

○ National University Corporation Kobe University Rules on Conditions of Employment for Project Staff Members  
(Established on March 28, 2006)

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Table of Contents

Chapter 1 General Provisions (Articles 1 to 3)

Chapter 2 Employment (Articles 4 to 8)

Chapter 3 Service (Articles 9 to 20)

Chapter 4 Working Hours, Holidays, Leave, etc. (Articles 21 to 27)

Chapter 5 Salary

Section 1 General Provisions (Articles 28 to 36)

Section 2 Basic Annual Salary (Articles 37 and 38)

Section 3 Various Allowances (Articles 39 to 43-4)

Section 4 Special Provisions on Salary, etc. (Articles 44 to 49)

Section 5 Miscellaneous Provision (Article 50)

Chapter 6 Personnel Affairs

Section 1 Business Trip (Article 51)

Section 2 Job Training (Article 52)

Section 3 Evaluation (Article 52-2)

Section 4 Administrative Leave and Reinstatement (Articles 53 to 56)

Chapter 7 Safety, Health, and Accident Compensation

Section 1 Safety and Health (Articles 57 to 63)

Section 2 Accident Compensation (Articles 64 and 65)

Chapter 8 Women (Articles 66 to 69)

Chapter 9 Welfare Benefits (Article 70)

Chapter 10 Rewards and Punishments (Articles 71 to 78)

Chapter 11 Retirement/Resignation, Dismissal, and Retirement Allowance

Section 1 Retirement/Resignation and Dismissal (Articles 79 to 84)

Section 2 Retirement Allowance (Article 85)

Supplementary Provisions

## Chapter 1 General Provisions

### (Purpose)

Article 1 These Rules on Conditions of Employment (hereinafter referred to as “Rules”) provide for the working conditions, service discipline, and other necessary matters concerning employment of project staff members employed by the National University Corporation Kobe University (hereinafter referred to as “University”) under a fixed-term labor contract (hereinafter referred to as “Fixed-Term Labor Contract”).

2 Any matters not provided for in these Rules shall be governed by the Labor Standards Act (Act No. 49 of 1947; hereinafter referred to as “LSA”) and other applicable laws and regulations.

3 Notwithstanding the preceding two paragraphs, matters concerning employment, etc. of project staff members subject to the cross-appointment system shall be prescribed separately.

### (Definitions)

Article 2 In these Rules, the term “project staff members” means persons who possess exceptional abilities or advanced specialized skills or qualifications, both domestically and internationally, and are employed on an annual salary basis on expenses such as contributions (including persons whose contracts have been converted to indefinite-term labor contracts in accordance with Article 18, paragraph 1 of the Labor Contracts Act (Act No. 128 of 2007) (hereinafter referred to as “Indefinite-Term Project Staff Members”)), set forth in the following items:

(1) Project Faculty Members: This term means project professors, project associate professors, project lecturers (associate professors), project assistant professors, and project research associates;

(2) Project Policy and Research Officers: This term means project principal policy and research officers, project chief policy and research officers, project senior policy and research officers, and project policy and research officers;

(3) Project Specialists: This term means project senior specialists, project specialists, project technicians, and others specified separately;

(4) Project Teachers.

2 The contents of duties of project staff members shall be as prescribed in Appended Table 1.

### (Observance of Rules)

Article 3 The University and its project staff members must observe and sincerely implement these Rules.

## Chapter 2 Employment

### (Employment Method and Term of Fixed-Term Labor Contract)

Article 4 Project staff members shall be employed through selection, which shall be conducted by the president based on deliberation or judgment by the Discipline Meeting, the Faculty Personnel Committee, the Personnel Committee of the Policy and Research Support Department, or the director general (hereinafter referred to as “Discipline Meeting, etc.”).

2 The term of a Fixed-Term Labor Contract of each of the project staff members (excluding Indefinite-Term Project Staff Members; the same shall apply hereinafter in this Article) shall be up to three years, in principle; provided, however, that when the University deems it particularly necessary, the contract term may be set for a maximum of five years.

