

WORK REGULATIONS
FOR
PART-TIME RESEARCH PROFESSORS

This English document is a reference translation of the Japanese version of the Work Regulations for Part-time Research Professors (*Hijōkin Kenkyūkyōin Shūgyō Kisoku*).

The official text of the Regulations is the Japanese version.

If there are any contradictions between the Japanese version and this reference translation, the former shall prevail.

The Ritsumeikan Trust
Division of Human Resources

2020.4.1

Work Regulations for Part-time Research Professors

(Purpose)

Article 1 The Work Regulations for Part-time Research Professors stipulate basic matters concerning employment of part-time research professors working at Ritsumeikan University.

2 Any and all matters relating to the employment indicated in the preceding Paragraph not stipulated in the Regulations, other regulations, or employment contracts shall conform to the Labor Standards Act and other relevant laws and regulations of Japan.

(Application)

Article 2 The Regulations shall apply to the following employment categories (hereinafter "Part-time Research Professor").

- (1) Visiting Research Professor
- (2) Affiliate Research Professor

2 The working hours of the Part-time Research Professors indicated in the preceding Paragraph shall be less than twenty (20) hours per week, and the Part-time Research Professor shall be assigned mainly to research.

3 The Part-time Research Professors stipulated in the preceding Paragraph include employees ("Visiting Research Professors (Non-Fixed Term)" for Visiting Research Professors and "Affiliate Research Professors (Non-Fixed Term)" for Affiliate Research Professors, hereinafter collectively referred to as "Part-time Research Professors (Non-Fixed Term)") who, in accordance with Article 9-2 hereof, have converted to an employment contract without a stipulated term (hereinafter a "non-fixed term employment contract").

(Employment)

Article 3 The Trust shall hire Part-time Research Professors in accordance with the results of selection based on the relevant procedures.

2 In addition to the stipulations of the preceding Paragraph, other required matters concerning the employment of Part-time Research Professors shall conform to the Regulations Concerning Research Professors.

(Withdrawal of Employment)

Article 4 If any of the following circumstances apply to an individual who has received an offer of employment, before the day on which his or her service with the Trust starts, and, as a result, an employment relationship between the individual and the Trust cannot be maintained, the Trust may withdraw the decision to hire that individual.

- (1) The Trust has determined that the Part-time Research Professor is not capable of tolerating the assigned duties on account of a physical or mental disability.
- (2) The individual fails to acquire all qualifications necessary for employment by the Trust.
- (3) Material misrepresentation has been discovered in documents submitted to the Trust by the individual.
- (4) The individual significantly damages the good name or reputation of the Trust or any of its schools.
- (5) Other circumstances similar to any of the foregoing.

(Documents to be Submitted at the Time of Hiring)

Article 5 Each person hired as a Part-time Research Professor shall submit the following documents no later than the specified date.

- (1) Employment contract
- (2) Curriculum vitae (in the form of the Internal Career Management Card)
- (3) Any other documents deemed necessary by the Trust

(Notification of Changes to Information Provided)

Article 6 If there is any change to the information provided in any document listed in Items (2) and (3) of the preceding Article and to any of the following items, the Part-time Research Professor shall notify the Trust thereof without undue delay on each occasion.

- (1) Citizenship or address
- (2) Relatives for whom allowances and/or other benefits are granted
- (3) Other matters of which the Trust requires notification from the standpoint of management of the Part-time Research Professor

(Specification of Working Conditions)

Article 7 When the Trust enters into an employment contract with a Part-time Research Professor, it shall specify the matters stipulated by the Regulations and the Ordinance for Enforcement of the Labor Standards Act of Japan in the manner stipulated by the Regulations or the Ordinance.

(Restrictions on the Age of Employment)

Article 7-2 A Part-time Research Professor (excluding Part-time Research Professors (Non-Fixed Term)) shall not be hired after the first March 31 following the day on which he or she turns the applicable age indicated below.

