

University of Electro-Communications Employment Regulations

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Supplementary Provisions

Chapter 1: General Provisions

Article 1: Purpose

The purpose of these regulations is to establish the terms and conditions for the employment of employees working at the University of Electro-Communications (hereafter “UEC”) pursuant to the stipulations of Article 89 of the Labor Standards Act (Act No. 49 of 1947).

Article 2: Scope of Application

- (1) These regulations apply to full-time, permanent employees (hereafter, “employees”).
- (2) The employees referred to in the previous clause include the following individuals:
 1. Employees whose tenure has been fixed, pursuant to the stipulations of Article 4 of the Act on Term of Office of University Teachers, Etc. (Act No. 82 of 1997), hereafter the “University Teacher Term Act”).
 2. Employees whose tenures have been individually fixed pursuant to the stipulations of Article 14 of the Labor Standards Act.
 3. Employees hired pursuant to Article 12 of the UEC Regulations regarding Employee Childcare Leave.
- (3) The hiring, promotion, training, and disciplinary treatment of faculty members shall be conducted pursuant to the stipulations found in these regulations or in the UEC Regulations regarding Special Cases in the Employment of Faculty Members.
- (4) Stipulations regarding the employment of non-full-time employees are established in the UEC Employment Regulations for Non-Full-Time Employees.
- (5) Stipulations regarding the employment of fixed-tenure employees are covered in the separately established UEC Employment Regulations for Fixed-Tenure Employees.

Article 3: Employee Types and Definitions

The types and definitions of employees to which these regulations apply are as shown below.

1. Faculty members: These are professors, associate professors, lecturers, assistant professors, and assistants, and they work in jobs related to education and research.
2. Education and research technicians: Individuals who work in technical jobs related to education and research.
3. Administrative employees: Individuals who work in administrative jobs.
4. Technical employees: Individuals who work in technical jobs for university facilities, etc.
5. Other employees: Individuals who work in jobs other than those listed in items 1 to 4, such as nurses, cooks, drivers, monitors, and others.

Article 4: Delegation

The UEC President (hereafter, “the President”) can delegate to another director or employee certain rights established in these regulations.

Article 5: Relation to Legislation

Matters related to staff employment not established in these regulations shall be determined pursuant to the Labor Standards Act, the National University Corporation Act (Act No. 112 of 2003), and other relevant legislation.

Article 6: Compliance

UEC and its employees shall diligently comply with these regulations within their respective positions, and shall strive toward their implementation.

Chapter 2: Personnel

Section 1: Hiring

Article 7: Employee Hiring

- (1) The hiring of employees stipulated in Article 3 Clauses 2 to 5 shall be accomplished through a competitive examination or selection process.
- (2) Hiring through competitive examination shall be done through a written exam in the form of the National University Employee Hiring Exam and through an interview exam conducted by UEC.
- (3) Hiring through a selection process shall be generally conducted when special knowledge or skills are required for performing the duties of the position that UEC is attempting to fill.
- (4) The President shall fairly and appropriately judge the skills of those being considered for employment.
- (5) The President shall assign each employee to their positions after they have been hired by giving adequate consideration to the nature of the position and the aptitudes of the hired employee.

Article 8: Deleted

Article 8-2: Renewal of Labor Contracts

- (1) Fixed-tenure employees may be able to have their labor contract renewed if deemed necessary in consideration of their knowledge and experience at the time the term of their contract ends.
- (2) The contract of a person stipulated in Article 2, Clause 2, Item 2 may be renewed up to two times. However, their length of service shall not be allowed to extend beyond five years (10 years for faculty members and education and research technicians).
- (3) The last day of the employment period when determining the tenure of an employee shall be on or before the first March 31 after the day the employee turns 60 years old (65 for faculty members).
- (4) If UEC does not intend to renew the contract of an individual listed in Article 2, Clause 2, Item 2 who has been continuously employed for more than one year calculated from their date of hire, UEC must notify that person of that fact at least 30 days prior to the final day of their contract period unless the employee has themselves made clear in advance that they do not intend to renew their contract.

Article 8-3: Contract Extensions for Persons on Childcare Leave

- (1) In the event that a tenure track assistant professor transferred pursuant to the stipulations of Article 2, Clause 2 of the bylaws pertaining to tenure track instructors at UEC, (hereafter, “tenure track transfer assistant professors”) has taken one of the types of leave listed below, the contract period can be extended within the

scope of that leave period upon the request of that tenure track transfer assistant professor. However, the total contract period as calculated from the date of transfer of the tenure track transfer assistant professor shall be up to eight years.