- 3 Notwithstanding the preceding paragraph, the term of a Fixed-Term Labor Contract of a person recognized by the University as being subject to Article 15-2, paragraph 1 of the Act on the Revitalization of Science, Technology, and Innovation (Act No. 63 of 2008) may be set for a maximum of 10 years.
- 4 The term of a Fixed-Term Labor Contract provided for in the preceding two paragraphs shall include the term of any Fixed-Term Labor Contract previously concluded with the University (excluding the terms provided for in Article 18, paragraph 2 of the Labor Contracts Act (Act No. 128 of 2007) and Article 15-2, paragraph 2 of the Act on the Revitalization of Science, Technology, and Innovation).
- 5 Notwithstanding paragraph 2, if a University faculty member who has retired at the mandatory retirement age pursuant to Article 66 of the National University Corporation Kobe University Rules on Conditions of Employment for Staff Members continues to be employed as a Project Faculty Member after his or her retirement, the term of his or her Fixed-Term Labor Contract shall be up to 10 years.
- 6 The provisions of the preceding paragraphs may not apply if the University determines that there are particularity of duties or other unavoidable circumstances.

(Documents to Be Submitted Before Employment)

Article 5 A person who is to be employed as a project staff member must submit the following documents before employment:

- (1) Resume;
  - (2) Certificate of graduation or completion;
  - (3) Certificate of a license or any other qualification (copy);
  - (4) Any other document deemed necessary by the University.
- 2 Whenever there is a change in the matters stated in the submitted documents, notification of the change must be provided promptly.
  - 3 Employment may be revoked if the submitted documents contain any false information, falsification of credentials, or omission of material matters that should be stated.

(Documents to Be Submitted After Employment)

Article 6 A person who is employed as a project staff member must promptly submit the following documents:

- (1) Withholding certificate (only for those who have prior employment and are subject to the “Ko” column);
- (2) Return for deduction for dependents, etc. for salaried workers;
- (3) Pension book (copy) and employment insurance-insured person’s certificate (copy) (only for holders);
- (4) Any other document deemed necessary by the University.

(Clear Indication of Working Conditions)

Article 7 In concluding a labor contract with a project staff member, the University shall clearly indicate the following working conditions:

- (1) Matters concerning the term of the Fixed-Term Labor Contract (including the upper limit on the total contract term, if any);
- (2) Matters concerning the workplace and duties to be assigned (including the scope of change in the workplace and duties to be assigned);
- (3) Matters concerning the starting and ending times of work, the presence or absence of work exceeding the prescribed working hours, breaks, holidays, and leave, and shift transitions if workers are divided into two or more groups for work;

- (4) Matters concerning raises;
  - (5) Matters concerning the methods of determination, calculation, and payment of salaries, and the timing of closing and payment of salaries;
  - (6) Matters concerning retirement and resignation (including reasons for dismissal);
  - (7) Matters concerning retirement allowances;
  - (8) Matters concerning year-end and diligence bonuses;
  - (9) Consultation desk for matters concerning improvement of employment management, etc.;
  - (10) Matters concerning safety and health;
  - (11) Matters concerning job training;
  - (12) Matters concerning accident compensation;
  - (13) Matters concerning rewards and punishments;
  - (14) Matters concerning administrative leave.
- 2 With regard to the matters set forth in items (1) to (9) of the preceding paragraph, a document stating these matters shall be delivered.
- 3 When a Fixed-Term Labor Contract is concluded under which the project staff member becomes eligible to apply for the conclusion of an indefinite-term labor contract subject to Article 18, paragraph 1 of the Labor Contracts Act (Act No. 128 of 2007) (hereinafter referred to as “Application for Indefinite-Term Conversion under Article 18, Paragraph 1 of the Labor Contracts Act”) within the term of the labor contract referred to in paragraph 1, in addition to those provided for in paragraph 1, the University shall clearly indicate the matters concerning the Application for Indefinite-Term Conversion under Article 18, Paragraph 1 of the Labor Contracts Act and the matters concerning working conditions that constitute the content of the indefinite-term labor contract associated with said application and are set forth in the items of paragraph 1. In this case, with regard to the matters set forth in paragraph 1, items (1) to (9), a document stating these matters shall be delivered.

