

Rules Pertaining to Salary for National University Corporation Osaka University Limited Term Commissioned 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 official employment contracts have been 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 define matters pertaining to salary, in accordance with the provisions of Articles 19 of these regulations, for members working for National University Corporation Osaka University (hereinafter referred to as "The University") to whom the Work Regulations for National University Corporation Osaka University Limited Term Commissioned Staff, (hereinafter referred to as "Work Regulations") apply (hereinafter referred to as "Employee(s)").

(Relationship with Laws and Ordinances)

Article 2: The salary of Employee shall be in accordance with the Labor Standards Law (Law No. 49 of 1947: hereinafter referred to as "The LSL") and other relevant laws and ordinances as well as the provisions of the rules set out herein.

(Types of Salary)

Article 3: Salary paid to Employees shall comprise basic annual salary and allowances.

2. Allowances shall consist of allowance for working in high places, allowance for handling of explosive substances, cadaver handling allowance, radiological material allowance, abnormal pressure allowance, night nursing allowance, overtime allowance, holiday allowance, night allowance and night/day allowance.

(Date of Payment of Salary)

Article 4: 1 over 12 of annual basic salary as monthly basic salary shall be paid on the 17th of each month (for those who work less than 35 hours per week, the basic monthly salary shall be the amount obtained by multiplication of the amount resulting from division of the number of working hours per week by 35 (hereinafter referred to as "Basic Salary"). However, Basic Salary shall be paid on the 15th of the month in cases where the 17th of the month falls on a Sunday (or on the 18th of the month in cases where the 15th falls on a holiday), on the 16th in cases where the 17th falls on a Saturday and on the 18th in cases where the 17th falls on a holiday (applicable to Mondays only).

2. In cases where calculation of the Basic Salary defined in the foregoing item produces an amount including a fraction of less than 1 yen, the Basic Salary of such Employee shall be the amount after said fraction is rounded down to the nearest 1 yen.

3. The closing day for Basic Salary shall be the last day of the month and, in cases where, for reasons such as absence, a difference exists between the Basic Salary paid in accordance with the provisions of the foregoing item and the actual Basic Salary to be paid by the last day of the month, the adjustment shall in principle be made and settled to the Basic Salary of the following month. However, in case where there is an unavoidable cause, the timing of such adjustments may be delayed.

4. Allowances shall be paid on the payday of Basic Salary of the month following when the payment requirement of such allowances occurs. However, in cases where unavoidable circumstances exist in administrative procedures, the timing of such payment may be made two months later.

5. Notwithstanding the provisions of Item 1 and the foregoing item, in cases where request is lodged in order to meet costs in cases of the emergencies specified in the following items, early payment of Basic Salary and applicable allowances for past work shall be made. The foregoing provision shall also apply in cases where the Employee in question retires or is dismissed or in other cases in which The University recognizes the need for early payment.

(1) In cases where the Employee in question or persons dependent upon the income of said Employee become burdened with costs arising from marriage, birth, illness, calamity or decease.

(2) In cases where the Employee in question or persons dependent on the income of said Employee are unavoidably required to return to their hometown(s) for a period of 1 week or more.

(Basic Regulations pertaining to Payment of Salary)

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

2. Notwithstanding the provisions of the foregoing item, the items applicable to any of the following shall be deducted from said salary.
 - (1) Income tax collected at source
 - (2) Residence tax
 - (3) Japan Health Insurance Association-managed health insurance cost
 - (4) Employee's pension insurance cost
 - (5) Unemployment insurance premiums
 - (6) In addition to the foregoing, amounts recognized as deductible from salary in accordance with the agreement pursuant to the proviso of Article 24, Item 1 of The LSL
3. Notwithstanding the provision of Item 1, salary may, with the consent of the Employee, be paid into a designated savings account in a bank or other financial institution.

(Calculation of Daily Rate)

Article 6: Basic Salary shall be paid based on calculation of the daily rate in cases where, in mid-month the amount of the basic salary of an Employee changes due to reasons such as new employment and in cases where the said Employee retires or is dismissed.

