) not carry out an election campaign to children or students by taking advantage of their educational status;
  - (8) when intending to broadcast, advertise, hold an assembly, distribute, circulate or post documents or images or conduct any other similar act on the Campus, notify the University thereof in advance; provided, however, that the University may not approve the use of facilities, etc. if such act threatens to disturb the order or corrupt public morals on the Campus; and
  - (9) not lend money or goods or sell goods for the purpose of profit on the Campus without the permission of the University.

Article 21 (Dual Employment)

No Part-time Employee shall concurrently engage in other work or operate, on his/her own account, any for-profit enterprise if such act may cause hindrance to the performance of his/her duties for the University.

Article 22 (Ethics)

The provisions of the Hiroshima University Regulations for the Employee Code of Ethics (April 1, 2004 Regulations No. 90) (excluding the provisions of Article 18, paragraphs 1 and 2 and those of Article 21) shall apply mutatis mutandis to necessary matters pertaining to the maintenance of ethics related to the duties of Part-time Employees.

Article 23 (Prevention of Harassment)

1. No Part-time Employee shall commit any act of harassment in any manner whatsoever.
2. Matters pertaining to the prevention of harassment, etc. shall be governed by the Hiroshima University Regulations Regarding Harassment Prevention (April 1, 2004 Regulations No. 111).

Article 24 (Intellectual Property Rights)

Matters pertaining to intellectual property rights shall be governed by the Hiroshima University Regulations for Employee Inventions (April 1, 2004 Regulations No. 112).

Article 24-2 (Whistleblowing)

Matters pertaining to whistleblowing shall be governed by the Hiroshima University Regulations for Handling of Whistleblowing (March 14, 2006 Regulations No. 20).

Chapter 5 Working Hours, Days Off, Leave, etc.

Article 25 (Working Hours, etc.)

Necessary matters pertaining to working hours, days off, leave, etc. of part-time employees shall be set forth in the Regulations for Appointment, Dismissal, Compensation, etc.

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### Article 26 (Childcare Leave, etc.)

1. Part-time Employees who need to take care of children may take a childcare leave or partial childcare leave by applying to the University.
2. Necessary matters pertaining to childcare leave and partial childcare leave shall be governed by the Hiroshima University Regulations for Employee Childcare Leave (April 1, 2004 Regulations No. 92).

### Article 27 (Family-care Leave, etc.)

1. Part-time Employees who need to provide nursing care to a family member who is in a care-requiring condition due to an injury or disease may take a family-care leave and partial family-care leave by applying to the University.
2. Necessary matters pertaining to family-care leave and partial family-care leave shall be governed by the Hiroshima University Regulations for Employee Family Care Leave (April 1, 2004 Regulations No. 93).

### Article 28 (Guarantee of Exercise of Civil Rights)

1. The University shall guarantee to meet a Part-time Employee's request for time necessary to exercise the right to vote and other civil rights or to perform public duties during working hours; provided, however, that the University may change the time requested by the Part-time Employee as long as such change does not hinder the exercise of said rights or the performance of said public duties.
2. A Part-time Employee intending to run for public office, including as a member of the Diet, a head of a local government or a member of the local assembly of a local government, shall notify the University thereof in advance.
3. A Part-time Employee intending to take public office, including as a minister of state, a member of the Diet, a head of a local government or a member of the local assembly of a local government, shall notify the University thereof.

## Chapter 6 Training

### Article 29 (Training)

1. Part-time Employees shall receive training, etc. if it is deemed particularly necessary to improve their necessary knowledge and skills in relation to their duties.
2. The Hiroshima University Regulations for Employee Training (April 1, 2004 Regulations No. 95) shall apply mutatis mutandis to necessary matters pertaining to the handling of training for Part-time Employees.

## Chapter 7 Recognition and Punishments

### Article 30 (Recognition)



1. The University shall make honorable recognition of any Part-time Employee who has served with distinction in his/her duties for the University and is deemed to be a good example to others.
2. The Hiroshima University Regulations for Employee Commendations (April 1, 2004 Regulations No. 96) shall apply mutatis mutandis to necessary matters pertaining to the recognition of Part-time Employees; provided, however, that the Regulations shall not apply to the recognition of long-service employees.

Article 31 (Disciplinary Action)

The University may take disciplinary action against a Part-time Employee if the Part-time Employee:

- (1) is absent without permission without a good reason;
- (2) is poor in work attendance, such as frequently being late or leaving early, without a good reason;
- (3) causes damage to the University due to intentional or gross negligence;
- (4) commits an act of criminal offense, such as theft, misappropriation or assault;
- (5) significantly harms the honor or reputation of the University;
- (6) commits bad behavior to an extent that disturbs the order or corrupts public morals on the Campus;
- (7) commits a gross forgery of credentials; or
- (8) is in violation of any of the matters required under these Regulations or commits any inappropriate act similar to the foregoing.

Article 32 (Categories of Disciplinary Actions)

1. The categories of disciplinary actions against a Part-time Employee shall be as follows:
  - (1) Punitive dismissal: The Part-time Employee is, in principle, dismissed immediately without any prior notice;
  - (2) Forced resignation: The Part-time Employee is recommended to file a letter of resignation; if he/she neglects to follow the recommendation, he/she will be subject to punitive dismissal;
  - (3) Punitive leave: The Part-time Employee is suspended from employment for a period of more than three months up to six months, during which period he/she will be excluded from operations with no compensation being paid to him/her;
  - (4) Long-term suspension: The Part-time Employee is suspended from employment for a period of 11 days up to three months, during which period he/she will be excluded from operations with no compensation being paid to him/her;
  - (5) Short-term suspension: The Part-time Employee is suspended from employment for a period of one day up to 10 days, during which period he/she will be excluded from operations with no compensation being paid to him/her;
  - (6) Decrease in wages: The Part-time Employee's compensation is decreased, wherein the

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amount of decrease for a single occasion shall not exceed 50 percent of one day's Average Wage defined in Article 12 of the Labor Act, and the total amount of decrease shall not exceed 10 percent of the total Wages for a single pay period.