(Taking New Post)

Article 8 A project staff member must take a new post immediately after his or her employment; provided, however, that this shall not apply if there are unavoidable circumstances, such as relocation of residence, and approval is obtained from the University.

Chapter 3 Service

(General Principles)

Article 9 Project staff members must be aware of their work responsibilities, perform their duties sincerely and fairly, and endeavor to maintain order in the University.

(Obligation to Devote Themselves to Duties)

Article 10 Project staff members must devote themselves to their duties during work.

(Workplace Discipline)

Article 11 Project staff members must follow work-related orders and instructions from their superiors, maintain order in the workplace, and perform their duties in cooperation with one another.

(Rules to Be Observed)

Article 12 Project staff members must observe the following rules:

- (1) Do not engage in any acts that may discredit the University, harm its interests, or dishonor its staff members as a whole, whether during or outside of duties;
- (2) Do not divulge to others any secret obtained in the course of duties;
- (3) Do not engage in competitive activities by using any secret referred to in the preceding item without permission;
- (4) Do not use their duties or positions for private purposes;
- (5) Do not commit noisy or other acts that disturb order and public morals on the grounds and facilities of the University (hereinafter referred to as "Campus");
- (6) Do not smoke outside the designated areas;
- (7) Do not use equipment, articles, etc. of the University for private purposes;
- (8) Do not broadcast, advertise, hold meetings, or distribute, circulate, or display documents or pictures, outside of duties within the Campus without permission;
- (9) Do not lend or borrow money or goods, or buy or sell articles, etc. for the purpose of profit within the Campus without permission;
- (10) Do not commit other acts equivalent to those set forth in the preceding items.

(Candidacy for Public Office)

Article 13 If a project staff member runs for public office, such as a member of the Diet, the head of a local government, or a member of the assembly of a local government (hereinafter referred to as "public office" in this and following Articles), the project staff member must notify the University of the candidacy in advance.

2 In addition to what is provided for in the preceding paragraph, matters concerning candidacy for public office shall be prescribed separately.

(Guarantee of the Exercise of Civil Rights)

Article 13-2 The University shall guarantee the acceptance of a project staff member's request for time needed to exercise the right to vote or any other civil right or to perform a public duty during working hours in any of the following cases; provided, however, that the time requested by the project staff member may be changed as long as the change does not hinder the exercise of said right or the performance of said public duty:

- (1) In addition to the right to vote provided for in the Public Offices Election Act (Act No. 100 of 1950), when the project staff member exercises the right pertaining to a national referendum on judges of the Supreme Court or a vote for removal of a member of the assembly or the head of an ordinary local government;
- (2) When the project staff member appears as a saiban-in, witness, expert, person of reference, etc. at the Diet, a court, the assembly of a local government, or any other public agency;
- (3) When the project staff member conducts an election campaign in association with candidacy for public office during the period of election campaign specified in the Public Offices Election Act (from the date of notification of candidacy to the day preceding the date of the election).

2 No salary shall be paid to a project staff member during a period in which the project staff member does not work pursuant to item (3) of the preceding paragraph.

3 In addition to what is provided for in the preceding two paragraphs, matters concerning the guarantee for the exercise of civil rights shall be prescribed separately.

(Prohibition of Entry and Leaving)

Article 14 The University may prohibit a project staff member from entering the Campus or order him or her to leave the Campus in any of the following cases:

- (1) If the project staff member disrupts, or is likely to disrupt, public morals or order in the workplace;
- (2) If the project staff member possesses dangerous goods such as firearms or weapons;
- (3) If the project staff member is recognized as harmful to public health;
- (4) If the project staff member is deemed unsuitable for work in circumstances equivalent to those set forth in the preceding items.

2 If a project staff member is prohibited from entering the Campus or ordered to leave the Campus before the prescribed ending time pursuant to the preceding paragraph, the project staff member shall be deemed absent from work thereafter and his or her salary shall be reduced.

(Staying at Home)

Article 15 The University may order a project staff member to stay at home if it deems it inappropriate to have the project staff member work. In this case, his or her salary shall not be reduced.

