

○ National University Corporation Kobe University Rules on Conditions of Employment for Project Staff Members

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Chapter 1: General Provisions

(Purpose)

Article 1 These rules (hereinafter referred to as "these rules") stipulate matters regarding the employment of project staff members of the National University Corporation, Kobe University (hereinafter referred to as the "University") on labor contracts with fixed terms (hereinafter referred to as "fixed-term labor contracts"), including the terms and conditions of employment and service rules.

2 Matters that are not stipulated in these rules shall be governed by the Labor Standards Act (Act No. 49 of 1947) and other laws and regulations where applicable.

(Definitions)

Article 2 In these rules, the term "project staff members" refers to those persons, from either Japan or abroad, listed in the following items who possess particularly outstanding abilities or advanced specialized skills or qualifications, and who are employed on an annual salary funded through donations or other sources:

(1) –Project faculty members: Project professors, project associate professors, project lecturers and project assistant professors who are engaged in teaching and research regarding matters specified by the University;

(2) Project specialists: Project specialists, project specialist staff members and persons in other separately stipulated positions who are engaged for a certain period in duties for which highly specialized knowledge or a high degree of insight is deemed to be especially necessary within administrative organizations as set forth in the Kobe University Administrative Organization Regulations.

(Adherence to these rules)

Article 3 The University and its project staff members shall adhere to these rules and shall endeavor to implement them in good faith.

Chapter 2: Recruitment

(Recruitment Methods and Contract Periods for Fixed-Term Labor Contracts)

Article 4 Project staff members shall be recruited through selection conducted by the President based on deliberation or assessments by the Faculty Council (including any organization equivalent to the Faculty Council) or the Director-General (hereinafter referred to collectively as “Faculty Council, etc.”).

2 As a general rule, the contract period for fixed-term labor contracts for project staff members shall not exceed three years. However, a contract period of up to five years may be stipulated in cases where an extension is deemed by the University to be especially necessary.

3 Notwithstanding the stipulations of the previous paragraph, if there exists a contract period for a fixed-term labor contract previously concluded between a project staff member appointed pursuant to the preceding paragraph and the University (excluding periods as stipulated in Article 18, Paragraph 2 of the Labor Contract Act (Act No. 128 of 2007) and in Article 15-2, Paragraph 2 of the Act on Enhancement of Research and Development Capacity and Efficient Promotion, etc. of Research and Development, etc. through Advancement of Research and Development System Reform (Act No. 63 of 2008)), the contract period for the fixed-term labor contract of such project staff member shall include such previous period but cannot exceed five years in total; however, this shall not apply to persons whose services are deemed by the University to be especially necessary.

(Documents for Submission Before Appointment)

Article 5 Persons seeking to be employed as project staff members shall submit the documents listed below before they are appointed:

- (1) Resume;
- (2) Certificate of graduation (or completion);
- (3) Copies of certificates of licenses and other qualifications;
- (4) Any other documents deemed by the University to be necessary.

2 Project staff members shall promptly notify the University whenever changes occur to the matters recorded in the documents they have submitted.

3 Persons who are found to have submitted documents containing false statements, misrepresent their career history, or fail to complete important items may have their appointments revoked.

(Documents for Submission after Appointment)

Article 6 Project staff members shall promptly submit the documents listed in the following items after appointment:

- (1) Tax withholding slip (only for persons with previous employment to whom Section 1 of said slip applies);
- (2) Declaration of deductions for dependents of the employee;
- (3) A copy of his/her pension handbook and, if applicable, a copy of his/her employment insurance certificate;
- (4) Any other documents deemed by the University to be necessary.

(Statement of Conditions of Employment)

Article 7 When recruiting project staff members, the University shall state the conditions of employment as listed below:

- (1) Matters concerning the period of the employment contract;
- (2) Matters concerning the place of work and its description;

- (3) Matters concerning the start and end times of a working day, whether overtime work will be required, rests, holidays and leave days, and matters concerning shifts when project staff members are organized in two or more shifts;
- (4) Matters concerning the determination, calculation and payment of salary, the closing day and payment day for salary and for payment of salary;
- (5) Matters concerning resignation and retirement (including grounds for dismissal);
- (6) Matters concerning retirement allowances;
- (7) Matters concerning safety and health;
- (8) Matters concerning job training;
- (9) Matters concerning work accident compensation;
- (10) Matters concerning rewards and punishments;
- (11) Matters concerning leaves of absence.

2 The University shall issue a document stating the matters listed in Items 1 through 5 of the preceding paragraph (excluding matters concerning wage increase).

(Assumption of Position)

Article 8 A project staff member shall assume his/her position immediately after he/she is hired; however, if there are unavoidable circumstances, such as a relocation of residence, and approval has been received from the University, this shall not apply.

Chapter 3: Service Rules

(General Principles)

Article 9 Project staff members must be conscious of the responsibilities attached to their duties, fulfill them faithfully and in a fair manner, and endeavor to maintain order in the university.

(Obligation to Give Undivided Attention to Duty)

Article 10 Project staff members shall devote their full attention to performing their duties while on the job.

(Workplace Discipline)

Article 11 Project staff members must follow the instructions and orders from their superiors, endeavor to maintain public order in the workplace, and mutually cooperate in the execution of their duties.

(Matters to be Observed)

Article 12 Project staff members must observe the following:

- (1) Project staff members shall not engage in acts that cause damage to the university's credibility or interests, or reflect negatively upon all employees;
- (2) Project staff members shall not divulge confidential information obtained in the course of their employment to any third parties;
- (3) Project staff members shall not use the above-mentioned confidential information to carry out activities in competition with the University without obtaining permission from it;
- (4) Project staff members shall not use their duties or positions for personal purposes;
- (5) Project staff members shall not engage in fights or any act that disrupts the order or corrupts public morals on the campus or within the facilities of the University (hereinafter referred to as "on the campus");
- (6) Project staff members shall not smoke outside the designated smoking areas;
- (7) Project staff members must not use university facilities, equipment or goods for personal purposes;
- (8) Project staff members shall not conduct broadcasts, advertisements, assemblies, distribution, circulation, or display of literature and images unrelated to work on campus without permission;
- (9) Project staff members shall not lend money or goods, or sell goods, for the purposes of profit on the campus without permission;
- (10) Project staff members shall not commit any other acts equivalent to those listed in the preceding items.