2. The daily rate cited in the foregoing item shall be calculated based on the number of days remaining after subtracting from the total number of days within the period in question the regular holidays in accordance with the provisions of Article 8 of The Rules Pertaining to Working Hours, Holidays and Leave for National University Corporation Osaka University Limited Term Commissioned Staff, Etc. (hereinafter referred to as "The Working Hours Regulations").
3. Notwithstanding the provisions of Item 1, in cases of the decease of an Employee, Basic Salary shall be paid based on the premise that said Employee worked to the end of the month within which said decease occurred.

(Calculation of Salary for 1 Hour of Work)

Article 7: The amount of salary for 1 hour of work stipulated in the provisions of Articles 19 through 21 and Article 25 shall be the amount resulting from division of the monthly total of Basic Salary divided by the average number of working hours for 1 month.

2. Notwithstanding the provision of the foregoing item, the amount of salary for 1 hour stipulated in the provisions of Articles 19 through 21 shall, in cases where work carried out by the Employee in question is subject to payment of allowance for working in high places, allowance for handling of explosive substances, cadaver handling allowance, radiological material allowance or abnormal pressure allowance, be calculated based on addition of the amount of allowances for 1 hour (in cases of allowances paid in units of 1 day, said amount shall be divided by the average number of working hours in 1 day of the week and in cases of allowances paid in units of 1 month, said amount shall be divided by the average number of working hours in 1 month) to the amount defined in the foregoing item.

(Calculation of Fractions)

Article 8: In cases where calculation of the amount of overtime allowance, holiday allowance or night allowance paid for 1 hour of work in accordance with the provisions of Articles 19 through 21 as well as the amount of salary for 1 hour of work defined in Article 25 produces an amount including a fraction of less than 0.5 yen, said fraction shall be rounded down to the nearest 1 yen and in cases where the calculation produces an amount including a fraction of 0.5 yen and more and less than 1 yen, said fraction shall be rounded up to the nearest 1 yen.

(Processing of Fractions)

Article 9: In cases where the amount of Basic Salary calculated in accordance with the provisions of these rules produces a fraction of less than 1 yen, said fraction shall be rounded down.

Chapter 2: Basic Salary per Year

(Payment of Basic Salary per Year)

Article 10: Basic Salary per Year shall be paid in accordance with the grades defined in the Basic Salary per Year tables hereunder.

(Classification of Basic Salary per Year Tables)

Article 11: Classification of Basic Salary per Year tables is detailed hereunder.

- (1) Basic Salary per Year Table for Osaka University Limited Term Commissioned Staff (Separate Table 1)
- (2) Basic Salary per Year Table for Osaka University Limited Term Special Commissioned Staff (Separate Table 2)
2. The amount of Basic Salary defined in the Basic Salary per Year Tables cited in the foregoing item shall be subject to change in accordance with such considerations as the status of national public service salary revisions as well as the financial standing of The University.
3. The range of works required to adjust the amount of Basic Salary per Year in consideration of the particularity of the work in question shall be defined in Separate Table 3.

(Determination of Salary per Year)

Article 12: The applicable grade number and category of the Basic Salary per Year for Employees shall be determined by the retirement selection committee.

2. The grade number and category stated in the foregoing item shall be subject to change based on the evaluation result of the previous fiscal year.
3. In cases where the grade number is determined or changed under Item 2 above, the standard category defined in the Basic Salary per Year Tables shall apply, as a basic rule.
4. Notwithstanding Item 3 above, in cases where, in the mid of the employment contract period, the amount of salary per year in the Basic Salary per Year Tables is increased/decreased, the Basic Salary per Year Tables provided at the conclusion of contract shall apply in principle, except for the time of renewing the employment contract.

Chapter 3: Allowances

(Allowance for Working in High Places)

Article 13: Allowances for working in high places shall be paid to Employees belonging to the Department of Facilities of The University engaged in supervision of building and repairs in unstable places of a height of 15 meters or more above ground level.

2. The amount of the allowance cited in the foregoing item shall be 200 yen (300 yen for work in places of a height of 30 meters or more above ground level) for each day of said work and shall be 60% of the same for periods of work less than 4 hours.