1. Childcare leave
 2. Pre-childbirth leave
 3. Maternity leave
 4. Family care leave
- (2) Regardless of the provision in the above clause, employment contracts that stipulate an employment period that starts on or after April 1, 2013, that are concluded with UEC before the day on which the newly tenure tracked assistant professor transferred, shall be included in the total contract period.
- (3) Regardless of the stipulations in Clause 1, newly tenure tracked assistant professors who have undergone a tenure exam as stipulated in Article 3, Clause 1, Item 6 of the UEC Tenure Track System Regulations and newly tenure tracked assistant professors whose tenure has been renewed pursuant to the stipulations of Article 7 of the same cannot apply for an extension of their contract period.

Article 9: Provisions for Disqualification

Individuals to whom any of the following criteria apply shall be disqualified from employment.

1. Individuals who require the help of a guardian or are subject to curatorship.
2. Individuals who have been sentenced to imprisonment or a more severe penalty, until they have finished serving their sentence or are no longer subject to its enforcement.
3. Individuals who have been dismissed through a disciplinary termination by the national government or a national university, and for whom two years has not yet passed since the day of that dismissal.
4. Individuals who have formed or joined a political party or other organization that advocates the violent destruction of the Japanese constitution or the government established thereby.

Article 10: Disclosure of Working Conditions

- (1) The President shall issue a document containing stipulations regarding the following matters, in advance, to employees that are to be hired:
1. Labor contract periods
 2. Work locations and the work the employee will be expected to perform
 3. Work hours (start and end times), whether overtime work beyond prescribed work hours will be required, break periods, days off, leave, and changes in start and end times if the employee is made to work on an alternative work schedule
 4. Wages
 5. Job separation (including grounds for termination)
 6. Severance pay
 7. Year-end bonuses and performance-based bonuses
 8. Health and safety
 9. Training
 10. Accident compensation and support for injuries and illnesses sustained while off duty
 11. Commendation and disciplinary measures
 12. Leave

- (2) The individuals stipulated in Article 2, Clause 2, Item 2 shall be issued a document containing stipulations regarding the following matters, in addition to the stipulations listed in the preceding clause.
 1. Whether there is a possibility for contract renewal after the contract term has ended
 2. Standards for determining whether a contract will be renewed

Article 11: Documents to be Submitted

- (1) Individuals who are hired as employees must promptly submit the following documents:
 1. Written oath
 2. Resume
 3. Other documents as required by UEC
- (2) If there are any changes in the information contained in the submitted documents, they must be promptly reported to UEC.

Article 12: Probationary Period

- (1) Individuals hired as employees shall be deemed to be on probation for six months from their hire date. However, as a rule, individuals who are continuing their work as UEC employees after having been employees of the national government or another national university shall be deemed to have completed their probationary period.
- (2) The stipulations of the preceding clause do not apply to faculty members listed in Article 3, Item 1.
- (3) If an individual is deemed by the President as unsuitable for hiring as a full-time employee during or after the probationary period, that individual may be terminated.
- (4) The probationary period is included in the employee's total years of service.

Section 2: Promotions and Demotions

Article 13: Promotions

- (1) Employee promotions shall be awarded based on an overall evaluation of skills. However, the first six month period after promotion shall be treated as a tentative promotion period, and the promotion may be revoked depending on the employee's job performance during that period.
- (2) The stipulations of the provision in the preceding clause do not apply to faculty members listed in Article 3, Item 1.

Article 14: Demotions

If any employee meets any of the following criteria, they may be subject to demotion:

1. Demonstrates poor job performance.
2. Is impeded from performing their work by a mental or physical disability, or is unable to perform their work.
3. Lacks the aptitude necessary for performing their work.

Section 3: Reassignments

Article 15: Reassignments

- (1) Employees may be reassigned, assigned to a dual appointment, sent on an external assignment, or transferred to a new position based on business conditions.

- (2) Reassignment refers to the act of assigning an employee to another position within the university (excluding promotions and demotions).
- (3) A dual appointment is held when an employee simultaneously holds multiple jobs within the university, or holds a second job with the national government or another national university during the work hours established by the university.
- (4) Being sent on an external assignment means that an employee, while employed at the university, is asked to be a full-time employee for a specific period to perform work at a national government or other national university.
- (5) A transfer occurs when an employee resigns from the university to become an employee of the national government or other national university. However, if a transfer is ordered, the consent of the individual employee shall be obtained.
- (6) Employees who are instructed to take a reassignment, dual appointment, external assignment, or transfer must comply with this instruction if they do not have justifiable grounds for refusing.
- (7) Important stipulations regarding the external assignment of employees are stipulated in the separately established UEC Employee External Assignment Regulations.