- (1) Visiting Research Professor: 75 years old
- (2) Affiliate Research Professor: 75 years old

(Maximum Total Employment Period)

Article 7-3 A Part-time Research Professor shall not be employed if the period of employment for the individual hired in accordance with a contract having a period set by the Trust and the period of employment as a Part-time Research Professor for which the individual desires to conclude a contract come to a combined total (hereinafter “total period of employment”) that exceeds ten (10) years.

2 When calculating the total period of employment indicated in the preceding Paragraph, if the period during which the individual has had no type of employment contract with the Trust (hereinafter “blank period”) is one (1) year or more, the period of any employment contract in effect prior to the relevant blank period shall not be calculated as part of the total period of employment.

(Employment Period and Contract Renewal)

Article 8 The employment period of each Part-time Research Professor (excluding Part-time Research Professors (Non-Fixed Term)) shall be one (1) year or less. Employment contracts shall not cross over into a second academic year.

2 Employment contracts may be renewed up to a maximum of four (4) times, through mutual agreement between the Part-time Research Professor and the Trust, and provided that the total period of employment does not exceed ten (10) years. However, in the case of individuals hired for a specific research project that will exceed five (5) years, the contract may be renewed up to a maximum of nine (9) times.

3 Notwithstanding the stipulations of the preceding Paragraph, the employment contracts of individuals who exceed the age stipulated in Article 7-2 shall not be renewed.

Article 9 Delete

(Conversion to a Non-fixed Term Employment Contract)

Article 9-2 If the employment period of two (2) or more employment contracts (the employment period of which, if it contains less than one (1) year in the period from April 1 of any year to March 31 of the following year, is calculated as one (1) year; hereinafter "total period of employment") exceeds ten (10) consecutive years, and the employee requests conversion to a non-fixed term employment contract no later than thirty (30) days prior to the end of the current employment contract period, the contract shall be converted to a non-fixed term employment contract.

2 The starting date of the non-fixed term employment contract indicated in the preceding Paragraph shall be the day following the day on which the current employment contract expires.

3 The mandatory retirement age of a Part-time Research Professor who has concluded a non-fixed term employment contract shall be a full seventy-five (75) years of age, and the individual shall retire as of the first March 31 following the date on which he or she has reached the age in question.

4 The employment conditions in the non-fixed term employment contract shall be the same as those in the current employment contract.

(Leave of Absence)

Article 9-3 If a Part-time Research Professor (Non-Fixed Term) is continuously absent from work for ninety (90) calendar days due to a non-work related illness or injury, the Trust may order the employee to take a leave of absence.

(Calculation of the Number of Days of Absence)

Article 9-4 In calculation of the number of days of absence due to a non-work related illness or injury stipulated in the preceding Article, two (2) or more periods of absence occurring intermittently due to the non-work related illness or injury within one (1) year shall be included en bloc in the calculation, excluding annual paid vacation.

(Period of Leaves of Absence)

Article 9-5 The period of the leave of absence stipulated in Article 9-3 shall be one (1) year.

(Salary during Leaves of Absence)

Article 9-6 Salaries during leaves of absence shall be stipulated in the Regulations Concerning Salaries of Part-time Research Professors.

(Reinstatement)

Article 9-7 If, before the expiration of a leave of absence, the employee submits a medical certificate from the attending physician verifying that he or she is able to return to work, and the Trust judges that the reason for such leave no longer exists, it shall order the reinstatement of the relevant employee. If the Trust considers it necessary, the Trust may request that the relevant employee be diagnosed by an industrial physician or a doctor designated by the physician.

2 In the event that an employee reinstated in accordance with the preceding Paragraph is absent from work due to illness or injury within one (1) year after reinstatement, the Trust may immediately order the employee to take a leave of absence again. The period of the new leave of absence shall be the remaining period of the relevant absence specified in Article 9-5 hereof.

(Retirement, etc.)