(Ethics of Project Staff Members)

Article 16 With regard to ethics of project staff members, ethical principles to be observed relating to their duties and matters necessary for the maintenance of their ethics shall be governed mutatis mutandis by the National University Corporation Kobe University Ethical Regulations for Staff Members.

(Prohibition of Harassment)

Article 17 Project staff members must not engage in any behavior against the will of others to grant advantages or disadvantages to the others' duties or studies, resulting in deteriorating the environment for work, study, education, or research.

2 Matters concerning the prevention and prohibition of harassment (including sexual violence; the same shall apply hereinafter) shall be governed by the Regulations for the Prevention of Harassment, etc. at the National University Corporation Kobe University.

(Restriction on Concurrent Employment)

Article 18 Project staff members must not engage in concurrent employment without permission from the University.

2 Necessary matters concerning concurrent employment shall be governed mutatis mutandis by the National University Corporation Kobe University Concurrent Employment Regulations for Staff Members.

(Damage Compensation)

Article 19 If a project staff member causes damage to the University intentionally or by gross negligence, the University shall have the project staff member compensate for the damage in whole or in part.

(Handling of Intellectual Property)

Article 20 Necessary matters concerning intellectual property shall be governed mutatis mutandis by the National University Corporation Kobe University Regulations on Handling Intellectual Property.

Chapter 4 Working Hours, Holidays, Leave, etc.

(Prescribed Working Hours)

Article 21 The prescribed working hours shall be eight hours per day, and the break shall be 45 minutes per day.

(Starting and Ending Times, etc.)

Article 22 The starting time, ending time, and break shall be as follows:

- (1) Starting time: 8:30 a.m.;
- (2) Ending time: 5:15 p.m.;
- (3) Break: From 12:15 p.m. to 1:00 p.m.

2 Notwithstanding the preceding paragraph, the starting time, ending time, and break may be changed as long as the working hours do not exceed eight hours per day, when necessary in the course of business or upon application by a project staff member who takes care of a child or family member.

3 Breaks shall be granted simultaneously; provided, however, that in a department where simultaneous granting is not appropriate due to the nature of its operations, breaks shall be granted in shifts in accordance with the labor-management agreement.

(Holidays)

Article 23 Holidays shall be as follows; provided, however, that for a project staff member who uses the Shorter Working Hours for Childcare under Article 26, paragraph 2, holiday(s) may be provided for five days from Monday to Friday in addition to the days below, according to the details of said Shorter Working Hours for Childcare, as necessary:

- (1) Sundays;
- (2) Saturdays;
- (3) Holidays specified by the Act on National Holidays (Act No. 178 of 1948);
- (4) From December 29 to January 3 of the following year (excluding the holidays specified in the preceding three items);
- (5) Other days designated by the University.

2 The University may transfer any of the holidays referred to in the preceding paragraph to another day in advance if it deems it necessary for business reasons.

3 The holidays under Article 35 of the LSA (hereinafter referred to as "Statutory Holidays") shall be the holidays referred to in paragraph 1, item (1); provided, however, that the Statutory Holidays for project staff members subject to Articles 4, 5, and 6 of the National University Corporation Kobe University Regulations on Working Hours, Holidays, Paid Leave, etc. of Staff Members (hereinafter referred to as "Regulations on Working Hours, etc.") shall be specified separately.

(Types of Leave)

Article 24 Leave shall consist of annual paid leave, sick leave, and special leave.

(Working Hours, Holidays, Leave, etc.)

Article 25 In addition to what is provided for in the preceding four Articles, necessary matters concerning working hours, holidays, leave, etc. shall be governed mutatis mutandis by the Regulations on Working Hours, etc.

(Childcare Leave, etc.)

Article 26 A project staff member who needs to take care of a child under 3 years of age may take childcare leave upon his or her request.

- 2 A project staff member who needs to take care of a child who has not yet reached the first March 31 that occurs on or after the child's ninth birthday may work on the days and during the timeframe that the project staff member desires while holding his or her position (hereinafter referred to as "Shorter Working Hours for Childcare") upon his or her request.
- 3 In addition to the preceding paragraph, a project staff member who needs to take care of a child who has not yet reached the first March 31 that occurs on or after the child's ninth birthday may be absent from work up to two hours per day (hereinafter referred to as "Childcare Time") upon his or her request.
- 4 Persons eligible for, periods of, and procedures for taking childcare leave, the Shorter Working Hours for Childcare, and the Childcare Time shall be governed by the National University Corporation Kobe University Regulations on Childcare Leave, etc. of Staff Members (hereinafter referred to as "Regulations on Childcare Leave").