Article 16: Arriving at a New Post

Upon hiring, employees shall immediately check in at their new post. However, when circumstances require, employees may check in at their new post within one week of their hire date.

Section 4: Leaves of Absence and Reinstatement

Article 17: Leaves of Absence and Reinstatement

- (1) If an employee meets any of the following criteria, they may take a leave of absence.
 1. If they need long-term care due to a mental or physical disability.
 2. If they are charged in a criminal case.
 3. If they will engage in research or surveys in a school, research institution, or other public facility recognized by the university, and deemed to be related to their work.
 4. If they will work on a project related to scientific and technological research being conducted jointly with, or under contract for, the national government or an independent government agency, and that is deemed to be relevant to their work, and they will work at a facility designated in the preceding item or at a facility designated by the university for conducting said research.
 5. If they concurrently serve as a director (other than an auditor), an advisor, or a trustee of a company that uses research results (hereafter, “director”), is primarily responsible for performing the work of such a director, and is unable to perform the work of the university.
 6. If their fate or whereabouts are unknown due to a flood, fire, or other natural disaster.
 7. If they work full-time on labor union work.
 8. If UEC sends them as a delegate at the request of an international institution in which Japan is a member.
 9. In other situations in which a leave of absence is deemed necessary by the university.

- (2) Other important stipulations regarding employee leaves of absence and reinstatement are covered in the separately established UEC Regulations regarding Employee Leaves of Absence and Reinstatement.

Section 5: Resignation and Reemployment

Article 18: Resignation

- (1) If any of the following criteria apply to employees, they shall be deemed to have resigned, and shall lose their status as an employee.
1. If they ask to resign and receive approval from the President to do so.
 2. If they reach retirement age.
 3. If the term of their temporary assignment has ended.
 4. If they have used up all of their leave of absence time, but the reason for which they were taking a leave of absence persists.
 5. If the employee has died.
 6. If they become a director of the university.
- (2) Important stipulations regarding the resignation of employees are covered in the separately established UEC Employee Resignation Regulations.

Article 19: Reemployment

Important stipulations regarding the reemployment of former employees are covered in the UEC Employee Reemployment Regulations.

Section 6: Termination

Article 20: Termination

- (1) UEC shall terminate employees to whom any of the following situations apply.
1. If the employee requires the help of a guardian or is subject to curatorship.
 2. If the employee has been sentenced to imprisonment or a more severe penalty.
 3. If the employee has formed or joined a political party or other organization that advocates the violent destruction of the Japanese constitution or the government established thereby.
- (2) In addition to the above, an employee may be subject to termination in any of the following situations:
1. They demonstrate particularly poor job performance or work efficiency.
 2. They are seriously impeded from performing their work by a mental or physical disability, or are unable to perform their work.
 3. They lack some aptitude necessary for performing their work other than items listed above.
 4. In the event of unavoidable management- or job-related circumstances.
- (3) Important stipulations regarding the termination of employees are covered in the separately established UEC Employee Termination Regulations.

Chapter 3: Employee Service

Article 21: Obligation of Good Faith

Employees shall be aware of their own professional responsibility for the mission and work of a national university, as established in the National University Act, shall work to maintain order at the university, shall follow the instructions and directives of the President, and shall perform their duties faithfully and fairly.

Article 22: Obligation to Focus on Work

Employees shall use all of their work hours and work-related attention for the performance of their work, except as stipulated in relevant laws and regulations, and shall only engage in work for which the university is responsible.

Article 23: Exemptions from the Obligation to Focus on Work

If any of the following apply, the employee may be exempted from the obligation to focus on work.

1. Periods approved for participation in recreational activities during work hours.
2. Periods approved for participating in union negotiations during work hours.
3. Periods approved for receiving health guidance or undergoing health exams during work hours, pursuant to the stipulations of Article 22 of the Act on Securing Equal Opportunity and Treatment between Men and Women in Employment (Act No. 113 of 1972, hereafter, “the Equal Opportunity Act”).
4. Periods approved for non-work activities, such as commuting mitigation (shorter working hours for avoiding rush hour), breaks, holidays, and eating pursuant to the stipulations of Article 23 of the Equal Opportunity Act.
5. Periods approved for undergoing comprehensive health exams during work hours.

Article 24: Disciplinary Rules

- (1) Employees shall follow the instructions of their supervisors, maintain order in the workplace, and cooperate with one other in performing their work.
- (2) Supervisors shall respect the dignity of the employees under their authority, shall strive to provide instruction and training, and shall take initiative in performing their work.

