

Salary Regulations for National University Corporation the University of Osaka Designated Administrative Staff

***Note: The document below is an English translation of the University Work Regulations, originally composed in Japanese. The English version of the Work Regulations has been provided merely as a reference for international researchers and employees. Therefore, it should not be considered an official employment contract. Please note that any and all official employment contracts are concluded solely on the basis of the Japanese version of the Work Regulations.***

Chapter 1: General Provisions

(Purpose)

Article 1: The purpose of these rules shall be to provide matters pertaining to the salary of full-time employees who work at National University Corporation the University of Osaka (Hereinafter referred to as "the University"), to which the Work Regulations for National University Corporation the University of Osaka Staff (Hereinafter referred to as "the Work Regulations") apply, based on Article 25 of the said Regulations (Excluding individuals to whom Salary Regulations for National University Corporation the University of Osaka Staff, Salary Regulations for National University Corporation the University of Osaka Staff Subject to Annual Salary System, or Salary Regulations for National University Corporation the University of Osaka Staff Subject to New Annual Salary System) apply. (Hereinafter referred to as "Employee(s)").

(Relationship with Laws and Ordinances)

Article 2: The salary of Employees shall be in accordance with the Labor Standards Act (Law No. 49 of 1947. Hereinafter referred to as "the Labor Standards Act".) and other ordinances as well as the provisions of these Regulations.

(Types of Salary)

Article 3: Salary for Employees shall be paid as Basic Annual Salary and Allowance.

2. Allowance shall be comprised of Commuting Allowance, Allowance for Handling Explosive Substances, Allowance for Handling Cadaver, Allowance for Handling Radiation, Allowance for Work in Abnormally Pressurized Environment(s), Overtime Allowance and Holiday Allowance.

(Date of Payment of Salary)

Article 4: One-twelfth (1/12) of Basic Annual Salary shall be paid on the 21st of each month, as monthly basic salary (hereunder referred to as "basic salary"). However, basic salary shall be paid on a day other than the regular holidays immediately preceding the 21st when the 21st falls on the regular holidays

prescribed in Items 1 to 3, paragraph 1, Article 8 of Regulations Pertaining to Working Hours, Holidays and Leave for National University Corporation the University of Osaka Limited Term Staff (hereinafter referred to as "Working Hour Regulations") (hereinafter in this paragraph referred to as "Regular Holidays").

2. The closing day for basic salary shall be the last day of each month and, when, for reasons such as absence within the month, a significant difference exists between the basic salary paid in accordance with the provision of the preceding paragraph and the actual basic salary to be paid, the necessary adjustment shall be made to the monthly basic salary of the month following the month in which said reason occurred. However, under unavoidable circumstance(s), the timing of such adjustments may be delayed.
3. Commuting allowance shall be paid on the day of payment of basic salary.
4. Allowances (excluding the commuting allowance) shall be paid on the day of payment of the basic salary for the month in which the day circumstances warranting payment of said allowance falls. However, under unavoidable circumstance(s), payment of said allowance shall be made 2 months after the month in which the day circumstances warranting payment of said allowance falls.
5. Notwithstanding the provisions of Paragraph 1 and the preceding 2 Paragraphs, when request is lodged in order to meet costs in cases of the emergencies detailed hereunder, early payment of basic salary and applicable allowances for past work shall be made. The preceding provision shall also apply when the Staff subject to Annual Salary System retires or is dismissed, or in other cases in which the University recognizes the need for early payment.
  - (1) When the Employee, or individual(s) dependent on the income of said Employee become burdened with costs arising from marriage, giving birth, illness, calamity, or death.
  - (2) When the Employee, or individual(s) dependent on the income of said Employee are unavoidably required to return to their hometown(s) for a period of more than 1 week.

(Basic Regulations pertaining to Payment of Salary)

Article 5: Salary shall be paid in full, directly to Staff in cash.

