

○ National University Corporation Kobe University Rules on Salary for Non-Regular Staff Members
(Established on April 1, 2004)

Revised on: October 5, 2004 March 28, 2006
March 18, 2008 March 23, 2010
June 26, 2012 November 30, 2012
March 29, 2019 March 24, 2020
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(Purpose)

Article 1 The purpose of these Regulations is to provide for matters concerning the salary of non-regular staff members working at National University Corporation Kobe University under the provisions of Article 34 of the Kobe University Rules on Conditions of Employment for Non-Regular Staff Members (hereinafter referred to as "Rules").

(Definitions)

Article 2 In these Regulations, the term listed in each of the following items shall have the meaning defined in each of those items.

- (1) Regulations on Employment, etc.: Refer to the National University Corporation Kobe University Regulations on Conditions of Employment of Non-Regular Staff Members.
- (2) Regulations on Salary for Staff Members: Refer to the National University Corporation Kobe University Regulations on Salary for Staff Members.
- (3) Medical Staff: Refers to the medical staff, medical staff (medical specialists) and the medical staff (resident) as listed in the Appended Table of the Regulations on Employment, etc.
- (4) Non-Regular Full-Time Staff Member: Refer to non-regular staff member (excluding Medical Staff) as listed in item (1) of Article 2 of the Rules.
- (5) Non-Regular Part-Time Staff Member: Refer to non-regular staff member (excluding Medical Staff) as listed in item (2) of Article 2 of the Rules.
- (6) Regular Staff: Refers to staff subjected to the Regulations on Salary for Staff Members.

(Types of Salary for Non-Regular Full-Time Staff Members)

Article 3 Salary for Non-Regular Full-Time Staff Members shall consist of a base salary and various allowances.

2 Base salary in the preceding paragraph shall be the daily wage.

3 The various allowances provided in paragraph 1 shall consist of a housing allowance, a commuting allowance, a specific adjustment allowance, a special work allowance, an overtime allowance, a holiday work allowance, a night work allowance, a night watch duty allowance, an end of term bonus and a diligence bonus.

(Types of Salary for Medical Staff)

Article 4 Salary for Medical Staff shall consist of a base salary and various allowances.

2 Base salary in the preceding paragraph shall be the daily wage.

3 The various allowances provided in paragraph 1 shall consist of a commuting allowance, a special work allowance, an overtime allowance, a holiday work allowance, a night work allowance and a night watch duty allowance.

4 In addition to the various allowances provided in the preceding paragraph, medical staff (residents) may be paid a clinical training allowance.

5 The clinical training allowance in the preceding paragraph shall be provided in the detailed regulations.

(Base Salary for Staff Members under Part-time Work for Childcare)

Article 4-2 The base salary for non-regular staff members who are Non-Regular Full-Time Staff Members or Medical Staff during the period when they engage in part-time work for childcare under the provisions of Article 16 of the National University Corporation Kobe University Rules on Childcare Leave, etc. shall be an hourly wage, notwithstanding the provisions of Article 3, paragraph 2 and paragraph 2 of the preceding Article.

(Types of Salary for Non-Regular Part-Time Staff Members)

Article 5 Salary for Non-Regular Part-Time Staff Members shall consist of a base salary and various allowances.

2 Base salary in the preceding paragraph shall be the hourly wage.

3 The various allowances provided in paragraph 1 shall consist of a commuting allowance, a specific adjustment allowance, a special work allowance, an overtime allowance, a holiday work allowance, a night work allowance and a night watch duty allowance.

(Calculation Periods for Salary and Payment Dates)

Article 6 The period for calculating salaries of non-regular staff members (excluding the end of term bonus and diligence bonus; the same applies throughout this article.) shall be from the first day to the last day of each calendar month.

2 The payment date for the salary of a non-regular staff member shall be the 17th of the following month. However, if the 17th falls on a Sunday, payment will be made two days prior; if it falls on a Saturday, payment will be made one day prior. If the 17th falls on a holiday, payment will be made on the following day.

3 Notwithstanding the provisions in the same paragraph, the calculation periods for salary and payment dates in the preceding 2 paragraphs may be changed if there are unavoidable circumstances.

4 The payment dates for the end of term bonus and diligence bonus for non-regular staff members shall be June 30 and December 10. However, if the date falls on a Sunday, payment will be made two days prior; if it falls on a Saturday, payment will be made one day prior.

(Payment of Salary)

Article 7 The salary of a non-regular staff member shall be paid in full directly to the non-regular staff member in cash. However, if requested by a part-time staff member, salary may be paid to his or her deposit or savings account by wire transfer.

2 The following items shall be deducted from salary:

- (1) Withholding tax;
- (2) Insured's portion of premiums of his or her health insurance, employee's pension insurance and employment insurance;
- (3) Amount to be deducted from salary pursuant to a written agreement with the Regular Staff and non-regular staff representative;
- (4) Deductions otherwise provided for by laws and regulations.

