

**Hiroshima University Guidelines on the Term of a Labor Contract of a Person Employed with a Fixed Term**

September 26, 2017

Approved by the President

Hiroshima University Guidelines on the Term of a Labor Contract of a Person Employed with a Fixed Term

(Purpose)

No. 1. These Guidelines prescribe necessary matters concerning those to whom the special provisions on the term of a labor contract of a person employed by Hiroshima University (hereinafter "the University") with a fixed term and the provisions of Article 15-2 of the Act on Improving the Capacity and the Efficient Promotion of Research and Development through Research and Development System Reform (Act No. 63 of 2008; hereinafter "R&D Capacity Improvement Act") at the University are applied.

(Scope of the Application of the Special Provisions on the Labor Contract Term)

No. 2. The phrase "when the University recognizes it to be necessary" prescribed in Paragraph 4 of Article 9, Paragraph 4 of Article 71, Paragraph 4 of Article 142, Paragraph 4 of Article 152, Paragraph 4 of Article 160, Paragraph 4 of Article 168, and Paragraph 4 of Article 207-16 of Hiroshima University Regulations for Appointment, Removal, Salaries, Working Hours, Time-off and Leave of Contracted Teaching and Research-Related Employees (March 28, 68 28, necesons for Appointment,

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Paragraph 5 of Article 9 (including the cases where it is applied mutatis mutandis in Article 71, Article 87, and Article 103) of Hiroshima University Regulations for Appointment, Removal, Salaries, Working Hours, Time-off and Leave of Contracted Administrative/Technical Employees (March 28, 2008 Regulation No. 68) shall mean the cases listed in the following items.

- (1) When a clerical/technical contract employee to be engaged in professional duties for which it is difficult to secure human resources meaning(among contract clerical employees) contract hospital professional employees and contract hospital general employees, contract nursing employees, and (among contract skilled employees) contract medical employees and contract hospital cooks, contract hospital cooking staff, contract hospital skilled staff, contract hospital orderlies, and contract hospital medical support staff) is employed
- (2) When a clerical/technical contract employee to be engaged in duties that require planned employment (meaning (among contract skilled employees) contract environmental improvement instructors and contract environmental improvement staff) is employed
- (3) In cases where the University employs a contract clerical employee or contract skilled employee whose labor contract term from the date of the labor contract starting on or after April 1, 2013 (or, in cases where there is any vacant term as prescribed in Paragraph 2 of Article 18 of Labor Contracts Act, the date of the labor contract starting after the vacant term) has reached five years in total and the contract clerical employee is a contract professional employee, contract general employee, or contract technical employee or the contract skilled employee is a contract skilled staff or contract orderly and when there are duties in which the employee is engaged constantly and the employment is conducted through the on-campus recruitment that is conducted in cases where the University recognizes that the budget for the employment can be secured in the future
- (4) When the University employs a clerical/technical contract employee whose labor contract term from the date of the labor contract starting on or after April 1, 2013 (or, in cases where there is any vacant term as prescribed in Paragraph 2 of Article 18 of Labor Contracts Act, the date of the labor contract starting after the vacant term) has reached five years in total while limiting the duties in which the employee is engaged and setting the day when the duties are completed as the latest date of termination of the employment

No. 4. When an employee is employed based on the items in No. 2 and Item 4 of No. 3, the University shall issue to the employee a written description of the duties in which the employee is engaged (Appended Form).

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(Scope of Persons Recognized as Being Subject to the R&D Capacity Improvement Act)

No. 5. The University shall recognize the persons listed in the following items as persons who are subject to the provisions of Article 15-2 of the R&D Capacity Improvement Act.

(1) Persons employed with a fixed term (excluding persons employed based on the Hiroshima University Regulations for Terms of Office of Teachers (April 1, 2004 Regulation No. 83)) among the professors, associate professors, lecturers, and research associates listed in the paragraph of university faculty members of the appended table of Hiroshima University Regulations for Appointment and Removal of Employees (April 1, 2004 Regulation No. 81)

(2) Specially appointed faculty members, contributing, etc., faculty members, researchers, education and research coordination staff, special postdoctoral researchers, education and research support staff, and collaborative research laboratory, etc., faculty members prescribed in Paragraph 1 of Article 3 of Educational/Research Contract Employee Appointment/Dismissal Regulations (excluding persons whose labor contract has been set to have no fixed term based on the provisions of Article 18 of Labor Contracts Act)

Supplementary Provisions

These Guidelines shall come into effect on October 1, 2017.

Supplementary Provisions (Partially Revised on March 27, 2018)

These Guidelines shall come into effect on October 3, 2018.

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Appended Form (relating to No. 4)

Description of the Duties in Which the Employee is Engaged

Description No.	
Description of the duties in which the employee is engaged	
Workplace (address, etc.)	
Period of employment and maximum period for renewal	
Scheduled date for the completion of the duties	
Remarks	

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