Article 10 A Part-time Research Professor (excluding Part-time Research Professors (Non-Fixed Term)) shall lose the status of Part-time Research Professor if:

- (1) his or her fixed employment period expires;
- (2) he or she submits a request for retirement as stipulated in Paragraph 1 of the following Article and

the Trust approves it;

- (3) he or she dies;
- (4) outside funding for the individual's research is completed or the research is terminated or completed; or

2 A Part-time Research Professor (Non-Fixed Term) shall lose the position of Part-time Research Professor (Non-Fixed Term) if:

- (1) he or she reaches the mandatory retirement age stipulated in Article 9-2, Paragraph 3 hereof; or
- (2) he or she requests retirement as stipulated in Article 11-2, Paragraph 1 hereof and has completed the prescribed procedure, or the fourteen (14) days have elapsed since he or she submitted a letter of resignation; or
- (3) he or she dies; or
- (4) he or she is ordered to take a leave of absence in accordance with Article 9-3 hereof and is not reinstated when the period of the leave of absence has expired.

(Voluntary Early Retirement)

Article 11 If a Part-time Research Professor (excluding Part-time Research Professors (Non-Fixed Term). The same shall apply hereinafter in this article.) desires to retire before expiration of his or her employment period due to personal reasons, he or she shall submit a letter of resignation no later than sixty (60) days prior to the intended retirement date, except in cases of illness or other unavoidable reasons.

2 Part-time Research Professors may not withdraw a letter of resignation after it has been approved in accordance with Paragraph 1, Item (2) of the preceding Article.

Article 11-2 If a Part-time Research Professor (Non-Fixed Term) desires to retire for personal reasons, he or she shall submit a letter of resignation at least fourteen (14) days prior to the intended retirement day.

2 A request for retirement may not be withdrawn after completion of the procedure stipulated in Article 10, Paragraph 2, Item (2).

(Dismissal)

Article 12 The Trust may dismiss the Part-time Research Professor in any of the following cases.

- (1) The Trust has determined that the Part-time Research Professor is not capable of tolerating the assigned duties on account of a physical or mental disability.
- (2) The Part-time Research Professor is frequently absent from work without permission and without due cause.
- (3) The Part-time Research Professor's performance or attitude toward work is significantly poor, and no improvement is expected.
- (4) Dismissal of the Part-time Research Professor is unavoidable from the standpoint of the management or operation of the Trust.
- (5) Criminal charges have been brought against the Part-time Research Professor, and, in light of the details of the case, the Trust has judged the Part-time Research Professor to be unsuitable as a research professor.
- (6) The Part-time Research Professor is unable to work for a period of ninety (90) consecutive calendar days due to a non-work related illness or injury.
- (7) The Part-time Research Professor has been absent from work for thirty (30) consecutive calendar days due to a reason other than illness or injury.

(8) The Part-time Research Professor is significantly lacking in the abilities or efficiency required to perform assigned duties, and the improvement thereof is not expected.

(9) There is any other circumstance similar to those indicated above which prevents the maintenance of the employment relationship.

(Notice of Termination and Payment in Lieu of Notice)

Article 13 When the Trust dismisses a Part-time Research Professor in accordance with the stipulations of the preceding Article, it shall give prior notice of at least thirty (30) days, or, in lieu thereof, pay an amount equal to the average wages for thirty (30) days as stipulated in Article 12 of the Labor Standards Act, excluding cases in which operation of the Trust becomes impossible due to a natural disaster or other circumstances beyond the control of the Trust, and cases in which the dismissal is due to grounds attributable to the Part-time Research Professor.

(Restrictions on Dismissal)

Article 14 The Trust shall not dismiss the Part-time Research Professor during any of the following periods.

(1) A period during which the Part-time Research Professor is on leave due to a work-related or commute-related illness or injury as stipulated in Article 8 of the Regulations Concerning Leave of Teaching Staff and Other Staff (hereinafter "Leave Regulations") and for thirty (30) days thereafter

(2) A period during which a female Part-time Research Professor is on maternity leave as stipulated in Article 6, Paragraph 1 (2) of the Leave Regulations and for ninety (90) days thereafter.