(7) Admonitory warning: The Part-time Employee is cautioned for the future.

2. The Hiroshima University Regulations for Disciplinary Punishment of Employees (April 1, 2004 Regulations No. 97) shall apply mutatis mutandis to necessary matters pertaining to disciplinary actions against Part-time Employees.

### Article 33 (Light Admonition, etc.)

In addition to the disciplinary actions prescribed in paragraph 1 of the preceding article, the University may give a Part-time Employee a light admonishment in writing or a strict reprimand in writing or orally where necessary to ensure strict service discipline and maintain a disciplined workplace.

### Article 33-2 (Standby at Home)

If in its judgment a Part-time Employee falls under both of the following, the University may order the Part-time Employee to stand by at home until the University makes a decision on the disposition or the disposition becomes effective:

- (1) The Part-time Employee commits or is likely to commit an act subject to any of the disciplinary actions under items 1 through 4 of Article 32, paragraph 1; and
- (2) The Part-time Employee's attendance will hinder the normal performance of operations or will significantly affect the other members of the workplace.

### Article 34 (Compensation for Damages)

In the event of damages to the University due to the intentional or gross negligence of a Part-time Employee, the University shall have the Part-time Employee compensate for the damages in whole or in part.

## Chapter 8 Safety and Health

### Article 35 (Measures to Ensure Safety and Health)

1. The University shall take measures necessary for Part-time Employees' mental and physical health enhancement and hazard prevention.
2. Matters pertaining to the management of Part-time Employees' safety and health shall be governed by the Hiroshima University Regulations for Safety and Health Management (April 1, 2004 Regulations No. 113).

### Article 36 (Obligation to Cooperate)

In order to help ensure safety and health, Part-time Employees shall comply with the Industrial Safety and Health Act (1972 Law No. 57) and other relevant laws and regulations, follow the instructions given by their supervisors, and cooperate in safety and health measures implemented by the University.

Chapter 9 Official Trips

Article 37 (Official Trips)

A Part-time Employee may make an official trip if the University approves its necessity for the performance of his/her duties.

2. The Hiroshima University Travel Regulations (April 1, 2004 Regulations No. 98) shall apply mutatis mutandis to necessary matters pertaining to official trips made by Part-time Employees; provided, however, that travel expenses to and from destinations shall not be paid.

Chapter 10 Welfare

Article 38 (Housing Utilization Standards)

Deleted

Article 39 (Campus Parking Utilization Standards)

Matters pertaining to the utilization of Campus parking by Part-time Employees shall be governed by the Hiroshima University Regulations Regarding Utilization of Campus Parking Areas (April 1, 2004 Regulations No. 115).

Chapter 11 Accident Compensation

Article 40 (Accident Compensation)

Matters pertaining to welfare programs necessary for the accident compensation of Part-time Employees suffering accidents (which refers to injury, sickness, disability or death) while at work or commuting to and from work, the promotion of rehabilitation into society of affected Part-time Employees and the support of affected Part-time Employees and their bereaved families shall be governed by the provisions of the Labor Act and the Workmen's Accident Compensation Insurance Act (1947 Law No. 50). In addition, the Hiroshima University Regulations for Disaster Compensation for Employees (April 1, 2004 Regulations No. 99) shall apply mutatis mutandis to these matters.

Chapter 12 Retirement Allowance

Article 41 (Ineligibility for Retirement Allowance)

No retirement allowance shall be paid to Part-time Employees.

Chapter 13 Interpretation of These Regulations, etc.

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### Article 42 (Interpretation of these Regulations, etc.)

Any questions as to the interpretation or applicability of these Regulations shall be submitted to the Executive Board for discussion and be determined by the President of the University.

#### Supplementary Provisions

These Provisions shall come into effect as of April 1, 2004.

#### Supplementary Provisions (March 31, 2005 Regulations No. 57)

These Provisions shall come into effect as of April 1, 2005.

#### Supplementary Provisions (March 31, 2006 Regulations No. 58)

These Provisions shall come into effect as of April 1, 2006.

#### Supplementary Provisions (March 22, 2007 Regulations No. 56)

These Provisions shall come into effect as of April 1, 2007.

#### Supplementary Provisions (March 28, 2008 Regulations No. 69)

These Provisions shall come into effect as of April 1, 2008.

#### Supplementary Provisions (March 31, 2009 Regulations No. 66)

These Provisions shall come into effect as of April 1, 2009.

#### Supplementary Provisions (March 26, 2013 Regulations No. 15)

These Provisions shall come into effect as of April 1, 2013.

#### Supplementary Provisions (December 24, 2014 Regulations No. 106)

These Provisions shall come into effect as of January 1, 2015.

#### Supplementary Provisions (March 1, 2016 Regulations No. 13)

These Provisions shall come into effect as of March 1, 2016, and the provisions of the Hiroshima University Work Regulations for Part-time Employees as amended by these Provisions shall apply beginning on April 1, 2015.

#### Supplementary Provisions (September 26, 2017 Regulations No. 141)

These Provisions shall come into effect as of October 10, 2017.