(Candidacy for Elective Public Office)

Article 13 Project staff members, when running for public office, such as member of the Diet, head of local governments, member of a local assembly or any other public function (referred to as "public office", hereinafter the same shall apply in this article and the following article), shall report to the University beforehand.

2 In addition to the stipulations preceding paragraph, candidacy for elective public offices shall be stipulated separately.

(Guarantee of Exercise of Civil Rights)

Article 13-2 When a project staff member requests time necessary to exercise voting rights and other civil rights, or to perform public duties during working hours for reasons listed in the following items, such request is guaranteed; however, to the extent not to hinder the exercise of that right or the performance of the public duty, the University may change the time requested:

- (1) When a project staff member exercises rights including voting rights provided for in the Public Officers Election Act (Act No. 100 of 1950), and rights relating to the popular review of the appointment of a Supreme Court judge, or voting to dismiss a member or the chairperson of an ordinary local assembly;
- (2) When a project staff member appears in the capacity of a lay judge, witness, expert witness or Diet witness in the Diet, a court, a local assembly, or any other government or public office;
- (3) When a project staff member runs for an elected post, while campaigning during the determined election campaign period (between the day on which a candidate files his or her candidacy and the day before the date of the relevant election) under the Public Offices Election Act.

2 Salary shall not be paid for the period during which a project staff member refrains from work pursuant to Item 3 in the preceding paragraph.

3 In addition to the two preceding paragraphs, guarantees for the exercise of civil rights shall be established separately.

(No Admittance or Expulsion)

Article 14 The University may prohibit a project staff member from the campus in the following cases:

- (1) When that project staff member corrupts public morals or disrupts the order at the workplace or is likely to do so;
- (2) When that project staff member is in possession of firearms, weapons or other dangerous objects;
- (3) When there is a danger to the public health;
- (4) In any other equivalent cases disrupting the duty performance.

2 In the event that a project staff member is denied access to the campus or is excluded from the campus before the end of the working hours, the remaining hours shall be considered an absence and salary shall be reduced accordingly.

(Stay at home)

Article 15 When the University deems it not appropriate to let a project staff member perform his or her duties, it may order him/ her to stay at home. In this case, salary will not be reduced.

(Project Staff Member Ethics)

Article 16 Work-related ethical principles that must be observed, and matters for the maintenance of ethics pertaining to work duties shall be governed mutatis mutandis by the National University Corporation Kobe University Regulations on Ethics for Academic and Administrative Staff Members.

(Prohibition of Harassment)

Article 17 Project staff members shall not adversely affect the work, learning, educational and research environments by saying words or acting against a person's will, in ways that will either favor, or put certain persons at disadvantage in performing their work, education or research.

2 The National University Corporation Kobe University Regulations on Prevention and Prohibition of Harassment shall govern matters concerning the prevention and prohibition of harassment.

(Restriction on Concurrent Employment)

Article 18 Project staff members shall not undertake concurrent employment without permission from the University.

2 Matters concerning concurrent employment shall be governed mutatis mutandis by the Kobe University Regulations on Concurrent Employment for Academic and Administrative Staff Members.

(Compensation for Damage)

Article 19 When project staff members cause damage to the University, whether intentionally or by gross negligence, they shall compensate the University for all or part of the damage.

(Handling of Intellectual Property)

Article 20 Matters concerning intellectual property rights shall be governed by the National University Corporation Kobe University Regulations on Handling Intellectual Property.

Chapter 4 Working Hours, Holidays, and Leaves

(Scheduled Working Hours)

Article 21 One working day consists of eight working hours and one 45 minute rest.

(Starting and Ending Times and Rest Time)

Article 22 Starting and Ending times and rest times shall be as follows:

- (1) Starting time: 8:30 a.m.
- (2) Ending time: 5:15 p.m.
- (3) Rest time: 0:15 p.m. to 1:00 p.m.

2 Notwithstanding the preceding paragraph, the University may change the starting and ending times, and rest time, such that the prescribed working hours do not exceed eight hours per day, when necessary for the good conduct of business duties, or when requested by a project staff member raising a child or taking care of a family member.

3 Rest time shall be provided to all project staff members simultaneously, except when the nature of duties in a particular work unit makes this inappropriate, in which case it shall be provided on a rotating basis and according to a collective agreement.

(Holidays)

Article 23 The holidays are as follows. In addition to those holidays, project staff members working part-time for the purpose of childcare according to Article 26, Paragraph 2 may be provided additional holidays in either of the five days between Monday and Friday, according to their needs and the part-time work they perform.

- (1) Sundays;
- (2) Saturdays;
- (3) National holidays provided for in the National Holidays Act (Act No. 178 of 1948);
- (4) The End of year and New Year holidays from December 29 to January 3 of the following year (excluding holidays already provided for in (3));
- (5) Other days designated by the University;

2 The University may change the holidays in the preceding paragraph if necessary.

3 Holidays pursuant to Article 35 of the Labor Standards Act (hereinafter referred to as "legal holidays") shall be those listed in Paragraph 1, (1). However, legal holidays for those project staff members subject to Articles 4, 5 and 6 of the National University Corporation Kobe University Regulations on Working Hours, Holidays, Paid Leave, etc. of Staff Members (hereinafter referred to as "Regulations on Working Hours, etc.") shall be stipulated separately.

(Types of Leaves)

Article 24 Leaves shall include annual paid holidays, sick leave and special leaves of absence.

