

WORK REGULATIONS
FOR
FIXED-TERM RESEARCH STAFF

This English document is a reference translation of the Japanese version of the Work Regulations for Fixed-term Research Staff (“*Yūkikoyō Kenkyūshokuin 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 Fixed-term Research Staff

(Purpose)

Article 1 The Work Regulations for Fixed-term Research Staff stipulate basic matters concerning employment of fixed-term research staff working at Ritsumeikan University. Working conditions and duties shall conform to collective agreements between employees and the Trust and relevant laws and regulations, in addition to the Regulations and other relevant regulations of the Trust.

(Application)

Article 2 The Regulations shall apply to the following employment categories (hereinafter "Fixed-term Research Staff").

- (1) Senior Researcher
- (2) Researcher
- (3) Starting Researcher

2 The Fixed-term Research Staff stipulated in the preceding Paragraph include employees ("Senior Researchers (Non-Fixed Term)" for Senior Researchers and "Researchers (Non-Fixed Term)" for Researchers, hereinafter collectively referred to as "Non-fixed Term Research Staff") who, in accordance with Article 10-2 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 Fixed-term Research Staff 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 Fixed-term Research Staff shall conform to the Regulations Concerning Research Staff for Senior Researchers and Researchers, and to the Regulations Concerning Educational Research Staff for Starting Researchers.

(Withdrawal of Employment)

Article 4 If any of the following circumstances apply to an individual who has received an offer of employment as stipulated in Paragraph 2 of the preceding Article, 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 Fixed-term Research Staff member 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 Fixed-term Research Staff member 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 Fixed-term Research Staff member shall notify the Trust thereof without undue delay on each occasion.

- (1) Citizenship or address
- (2) Other matters of which the Trust requires notification from the standpoint of management of the Fixed-term Research Staff member

(Specification of Working Conditions)

Article 7 When the Trust enters into an employment contract with a Fixed-term Research Staff member, 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 Fixed-term Research Staff member (excluding Non-fixed Term Research Staff members) shall not be hired after the first March 31 following the day on which he or she turns a full 60 years of age.

(Maximum Total Employment Period)

Article 7-3 A Fixed-term Research Staff member 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 Fixed-term Research Staff member 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 Renewal of Contracts)

Article 8 The employment period of each Fixed-term Research Staff member (excluding Non-fixed Term Research Staff members) shall be one (1) year or less. Employment contracts shall not cross over into a second academic year.

2 Employment contracts (excluding Starting Researchers) may be renewed up to a maximum of four (4) times, through mutual agreement between the Fixed-term Research Staff member 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 The employment contracts of Starting Researchers may be renewed up to a maximum of one (1) time, through mutual agreement between the Starting Researcher and the Trust.

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

5 If the employment contract will not be renewed, the Fixed-term Research Staff member shall be notified of such at least thirty (30) days before the contract expires.

(Probationary Period)

Article 9 The period of one (1) month from the first day of employment shall be a probationary period.

2 If any of the circumstances listed in Article 12 of the Regulations apply to a Fixed-term Research Staff member during or at the conclusion of the probationary period indicated in the preceding Paragraph, the Trust may dismiss the Fixed-term Research Staff member; however, if fourteen (14) days have elapsed from the day of commencement of his or her employment, the procedure stipulated in Article 13 of the Regulations shall apply.

Article 10 Delete

(Conversion to a Non-fixed Term Employment Contract)

Article 10-2 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 Fixed-term Research Staff member who has concluded a non-fixed term employment contract shall be a full sixty (60) 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 10-3 If a Non-fixed Term Research Staff member is continuously absent from work for ninety (90) calendar days due to a non-work related illness or injury, the Trust may order the Non-fixed Term Research Staff member to take a leave of absence.

(Calculation of the Number of Days of Absence)

Article 10-4 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 10-5 The period of the leave of absence stipulated in Article 10-3 shall be one (1) year.

(Salary during Leaves of Absence)

Article 10-6 Salaries during leaves of absence shall be stipulated in the Regulations Concerning Salaries of Fixed-term Research Staff.

(Reinstatement)

Article 10-7 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 10-5 hereof.

(Retirement, etc.)