(Nursing Care Leave, etc.)

Article 27 A project staff member who has a family member requiring nursing care may take nursing care leave, partial nursing care leave, or nursing care time (hereinafter referred to as "Nursing Care Leave, etc.") upon his or her request.

- 2 Persons eligible for, periods of, and procedures for taking the Nursing Care Leave, etc. shall be governed by the National University Corporation Kobe University Regulations on Nursing Care Leave, etc. of Staff Members (hereinafter referred to as "Regulations on Nursing Care Leave").

## Chapter 5 Salary

### Section 1 General Provisions

(Types of Salary)

Article 28 The types of salary for project staff members shall be basic annual salary and various allowances.

- 2 The types of allowances shall be commuting allowance, special adjustment allowance, special work allowance, overtime allowance, holiday work allowance, night work allowance, night and day duty allowance, and special allowance for research representatives, etc.

(Salary Payment Date, etc.)

Article 29 1/12 of the basic annual salary shall be paid as monthly base salary (hereinafter referred to as "Base Salary") on the 17th of each month; provided, however, that if the 17th falls on a Sunday or Saturday, the payment shall be made on the preceding Friday, and if it falls on a holiday, the payment shall be made on the following day.

- 2 The closing date for the Base Salary shall be the end of each month. If, by the end of a month, a difference arises between the Base Salary paid in accordance with the preceding paragraph and the Base Salary that should have been paid due to absence or other reasons, the difference shall be adjusted in the Base Salary for the following month, in principle; provided, however, that if there are unavoidable circumstances, the adjustment may be delayed.
- 3 The commuting allowance and the special adjustment allowance shall be paid on the same day as the Base Salary, and any other allowance shall be paid on the payment date of the Base Salary for the month following the month in which the event requiring the payment of said allowance occurs; provided, however, that if there are unavoidable circumstances due to administrative processing, the payment may be delayed until the following month or the month after.

4 The special allowance for research representatives, etc. shall be paid on December 10; provided, however, that if the day falls on a Sunday or Saturday, the payment shall be made on the preceding Friday.

(Payment of Salary)

Article 30 The salary of a project staff member shall be paid in full directly to the project staff member in currency; provided, however, that if the project staff member desires, the salary shall be paid by transfer to his or her deposit or savings.

2 The following shall be deducted from salary:

- (1) Withholding income tax;
- (2) Inhabitants tax;
- (3) Mutual aid association premium;
- (4) Employment insurance premium to be borne by the insured;
- (5) Amount to be deducted from wages pursuant to a written agreement with a representative of the staff members;
- (6) Deductions otherwise provided by laws and regulations.

(Pro-rata Calculation, etc.)

Article 31 If a person becomes a project staff member in the middle of a month, the Base Salary shall be paid to him or her from the date of his or her employment.

2 If a project staff member retires or resigns (excluding termination due to death; the same shall apply in Article 32), or is dismissed, his or her Base Salary shall be paid up to the date of said retirement, resignation, or dismissal.

3 If a project staff member terminates employment due to death, his or her Base Salary shall be paid up to the month in which the project staff member dies.

4 If the Base Salary is paid pursuant to paragraph 1 from a day other than the first day of the relevant month or pursuant to paragraph 2 up to a day other than the last day of the relevant month, the amount of the Base Salary shall be calculated on a daily prorated basis based on the number of days obtained by subtracting holidays, etc. specified in Article 23 from the actual number of days of the month.

5 The preceding four paragraphs shall apply mutatis mutandis to the payment of the special adjustment allowance.

(Immediate Payment of Salary)

Article 32 If a project staff member falls under any of the following circumstances, when a claim is made by the project staff member or a rightful claimant, salary shall be promptly paid notwithstanding Article 29; provided, however, that this shall not apply when there is a dispute over the right to receive the salary:

- (1) When the project staff member retires or resigns, or is dismissed;
- (2) When the project staff member dies.