(Allowance for Handling of Explosive Substances)

Article 14: Allowances for the handling of explosive substances shall be paid to Employees who are directly 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 cited in the foregoing item shall be 300 yen for each day of work and 180 yen for periods of work less than 4 hours.

(Cadaver Handling Allowance)

Article 15: Cadaver handling allowances shall be paid for each day of such work engagement in the cases detailed hereunder. However, in cases where Employees are engaged in both types of work detailed in No. 1 and 2 within the same day, the allowance cited in No. 2 shall not be paid.

- (1) When Employees belonging to the School of Medicine or the Graduate School of Medicine engaged in the processing work of cadavers in their division: 3,200 yen.
- (2) When Employee engaged in the receipt or transport of cadavers from sources external to The University necessary for the research and educational purposes: 1,000 yen.

(Radiological Material Allowance)

Article 16: Radiological material allowance shall be paid to Employee engaged in work detailed hereunder.

(1) When medical radiology technicians, medical X-ray technicians or X-ray assistants under orders to carry out work of the same nature engaged in work involving exposure to X-rays or other radiation to the human body and have been exposed to external radiation whose effective dosage was recognized by measurement to be 100 micro Sieverts or more for a period from the first to the last day of a month.

(2) In addition to the provision of No.1, when Employees engaged in work involving radiation within an area under the administration of a facility as defined in Article 2 of the Osaka University Rules Concerning Prevention of Radiation Hazards have been exposed to external radiation whose effective dosage was recognized by measurement to be 100 micro Sieverts or more for a period from the first to the last day of a month.

2. The amount of the allowances for the cases cited above shall be 7,000 yen per month for the situations defined above.

(Abnormal Pressure Allowance)

Article 17: Abnormal pressure allowance shall be paid to Employees engaged in work of treatment or clinical experiments under high pressure within high-pressure treatment rooms.

2. The amount of the allowances detailed in the foregoing item shall be paid per hour of work as cited hereunder.

Pressure Classification	Amount of Allowance
Up to 0.2 mega Pascals	210 yen
Up to 0.3 mega Pascals	560 yen
Over 0.3 mega Pascals	1,000 yen

(Night Nursing Allowance)

Article 18: Night nursing allowance shall be paid to midwives, nurses or associate nurses engaged in work involving nursing in cases where the part or all of the regular working hours fall between the hours of 10.00 p.m. and 5.00 a.m. the following morning (hereinafter referred to as "night").

2. The amount of the allowance detailed in the foregoing item shall be paid per shift as cited hereunder.

Classification of Work	Amount of Allowance
Work including all night hours	9,000 yen
Work including 4 hours of night work	4,400 yen
Work including 2 hours or more and less than 4 hours of night work	23,800 yen
Work including less than 2 hours of night work	2,600 yen

(Overtime Allowance)

Article 19: Employees ordered to work overtime in accordance with Item 1, Article 5 and Item 1, Article 6 of the Working Hours Regulations shall be paid an hourly overtime allowance in the amount of 100% of the corresponding salary for each hour of work set forth in Article 7 (125% in the case of night overtime).

2. In cases where the overtime cited in the foregoing item exceeds the legal working hours of 8 hours per day or 40 hours per week, the amount of 125% of the corresponding salary for each hour of work set forth in Article 7 (150% in the case of night overtime) shall be paid as overtime allowance.

3. Notwithstanding the provisions of the foregoing two Items, if the hours of said overtime work in excess of the statutory working hours of 8 hours a day or 40 hours a week (including the hours of holiday work [excluding the work on a statutory holiday] set forth in the following Article) exceed 60 hours per month, Employees shall be paid an hourly overtime allowance in the amount of 150% of the corresponding salary for each hour of the overtime in excess of 60 hours (175% in the case of night overtime).

(Holiday Allowance)

Article 20: Employees ordered to work on holidays in accordance with the provisions of Item 1, Article 5 and Item 1, Article 6 of The Working Hours Regulations shall be paid an hourly allowance in the amount of 135% of the corresponding salary for each hour of work set forth in Article 7 (160% in the case of work at night).

