

# **REGULATIONS CONCERNING SALARIES**

## **OF FIXED-TERM RESEARCH STAFF**

This English document is a reference translation of the Japanese version of the Regulations Concerning Salaries of Fixed-term Research Staff (*Yūkikoyō Kenkyūshokuin Kyūyo Kitei*).

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

## Regulations Concerning Salaries of Fixed-term Research Staff

### Chapter 1 General Provisions

#### (Purpose)

Article 1 These Regulations Concerning Salaries of Fixed-term Research Staff stipulate matters concerning salaries of Fixed-term Research Staff, in accordance with Article 39 of the Work Regulations for Fixed-term Research Staff.

#### (Composition of Salary)

Article 2 The salary of Fixed-term Research Staff shall consist of the following items.

- (1) Basic Annual Salary
- (2) Allowances
  - Overload Allowance
  - Late-night Work Allowance
  - Holiday Work Allowance
  - Substitute Holiday Allowance
  - Class Teaching Allowance
  - Night Class Teaching Allowance
  - Commuting Allowance

#### (Payment of Salary)

Article 3 The Basic Annual Salary shall be determined as a yearly amount, with one-twelfth (1/12) paid in monthly installments (hereinafter “the Monthly Installment”); however, when the individual is hired after the commencement of the academic year, the Basic Annual Salary for hires after the commencement of the academic year shall be divided by the number of months of the employment period, and the resulting amount shall be paid each month.

2 Allowances shall be determined as a monthly amount; however, the following allowances shall be paid in the manner stipulated in Chapter 3.

- (1) Class Teaching Allowance, and Night Class Teaching Allowance for assigned intensive courses
- (2) Commuting Allowance

#### (Payday)

Article 4 The Monthly Installment and allowances shall be paid on the twentieth (20th) day of each month (hereinafter “Salary Payday”); however, the payday of the allowances stipulated under Paragraph 2 of the preceding Article shall be stipulated in Chapter 3.

2 If any payday falls on a Saturday, Sunday, or a holiday based on the Act Concerning National Holidays, the relevant payment shall be made on the nearest non-holiday weekday.

3 Changes to salary due to hiring, retirement, etc., during a month may be adjusted in the salary of the following month.

4 In the event that a Fixed-term Research Staff member retires from The Ritsumeikan Trust, dies, or requests an emergency payment in accordance with the Labor Standards Act of Japan, the Trust may pay the salary of the Fixed-term Research Staff member before the payday stipulated in this Article.

#### (Manner of Payment)

Article 5 The full amount of the salary of each Fixed-term Research Staff member shall be paid directly to the Fixed-term Research Staff member in cash; however, if a Fixed-term Research Staff member agrees in writing, the Trust may pay the salary of the Fixed-term Research Staff member through a transfer to a bank account in his or her name, as designated by the Fixed-term Research Staff member.

- 2 If a Fixed-term Research Staff member dies, his or her unpaid salary shall be paid to his or her surviving family. If the Fixed-term Research Staff member has no surviving family, such unpaid salary shall be paid to the individual who held the Fixed-term Research Staff member's funeral.
- 3 The surviving family stipulated in the preceding Paragraph refers to the deceased Fixed-term Research Staff member's spouse (or his or her de facto marriage partner in the case of common law marriage), children (inclusive of adopted children), parents (inclusive of adoptive parents), grandparents, or younger siblings dependent on the Fixed-term Research Staff member when he or she died. The Fixed-term Research Staff member's unpaid salary shall be paid in that order. If the surviving family entitled to such payment includes two or more persons at the same position in that order, the salary shall be paid to the individual selected through mutual consultation by the surviving family.

(Deductions)

Article 6 The following items shall be deducted from the salary.

- (1) Withholding income tax
- (2) Premium for The Promotion and Mutual Aid Corporation for Private Schools of Japan and the employees pension insurance premium
- (3) Employment insurance premium
- (4) Items agreed upon with a representative of the majority of the Trust's employees

(Pro-rated Calculation of the Monthly Installment in Conjunction with Hiring, Retirement, etc.)