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

Article 25 In addition to the stipulations of the preceding four articles, matters concerning working hours, holidays, paid leave, etc. shall be governed mutatis mutandis by the Regulations on Working Hours, etc.

(Childcare Leave)

Article 26 A project staff member who is responsible for raising a child under the age of three years will be eligible for a childcare leave upon application.

2 A project staff member who is responsible for taking care of a pre-school child may, at his/her request, work on days and hours he/she desires while staying in his or her current position (hereinafter referred to as "Part-time Work for Childcare").

3 In addition to the preceding paragraph, a project staff member who is responsible for taking care of a pre-school child may, at his/her request, take a leave from work of up to two hours in a day (hereinafter referred to as "Time for Childcare").

4 Rules concerning project staff members who are eligible for the childcare leave, Part-time work for childcare, time for childcare, duration of childcare leaves, and procedures for taking such leaves shall be governed by the National University Corporation Kobe University Regulations on Childcare Leave, etc. for Academic and Administrative Staff Members (hereinafter referred to as "Regulations on Childcare Leave, etc.").

(Family Care Leave)

Article 27 A project staff member who has a family member requiring care may, at his/her request, take a family care leave or a partial family care leave (hereinafter referred to as "Family Care Leave").

2 Rules concerning project staff members who are eligible for taking a family care leave, the duration of such leaves, and procedures for taking such leaves shall be governed by the National University Corporation Kobe University Regulations on Family Care Leave for Academic and Administrative Staff Members (hereinafter referred to as "Regulations on Family Care Leave").

Chapter 5: Salary

Section 1: General Provisions

(Types of Salary)

Article 28 Salary for project staff members shall consist of annual base salary and various allowances.

2 The types of allowances provided shall consist of a transportation allowance, a special work allowance, an overtime allowance, a holiday work allowance, a night work allowance, and a night watch duty allowance.

(Salary Payday, etc.)

Article 29 One-twelfth of the annual base salary shall be disbursed on the 17th of every month as a monthly base salary (hereinafter referred to as "base pay"). However, if the 17th falls on a Sunday, payment will be made two days prior; if it falls on a Saturday, payment will be made one day prior. If the 17th falls on a holiday, payment will be made on the following day.

2 The settlement date for base pay shall be the last day of each month. Before the last day of each month, if, due to absence or some other reason, there is a discrepancy between the base pay disbursed in accordance with the stipulations of the preceding paragraph and the base pay that is supposed to be disbursed under normal circumstances, this amount, in principle, shall be reconciled in the base pay for the following month. However, the reconciliation date may be delayed in cases where there are unavoidable circumstances.

3 Transportation allowances will be disbursed on the base pay payday; all other allowances will be disbursed on the base pay payday of the month following the month in which the situation/condition requiring disbursement of such allowances occurs. However, these allowances may be disbursed one or two months later when such delay is unavoidable for administrative processing reasons.

(Payment of Salary)

Article 30 Salary for project staff members shall be paid in full directly to the project staff members in cash.

However, if requested by a project staff member, salary may be paid to his or her deposit or savings account by wire transfer.

2 The following items shall be deducted from salary:

- (1) Withholding tax;
- (2) Resident tax;
- (3) Mutual aid association premium;
- (4) Insured's portion of employment insurance premium;
- (5) Amount to be deducted from salary pursuant to a written agreement with the staff representative;
- (6) Deductions otherwise provided for by law.

(Pro-rated Calculations)

Article 31 Persons who become project staff members part-way through a month will be paid base pay starting from the first day of appointment.

2 If a project staff member resigns (for any reason other than death; the same shall apply in Article 32) or if his or her employment is terminated, base pay will be disbursed up until the day of resignation or termination.

3 If a project staff member ceases to be employed by the University due to his or her demise, base pay will be disbursed up until the end of the month in which death occurs.

4 If base pay is disbursed pursuant to the provision of Paragraph 1 or the provision of Paragraph 2, the amount of said base pay, excluding the case where base pay is disbursed starting from the first of the month or disbursed up until the last day of the month, will be calculated on a pro-rated basis based on the actual number of days worked in the month, less the holidays stipulated in Article 23.

(Immediate Payment of Salary)

Article 32 If a project staff member comes under any of the following items, his or her salary shall be disbursed immediately upon request by the project staff member or a rightful claimant, regardless of the stipulations of Article 29; however, this shall not apply if there is any dispute regarding rights to receive salary:

- (1) Upon resignation or termination;
- (2) Upon death.

(Emergency Payment of Salary)

Article 33 If a project staff member's circumstances come under any of the following items and he or she submits a request, pro-rated salary for the period up until the day of such request shall be disbursed immediately, regardless of the stipulations of Article 29:

- (1) Funds to be used for the marriage, birth or funeral of the project staff member or a person who depends on him or her for their livelihood;
- (2) Funds to be used in respect of an illness or accident suffered by the project staff member or a person who depends on him or her for their livelihood;
- (3) Funds to be used to enable the project staff member or a person who depends on him or her for their livelihood to return to his or her birthplace;
- (4) As otherwise deemed to be especially necessary.

(Calculation of Salary Amount per Hour Worked)

Article 34 The salary amount per hour worked as stipulated in Articles 40 through 42 and in Article 48 shall be the amount calculated by dividing the base pay by the average number of hours worked per month.

(Calculation of Fractions)

Article 35 When calculating the salary amount per hour worked pursuant to the preceding article, any amounts under 0.5 yen will be rounded down to the nearest yen, and any amounts over 0.5 yen but less than one yen will be rounded up to the nearest yen.

(Handling of Fractions)

Article 36 If the final amount of salary calculated in accordance with these rules ends in a fraction of a yen, the amount will be rounded down to the last whole yen.

Section 2: Annual Base Salary

(Pay Steps and Amounts of Annual Base Salary)

Article 37 The pay steps and amounts of annual base salary are as stipulated in the Appended Table (Annual Base Salary Table).