(Night Allowance)

Article 21: Employees ordered to work at night in accordance with the provisions of Item 1, Article 7 of The Working Hour Regulations shall be paid an hourly allowance in the amount of 125% of the corresponding salary for each hour of work set forth in Article 7 (with the exception of cases where, in accordance with the provisions of Article 2 above, overtime or holiday allowance is paid for working hours including night hours during which the Employee in question is ordered to work).

(Night/Day Allowance)

Article 22: Employees ordered to engage in night/day work in accordance with the provisions of Article 10 of the Working Hours Regulations shall be paid night/day allowance in accordance with provisions determined separately.

Chapter 4: Special Regulations Pertaining to Salary

(Salary during periods of Leave)

Article 23: Employees on leave of absence in accordance with the provisions of No. 1, Item 1, Article 10 of the Work Regulations due to the necessity for medical treatment for a work accident shall receive full salary (or, in cases where the Employee in question is in receipt of compensation benefits (including special disability benefit) for absence from work in accordance with Article 14 of The Workers Accident Insurance Law, full salary minus the amount of said benefits) during said period of absence.

2. With the exception of the provisions of the foregoing item, Employees taking leave of absence in accordance with No. 1, Article 10 of the Work Regulations shall not be paid salary during the period of said leave of absence. The same rule shall apply in cases where Employees taking leave of absence in accordance with No. 2, Article 10 of the Work Regulations due to being subject to prosecution pertaining to a criminal case.
3. Employees taking leave of absence in accordance with No. 3, Item 1, Article 10 of the Work Regulations may be entitled to payment during the period of said leave of absence of no more than 70% of basic salary (100% in cases of Employees recognized as being eligible under the provisions of No. 3, Article 10 of The Work Regulations and as having suffered a work accident).
4. Employees on leave of absence in accordance with the provisions of No. 4, Item 1, Article 10 of the Work Regulations may be entitled to payment during the period of said leave of absence of up to 100% of basic salary.
5. In absence of special determination to the contrary, Employees on leave of absence shall not be entitled payment of any salary with the exception of salary defined in the provisions of items 1, 3 and the foregoing item.

(Handling of Salary during periods of Special Leave)

Article 24: The handling of salary during periods of special leave in accordance with the provisions of Article 20 of The Work Regulation shall be subject to separate determination.

(Reduction in Salary)

Article 25: The salary of Employees absent from work shall, in absence of determination to the contrary, be reduced by an amount equivalent to the amount for 1 working hour set forth in Article 7 multiplied by the number of hours not worked.

Chapter 5: Implementation of Rules

(Requirements for Implementation)

Article 26: The requirements for implementation of these rules shall be determined separately.

Supplementary Provision

1. These rules shall be implemented from 1st April 2007.

Supplementary Provision

The foregoing amendments shall be implemented from 20th October 2008.

Supplementary Provision

The foregoing amendments shall be implemented from 1st April 2010.

Supplementary Provisions

(Date of Implementation)

1. The foregoing amendments shall be implemented from 28th November 2011 and applied from 11th March 2011.

(Allowance for Disaster Emergency Operations, etc.)

2. Notwithstanding Item 2, Article 3, Employees who engage in operations to address a large-scale natural disaster, etc. may, for the present time, be entitled to receive the allowance for disaster emergency operations, etc. as separately prescribed.

3. Notwithstanding Item 2, Article 7, if certain work falls into the operation to which the allowance for disaster emergency operations, etc. is paid, the amount of salary for 1 hour of work stipulated in the provisions of Articles 19 through 21 shall be the hourly amount of the allowance for the operation (the amount obtained by dividing the allowance amount by 8) plus the amount stipulated in Item 1, Article 7.

(Prohibition on Multiple Payments)

4. The number of days for which the allowance for disaster emergency operations, etc. is paid shall be excluded from the period for which the effective dose of external radiation is measured under each sub-item of Item 1, Article 16.

Supplementary Provision

The foregoing amendments shall be implemented from 1st January 2012.

Supplementary Provision

The foregoing amendments shall be implemented from 1st April 2012.