- Article 7 The Monthly Installment of a Fixed-term Research Staff member for the month in which the Fixed-term Research Staff member is hired or reinstated after childcare or nursing care leave shall be calculated on a pro-rated basis for the period of the month beginning on the day of hiring or reinstatement.
- 2 The Monthly Installment of a Fixed-term Research Staff member for a month in which the Fixed-term Research Staff member began childcare or nursing care leave shall be calculated on a pro-rated basis for the period of the month up to the day preceding the starting date of the relevant leave.
  - 3 The Monthly Installment of a Fixed-term Research Staff member for the month in which the Fixed-term Research Staff member retires or is dismissed due to any of the reasons stipulated in Article 13 or Article 47 of the Work Regulations for Fixed-term Research Staff, shall be calculated on a pro-rated basis for the period of the month up to the day of retirement or dismissal.
  - 4 The full amount of the Monthly Installment of a Fixed-term Research Staff member shall be paid for the month in which the Fixed-term Research Staff member dies.
  - 5 The payments stipulated in the preceding four (4) paragraphs may be adjusted in the following month's salary.

(Pro-rated Calculation of Class Teaching Allowances and Night Class Teaching Allowances)

- Article 8 The full amount of the Class Teaching Allowance and the Night Class Teaching Allowance of a Fixed-term Research Staff member shall be paid for a month in which the Fixed-term Research Staff member was assigned a class by the fifteenth (15th) day of the month, and one half (1/2) of the amount shall be paid for a month in which the assignment began on or after the sixteenth (16th) day of the month.
- 2 The amount of the Class Teaching Allowance and the Night Class Teaching Allowance of a Fixed-term Research Staff member for a month in which the Fixed-term Research Staff member starts childcare or nursing care leave shall be calculated on a pro-rated basis for the period of the month up to the day preceding the date on which the leave starts.
  - 3 The amount of the Class Teaching Allowance and the Night Class Teaching Allowance of a Fixed-term Research Staff member for a month in which the Fixed-term Research Staff member is reinstated from childcare or nursing care leave shall be calculated on a pro-rated basis for the period of the month beginning on the day of the reinstatement.
  - 4 One half (1/2) of the Class Teaching Allowance and the Night Class Teaching Allowance of a Fixed-term Research Staff member shall be paid for a month in which the Fixed-term Research Staff member was discharged from assignment to a class by the fifteenth (15th) day of the month, and the full amount shall be

paid for a month in which the discharge occurred on or after the sixteenth (16th) day of the month. However, the full amount of the Class Teaching Allowance and the Night Class Teaching Allowance of a Fixed-term Research Staff member shall be paid for the month in which the Fixed-term Research Staff member dies, and in cases in which the Fixed-term Research Staff member is discharged from assignment to a class during the month of September after the beginning of a Fall semester course, the amount shall be calculated on a pro-rated basis for the period of the month until the day of discharge from the assignment.

5 Notwithstanding the stipulations of the preceding Paragraph, the amount for a month in which the Fixed-term Research Staff member is dismissed due to any of the reasons stipulated in Article 13 or Article 47 of the Work Regulations for Fixed-term Research Staff shall be calculated on a pro-rated basis for the period of the month up to the day of dismissal.

6 In cases in which a course is cancelled due to insufficient enrollment or other circumstances of the University and the assigned Fixed-term Research Staff member is discharged from the assignment, one half (1/2) of the amount of the Class Teaching Allowance and the Night Class Teaching Allowance for the relevant period shall be paid.

7 The payments stipulated in the preceding six (6) paragraphs may be adjusted in the following month's salary.

(Number of Basis Days for Pro-rated Calculation and Handling of Fractions)

Article 9 The pro-rated calculation hereunder shall be conducted by dividing the basic salary and individual types of allowance by the number of calendar days of the applicable month and multiplying the result by the number of days employed. Any fraction less than one yen (¥1) shall be rounded up to one yen (¥1).