2. Notwithstanding the provision of the preceding paragraph, the salary shall be paid after deducting the following.
  - (1) Income tax collected at source
  - (2) Residence tax
  - (3) Insurance Premium of Mutual Aid Association
  - (4) Unemployment insurance premiums
  - (5) In addition to the preceding, amounts recognized as deductible from salary in accordance with the agreement in accordance with the proviso of Paragraph 1, Article 24 of the Labor Standards Act.
3. Notwithstanding the provisions of Paragraph 1, with the consent of the Employee, salary shall be paid

into the savings account in a bank or other financial institution designated by the Employee.

(Prorated Calculation)

Article 6: Basic salary for individual who became an Employee, or those who have retired or has been dismissed mid-month, shall be prorated and paid.

2. The prorated calculation prescribed in the preceding Paragraph shall be calculated based on the number of days remaining after subtracting the regular holidays prescribed in Article 8 of Work Hour Regulations from the total number of days.
3. Notwithstanding the provisions of Paragraph 1, when an Employee dies, basic salary shall be paid, counting the remaining days until the end of the month of which said death occurred as time worked.

(Calculation of Salary for 1 Hour of Work)

Article 7: The amount of salary for 1 hour of work prescribed in Articles 17, 18 and Article 22 shall be the quotient of the monthly total of basic salary, divided by the average number of regular working hours per month.

2. Notwithstanding the provision of the preceding paragraph, when work or duties carried out by the Employee is subject to payment of the allowance for handling of explosives, the allowance for handling cadaver, the allowance for handling radiation, or the Disaster Medical Assistance allowance, , the amount of salary per hour prescribed in Articles 17 and 18, the amount of allowances per hour (For allowance paid per day, the amount shall be divided by 8, and for allowances paid per month, the amount shall be divided by the average number of regular working hours per month ) shall be added to the amount prescribed in the preceding paragraph.

(Calculation of Fractions)

Article 8: When calculating the amount of Overtime Allowance, Holiday Allowance, or Night Work Allowance paid per hour in accordance with the provisions of Articles 17 and 18, as well as the amount of salary for 1 hour of work prescribed in Article 22 produces a fraction of less than 0.5 yen, the fraction shall be rounded down and when the calculation produces a fraction of 0.5 yen or more but less than 1 yen, the fraction shall be rounded up to 1 yen.

(Processing of Fractions)

Article 9: When the amount of basic salary calculated in accordance with these regulations produces a fraction less than 1 yen, said fraction shall be rounded down.

Chapter 2: Basic Annual Salary

(Payment of Basic Annual Salary)

Article 10: Basic Annual Salary shall be paid in accordance with the grades prescribed in Appendix 1 of the Basic Annual Salary Table for Designated Administrative Staff hereunder.

2. The amount of the Basic Annual Salary stipulated in the preceding Paragraph of the Basic Salary Table shall be paid, taking into consideration salary revisions for National Public Servants and the University's financial situation.
3. The scope of the position, which needs to be adjusted the Basic Annual Salary in consideration of its specialty of the duties, shall be specified in Appendix 2.

(Determination of Basic Annual Salary)

Article 11: The applicable grade number and category of the Basic Annual Salary for Staff shall be determined with due consideration given to the academic back ground, licenses, qualifications, and work record related to education research, etc., of the Employee.

2. The grade number and category stated in the preceding paragraph shall be subject to change based on the evaluation of the previous fiscal year.
3. When the grade number of Staff is determined or changed due to provisions in the preceding two Paragraphs, the standard category prescribed in the Basic Annual Salary Table shall apply as a general rule.

Chapter 3: Allowances

(Commuting Allowance)

Article 12: Commuting Allowance shall be paid based on the following items, according to the classification of Employees set forth in the said items.