Separate Table 1 Basic Salary per Year Table for Limited Term Commissioned Staff (Related to Article 10)

Class	Category	Basic Salary per Year (yen)		
		Standard	Adjustment1	Adjustment2
Upper	(+ 2)	3,900,000	3,982,800	4,071,600
	(+ 1)	3,750,000	3,835,800	3,924,600
	Standard	3,600,000	3,688,800	3,777,600
	(- 1)	3,450,000	3,541,800	3,630,600
Middle	(+ 2)	3,300,000	3,394,800	3,495,600
	(+ 1)	3,150,000	3,247,800	3,348,600
	Standard	3,000,000	3,100,800	3,201,600
	(- 1)	2,850,000	2,953,440	3,054,240
Expert	(+ 2)	2,700,000	2,805,600	2,917,200
	(+ 1)	2,550,000	2,658,000	2,769,600
	Standard	2,400,000	2,511,300	2,622,900
	(- 1)	2,250,000	2,362,800	2,474,400
Universal	(+ 2)	2,100,000	2,214,000	2,331,600
	(+ 1)	1,950,000	2,065,200	2,182,800
	Standard	1,800,000	1,917,600	2,035,200
	(- 1)	1,650,000	1,768,800	1,886,400

Separate Table 2 Basic Salary per Year Table for Limited Term Special Commissioned Staff (Related to Article 11)

Class	Category	Basic Salary per Year (yen)		
		Standard	Adjustment1	Adjustment2
1	(+ 2)	4,300,000	4,392,000	4,576,000
	(+ 1)	4,250,000	4,342,000	4,526,000
	Standard	4,200,000	4,292,000	4,476,000
	(- 1)	4,150,000	4,242,000	4,426,000
2	(+ 2)	4,100,000	4,192,000	4,376,000
	(+ 1)	4,050,000	4,142,000	4,276,000
	Standard	4,000,000	4,092,000	4,226,000
	(- 1)	3,950,000	4,042,000	4,176,000
3	(+ 2)	3,900,000	3,992,000	4,176,000
	(+ 1)	3,850,000	3,942,000	4,126,000
	Standard	3,800,000	3,892,000	4,076,000
	(- 1)	3,750,000	3,842,000	4,026,000
4	(+ 2)	3,700,000	3,792,000	3,976,000
	(+ 1)	3,650,000	3,742,000	3,926,000
	Standard	3,600,000	3,692,000	3,876,000
	(- 1)	3,550,000	3,642,000	3,826,000
5	(+ 2)	3,500,000	3,592,000	3,776,000
	(+ 1)	3,450,000	3,542,000	3,726,000
	Standard	3,400,000	3,492,000	3,676,000
	(- 1)	3,350,000	3,442,000	3,626,000
6	(+ 2)	3,300,000	3,392,000	3,576,000
	(+ 1)	3,250,000	3,342,000	3,526,000
	Standard	3,200,000	3,292,000	3,476,000
	(- 1)	3,150,000	3,242,000	3,426,000
7	(+ 2)	3,100,000	3,192,000	3,376,000
	(+ 1)	3,050,000	3,142,000	3,326,000
	Standard	3,000,000	3,092,000	3,276,000
	(- 1)	2,950,000	3,042,000	3,226,000
8	(+ 2)	2,900,000	2,992,000	3,176,000
	(+ 1)	2,850,000	2,942,000	3,126,000
	Standard	2,800,000	2,892,000	3,076,000
	(- 1)	2,750,000	2,842,000	3,026,000
9	(+ 2)	2,700,000	2,792,000	2,976,900
	(+ 1)	2,650,000	2,742,000	2,926,000
	Standard	2,600,000	2,692,000	2,876,000
	(- 1)	2,550,000	2,642,000	2,826,000
10	(+ 2)	2,500,000	2,592,000	2,776,000
	(+ 1)	2,450,000	2,542,000	2,726,000
	Standard	2,400,000	2,492,000	2,676,000
	(- 1)	2,350,000	2,442,000	2,626,000
11	(+ 2)	2,300,000	2,392,000	2,576,000
	(+ 1)	2,250,000	2,342,000	2,526,000
	Standard	2,200,000	2,292,000	2,476,000
	(- 1)	2,150,000	2,242,000	2,426,000
12	(+ 2)	2,100,000	2,192,000	2,376,000
	(+ 1)	2,050,000	2,142,000	2,326,000
	Standard	2,000,000	2,092,000	2,276,000
	(- 1)	1,950,000	2,042,000	2,226,000
13	(+ 2)	1,900,000	1,992,000	2,176,000
	(+ 1)	1,850,000	1,942,000	2,126,000
	Standard	1,800,000	1,892,000	2,076,000
	(- 1)	1,750,000	1,842,000	2,026,000