Article 25: Compliance

Employees shall comply with the following directives:

1. Shall not engage in any behavior, either at or outside of the workplace, that might undermine the credibility of the university, harm its reputation, or reflect poorly on its employees as a whole.
2. Shall respect one another’s human rights, and shall not engage in any kind of discrimination or any behavior that promotes discrimination, in any location whatsoever.
3. Shall not allow the disclosure of any confidential information made known to them in the course of their work.
4. Shall always make a clear distinction between their public and private lives, shall not utilize their work position or status for private gain.
5. Shall not operate a business or engage in any business activities outside of work without the permission of the President.
6. Shall not engage in riots or other activities that disrupt public order and violate standards of morality either on the university campus or within its facilities (hereafter “on campus”), including broadcasts, publicity

events, gatherings, or canvassing activities as well as the distribution of documents, circulation of notices, or other similar activities that could have a significant impact on research and education.

7. Shall not engage in political education and election campaigns to support or oppose a particular political party on campus.
8. Shall not lend money or sell goods for a profit on campus without the permission of the President.

Article 26: Employee Ethics

Important stipulations related to the ethical principles that must be adhered to in one's work and efforts to maintain ethical behavior are covered in the separately established UEC Ethics Regulations.

Article 27: Harassment Measures

Measures for the prevention of harassment are stipulated in the separately established UEC Regulations on the Prevention of Harassment.

Article 28: Acquisition of Intellectual Property

Important stipulations regarding intellectual property are covered in the separately established UEC Regulations regarding the Work Inventions of Employees.

Article 29: Restrictions on Side Jobs

- (1) Employees shall not engage in other work or run their own business without receiving permission from the President.
- (2) Important stipulations regarding side jobs are covered in the separately established UEC Regulations on Side Jobs.

Chapter 4: Work Hours and Leave

Article 30: Work Hours and Leave

Important stipulations regarding employee work hours and leave are covered in the separately established UEC Regulations regarding Employee Work Hours and Leave.

Article 31: Childcare Leave

- (1) Employees who need to care for children who have not yet turned three can request and receive approval from the President for childcare leave.
- (2) Employees who need to care for children who have not yet started attending elementary school can request and receive approval from the President to work shortened work hours for childcare or to take childcare hours.
- (3) Important stipulations regarding childcare leave are covered in the separately established UEC Regulations regarding Employee Childcare Leave.

Article 32: Family Care Leave

- (1) When a member of an employee's family requires care due to an illness or injury, the employee can request

and receive approval from the President to take family care leave or to take family care hours.

- (2) Important stipulations regarding family care leave are covered in the separately established UEC Regulations regarding Employee Family Care Leave.

Article 32-2: Professional Development Leave

- (1) Employees may voluntarily take professional development leave for the purpose of undergoing training or participating in activities that contribute to international relations at the university.
- (2) Important stipulations regarding professional development leave are covered in the separately established UEC Regulations regarding Employee Professional Development Leave.

Chapter 5: Wages and Retirement Benefits

Article 33: Wages

Important stipulations regarding employee wages are covered in the separately established UEC Regulations on Employee Wages.

Article 34: Retirement Benefits

Important stipulations regarding retirement benefits are covered in the separately established UEC Regulations on Employee Retirement Benefits.

Chapter 6: Training

Article 35: Training

- (1) Employees shall undergo training if they are instructed to participate in training to improve their work-related knowledge and skills.
- (2) The President shall work to provide training opportunities for employees.

Chapter 7: Commendations and Disciplinary Measures

Section 1: Commendations

Article 36: Commendations

- (1) UEC shall commend employees when any of the following situations apply:
 1. When an employee has engaged in a behavior that is particularly commendable in the course of doing their work.
 2. When an employee has made particularly remarkable contributions in performing their work.
 3. When an employee has a long service record with the university and has an excellent record of performance.
 4. In other situations worthy of commendation.
- (2) Important stipulations regarding item 3 in the previous clause are covered in the separately established UEC Regulations regarding Length of Service Commendations.