- (1) The amount of Commuting Allowance for Employees who commute by Public Transportation, such as trains or toll roads (Hereinafter referred to as "Public Transportation") shall be equivalent to the amount required for commuting during the calculation unit period, as calculated separately (Hereinafter referred to as "Amount equivalent to Fare"). However, when the amount resulting from dividing the Amount equivalent to Fare by the number of months exceeds 55,000 yen (Hereinafter referred to as "Amount equivalent to Fare Per month"), 55,000 yen multiplied by the number of months of the calculation unit period (When an Employee uses 2 or more modes of Public Transportation and the Amount equivalent to Fare per Month of said modes of transportation exceeds 55,000 yen, the amount obtained by multiplying 55,000 yen by the longest available calculation unit period for the Commuting Allowance ) shall be paid.
- (2) For Employees using automobiles as the normal mode of transport for commuting, the following amount shall be paid in accordance with the respective Employee classifications for the calculation unit period.
  - a) Employees whose distance of usage of automobiles etc. (Hereinafter referred to as "the Distance

- of Usage" in this item.) is less than 5 kilometers one way: 2,000 yen
- b) Employees whose Distance of Usage is more than 5 kilometers, but less than 10 kilometers one way: 4,200 yen
  - c) Employees whose Distance of Usage is more than 10 kilometers, but less than 15 kilometers one way: 7,100 yen
  - d) Employees whose Distance of Usage is more than 15 kilometers, but less than 20 kilometers one way: 10,000 yen
  - e) Employees whose Distance of Usage is more than 20 kilometers, but less than 25 kilometers one way: 12,900 yen
  - f) Employees whose Distance of Usage is more than 25 kilometers, but less than 30 kilometers one way: 15,800 yen
  - g) Employees whose Distance of Usage is more than 30 kilometers, but less than 35 kilometers one way: 18,700 yen
  - h) Employees whose Distance of Usage is more than 35 kilometers, but less than 40 kilometers one way: 21,600 yen
  - i) Employees whose Distance of Usage is more than 40 kilometers, but less than 45 kilometers one way: 24,400 yen
  - j) Employees whose Distance of Usage is more than 45 kilometers, but less than 50 kilometers one way: 26,200 yen
  - k) Employees whose Distance of Usage is more than 50 kilometers, but less than 55 kilometers one way: 28,000 yen
  - l) Employees whose Distance of Usage is more than 55 kilometers, but less than 60 kilometers one way: 29,800 yen
  - m) Employees whose Distance of Usage is more than 60 kilometers one way: 31,600 yen
- (3) For Employees who use Public Transportation and pay the fares, and who also use automobiles as the normal mode of transport, shall be paid the sum of the amount detailed in the preceding Item 2 (When the sum of the Amount equivalent to the Fare Per Month and the amount prescribed in the preceding item exceeds 55,000 yen, the calculation unit period regarding Commuting Allowance is the amount obtained by multiplying 55,000 yen and the longest available calculation unit period for the Commuting Allowance). However, the Commuting Allowance paid to Employees whose automobile usage is less than 2 kilometers per month shall be calculated as detailed in Item 1, and when that amount is less than the amount detailed in the preceding item, the Allowance shall be as prescribed in the preceding item.
- (4) Commuting Allowance prescribed in the preceding three Items shall not be paid to Employees who walk to and from the workplace, and when the said distance (Shall be the shortest available route) one way is less than 2 kilometers.

2. Commuting Allowance shall be the amount obtained by dividing the amount stipulated in the preceding paragraph by the calculation unit period, and shall be paid on the day in accordance with Article 4 of each month.
3. As used in this article, the "Calculation Unit Period" shall mean the period, not exceeding 6 months, and calculated in units of 1 month, (The Commuting Allowance for automobile use is calculated monthly).
4. In addition to what is prescribed in the preceding paragraphs, matters necessary for the payment of Commuting Allowances shall be set forth separately.

(Allowance for Handling of Explosive Substances)

Article 13: Allowances for the handling of explosive substances shall be paid to Staff who are engaged in work involving the production of high-pressure gas or the filling up of high-pressure gas containers.