(Decisions on Annual Base Salary)

Article 38 The amount of annual base salary for a new project staff member shall be the amount in the pay step decided by the Faculty Council, etc. based on such person's experience, skills and other attributes.

2 The amount of annual base salary is stipulated for each full fiscal year and shall not be reduced part-way through a given fiscal year.

Section 3: Allowances

(Transportation Allowance)

Article 39 The cases stipulated in Article 32 of the National University Corporation Kobe University Regulations on Salary for Academic and Administrative Staff Members (hereinafter referred to as "Salary Regulations") shall apply mutatis mutandis to the disbursement of transportation allowances to project staff members.

(Special Work Allowances)

Article 39-2 Special work allowances shall be disbursed in accordance with the specifics of particular tasks to project staff members who perform exceptionally hazardous, uncomfortable, health-affecting, or difficult jobs, or any other exceptionally specialized jobs for which special salary considerations are deemed to be necessary but whose particularities do not warrant consideration in terms of remuneration.

2 The types of special work allowances, the scope of those project staff members eligible therefor, the amounts, and any other necessary matters concerning special work allowances shall be stipulated in by-laws.

(Overtime Allowances)

Article 40 Pursuant to the stipulations of Articles 11 and 13 of the Regulations on Working Hours, etc., a project staff member who is directed to work in excess of his or her standard working hours (excluding cases when holiday work allowances are disbursed pursuant to the stipulations of the next article) due to operational necessity shall be paid an overtime allowance of 125/100 (or 150/100 in the case of late night work) of the salary amount per hour worked as stipulated in Article 34 for each hour that he or she has worked beyond the standard working hours.

2 Pursuant to the stipulations of Articles 11 and 13 of the Regulations on Working Hours, etc., a project staff member who is directed to work on a holiday other than a legal holiday (including holidays as stipulated in Article 8 of the Regulations on Working Hours, etc. in relation to holidays other than legal holidays) due to operational necessity shall be paid an overtime allowance of 135/100 (or 160/100 in the case of late night work) of the salary amount per hour worked as stipulated in Article 34 for each hour that he or she has worked beyond the standard working hours.

3 Pursuant to the stipulations of Article 8 of the Regulations on Working Hours, etc., if a holiday has been moved to a normal working day in the same week by prior notice, a project staff member who is directed to work in excess of his or her standard working hours on said holiday due to operational necessity shall be paid an overtime allowance of 135/100 (or 160/100 in the case of late night work) of the salary amount per hour worked as stipulated in Article 34 for each hour that he or she has worked beyond the standard working hours.

4 Notwithstanding the stipulations of the preceding three paragraphs, a project staff member who works more than 60 hours in excess of his or her standard working hours in a given month shall be paid an overtime allowance of 150/100 (or 175/100 in the case of late night work) of the salary amount per hour worked as stipulated in Article 34 for each hour that he or she has worked beyond the 60 hours.

(Holiday Work Allowances)

Article 41 Pursuant to the stipulations of Articles 11 and 13 of the Regulations on Working Hours, etc., a project staff member who is directed to work on a legal holiday (including holidays as stipulated in Article 8 of the Regulations on Working Hours, etc. in relation to legal holidays) due to operational necessity shall be paid a holiday work allowance of 135/100 (or 160/100 in the case of late night work) of the salary amount per hour worked as stipulated in Article 34 for each hour that he or she is directed to work.

2 Regarding project staff members to whom the stipulations of Articles 4 and 5 of the Regulations on Working Hours, etc. apply, the stipulations of the preceding paragraph shall apply as if those days designated as holidays pursuant to those Articles were legal holidays.

(Night Work Allowances)

Article 42 Regarding project staff members to whom the stipulations of Article 4 of the Regulations on Working Hours, etc. apply, a staff member whose standard working hours have been assigned late at night pursuant to the stipulations of Article 12 of the Regulations on Working Hours, etc., shall be paid a night work allowance of 25/100 of the salary amount per hour worked as stipulated in Article 34 for each hour that he or she has worked during the late night hours (excluding cases when holiday work allowances are disbursed pursuant to the stipulations of the preceding article).

(Night Watch Duty Allowances)

Article 43 A night watch duty allowance shall be disbursed to project staff members in accordance with cases as stipulated in Article 38 of the Salary Regulations.

Section 4: Exceptions for Salary

(Salary in the Event of Occupational or Commuting Accidents)

Article 44 If a project staff member suffers an occupational accident or illness or suffers an injury or illness while commuting (as defined in Article 7, Paragraphs 2 and 3 of the Industrial Accident Compensation Insurance Act (Act No. 50 of 1947; hereinafter referred to as "Industrial Accident Insurance Act"; the same shall apply in Article 49), he or she, when permitted to refrain from working by taking sick leave as stipulated in Article 22 of the Regulations on Working Hours, etc., shall be paid an amount equivalent to the full amount of salary (subtracting the amount received as leave compensation benefits or leave benefits in accordance with Article 14 of the Industrial Accident Insurance Act) for the duration of such sick leave.

(Salary for Persons on Leave)

Article 45 A project staff member who is put on administrative leave pursuant to the stipulations of Article 53, Item 1 due to a mental or physical condition may be paid 80/100 of his or her base pay for the duration of such leave.

2 A project staff member who is put on administrative leave pursuant to the stipulations of Article 53, Item 2 due to indictment in a criminal case may be paid up to 60/100 of his or her base pay for the duration of such leave.

3 A project staff member who is put on administrative leave pursuant to the stipulation of Article 53, Item 3 may be paid up to 70/100 of his or her base pay for the duration of such leave.

4 Unless otherwise provided by other regulations, a project staff member who is put on administrative leave shall not be paid any other salary except for that stipulated in one of the preceding three paragraphs.