(Immediate Payment of Salary)

Article 8 If a part-time staff member comes under any of the following items, his or her salary shall be disbursed immediately upon request by the non-regular staff member or a rightful claimant, regardless of the provisions of Article 6; however, this shall not apply if there is any dispute regarding rights to receive salary:

- (1) Upon resignation or termination;
- (2) The survivor dies.

(Emergency Payment of Salary)

Article 9 If a non-regular staff member's circumstances come under any of the following items and he or she submits a request, salary for the period up until the day of such request shall be disbursed immediately, notwithstanding the provisions of Article 6:

- (1) Funds to be used for the marriage, birth or funeral of the non-regular staff member or a person who depends on him or her for their livelihood;
- (2) Funds to be used in respect of an illness or accident suffered by the non-regular staff member or a person who depends on him or her for their livelihood;
- (3) Funds to be used to enable the non-regular staff member or a person who depends on him or her for their livelihood to return to his or her birthplace;
- (4) As otherwise deemed to be especially necessary.

(Daily or Hourly Wage)

Article 10 The daily or hourly wage of a non-regular staff member shall be the amount calculated using the formulas set in each of the said items in accordance with the following classifications based on the monthly salary which the part-time staff member will receive if he or she was appointed as a Regular Staff (hereinafter referred to as "Equivalent Monthly Salary") that is provided in the individual Appended Tables of Article 11 of the Regulations on Salary for Staff Members and the regional allowance under Article 30 of the same Rules.

- (1) Daily wage $((\text{Equivalent Monthly Salary} + \text{regional allowance}) \times 12) / (52 \times 40) \times 8$
- (2) Hourly Wage $((\text{Equivalent Monthly Salary} + \text{regional allowance}) \times 12) / (52 \times 40)$

2 The calculation method for the Equivalent Monthly Salary that is the base for calculations of the daily and hourly wage in the preceding paragraph shall be set forth separately.

3 For a non-regular staff member who is recognized as carrying out duties similar to a Regular Staff member subjected to the provisions of Article 26 of the Regulations on Salary for Staff Members, the total of the adjustment amount provided in the same Article to make the base salary that which would be received where the part-time staff member was hired as a full-time staff member, and the regional allowance for that base pay, will be added to the amount on which the calculation of the daily or hourly wage in paragraph 1 is based.

4 Notwithstanding the provisions in the same paragraph, the daily or hourly wage of a non-regular staff member for whom the calculation method for the daily or hourly wage under the provisions of paragraph 1 is deemed inappropriate due to the special characteristics of his or her duties shall be set forth separately.

5 In the preceding 4 paragraphs, the said monthly salary, etc. when the provisions for the regional allowance in Article 30 of the same Rules or the adjustment amount of the salary in Article 26 of the same Rules in each of the Appended Table of Article 11 of the Regulations on Salary for Staff Members shall be the amount at the start of the business year the contract was signed or the date was renewed.

(Revision of the Daily Wage or Hourly Wage)

Article 11 The daily wage or hourly wage at the time the labor contract is renewed shall be the amount received under the provisions of the preceding Article should the staff member be newly appointed, excluding matters set forth separately.

2 The daily or hourly wage of indefinite-term non-regular staff members shall, unless otherwise specified, be the amount obtained by applying the provisions of the preceding Article at the beginning of the business year.

3 Regardless of whether the Appended Tables under Article 11 of the Regulations on Salary for Staff Members are revised, the daily or hourly wage during the term of a labor contract shall not be increased or decreased, except in cases falling under any of the following items.

(1) In cases where the provisions of Article 3 of the Regulations on Employment, etc. apply

(2) In cases subjected to or not subjected to the provisions of paragraph 3 of the preceding Article.

(3) In cases where the amount of the daily wage or hourly wage is increased owing to the establishment of a new allowance or other similar measures.

(Salary Reductions)

Article 12 If a Non-Regular Full-Time Staff Member or a Medical Staff is absent from work during the stipulated labor hours, salary will be disbursed after deducting from the daily wage the amount calculated using following formula. If a fraction of less than an hour arises, it shall be treated based on the example of a Regular Staff.

$(\text{daily wage} / 8) \times (\text{Number of hours, out of 8 hours, absent from work})$

(Housing Allowance)

Article 13 Housing allowance may be paid to Non-Regular Full-Time Staff Members who have specialized knowledge of medicine, dentistry, and other related fields, as prescribed in the detailed regulations based on the specialty of their duties and work arrangement (limited to those whose labor contract term is three months or more) in accordance mutatis mutandis with the provisions of Article 31 of the Regulations on Salary for Staff Members.

(Commuting Allowance)

Article 14 A commuting allowance may be disbursed to part-time staff members who have labor contract periods of 1 month or more (excluding part-time staff members who are students at the university and other non-regular staff members set forth separately.) in accordance with cases as stipulated in Article 32 of the Regulations on Salary for Staff Members.