2. The amount of the allowance stated in the preceding paragraph shall be 300 yen for each day of work and 180 yen for periods of work less than 4 hours.

(Allowance for Handling Cadaver)

Article 14: Allowance for Handling Cadaver shall be paid per day for work detailed in the following items, and paid the amount stated in said items. However, when Employees engaged in work detailed in both Item 1 and Item 2 within the same day, the Allowance stated in Item 2 shall not be paid.

- (1) When Staff belonging to the School of Medicine or the Graduate School of Medicine, engaged in work handling cadavers within the department: 3,200 yen.
- (2) When Staff engaged in the body retrieval and body transport necessary for educational and research purposes, from external sources: 1,000 yen.

(Allowance for Handling Radiation)

Article 15: Allowance for Handling Radiation shall be paid to Employees, when such Employees have engaged in work involving radiation within an area under the administration of a facility as prescribed in Article 2 of the University of Osaka Rules Concerning Prevention of Radiation Hazards and have been exposed to an actual external radiation dosage for which the measured value is 100 micro sieverts or more for a period from the first to the last day of a month.

2. The amount of Allowance prescribed in the preceding paragraph shall be 7,000 yen per month in which the situations prescribed in the preceding paragraph occurs.

(Disaster Medical Assistance Allowance )

Article 16: Disaster Medical Assistance Allowance shall be paid to Employees who has been sent to the disaster relief operation and have engaged in medical care services, etc., based on the Disaster Relief Act (Act No. 118 of 1947), Disaster Relief Act Detailed Enforcement Regulations of Osaka

(Regulations of Osaka No.48 of 1969), and other relevant and pertinent laws and ordinances.

2. The amount of the allowance in the preceding Paragraph shall be subject to change in accordance with the daily allowance prescribed in Article 3 and Annex 2 of the Disaster Relief Act Detailed Enforcement Regulations of Osaka.
3. In addition to what is prescribed in the preceding 2 paragraphs, matters pertinent to payment of Disaster Medical Assistance Allowances, shall be determined separately.

(Overtime Allowance)

Article 17: Employee ordered to work overtime in accordance with Paragraph 1, Article 5 and Paragraph 1, Article 6 of the Working Hour Regulations, shall be paid an hourly Overtime Allowance in the amount of 125% of the corresponding salary set forth in Article 7 for each hour of said overtime (150% in the case of Night overtime).

2. Notwithstanding the provision of the preceding paragraph, when overtime work ordered including the hours of ordered holiday work (excluding work on a statutory holiday] under Paragraph 1, Article 5 and Paragraph 1, Article 6 of the Working Hours Regulations, exceed 60 hours per month, Employee shall be paid 150% of the corresponding salary for each hour of overtime that exceeds 60 hours (175% in the case of Night overtime) shall be paid as Overtime Allowance.

(Holiday Allowance)

Article 18: Employee ordered to work on holidays in accordance with the provisions of Paragraph 1, Article 5 and Paragraph 1, Article 6 of the Working Hour Regulations shall be paid a Holiday Allowance in the amount of 135% of the corresponding salary set forth in Article 7 for each hour of said work. (160% in the case of Night).

(Prohibition on Multiple Allowances)

Article 19: Allowance for Handling Radiation shall not be paid to Employees who need to adjust the Basic Annual Salary as prescribed in Paragraph 3, Article 10.

Chapter 4: Special Regulations Pertaining to Salary, etc.

(Salary during Leave of Absence)

Article 20: Employee on a Leave of Absence in accordance with the provisions of Item 1, Paragraph 1, Article 14 of the Work Regulations due to the necessity for medical treatment for a work-related accident (Hereinafter referred to as "Work-related Accident(s)") prescribed in Item 1, Paragraph 1, Article 7 of the Industrial Accident Compensation Insurance Act (Law No. 50 of 1947; Hereinafter referred to as "Industrial Accident Compensation Insurance Act".) shall receive full salary (When the Employee

receives compensation benefits (including special benefit) for absence from work in accordance with Article 14 of the Industrial Accident Compensation Insurance Act, the amount of said benefits shall be deducted ) during said period of absence.