(Salary for Persons on Childcare Leave)

Article 46 Salary for project staff members who take childcare leave or childcare time in accordance with the Regulations on Childcare Leave, etc. shall be handled as stipulated in the following items:

- (1) Salary will not be disbursed for the period of childcare leave;
- (2) A salary reduced pursuant to the stipulations of Article 48 will be disbursed when project staff members take childcare time and refrain from work;

2 The amount of the annual base salary for a project staff member who works reduced hours for the purpose of childcare shall be the amount calculated by multiplying the annual base salary by the percentage defined for his or her work type category in accordance with the cases stipulated in Articles 22-2 and 22-3 of the Salary Regulations.

(Salary for Persons on Family Care Leave)

Article 47 Salaries reduced pursuant to the stipulations of the following article will be disbursed to project staff members when they take family care leave or partial family care leave in accordance with the Regulations on Family Care Leave and refrain from work.

(Salary Reductions)

Article 48 If a project staff member refrains from work, a salary reduced by the amount obtained by multiplying the number of hours not worked by the salary amount per hour worked as stipulated in Article 34 shall be disbursed; however, salary will not be reduced if permission is granted for a leave pursuant to the stipulations of Article 24, prohibition against working pursuant to the stipulations of Article 62, or time not worked pursuant to the stipulations of Article 16 of the Regulations on Working Hours, etc., or when a civil right as stipulated in Article 13-2, Paragraph 1, Items 1 and 2 is exercised.

2 Even in a case where time not worked is permitted according to these rules or other regulations, if there are particular stipulations on salary reductions, then reduced salaries shall be disbursed pursuant to those stipulations, notwithstanding the stipulations of the proviso in the preceding paragraph.

(Halving of Remuneration)

Article 49 Notwithstanding the stipulations of the proviso in Paragraph 1 of the preceding article, a project staff member who, in order to receive treatment for an injury (excluding any injury suffered on the job or while commuting) or an illness (excluding any illness suffered on the job or while commuting; the same shall apply in the remainder of this article) or to receive treatment upon being prohibited from working due to an illness pursuant to the stipulations of Article 61, shall have his or her base pay halved if he or she spends a period of 90 or more consecutive days on leave from the start of sick leave as stipulated in Article 22 of the Regulations on Working Hours, etc. or from the start of work prohibition measures for those days spent on sick leave or work prohibition beyond the aforementioned period.

Section 5: Miscellaneous Provisions

(Miscellaneous Provisions)

Article 50 In addition to the stipulations in these rules, any necessary matters concerning the salary of project staff members shall be stipulated separately.

Chapter 6: Personnel

Section 1: Business Trips

(Business Trips)

Article 51 The University may order project staff members to make business trips when necessary for work operations.

2 Project staff members who made a business trip shall report about it to their superiors immediately after it is ended.

Section 2: Job Training

(Job Training)

Article 52 The University may order project staff members to receive job training to improve the knowledge and skills required for their work.

2 Matters necessary for job training shall be governed by the National University Corporation Kobe University Regulations on Job Training for Academic and Administrative Staff Members.

Section 3: Administrative Leave and Reinstatement after a Leave

(Administrative Leave)

Article 53 Project staff members who fall under any of the following items will be put on an administrative leave:

- (1) Project staff members on sick leave for a duration of 90 or more consecutive days (one consecutive year in the case of tuberculosis) and require further medical treatment;
- (2) Project staff members indicted in a criminal case, impeding the normal fulfillment of their work duties;
- (3) Project staff members who are missing as a result of a flooding, fire or other disaster.

(Duration of Administrative Leave)

Article 54 The duration of an administrative leave as provided in Items 1 and 3 of the preceding article shall be determined as necessary by the University, within a limit not exceeding one year. Where this duration is less than one year, the University may extend it until it reaches one year starting from the first day of the leave.

2 The duration of an administrative leave in the case provided in Item 2 of the preceding article shall be the duration of such case pending in court; however, if the duration of the lawsuit exceeds one year, the duration of such leave will be one year.

(Status During Administrative Leave)

Article 55 During an administrative leave, a project staff member shall retain his or her status as a project staff member but shall not perform any duties.

2 A project staff member on administrative leave shall retain the position that he or she was holding at the time when leave was taken.

(Reinstatement)

Article 56 The University shall order the reinstatement of a project staff member whose administrative leave duration has expired, or when the reason for the leave has ceased to exist; however, in the case of a project staff member who is on administrative leave according to Article 53, Item 1, the University shall order his/her reinstatement only if he/she submits a letter of reinstatement before the duration limit, and under the approval both of a medical doctor and the University, that the reason for the leave has ceased to exist.

2 With respect to the reinstatement of the preceding paragraph, the project staff member shall in principle return to his/her position before the leave; however, the University may decide to assign them to different duties in consideration of their physical or mental conditions and other relevant reasons.

Chapter 7: Safety, Health, Safety and Occupational Accident Compensation

Section 1: Safety and Health

(Measures for Maintenance of Safety and Health at work)

Article 57 The University shall take measures necessary for securing and promoting all project staff members' health and safety, and to prevent hazards according to the Industrial Safety and Safety and Health Act (Act No. 57 of 1972) and other applicable laws and regulations.

2 Project staff members must cooperate with the safety and health measures carried out by the University.

(Safety and Health Education)

Article 58 Project staff members must undergo safety and health -related education and training as the University provides.

(Measures against Emergency/ Disaster)

Article 59 When a project staff member discovers a fire or other emergency, or acknowledges that such emergency may occur, he/she shall take immediate measures, inform superiors at once, follow their directions and strive to minimize damages.

(Safety and Health Compliance)

Article 60 Project staff members must observe the following:

- (1) Project staff members must always work to keep the workplace organized and clean, to prevent disasters, and to promote hygiene;
- (2) Project staff members may not remove safety and health equipment, fire extinguishers, sanitary equipment or any other safety equipment without permission, nor enter related facilities;
- (3) Project staff members must follow and carry out orders and directions regarding safety and health from their superior.