(Obligations of Retiring Part-time Research Professors)

Article 15 A Part-time Research Professor retiring from service with the Trust shall return all documents and other items owned by the Trust by the date specified by the Trust.

2 After retirement, the Part-time Research Professor shall not disclose to any third party or use for any personal purpose any confidential information acquired in the course of the performance of his or her duties.

(Retirement Allowance)

Article 16 No retirement allowance shall be paid to Part-time Research Professors.

(Certificate of Retirement)

Article 17 If a retired Part-time Research Professor requests issuance of a certificate of retirement, the Trust shall issue such certificate without undue delay.

2 The following information can be included in the certificate of retirement, with the actual content limited to items requested by the retired Part-time Research Professor.

(1) Period of employment

(2) Type of duty

(3) Position

(4) Wages

(5) Reason for retirement (including cases in which employment was terminated by the Trust)

(Application of the Discretionary Labor System for Professional Work)

Article 18 The Discretionary Labor System for Professional Work stipulated in the labor agreement based on Article 38-3 of the Labor Standards Act shall be applied to working hours.

2 When conducting the work stipulated in the labor agreement indicated in the preceding Paragraph, the individual shall be deemed to have worked seven and one half (7.5) hours or less as the working hours for one (1) day as stipulated in the employment contract.

3 Work starting/ending times and breaks shall be determined at the discretion of the Part-time Research Professor in accordance with the requirements for execution of work, based on the following items.

- (1) Work starting time: 9:00 A.M. or later
- (2) Work ending time: 5:30 P.M. or earlier
- (3) Breaks: One (1) hour, from 11:30 A.M. to 12:30 P.M. (When actual working hours have exceeded six [6] hours)

4 Notwithstanding the stipulations of the preceding Paragraph, late-night work by a Part-time Research Professor requires prior authorization from the section manager.

(Workdays and Holidays)

Article 19 The workdays of Part-time Research Professors shall be stipulated in the employment contract.

2 The holidays of Part-time Research Professors shall be as follows.

- (1) Saturdays and Sundays
- (2) Holidays defined in the Act Concerning National Holidays
- (3) Year end and New Year (December 28 through January 5)
- (4) Founders' Day (May 19)
- (5) Other recesses

3 Holiday work requires prior authorization from the section manager.

(Work Outside the University)

Article 20 Part-time Research Professors shall be able to work outside the University to conduct research. However, such work may be prohibited if it will hinder the operation of the Trust.

2 Work outside the University includes work at home, participation in conferences and study groups, investigative activities, and collection of materials, etc.

(Leave/Vacation)

Article 21 Matters related to leave/vacation shall be stipulated in the Leave Regulations.

Article 22 Delete

Article 23 Delete

Article 24 Delete

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(Childcare Leave, Nursing Care Leave)

Article 25 Conditions and other necessary details about childcare leave and nursing care leave for Part-time Research Professors shall be stipulated in the Regulations Concerning Childcare Leave and Nursing Care Leave.

2 Salary during leaves shall be as stipulated in the Regulations Concerning Salaries of Part-time Research Professors.

(Attendance and Leaving)

Article 26 Each Part-time Research Professor shall comply strictly with the prescribed starting and ending times of work and register his or her attendance in the attendance book with a seal impression.

(Absence Procedures)

Article 27 In the event that a Part-time Research Professor will be absent from duties due to an illness or other unavoidable circumstances, he or she shall notify the Trust in advance using the prescribed form; however, if the Part-time Research Professor has no time or means for such prior notification, he or she shall make notification promptly after the fact.

2 In the event that a Part-time Research Professor is absent from work for seven (7) consecutive calendar days due to an illness or injury, the Part-time Research Professor shall submit a medical certificate from the attending physician.

(Salary)

Article 28 Details about salaries of Part-time Research Professors shall be stipulated in the Regulations Concerning Salaries of Part-time Research Professors.

(Congratulatory and Condolatory Events)

Article 29 The standards and treatment of congratulatory and condolatory events shall conform to the Regulations Concerning Congratulatory and Condolatory Events of Teaching Staff and Other Staff.