Section 2: Disciplinary Measures

Article 37: Disciplinary Measures

- (1) If an employee meets any of the following criteria, disciplinary measures may be taken:
 1. The employee is absent without notice without reasonable cause.
 2. The employee often is absent, arrives late, departs early, or neglects their work without reasonable cause.
 3. The employee inflicts harm on the university through deliberate action or gross negligence.
 4. The employee engages in behavior that violates penal statutes.
 5. The employee undermines the credibility or reputation of the university.
 6. The employee violates university regulations, or engages in activities that disrupt public order or standards of morality.
 7. The employee has egregiously misrepresented themselves.
 8. The employee has violated the code of conduct embodied in these regulations or other university regulations.
 9. The employee engages in other behaviors on par with those listed above.
- (2) Disciplinary measures can be classified as follows: warnings, wage reductions, short-term suspensions, long-term suspensions, resignation in lieu of termination, and disciplinary termination.
 1. Warning: The employee is required to issue a written apology and encouraged to pay attention to the problem.
 2. Wage reduction: In addition to being required to issue a written apology, the employee shall have their wages reduced. However, the amount of the reduction for a single disciplinary incident shall be up to one-half of one day's average wages. The total amount if there are multiple incidents within a month shall be up to one-tenth of that month's wages.
 3. Short-term suspension: In addition to being required to issue a written apology, the employee shall be suspended for one to 14 days during which time they shall neither perform work nor receive wages.
 4. Long-term suspension: In addition to being required to issue a written apology, the employee shall be suspended for up to 12 months, during which time they shall neither perform work nor receive wages.
 5. Resignation in lieu of termination: The recommendation will be made that the employee resign. If the employee does not follow the recommendation, procedures for a disciplinary termination will be followed.
 6. Disciplinary termination: The employee will be immediately terminated without notice. In this case, if approval of the presiding Labor Standards Supervisory Office has been obtained, the employer will not pay the severance pay stipulated in Article 20 of the Labor Standards Act.
- (3) Important stipulations regarding disciplinary measures and other procedures are covered in the separately established UEC Regulations on Employee Disciplinary Measures.

Article 38: Reprimands

For individuals whose behavior does not warrant the disciplinary measures in the preceding article, but who need to be reminded that they must take their work more seriously or follow the rules more diligently, such reminders can be issued in the form of a written warning or stern reprimand.

Article 39: Compensation for Damages

If an employee causes harm to the university through either deliberate action or gross negligence, disciplinary measures may be taken as stipulated in Article 37 or 38.

Chapter 8: Health and Safety

Article 40: Health and Safety Management

- (1) In matters of safety, health, and health promotion, employees must comply with the Occupational Health and Safety Act (Act No. 57 of 1972) and other relevant statutes and follow the instructions of the President, and must cooperate in the health and safety measures taken by the university.
- (2) The President must take necessary measures to promote employee health and prevent risks.
- (3) Important stipulations regarding employee health and safety management are covered in the separately established UEC Regulations on Health and Safety Management.

Chapter 9: Business Travel

Article 41: Business Travel

- (1) Employees may be instructed to take a business trip if a work-related need for such travel arises.
- (2) Employees who have been instructed to take a business trip must promptly report on their trip upon their return.

Article 42: Travel Expenses

Expenses required for the business travel referred to in the preceding article shall be governed by the separately established UEC Travel Expense Regulations.

Chapter 10: Welfare Benefits

Article 43: Housing

The use of employee housing shall be governed by the separately established UEC Housing Management Regulations.

Article 44: Welfare Facilities

Important stipulations regarding the use of welfare facilities by employees (excluding housing, which is addressed in the preceding clause) are provided separately.

Chapter 11: Accident Compensation

Article 45: Occupational Accident Compensation

If an employee sustains a work-related injury, illness, disability, or death, accident compensation shall be provided pursuant to the Labor Standards Act and the Workmen's Accident Compensation Insurance Act (Act No. 50 of 1947; hereafter the Workmen's Compensation Act) and other relevant statutes.

Article 46: Commuting Accidents

Compensation shall be provided for accidents that occur during an employee's commute to or from work pursuant to the Workmen's Compensation Act and other relevant statutes.

Supplementary Provisions

These regulations shall go into effect on April 1, 2004.

Supplementary Provisions

These regulations shall go into effect on October 11, 2005.

Supplementary Provisions

These regulations shall go into effect on April 1, 2006.

Supplementary Provisions

These regulations shall go into effect on April 1, 2007.

Supplementary Provisions

These regulations shall go into effect on April 1, 2009.

Supplementary Provisions

These regulations shall go into effect on August 1, 2010.

Supplementary Provisions

(1) Effective Date

These regulations shall go into effect on July 20, 2011.

(2) Transitional Measures

Technical employees who are assigned to the Education, Research, and Technical Staff Department as of the day prior to effective date of these regulations shall be considered as remaining in the position they held as of that day until they are assigned to their positions as education and research technicians through the prescribed screening process.

Supplementary Provisions

(1) These regulations shall go into effect on April 1, 2013.

(2) The contract periods of labor contracts whose start date is the day prior to the effective date of these regulations shall not be calculated in the cumulative length of service stipulated in the proviso in Article 8-2, Clause 2.

Supplementary Provisions

These regulations shall go into effect on April 1, 2014.