(Health Examinations)

Article 61 The University must periodically conduct annual health examinations for all project staff members.

2 In addition to the preceding paragraph, the University may provide all or part of project staff member with extra health examinations as needed.

3 Project staff members must undergo health examinations prescribed in the preceding two paragraphs; however, this does not apply when a project staff member undergoes a health examination done by a medical doctor and submits a document certifying its results.

4 If necessary based on the results of a health examination, the University shall take measures such as prohibiting to work, or limiting working hours of a certain project staff member, in order to maintain his/her health.

5 Project staff members may not refuse the measures stated in the preceding paragraph without a reasonable cause.

(Prohibition to Work)

Article 62 The President of the university shall prohibit project staff members falling under any of the following items from working:

- (1) A person who has contracted an infectious disease, which may be contagious to other people;
- (2) A person who is suffering from a heart disease, kidney or lung disease, which is suspected to aggravated due to employment;
- (3) A person who suffers from a similar disease similar to the preceding paragraph, provided by the Minister of Health, Labor and Welfare.

2 If the university decides to prohibit a project staff member from working, according to the preceding paragraph, it must do so after consulting an industrial or medical expert.

(Matters Concerning Safety and Health)

Article 63 In addition to the stipulations in this section, other matters concerning the health and safety administration of project staff members by the university shall be governed mutatis mutandis by the National University Corporation Kobe University Regulations on Health and Safety Management for Academic and Administrative Staff Members.

Section 2: Occupational Accident Compensation

(Work-related Accidents)

Article 64 The Labor Standards Act and the Industrial Insurance Act shall apply to the compensation for occupational diseases and accidents of project staff members.

2 In addition to the preceding paragraph, compensation by the University shall be governed by separate regulations.

(Commuting Accidents)

Article 65 The Industrial Insurance Act shall apply for the compensation for the compensation of commuting accidents of project staff members.

2 In addition to the preceding paragraph, compensation by the University shall be governed by separate regulations.

Chapter 8: Women

(Limitations on the Work of Pregnant and Nursing Project Staff Members)

Article 66 The University shall not assign pregnant project staff members, or project staff members within one year after childbirth (hereinafter referred to as "pregnant and nursing project staff members") to work that may affect pregnancy, childbirth, nursing, etc.

2 If a pregnant or nursing project staff member so requests, the University shall not make her work between 10 p.m. and 5 a.m., nor work overtime.

(Prenatal and Health Care for Pregnant and Nursing Project Staff Members)

Article 67 If a pregnant or Nursing project staff member so requests, the University shall approve their leave from work to undergo the health guidance prescribed in Article 10 of the Maternal and Child Health Act (Act No. 141 of 1965), or medical examinations prescribed in Article 13 of that Act.

(Reduction of the Workload of Pregnant and Nursing Project Staff Members)

Article 68 If a pregnant or nursing project staff member so requests, the University shall reduce her workload or transfer her to lighter duties.

2 If a pregnant project staff member so requests, the University may approve of additional rest times or meal times where necessary, in order to protect her pregnancy or the health of the baby.

3 If a pregnant project staff member so requests, and when the level of congestion in the commuting means used by that project staff member may affect her health or that of the baby, the university must give her permission not to work for a time not exceeding one hour, either at the beginning, or the end of the working day.

(Special Measures for Woman for whom Menstrual Periods are Exceptionally Difficult)

Article 69 If a woman project staff member for whom menstrual periods are exceptionally difficult to work, requests so, the University shall not have her work on those days.

Chapter 9: Benefits

(Use of Staff Housing)

Article 70 The use of housing for project staff members shall be governed by the Kobe University Housing Administration Regulations (established on April 1, 2004).

Chapter 10: Rewards and Punishments

(Merit Recognition)

Article 71 When a project staff member has distinguished his/herself through exceptionally meritorious service to the university that serves as a model to other staff members, the University will duly recognize his/her merit.

2 Matters for merit recognition shall be governed mutatis mutandis by the National University Corporation Kobe University Regulations on Awards for Academic and Administrative Staff Members.

(Disciplinary Actions)

Article 72 Project staff members who commit any of the following offenses shall be subject to disciplinary sanction:

- (1) Refusal or failure to obey an order or an instruction relating to a project staff member's function;
- (2) Absenteeism, excessive tardiness or early leaving without reasonable reasons;
- (3) Commission an act constituting a criminal offense such as theft, embezzlement, or assault, or an act that violates the Road Traffic Act, such as drinking and driving (driving under the influence of alcohol);
- (4) Engagement in concurrent employment without permission;
- (5) Behavior that damages the University's honor or reputation;
- (6) Misconduct or behavior disrupting order or morals on the campus;
- (7) Fraud in the application for employment;
- (8) Intentionally causing damage to the University or doing so by gross negligence;
- (9) Act or behavior deemed as harassment;
- (10) Other activities that violate these rules or any other improper conduct equivalent to those specified in (1) to (9).

2 The Kobe University Disciplinary Regulations for Academic and Administrative Staff Members (hereinafter referred to as "Disciplinary Regulations") shall apply mutatis mutandis to disciplinary actions taken against project staff members. In such cases, the term "university faculty member" in the Disciplinary Regulations shall be replaced with "project faculty member", and the term "staff members other than faculty members" shall be replaced with "project specialists".

(Types of Disciplinary Actions)

Article 73 Disciplinary actions to be taken in respect of project staff members shall be in one of the following forms, depending on its gravity:

(1) Admonitory warning: Have a project staff member submit a written apology, as a warning measure against his/her future conduct.

(2) Salary cut: Have a project staff member submit a written apology, and undergo a salary cut. However, the amount of a one-time salary cut may not exceed the equivalent of one half day of salary, whereas the total amount of the salary cut may not exceed one-tenth of the salary for one salary calculation period.