Class	Category	Basic Salary per Year (yen)		
		Standard	Adjustment1	Adjustment2
14	(+ 2)	1,700,000	1,792,000	1,976,000
	(+ 1)	1,650,000	1,742,000	1,926,000
	Standard	1,600,000	1,692,000	1,876,000
	(- 1)	1,550,000	1,642,000	1,826,000
15	(+ 2)	1,500,000	1,592,000	1,776,000
	(+ 1)	1,450,000	1,542,000	1,726,000
	Standard	1,400,000	1,492,000	1,676,000
	(- 1)	1,350,000	1,442,000	1,626,000

Separate Table 3 Current Category Table (Related to Article 11)

Workplace	Employee	Adjustment
1. Faculty of Medicine, Graduate School of Medicine and Research Institutes	(1) Pathological bacteria technician who is constantly involved with treating dangerous disease agents, diseased tissue contaminated by dangerous disease agents or other such agents directly (2) Employee whose functional duty is that stated in (1)	1
2. Ethological Studies Laboratory attached to School of Human Sciences and Research Institutes for Microbial Diseases	(1) Employee whose functional duty is to directly rear or perform laboratory experiments to animals carrying infectious or other dangerous disease agents given in Article 6 of Law Concerning Prevention of Infections and Medical Care for Patients of Infections (Law No. 114 of 1998)	1
3. Osaka University Hospital and Osaka University Dental Hospital	(1) Nursing assistant who is primarily engaged in work in wards for the purpose of hospitalization of patients suffering from tuberculosis (hereinafter referred to as "tuberculosis wards") or in wards for the purpose of hospitalization of patients suffering from mental illnesses (hereinafter referred to "wards for the mentally ill") (2) Nurse or associate nurse who is engaged in work in tuberculosis wards or wards for the mentally ill (those engaged solely in the supervision of said wards) (3) Pathological bacteria technician who is constantly involved with directly treating specimen contaminated by dangerous disease agents who is in direct contact with hospital patients and outpatients (4) Medical radio engineer who are in directly contact with hospital patients and outpatients to perform radiation therapy or irradiate with other radiation (5) Occupational therapist whose functional duty is to directly provide psychiatric patients with occupational therapy (6) Laundry staff members who are normally involved in the direct handling of materials containing hazardous pathogens or contaminants.	2
	(7) Nurse or associate nurse who work in tuberculosis wards, wards for the mentally ill or wards for the hospitalization of patients requiring intensive monitoring and treatment (hereinafter referred to as "intensive care wards")	1
	(8) Occupational therapy technicians or physical therapy technicians working in wards for the hospitalization of patients requiring intensive monitoring and treatment (limited only to the cerebral stroke center (cerebral stroke care unit)), whose primary work involves the direct treatment with occupational therapy or physical therapy. (9) Chief Nurse, Nurse and Associate Nurse work in the Operation department (central operating room) (10) Administrative staff members who are in directly contact with hospital patients and outpatients for reception or other office counter work	
4. Research Center for Nuclear Physics	(1) Employee whose functional duty is to operate or maintain radiation generator (cyclotron), measuring equipment, or other experimental apparatus attached to radiation generator, or perform experiment and research (limited to those specified by The University) using such equipment (2) Employee whose functional duty is safety control of radiation and radioactive material, and disposal of radioactive wastes in the facility where radiation generator (excluding high-energy accelerator) is installed	1