Article 11 A Fixed-term Research Staff member (excluding Non-fixed Term Research Staff members) shall lose the status of Fixed-term Research Staff member 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; or

2 A Non-fixed Term Research Staff shall lose the position of Non-fixed Term Research Staff if:

- (1) he or she reaches the mandatory retirement age stipulated in Article 10-2, Paragraph 3 hereof; or
- (2) he or she requests retirement as stipulated in Article 12-2, 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 10-3 hereof and is not reinstated when the period of the leave of absence has expired.

(Voluntary Early Retirement)

Article 12 If a Fixed-term Research Staff member (excluding Non-fixed Term Research Staff members. 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 or resignation to the Chairperson of the Board of Trustees via his or her section manager no later than fourteen (14) days prior to the intended retirement date.

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

Article 12-2 If a Non-fixed Term Research Staff member 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 11, Paragraph 2, Item (2).

(Dismissal)

Article 13 The Trust may dismiss the Fixed-term Research Staff member in any of the following cases.

- (1) The Trust has determined that the Fixed-term Research Staff member is not capable of tolerating the assigned duties on account of a physical or mental disability.
- (2) The Fixed-term Research Staff member has been absent from work for fifteen (15) consecutive calendar days without permission and without due cause.
- (3) The Fixed-term Research Staff member's performance or attitude toward work is significantly poor, and no improvement is expected.
- (4) The Fixed-term Research Staff member is unable to work for a period of ninety (90) consecutive calendar days due to a non-work related illness or injury.
- (5) The Fixed-term Research Staff member has been absent from work for thirty (30) consecutive calendar days due to a reason other than illness or injury.
- (6) Dismissal of the Fixed-term Research Staff member is unavoidable from the standpoint of the management or operation of the Trust.
- (7) Criminal charges have been brought against the Fixed-term Research Staff member, and, in light of the details of the case, the Trust has judged the Fixed-term Research Staff member to be unsuitable as a fixed-term research staff member.
- (8) The Fixed-term Research Staff member 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 14 When the Trust dismisses a Fixed-term Research Staff member 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 the Trust dismisses a Fixed-term Research Staff member during the probationary period (unless the probationary employment has continued for fourteen [14] days or more), 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 Fixed-term Research Staff member.

(Restrictions on Dismissal)

Article 15 The Trust shall not dismiss the Fixed-term Research Staff member during any of the following periods.

- (1) A period during which the Fixed-term Research Staff member 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 Fixed-term Research Staff member 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 Fixed-term Research Staff)

Article 16 A Fixed-term Research Staff member retiring from service with the Trust shall transfer all documents and other items owned by the Trust, as well as his or her duties, etc., to the successor without undue delay.

2 After retirement, the Fixed-term Research Staff member 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 Allowances)

Article 17 No retirement allowance shall be paid to Fixed-term Research Staff.

(Certificate of Retirement)

Article 18 If a retired Fixed-term Research Staff member 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 Fixed-term Research Staff member.

- (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 19 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 as the working hours for one (1) day.

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

(1) Work starting time: 9:00 A.M.

(2) Work ending time: 5:30 P.M.

(3) Breaks: One (1) hour, from 11:30 A.M. to 12:30 P.M.

4 Fixed-term Research Staff may use break times freely.

5 Fixed-term Research Staff shall not be authorized to engage in late-night work.

(Workdays and Holidays)

Article 20 The workdays of Fixed-term Research Staff shall be Monday through Friday.

2 The holidays of Fixed-term Research Staff 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

(Work Outside the University)

Article 21 Fixed-term Research Staff shall be able to work outside the University to conduct research after obtaining prior authorization from their section manager.

2 Work outside the University includes work at home, investigative activities, and collection of materials, etc.

(Substitution of Holidays)

Article 22 If necessary for operation of the Trust, the Trust may substitute any of the holidays of some or all Fixed-term Research Staff members as specified in Article 19 on another day by giving notice designating the substitute holiday no later than the day preceding the original holiday.

2 Fixed-term Research Staff members who work on a holiday shall be granted a substitute holiday, and work on that day will not be considered to be holiday work.

(Overtime Work)

Article 23 The Trust may order Fixed-term Research Staff members to work in excess of the working hours specified in Article 18 hereof, on the grounds and within the limitation agreed upon in a collective agreement in accordance with Article 36 Paragraph 1 of the Labor Standards Act, if such overtime work is:

- (1) necessary for operation of the Trust; or
- (2) temporarily required due to a disaster or other unavoidable circumstances.

(Leave/Vacation)

Article 24 Matters related to leave/vacation shall be stipulated in the Leave Regulations.