(3) Suspension: Suspension from duties for no more than six months, during which period the project staff member shall not engage in work duties nor receive a salary;

(4) Dismissal under instruction: Project staff members advised to submit a letter of resignation, and if it is not submitted within one week from that advice, he/she shall be subject to a disciplinary dismissal.

(5) Disciplinary dismissal: Immediate dismissal without notice.

2 Project staff members may be suspended from work and ordered to stay at home until a disciplinary action is taken. In such cases, salary will not be reduced.

3 The stipulations of Article 81 shall apply to disciplinary dismissals pursuant to Paragraph 1 Items 4 and 5.

(Notification of Grounds for Disciplinary Action)

Article 74 When a project staff member is subject to a disciplinary action, the University shall notify the grounds of such disciplinary action in writing to the project staff member before it is taken.

(Request for Justification)

Article 75 A project staff member who has received a written notification according to the preceding article may initiate a request for justification within 14 days after its reception.

(Matters Concerning disciplinary actions)

Article 76 Matters concerning disciplinary procedures other than those set forth in the preceding four articles, shall be governed mutatis mutandis by the Disciplinary Regulations.

(Admonishments)

Article 77 When necessary in order to ensure that a project staff member strictly adheres to his/her obligations and upholds the rules even when disciplinary actions under Article 72 are not taken, an admonitory warning may be given to a project staff member.

(Compensation for Damage and Disciplinary Actions)

Article 78 Project staff members who have been subjected to a disciplinary procedure according to Article 72 or the preceding article shall not be discharged from compensation for any damages pursuant to Article 19.

Chapter 11: Termination of Employment, Dismissal and Retirement Allowances

Section 1: Termination of Employment and Dismissal

(Resignation)

Article 79 When project staff members fall under any of the following items, they shall have their employment terminated:

- (1) Project staff members who have submitted a letter of resignation that has been accepted by the University, or project staff members who have submitted such letter and 14 days have passed since submission;
- (2) The term of the labor contract has expired;
- (3) An administrative leave pursuant to Article 53, Item 1 has amounted to a full year or the reason for such leave has ceased to exist;
- (4) An administrative leave pursuant to Article 53, Item 2 has amounted to a full year or the reason for such leave has ceased to exist;
- (5) Project staff members who take a public office, including state minister, a member of the Diet, head of local governments, or member of a local assembly;
- (6) Project staff members who have deceased.

2 When project staff members resign by way of the procedure stated in (1) of the preceding paragraph, they must continue to duly pursue their duties until their day of resignation.

(Retirement Age)

Article 79-2 The mandatory retirement age for project staff members shall be as provided for in that item:

- (1) Project faculty members: 65 years;
- (2) Project specialists: 60 years.

2 A project staff member who attains the relevant age listed in the preceding paragraph cannot have a labor contract concluded or renewed beyond the first March 31 that occurs after he or she has attained that age; however, this shall not apply in cases of special necessity as deemed by the University.

(Dismissal)

Article 80 The University may dismiss project staff members who fall under any of the following items:

- (1) Project staff members with poor performance;
- (2) Project staff members who are impeded from fulfilling their work duties or can no longer endure their work duties due to a mental or physical disability;
- (3) Project staff members who lack qualifications required for their position;
- (4) When it becomes difficult for the university to continue their employment for reasons of restructuring, consolidation or a downsizing of the organization;
- (5) When there are other significant reasons equivalent to any of the items cited above.

2 A project staff member may file an objection to the decision of dismissal against his/her will to the President.

3 The stipulations of Article 13 of the National University Corporation Kobe University Regulations on Employment, Demotion, Dismissal, etc. of Staff Members apply mutatis mutandis with regard to the standards for termination listed in Paragraph 1, Items 1 through 4.

(Restrictions on Dismissal)

Article 81 Notwithstanding Paragraph 1 in the preceding article, project staff members shall not be dismissed during either of the periods listed in the following items; however, this shall not apply to cases under (1), where a project staff member has not yet recovered from an injury or illness after three years following the initiation of a medical treatment and the University duly compensates him/her for the dissolution of the contract pursuant to Article 81 of the Labor Standards Act, or when it has become impossible to pursue the university's activities due to unavoidable reasons, such as a natural disaster.

(1) During a leave of absence to undergo medical treatment for injuries or illnesses suffered in the course of employment or during the 30 days immediately following such a leave;

(2) During a maternity leave in accordance with Article 24, Items 8 and 9 of the Regulations on Working Hours or during 30 days immediately following such leave.

(Advance Notice of Dismissal)

Article 82 When the University dismisses a project staff member pursuant to Article 80, it shall give at least 30 days of advance notice. When it does not do so, it shall pay the equivalent of 30 days of salary according to Article 12 of the Labor Standards Act (hereinafter referred to as "average wage"); however, this shall not apply when it has become impossible to pursue the university's activities due to unavoidable reasons such as a natural disaster, or when the project staff member is dismissed for reasons attributable to him/ her.

2 The length of the advance notice of the preceding article may be reduced if the University pays a compensation of the amount equivalent to the average wage corresponding to the number of days reduced.

(Obligations Upon and After Retirement)

Article 83 Project staff members who have resigned or who have been terminated must promptly transfer their duties to their successors and report it to their immediate manager.

2 Project staff members who have resigned or who have been terminated must return all equipment, documents and other goods in their custody.

3 Project staff members who have resigned or have been dismissed from the University shall not reveal secrets they have learned during their time in office.

(Certificate of Separation from Work)

Article 84 When requested by a person who has resigned or has been dismissed, the University shall promptly issue a certificate of separation from work.

2 When a Project staff member requests so in the period between the advance notice of Article 82, Paragraph 1 and the day of retirement, the University shall issue a certificate stating the reason of the dismissal without delay; however, if the project staff member retires after the advance notice has been given, for reasons other than those of the original dismissal, the University does not have to issue such a certificate.

Section 2: Retirement Allowances

(Retirement Allowances)

Article 85 The University will not pay retirement allowances to project staff members.