(Specific Adjustment Allowance)

Article 14-2 Specific adjustment allowance may be paid to non-regular staff members listed in each of the following items.

(1) Temporary teachers and temporary lecturers, as listed in the Appended Table of the Regulations on Employment, etc., working for the Kindergarten attached to Kobe University;

(2) Technical assistants, as listed in the Appended Table of the Regulations on Employment, etc., working for the University Hospital attached to the School of Medicine among those under Remuneration Schedule for Medical Positions (2).

2 The specific adjustment allowance of Non-Regular Full-Time Staff Members among non-regular staff members listed in the preceding paragraph shall be the amount specified in the relevant item according to the classification of staff members set forth in each of the following items.

(1) Staff members provided in item (1) of the preceding paragraph: the amount equivalent to 3% of their daily wage for each workday;

(2) Staff members provided in item (2) of the preceding paragraph: a monthly amount of 5,000 yen.

3 The specific adjustment allowance of Non-Regular Part-Time Staff Members among non-regular staff members listed in paragraph 1 shall be the amount specified in the relevant item according to the classification of staff members set forth in each of the following items.

(1) Staff members provided in paragraph 1, item (1): the amount equivalent to 3% of their hourly wage for each hour worked;

(2) Staff members provided in paragraph 1, item (2): for each month worked, the amount calculated by multiplying the amount specified in item (2) of the preceding paragraph by the ratio obtained by dividing their weekly standard working hours by forty hours.

(Special Work Allowances)

Article 15 A special work allowance may be disbursed to non-regular staff members in accordance with cases as stipulated in Article 34 of the Regulations on Salary for Staff Members.

(Overtime Allowance, Holiday Work Allowance and Night Shift Allowance)

Article 16 An overtime allowance may be disbursed to non-regular staff members in accordance with case as stipulated in Article 35 of the Regulations on Salary for Staff Members.

2 A holiday work allowance may be disbursed to non-regular staff members in accordance with cases as stipulated in Article 36 of the Regulations on Salary for Staff Members.

3 A night shift allowance may be disbursed to non-regular staff members in accordance with case as stipulated in Article 37 of the Regulations on Salary for Staff Members.

(Night Watch Duty Allowances)

Article 17 A night watch duty allowance may be disbursed to non-regular staff members in accordance with cases as stipulated in Article 38 of the Regulations on Salary for Staff Members.

(End of Term Bonus and Diligence Bonus)

Article 18 An end of term bonus and diligence bonus may be paid to Non-Regular Full-Time Staff Members who have specialized knowledge of medicine, dentistry, and other related fields, as prescribed in the detailed regulations based on the specialty of their duties and work arrangement (limited to those whose labor contract term is six months or more) in accordance mutatis mutandis with the provisions of Articles 39 to 40 of the Regulations on Salary for Staff Members.

(Other Provisions)

Article 19 In addition to matters provided for in these Regulations, other necessary matters shall be prescribed in detailed regulations.

Supplementary Provisions

- 1 These Regulations come into force on April 1, 2004.
- 2 Notwithstanding the provisions of the same Article, the calculation method of daily wage or hourly wage as provided in Article 10 of a non-regular staff member subjected to the provisions of paragraph 2 of the Supplementary Provisions of the Rules (Hereinafter referred to as "Non-Regular Staff Members Subjected to Paragraph 2 of the Supplementary Provisions of the Rules".) shall follow previous examples.
- 3 Deleted
- 4 The approval of salary equivalent to the housing allowance disbursed to a Non-Regular Staff Members Subjected to Paragraph 2 of the Supplementary Provisions of the Rules apply is deemed to be the approval of housing allowance as provided in Article 13, and the disbursement of allowance shall continue, start, be revised or be suspended.
- 5 Disbursement of commuting allowance on the effective date of these Regulations pertaining to Non-Regular Staff Members Subjected to Paragraph 2 of the Supplementary Provisions of the Rules shall continue, start, be revised or be suspended, with approval under provisions of Article 14 due to previous commuting notice, excluding cases where there is a commuting notice in respect of changes to residence, community route or commuting method or changes to the amount of fares, etc.

Supplementary Provisions between the original and the latest are omitted.

Supplementary Provisions (November 29, 2022)

- 1 These Rules shall come into effect on December 1, 2022.
- 2 The provisions of the amended National University Corporation Kobe University Rules on Salary for Non-Regular Staff Members (hereinafter referred to as the "Rules as Amended") shall apply from October 1, 2022.
- 3 The provisions of the preceding paragraph shall not apply to staff members who have resigned or retired by the day immediately preceding the enforcement date of these Rules.
(Advance Payment of Salary)
- 4 In applying the provisions of the Rules as Amended, salary paid pursuant to the provisions of the National University Corporation Kobe University Rules on Salary for Non-Regular Staff Members prior to amendment shall be deemed as advance payment of salary under the provisions of the Rules as Amended.