Article 25 Delete

Article 26 Delete

Article 27 Delete

Article 28 Delete

Article 29 Delete

(Childcare Leave, Nursing Care Leave)

Article 30 Conditions and other necessary details about childcare leave and nursing care leave for Fixed-term Research Staff 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 Fixed-term Research Staff.

(Exemption from Overtime Work for Childcare or Nursing Care)

Article 31 If a Fixed-term Research Staff member with a child (including children who are in a monitoring period for special adoption, children who have been placed with adopting foster parents, and children who have been placed with nursing foster parents; however, in the case of a child who is a family member in need of nursing care, this shall apply only to biological children and adopted children; the same shall apply in Articles 32 through 33, and Article 36) who has not reached the age of three (3) or a family member in need of nursing care requests exemption from overtime work, the Trust shall not order the Fixed-term Research Staff member to work overtime.

(Restriction on Overtime Work for Childcare or Nursing Care)

Article 32 If a Fixed-term Research Staff member with a child who has not reached the age for entrance to elementary school or a family member in need of nursing care requests restriction on overtime work, the Trust shall not order the Fixed-term Research Staff member to work overtime exceeding twenty-four (24) hours a month or one hundred fifty (150) hours a year, regardless of the stipulations of Article 22

hereof, except in cases in which such restriction would interfere with the normal operation of the Trust.

(Reduced Working Hours for Childcare or Nursing Care)

Article 33 If a Fixed-term Research Staff member with a child who has not reached the age for entrance to junior high school and lives together with the Fixed-term Research Staff member requests a reduction of working hours, the Trust shall reduce the Fixed-term Research Staff member's working hours a maximum of one (1) hour after the work starting time and one (1) hour before the work ending time, or two (2) hours once during the working hours.

2 If a Fixed-term Research Staff member nursing a family member in need of such care requests a reduction of working hours, the Trust shall reduce the Fixed-term Research Staff member's working hours a maximum of one (1) hour after the work starting time and one (1) hour before the work ending time, or two (2) hours once during the working hours; however, the maximum period shall be three (3) years per applicable family member, beginning on the start date, and it can be taken multiple times within that period.

3 Any hours in which a Fixed-term Research Staff member is exempted from working in accordance with the preceding two (2) Paragraphs shall be unpaid.

(Hospital/Clinic Visits)

Article 34 A female Fixed-term Research Staff member whose pregnancy has been confirmed shall be entitled to time for health guidance or medical examinations in accordance with the stipulations of the Maternal and Child Health Act.

2 Female Fixed-term Research Staff may request that the Trust take appropriate measures such as a change of working hours, reduction of work, etc., to enable the Fixed-term Research Staff member to follow instructions in accordance with the health guidance or medical examination indicated in the preceding Paragraph.

3 The time authorized in accordance with the preceding two (2) Paragraphs shall be paid.

(Reduction of the Burden of Commuting for Pregnant Fixed-term Research Staff)

Article 35 After confirmation of her pregnancy, a female Fixed-term Research Staff member may request that her working hours be reduced by thirty (30) minutes twice a day or by one (1) hour once a day to enable her to avoid traffic congestion.

2 The time authorized in accordance with the preceding Paragraph shall be paid.

(Childcare Time)

Article 36 A female Fixed-term Research Staff member with a baby under the age of one (1) shall be entitled to request the Trust to give her time for caring for the baby, in units of thirty (30) minutes twice a day or one (1) hour once a day during working hours.

2 The time authorized in accordance with the preceding Paragraph shall be paid.

(Attendance and Leaving)

Article 37 Each Fixed-term Research Staff member shall register his or her attendance time and leaving time as stipulated.

(Absence Procedures)

Article 38 In the event that a Fixed-term Research Staff member 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 Fixed-term Research Staff member 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 Fixed-term Research Staff member is absent from work for seven (7) consecutive calendar days due to an illness or injury, the Fixed-term Research Staff member shall submit a medical certificate from the attending physician.

(Salary)

Article 39 Details about salaries of Fixed-term Research Staff shall be stipulated in the Regulations Concerning Salaries of Fixed-term Research Staff.

(Congratulatory and Condolatory Events)

Article 40 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 41 Necessary details about payment of travel expenses, etc., related to relocation shall be stipulated in the Regulations for Travel Expenses.

(Social Insurance, etc.)