Supplementary Provisions

1 These rules come into effect on April 1, 2006.

(Temporary Exceptions for Salary)

2 For the period July 1, 2012 through November 30, 2014 (hereinafter referred to as "exception period"), when base pay is disbursed to staff members, a reduction calculated by multiplying the base pay by 3.5/100 shall be deducted from the base pay.

3 Notwithstanding the stipulations of Article 29, the annual base salary for the 2014 fiscal year shall be that amount from which the total of those amounts calculated by multiplying the monthly base pay by 3.5/100 during the exception period has been deducted.

4 In disbursement of salaries as stipulated in Articles 44 and 45 during the exception period, salaries will be reduced by an amount equivalent to the amount stipulated in each of the following items in accordance with the category set forth in each of the following items for the staff members in question:

- (1) Base pay disbursed pursuant to the stipulations of Article 44: Amount stipulated in Paragraph 2;
- (2) Article 45, Paragraph 1: Amount calculated by multiplying the amount stipulated in Paragraph 2 by 80/100;
- (3) Article 45, Paragraphs 2 and 3: Amount calculated by multiplying the amount in Paragraph 2 by the ratios pertaining to the salaries disbursed for respective staff members pursuant to the stipulations of each item;

5 In the exception period, the salary amount per hour worked as stipulated in Articles 40 through 42 and Article 48 shall, notwithstanding the stipulations of Article 34, be the amount calculated by subtracting the amount obtained by dividing the base salary by the average working hours per month and multiplying it by 3.5/100 from the amount calculated pursuant to the stipulations of Article 34.

Supplementary Provisions (March 20, 2007)

1 These rules come into effect on April 1, 2007.

2 Project associate professors or project assistant professors who are appointed for fixed terms in accordance with the stipulations of these rules before their revision (hereinafter referred to as "Old Rules"), and who remain employed as project associate professors or project assistant professors when these revised rules (hereinafter referred to as "New Rules") are enacted, shall be treated as having been employed pursuant to the stipulations of the New Rules, and their employment periods shall be those periods stipulated in the stipulations of the Old Rules, regardless of the stipulations of the New Rules.

Supplementary Provisions (March 18, 2008)

1 These rules come into effect on April 1, 2008.

(Switching of Pay Steps)

2 On the day before April 1, 2008 (hereinafter referred to as "transition date"), the pay step on the transition date (hereinafter referred to as "new pay step") for project staff members (excluding those persons whose employment periods conclude on the same day) subject to the annual base pay of these rules before their revision shall be a pay step in the same amount as the annual base salary amount to which they were subject on the day before the transition date (hereinafter referred to as "old annual base salary amount"). In such cases, if there is no pay step with the same amount as the old annual base salary amount, the pay step shall be the one with the same amount as stipulated in the 'Annual Base Salary Amount' column in the Appended Table for Supplementary Provisions; however, this shall not apply in cases where a new pay step has been decided in accordance with the stipulations of Article 38, Paragraph 1.

Appended Table for Supplementary Provisions

Interim Annual Base Salary Table

Pay Step	Annual Base Salary Amount
10	¥11,040,000
9	¥10,320,000
8	¥10,020,000
7	¥9,240,000
6	¥8,160,000
5	¥7,440,000
4	¥7,320,000
3	¥5,640,000
2	¥4,800,000
1	¥4,560,000

Remark: The annual base salary amount for those project staff members who are subject to this table and who possess a physician's license as stipulated in the Medical Practitioners Act (Act No. 201 of 1948) or a dentist's license as stipulated in the Dental Practitioners Act (Act No. 202 of 1948) shall be the amount in this table plus ¥600,000.

Supplementary Provisions (April 14, 2009)

These rules come into effect on April 14, 2009 but the stipulations in the revised National University Corporation Kobe University Rules on Conditions of Employment for Project Staff Members shall apply from April 1, 2009.

Supplementary Provisions (March 23, 2010)

These rules come into effect on April 1, 2010.

Supplementary Provisions (June 26, 2012)

These rules come into effect on July 1, 2012.

Supplementary Provisions (November 30, 2012)

These rules come into effect on December 1, 2012.

Supplementary Provisions (January 29, 2013)

These rules come into effect on February 1, 2013.

Supplementary Provisions (March 27, 2013)

1 These rules come into effect on April 1, 2013.

2 With regard to the date of expiry, renewal and total number of years of fixed-term labor contracts for project staff members working at the University on March 31, 2013 who remain employed as project staff members when these regulations are enacted, the rules in force at that time shall remain applicable, regardless of the stipulations in Articles 4 and 79-2 in the revised National University Corporation Kobe University Rules on Conditions of Employment for Project Staff Members

3 On the day before April 1, 2008 (hereinafter referred to as "transition date"), the pay step on the transition date (hereinafter referred to as "new pay step") for project staff members (excluding those persons whose fixed-term labor contract periods conclude on the same day) who are subject to the annual base pay as set forth in these rules before their revision shall be a pay step in the same amount as the annual base salary amount to which they were subject on the day before the transition date; however, this shall not apply in cases where a new pay step has been decided in accordance with the stipulations of Article 38, Paragraph 1.

Supplementary Provisions (March 26, 2014)

1 These rules come into effect on April 1, 2014.

2 With regard to application of the revised stipulations of Article 49 of the National University Corporation Kobe University Rules on Conditions of Employment for Project Staff Members to those project staff members who, continuing from before the date of the enactment of these rules (hereinafter referred to as "enactment date"), are not working because they have taken sick leave or have been prohibited from working due to tuberculosis, the phrase "treatment for an injury (excluding those suffered on the job or while commuting) or an illness (excluding those suffered on the job or while commuting; the same applies in the remainder of this article) or to receive treatment upon being prohibited from working due to an illness pursuant to the stipulations of Article 61" shall be replaced with "treatment for tuberculosis contracted before the enactment date", and the phrase "90 days" will be replaced with "one year".