(Travel Expenses)

Article 30 Necessary details about payment of travel expenses, etc., related to relocation shall be stipulated in the Regulations for Travel Expenses.

(Social Insurance, etc.)

Article 31 The Trust shall assume no responsibility for participation of Part-time Research Professors in each type of social insurance, etc., excluding the accident compensation stipulated in Article 41.

(Duties)

Article 32 Part-time Research Professors shall perform assigned duties in accordance with the Regulations, as well as other regulations of the Trust, concentrate on their duties under the instruction of their section managers or other individuals to whom authority has been delegated, be innovative and increase their abilities, and strive to maintain and improve order in the workplace.

(Handling of Confidential Documents and the Duty of Confidentiality)

Article 33 Each Part-time Research Professor shall handle confidential documents in accordance with the regulations regarding protection of internal information and fulfill his or her duty of confidentiality.

(Commendation)

Article 34 The Trust shall present commendation for the following conduct of Part-time Research Professors, based on screening or selection.

(1) Prevention of disasters or other particularly laudable conduct in the event of a disaster

- (2) Socially laudable conduct that brings honor to the Trust and/or its schools
 - (3) Other conduct judged to be particularly worthy of commendation
- 2 The commendations stipulated in the preceding Paragraph shall be provided in the form of a letter of commendation and a memento or cash award.

(Disciplinary Action)

Article 35 The following conduct by Part-time Research Professors may be subject to disciplinary action by the Trust.

- (1) Violation of the Regulations, other regulations stipulated by the Trust, or other applicable laws and regulations
- (2) Violation of obligations related to duties or negligence of duty
- (3) Conduct that causes damage to the Trust intentionally or through gross negligence
- (4) Conduct that constitutes a crime
- (5) Serious misrepresentation of his or her personal background
- (6) Conduct that significantly damages the good name or reputation of the Trust or any of its schools
- (7) Harassment
- (8) Intentional forgery, falsification, or theft in research activities
- (9) Unauthorized use of research expenses
- (10) Other conduct similar to the aforementioned actions

2 If it is found that any of the Items in the preceding Paragraph applied to a retired or dismissed Part-time Research Professor during the time the individual was under employment, he or she shall be given an assessment equivalent to the type and details of the applicable disciplinary action stipulated in each Item of Paragraph 1 of the next Article (hereinafter "assessment equivalent to disciplinary action").

(Types and Levels of Disciplinary Action)

Article 36 The types and details of disciplinary action shall be as specified below; however, in cases with extenuating circumstances or when the offender clearly displays contrition, the disciplinary action may be reduced to a strict warning.

- (1) Reprimand: The offender is required to submit a letter of apology and is given a warning regarding future behavior.
- (2) Reduction of pay: The offender is given a warning regarding future behavior and his or her salary is reduced within the range stipulated in Article 91 of the Labor Standards Act.
- (3) Suspension: The offender is given a warning regarding future behavior and suspended from work for a period not exceeding six (6) months.
- (4) Resignation under instruction: The offender is recommended to submit a letter of resignation, and if the Part-time Research Professor does not follow that recommendation, he or she is dismissed after receiving a notice of termination thirty (30) days before the dismissal date, or immediately dismissed with payment of an amount not less than the average wages for thirty (30) days in lieu of such notice.
- (5) Punitive dismissal: The offender is immediately dismissed with no prior notice.

2 No salary shall be paid for the period of suspension from work stipulated in Item (3) of the preceding Paragraph.

3 In the case of Item (5) of Paragraph 1 of this Article, if the Chief of the Labor Standards Inspection Office having jurisdiction approves, the Trust shall make no payment in lieu of the notice of termination as stipulated in Article 13 hereof.

4 The stipulations of Paragraph 1 shall apply with necessary modifications to assessments equivalent to disciplinary action in accordance with Paragraph 2 of the preceding Article.