## Chapter 2 Basic Annual Salary

(Basic Annual Salary Calculation Period)

Article 10 The amount of the Basic Annual Salary shall be calculated with the period from April 1 through March 31 of the following year constituting a year.

(Basic Annual Salary)

Article 11 The Basic Annual Salary of Fixed-term Research Staff shall be determined in accordance with the stipulations of Appendix 1, based on the individual's grade, and with consideration given to the individual's work experience, research performance, etc..

2 The Basic Annual Salary of Fixed-term Research Staff members who are hired after the beginning of the academic year shall be calculated by multiplying the Monthly Installment by the number of months in the employment period; however, the amount shall be calculated on a pro-rated basis in accordance with the stipulations of Article 7 for months in which the Fixed-term Research Teaching Staff member is hired after the beginning of the applicable month.

(Reduction)

Article 12 If the calculation period includes absence, unpaid vacation, or a leave of absence due to illness, pregnancy disability, or other unavoidable circumstances, the amount of the bonus shall be reduced on a pro-rated basis.

## Chapter 3 Allowances

(Overload Allowance)

Article 13 Fixed-term Research Staff members that have been assigned work that exceeds the number of working hours stipulated in the Work Regulations for Fixed-term Research Staff shall be paid an Overload Allowance of one hundred twenty-five one hundredths (125/100) of the hourly wage calculated by dividing the Monthly Installment by the average monthly prescribed number of working hours, for each hour of work.

2 If the amount of excess work in a single month exceeds sixty (60) hours, the Fixed-term Research Staff

member shall be paid an Overload Allowance of one hundred fifty one hundredths (150/100) of the hourly wage stipulated in the preceding Paragraph, for each hour of work exceeding sixty (60) hours.

(Late-night Work Allowance)

Article 14 Fixed-term Research Staff members that have been assigned work during the period from 10:00 P.M. to 5:00 A.M. of the following day shall be paid a Late-night Work Allowance of twenty-five one hundredths (25/100) of the hourly wage calculated by dividing the Monthly Installment by the average monthly prescribed number of working hours, for each hour of work during that period.

(Holiday Work Allowance)

Article 15 Fixed-term Research Staff members that have been assigned work on days other than the stipulated workdays shall be paid a Holiday Work Allowance of one hundred thirty-five one hundredths (135/100) of the hourly wage calculated by dividing the Monthly Installment by the average monthly prescribed number of working hours, for each hour of work.

(Substitute Holiday Allowance)

Article 16 Fixed-term Research Staff members that have been assigned work that exceeds the stipulated number of weekly working hours on the condition of being granted substitute holidays shall be paid a Substitute Holiday Allowance of thirty-five one hundredths (35/100) of the hourly wage calculated by dividing the Monthly Installment by the average monthly prescribed number of working hours, for each hour of work.

(Class Teaching Allowance)

Article 17 Fixed-term Research Staff members that have been assigned to teach a university class as a lecturer shall be paid the Class Teaching Allowance stipulated in Appendix 2; however, only one half (1/2) of the Class Teaching Allowance shall be paid in the case of courses that end after eight (8) classes.

2 The Class Teaching Allowance stipulated in the preceding Paragraph shall be paid in the periods indicated below.

- (1) When assigned to Spring semester or Fall semester courses  
Spring semester courses: April through September  
Fall semester courses: October through March
- (2) When Fixed-term Research Staff members have been assigned to an intensive courses  
The month after, or two (2) months after, the end of the final class
- (3) When assigned to courses that end after eight (8) sessions or in half a semester  
Course period: (April through June) April through September  
Course period: (June through August) April through September  
Course period: (September through December) October through March  
Course period: (November through February) October through March

(Night Class Teaching Allowance)

Article 18 Fixed-term Research Staff members that have been assigned sixth or seventh period classes (arts or social science courses only) shall be paid the following Night Class Teaching Allowance for each lecture per week (the time of one class shall be ninety [90] minutes).