(Emergency Payment of Salary)

Article 33 If a project staff member falls under any of the following circumstances and makes a claim, salary up to the date of said claim shall be promptly paid on a daily prorated basis, notwithstanding Article 29:

- (1) When the salary is to be used for expenses related to the marriage, childbirth, or funeral of the project staff member or a person whose livelihood depends on his or her income;
- (2) When the salary is to be used for expenses related to an illness or disaster affecting the project staff member or a person whose livelihood depends on his or her income;

- (3) When the salary is to be used for expenses related to returning to the hometown of the project staff member or a person whose livelihood depends on his or her income;
- (4) When deemed particularly necessary for other reasons.

(Calculation of Salary Amount per Working Hour)

Article 34 The salary amount per working hour specified in Articles 40 to 42 and Article 48 shall be the amount obtained by dividing the total amount of Base Salary and monthly special adjustment allowance by the average number of prescribed working hours per month.

(Calculation of Fractions)

Article 35 When the salary amount per working hour provided for in the preceding Article is calculated, any fraction of less than 50 sen shall be rounded down, and any fraction of 50 sen or more and less than 1 yen shall be rounded up to 1 yen.

(Treatment of Fractions)

Article 36 Any fraction of less than 1 yen that arises in the final amount of each salary calculated pursuant to these Rules shall be rounded down.

Section 2 Basic Annual Salary

(Pay Step and Amount of Basic Annual Salary)

Article 37 The pay step and the amount of the basic annual salary shall be as provided for in Appended Table 2 (Basic Annual Salary Schedule).

(Determination of Basic Annual Salary)

Article 38 The amount of the basic annual salary of a person who newly becomes a project staff member shall be the amount corresponding to the pay step (fourth pay step or greater for Project Faculty Members) determined by the Discipline Meeting, etc. taking into account his or her experience, ability, etc. relating to his or her duties.

2 The amount of the basic annual salary shall be determined for each business year and shall not be increased or decreased in the middle of a business year.

Section 3 Various Allowances

(Commuting Allowance)

Article 39 Commuting allowances shall be paid to project staff members in accordance with Article 32 of the National University Corporation Kobe University Regulations on Salary for Staff Members (hereinafter referred to as "Regulations on Salary").

(Special Work Allowance)

Article 39-2 According to the specialty of work, special work allowances shall be paid to project staff members who engage in extremely dangerous, unpleasant, unhealthy, or difficult work or other extremely special work that requires special consideration in terms of salary but for which it is deemed inappropriate to take the specialty into account in remuneration.

2 The types of special work allowances, the scope of eligible project staff members, amounts to be paid, and other necessary matters concerning the payment of special work allowances shall be prescribed in detailed regulations.

(Overtime Allowance)

- Article 40 A project staff member who is ordered to work beyond the prescribed working hours on prescribed working days (excluding days for which holiday work allowances are to be paid pursuant to the following Article) due to business necessity pursuant to Article 11 or 13 of the Regulations on Working Hours, etc. shall be paid an overtime allowance of 125/100 of the salary amount per working hour provided for in Article 34 (or 150/100 if the work is performed in the middle of the night) for each hour worked beyond the prescribed working hours.
- 2 A project staff member who is ordered to work due to business necessity on a holiday other than Statutory Holidays (including any holiday provided for in Article 8 of the Regulations on Working Hours, etc. pertaining to a holiday other than Statutory Holidays) or on a substitute holiday provided for in Article 9 of the Regulations on Working Hours, etc. pursuant to Article 11 or 13 of the Regulations on Working Hours, etc. shall be paid an overtime allowance of 135/100 of the salary amount per working hour provided for in Article 34 (or 160/100 if the work is performed in the middle of the night) for each hour for which the project staff member is ordered to work.
- 3 If a holiday is transferred to a working day of the relevant week in advance pursuant to Article 8 of the Regulations on Working Hours, etc., a project staff member who is ordered to work on the transferred holiday beyond the prescribed working hours due to business necessity shall be paid an overtime allowance of 135/100 of the salary amount per working hour provided for in Article 34 (or 160/100 if the work is performed in the middle of the night) for each hour worked beyond the prescribed working hours.
- 4 Notwithstanding the preceding three paragraphs, if the hours worked by a project staff member beyond the prescribed working hours exceed 60 hours in one month, the project staff member shall be paid an overtime allowance of 150/100 of the salary amount per working hour provided for in Article 34 (or 175/100 if the work is performed in the middle of the night) for each hour worked beyond the 60 hours.