(Procedures for Disciplinary Action)

Article 37 The details of procedures for disciplinary action and for an assessment equivalent to disciplinary action shall be set forth in the Regulations Regarding Procedures for Disciplinary Action against Teaching Staff and Other Staff.

(Damages)

Article 38 If a Part-time Research Professor causes damage to the Trust, intentionally or through gross negligence, the Trust may require the Part-time Research Professor to pay compensation for such damage in part or in whole; however, payment of such compensation shall not exempt the Part-time Research Professor from disciplinary action.

(Health and Safety)

Article 39 The Trust shall implement measures necessary to ensure the health and safety of Part-time Research Professors.

2 Part-time Research Professors shall always strictly comply with the regulations and the Trust's instructions regarding health and safety and strive to maintain and improve health and safety.

(Compulsory Leave, etc.)

Article 40 A Part-time Research Professor shall be prohibited from attendance at work if he or she:

- (1) contracts an infectious disease that presents the danger of spreading;
- (2) has a disorder of the heart, kidney, lung, etc., that may be significantly aggravated by working; or
- (3) is judged by an industrial physician or other physician as being unsuited for work.

2 If a Part-time Research Professor to whom Item (1) of the preceding Paragraph applies has implemented measures to prevent the spread of infection, the Trust may decide not to enforce compulsory leave.

(Accident Compensation)

Article 41 Payment of accident compensation and insurance benefits for the injury, illness, disability, or death of Part-time Research Professors suffered in relation to the performance of duties for the Trust or while commuting shall conform to the Workers' Accident Compensation Insurance Act.

(Inventions and Industrial Property Rights)

Article 41-2 Details regarding handling of inventions by Part-time Research Professors, relevant industrial property rights, and tangible outcomes shall be stipulated in the Ritsumeikan Regulations for Invention, the Regulations Concerning Handling of Tangible, and the Regulations Concerning Handling of Databases, etc.

(Revision and Abolition)

Article 42 Revision and abolition of the Regulations shall be conducted by the Executive Board of Trustees.

Supplementary Provisions

These provisions shall be implemented beginning April 1, 2013.

Supplemental Provisions (February 19, 2014: Partial revision in conjunction with the addition of the handling of inventions and industrial assets, etc.)

These provisions shall be implemented beginning April 1, 2014.

Supplemental Provisions (July 15, 2015: Partial revision in conjunction with the establishment of a maximum total period of employment and changes to number of times contracts can be renewed, etc.)

1 These provisions shall be implemented beginning April 1, 2016.

2 Notwithstanding the stipulations of the preceding Paragraph, after the revision, Article 7-3 shall apply to employment contracts that stipulate a day on or after April 1, 2013 as the first day of the employment period, and shall not apply to employment contracts that stipulate a day on or before March 31, 2013 as the first day of the employment period.

Supplemental Provisions (March 30, 2016: Partial revision in conjunction with changes to the documents to be submitted at the time of hiring, reasons for losing status, etc.)

These provisions shall be implemented beginning April 1, 2016.

Supplemental Provisions (December 21, 2016: Partial revision in conjunction with revision of the Act on the Welfare of Workers Who Take Care of Children or Other Family Members Including Child Care and Family Care Leave)

These provisions shall be implemented beginning January 1, 2017.

Supplemental Provisions (October 4, 2017: Partial revision in conjunction with the addition of assessment equivalent to disciplinary action after retirement)

These provisions shall be implemented beginning October 4, 2017, and shall apply to persons who retire or are dismissed on or after that date.

Supplemental Provisions (March 28, 2018: Partial revision accompanying the adding of non-fixed term employment contracts, leaves of absence, reinstatement, etc. and changes to restrictions on the age of employment)

These provisions shall be implemented beginning April 1, 2018.

Supplemental Provisions (March 5, 2020: Partial revision in conjunction with the establishment of the Regulations Concerning Leave of Teaching Staff and Other Staff)

These provisions shall be implemented beginning April 1, 2020.

Appendix 1 Delete

Appendix 2 Delete