- (1) Sixth period: Two thousand two hundred yen (¥2,200) per month
  - (2) Seventh period: Two thousand eight hundred yen (¥2,800) per month
- 2 The Night Class Teaching Allowance for six (6) months for Fixed-term Research Staff members that have been assigned to Session classes shall be paid in one lump sum in the month after or two (2) months after the month in which the final class period ends.

(Commuting Allowance)

Article 19 The Commuting Allowance required to attend class shall be paid to Fixed-term Research Staff members Professors that have been assigned to teach a class.

2 The payment shall be the actual amount of the transportation costs for the commute between his or her home and the workplace multiplied by the number of lecture days; however, if the number of lecture days changes due to lecture cancellations, makeup classes, etc., the amount shall be adjusted by an amount equivalent to the actual amount of the transportation costs per day multiplied by the number of days increased or decreased.

3 The maximum amount of the actual transportation costs shall be the round-trip fare for a distance of 150 km on the JR railway line plus the round-trip fare for one route of the Kyoto City Bus (or Ohmi Railway Bus in the case of commuting to the Biwako Kusatsu Campus) per lecture day.

4 The Commuting Allowance shall be paid in a lump sum on the payday of the following months.

(1) When Fixed-term Research Staff members have been assigned to Spring semester or Fall semester courses

Spring semester courses: June

Fall semester courses: November

(2) When Fixed-term Research Staff members have been assigned to an intensive courses

The month after, or two (2) months after, the end of the final class

(3) When Fixed-term Research Staff members have been assigned to courses that end after eight (8) classes or midway through the semester

Course period (April to June): June

Course period (June to August): June

Course period (September to December): November

Course period (November to February): November

#### Chapter 4 Administrative leave , Leave of absence and Vacation

(Salary During Leave of Absence)

Article 19-2 No salary shall be paid to a Fixed-term Research Staff member on a leave of absence.

(Salary During Leave)

Article 20 No salary shall be paid to a Fixed-term Research Staff member on childcare leave or nursing care leave.

(Salary During Other Leave or Vacation)

Article 20-2 Salary shall be paid to Sennin Lecturers on other leave or vacation stipulated in the Regulations Concerning Vacation and Leave of Teaching Staff and Other Staff (hereinafter "Leave Regulations").

2 Notwithstanding the stipulations of the preceding Paragraph, salary shall not be paid for days on any of the following leave.

(1) Menstrual leave, as stipulated in Article 6, Paragraph 1, Item 1 of the Leave Regulations (Portions that exceed three (3) days per time)

(2) Maternity leave, as stipulated in Article 6, Item 2 of the Leave Regulations

(3) Pregnancy disability leave, as stipulated in Article 6, Item 2 of the Leave Regulations

(4) Medical leave due to work-related or commute-related injury or illness stipulated in Article 8 of the Leave Regulations

#### Chapter 5 Supplementary Provisions

(Handling of Necessary Matters)

Article 21 Matters required for the implementation of the Regulations shall be determined by the Chairperson of the Board of Trustees.

(Revision and Abolition)

Article 22 Revision and abolition of the Regulations shall be conducted by the Executive Board of Trustees.

Appendix 1

Basic Annual Salary of Fixed-term Research Staff

Employment Category	Grade	Basic Annual Salary
Senior Researcher	SR1	¥5,400,000 (¥450,000)
	SR2	¥4,800,000 (¥400,000)
	SS1	¥4,560,000 (¥380,000)
	SS2	¥3,960,000 (¥330,000)
	SS3	¥3,240,000 (¥270,000)
Researcher	KS1	¥3,960,000 (¥330,000)
	KS2	¥3,240,000 (¥270,000)
	KS3	¥2,880,000 (¥240,000)
Starting Researcher	—	¥3,000,000 (¥250,000)

\* The figure in parentheses on the lower line is the Monthly Installment.

Appendix 2

Class Teaching Allowance

Class Teaching Allowance (Monthly Amount)	
Undergraduate, 1 class per week (1 class: 90 mins.)	Graduate, 1 class per week (1 class: 90 mins.)
¥29,200	¥43,800