2. Excluding what is prescribed in the preceding paragraph, Employee taking a leave of absence in accordance with the Item 1, Paragraph 1, Article 14 of the Work Regulations shall not be paid salary during the period of said leave of absence. When Employee taking a leave of absence in accordance with the Item 2, Paragraph 1, Article 14 of the Work Regulations due to being subject to prosecution pertaining to a criminal case, said Employee shall not be paid salary during the period of said leave of absence.
3. Employee taking a leave of absence in accordance with the Item 3, Paragraph 1, Article 14 of the Work Regulations may be entitled to receive payment during the period of said leave of absence of no more than 70% of the basic salary, (100% in cases of said Employee considered eligible, under Item 3, Paragraph 1, Article 14 of the Work Regulations and had a Work-related Accident may receive this payment).
4. Employee on a Leave of Absence in accordance with Item 5, Paragraph 1, Article 14 of the Work Regulations may be entitled to receive the payment up to 100% of the monthly amount of the basic salary.
5. Unless otherwise prescribed, Employee on a leave of absence shall not be entitled to receive the payment of any salary, except for that prescribed in the Paragraph 1, Paragraph 3 and the preceding paragraph.

#### (Handling of Salary during Special Leave)

Article 21: Handling of salary during period of special leave prescribed in Article 22 of the Work Regulation shall be determined separately.

#### (Reduction in Salary)

Article 22: Unless otherwise prescribed, the salary of Employee absent from work shall be reduced by an amount equivalent to the hourly wage set forth in Article 7. multiplied by the number of non-worked hours.

### Chapter 5: Implementation of Regulations

#### (Matters necessary for Implementation)

Article 23: Matters necessary for the implementation of these regulations shall be set forth separately.

#### Supplementary Provisions



These rules shall be implemented from 1 April, 2025.

Appendix Table 1 Basic Annual Salary Table for Designated Administrative Staff

Grade	Class	Basic Salary per Year (yen)	
		Standard	Adjustment 1
1	(+4)	5,759,100	5,879,700
	(+3)	5,687,100	5,807,700
	(+2)	5,615,100	5,735,700
	(+1)	5,543,100	5,663,700
	Standard	5,471,100	5,591,700
	(-1)	5,399,100	5,519,700
	(-2)	5,327,100	5,447,700
2	(+4)	5,133,600	5,252,700
	(+3)	5,061,600	5,180,700
	(+2)	4,989,600	5,108,700
	(+1)	4,917,600	5,036,700
	Standard	4,845,600	4,964,700
	(-1)	4,773,600	4,892,700
	(-2)	4,701,600	4,820,700
3	(+4)	4,535,100	4,653,600
	(+3)	4,463,100	4,581,600
	(+2)	4,391,100	4,509,600
	(+1)	4,319,100	4,437,600
	Standard	4,247,100	4,365,600
	(-1)	4,175,100	4,293,600
	(-2)	4,103,100	4,221,600
4	(+4)	3,984,000	4,074,900
	(+3)	3,912,000	4,002,900
	(+2)	3,840,000	3,930,900
	(+1)	3,768,000	3,858,900
	Standard	3,696,000	3,786,900
	(-1)	3,624,000	3,714,900
	(-2)	3,552,000	3,642,900

Appendix Table 2

Workplace	Employee	Adjustment
1 . Faculty of Medicine, Graduate School of Medicine and Research Institutes	(1) Employee whose function duty is constantly involved with treating dangerous diseases agents, diseased tissue contaminated by dangerous diseases agents or other such agents directly	1
2 . the University of Osaka Hospital and the University of Osaka Dental Hospital	(1) Administrative Staff who is in direct contact with hospital patients and outpatients for reception or other office counter work	1