Article 42 Fixed-term Research Staff shall participate in The Promotion and Mutual Aid Corporation for Private Schools of Japan. Premiums to be paid thereto shall be shared by each Fixed-term Research Staff member and the Trust in the prescribed ratios.

2 Fixed-term Research Staff shall participate in employment insurance. Premiums thereof shall be shared by each Fixed-term Research Staff member and the Trust in the legal ratios.

3 Premiums for Workers' Compensation Insurance shall be paid by the Trust.

(Duties)

Article 43 Fixed-term Research Staff shall perform assigned duties in accordance with the Regulations, and with integrity.

2 Fixed-term Research Staff shall comply with the following items.

(1) Fixed-term Research Staff shall concentrate on their duties under the instruction of their section managers and not leave the workplace without permission.

- (2) Fixed-term Research Staff shall perform assigned work promptly and accurately.
- (3) Fixed-term Research Staff shall not disclose to any third party the Trust's confidential information or information that would be disadvantageous to the Trust.
- (4) Fixed-term Research Staff shall handle all personal information possessed by the Trust appropriately, in accordance with the Regulations Regarding Protection of Personal Information.
- (5) Fixed-term Research Staff shall not use the facilities or property of the Trust for non-work related purposes without permission.

(Dual Employment)

Article 44 Fixed-term Research Staff shall not accept employment or conduct outside business without authorization by the Trust.

2 Handling of cases in which a Fixed-term Research Staff member will become an executive or employee of a company, etc., shall be as stipulated in the Regulations Concerning Conflicts of Interest.

(Handling of Confidential Documents and the Duty of Confidentiality)

Article 45 Each Fixed-term Research Staff member shall handle confidential documents in accordance with the regulations regarding protection of internal information and fulfill his or her duty of confidentiality.

(Commendation)

Article 46 The Trust shall present commendation for the following conduct of Fixed-term Research Staff, based on screening or selection.

- (1) Providing a particularly good example for others through superior efficiency, creativity, or ingenuity
- (2) Prevention of disasters or other particularly laudable conduct in the event of a disaster
- (3) Socially laudable conduct that brings honor to the Trust and/or its schools
- (4) 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 47 The following conduct by Fixed-term Research Staff 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) 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 Fixed-term Research Staff member 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 48 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 Fixed-term Research Staff member 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 49 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 50 If a Fixed-term Research Staff member causes damage to the Trust, intentionally or through gross negligence, the Trust may require the Fixed-term Research Staff member to pay compensation for such damage in part or in whole; however, payment of such compensation shall not exempt the Fixed-term Research Staff member from disciplinary action.

(Health and Safety)

Article 51 The Trust shall implement measures necessary to ensure the health and safety of Fixed-term Research Staff.

2 Fixed-term Research Staff 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.

3 The Trust shall conduct annual medical examinations on Fixed-term Research Staff; however, medical examinations may be conducted at other times on all or some Fixed-term Research Staff members as necessary.

4 Fixed-term Research Staff may not refuse to undergo the medical examination indicated in the preceding Paragraph without a justifiable reason.

5 Fixed-term Research Staff shall participate in education and training regarding health and safety conducted by the Trust or individual schools.

(Compulsory Leave)

Article 52 The Trust may prohibit a Fixed-term Research Staff member from attending work in accordance with Article 27 of Regulations Concerning Safety and Health Management.

(Accident Compensation)

Article 53 Payment of accident compensation and insurance benefits for the injury, illness, disability, or death of Fixed-term Research Staff members 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 53-2 Details regarding handling of inventions by Fixed-term Research Staff, 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 54 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. However, individuals who are in their positions as of March 31, 2013 shall be handled as was customary in the past, until March 31, 2014.

Supplemental Provisions (February 19, 2014: Partial revision in conjunction with changes to the maximum number of times employment contracts can be renewed and matters related to the acquisition of special paid leave and pregnancy disability leave, and the addition of the handling of inventions and industrial asset rights, and units in which vacation is granted)

- 1 These provisions shall be implemented beginning April 1, 2014.
- 2 Notwithstanding the stipulations of the preceding Paragraph, Article 8 Paragraph 2 shall apply to individuals who concluded an employment contract on or after April 1, 2013.

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.)

These provisions shall be implemented beginning April 1, 2018.

Supplemental Provisions (December 19, 2018: Partial revision accompanying the adding of Starting Researchers)

These provisions shall be implemented beginning April 1, 2019.

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