(Holiday Work Allowance)

- Article 41 A project staff member who is ordered to work due to business necessity on any of the Statutory Holidays (including any holiday provided for in Article 8 of the Regulations on Working Hours, etc. pertaining to Statutory Holidays) pursuant to Article 11 or 13 of the Regulations on Working Hours, etc. shall be paid an holiday work allowance of 135/100 of the salary amount per working hour provided for in Article 34 (or 160/100 if the work is performed in the middle of the night) for each hour for which the project staff member is ordered to work.
- 2 For a project staff member subject to Article 4 or 5 of the Regulations on Working Hours, etc., the preceding paragraph shall apply to work on any of the days designated as holidays pursuant to said Article.

(Night Work Allowance)

- Article 42 A project staff member to whom prescribed working hours are allocated in the middle of the night pursuant to Article 12 of the Regulations on Working Hours, etc. shall be paid a night work allowance of 25/100 of the salary amount per working hour provided for in Article 34 for each hour worked in the middle of the night (excluding the case where a holiday work allowance is to be paid pursuant to the preceding Article).

(Night and Day Duty Allowance)

- Article 43 Night and day duty allowances shall be paid to project staff members in accordance with Article 38 of the Regulations on Salary.

(Special Adjustment Allowance)

Article 43-2 Special adjustment allowances shall be paid to the following project staff members:

- (1) Project Teachers working at the Kindergarten attached to Kobe University;
  - (2) Project Specialists working at the University Hospital attached to the School of Medicine each of whom holds a nursing license or birthing assistant license provided for in the Act on Public Health Nurses, Midwives and Nurses (Act No. 203 of July 30, 1948) and engages in such practice.
- 2 The monthly amount of the special adjustment allowance shall be the amount specified in the following items according to the category of staff members set forth in the relevant item:
- (1) Staff members set forth in item (1) of the preceding paragraph: Amount equivalent to 3/100 of their Base Salary;
  - (2) Staff members set forth in item (2) of the preceding paragraph: 10,000 yen.

(Special Allowance for Research Representatives, etc.)

Article 43-3 Special allowances for research representatives, etc. shall be paid to project staff members in accordance with Article 41 of the Regulations on Salary.

(Lump Sum Payment for Improvement of Nursing Staff Treatment)

Article 43-4 A lump sum payment for improvement of nursing staff treatment may be paid to each of the project staff members set forth in Article 43-2, paragraph 1, item (2) in accordance with Article 44-4 of the Regulations on Salary.

Section 4 Special Provisions on Salary, etc.

(Salary in Event of Work Injury or Commuting Injury)

Article 44 If a project staff member has suffered an injury or illness in the course of employment, or has suffered an injury or illness due to commuting (meaning commuting provided for in Article 7 paragraphs 2 and 3 of the Industrial Accident Compensation Insurance Act (Act No. 50 of 1947; hereinafter referred to as "IACIA"); the same shall apply in Article 49), and is approved to be absent from work due to sick leave provided for in Article 22 of the Regulations on Working Hours, etc., the full amount of salary (excluding the amount equivalent to the compensation benefit for absence from work under Article 14 of the IACIA or any benefit for absence from work (including an absence from work special payment) to be received) shall be paid during the period of the sick leave.

(Salary for Person on Administrative Leave)

Article 45 If a project staff member is placed on administrative leave under Article 53, item (1) due to mental or physical disorder, 80/100 of the Base Salary and special adjustment allowance may be paid during the period of the administrative leave.

2 If a project staff member is prosecuted for a criminal case and is placed on administrative leave under Article 53, item (2), up to 60/100 of the Base Salary and special adjustment allowance may be paid during the period of the administrative leave.

3 If a project staff member falls under Article 53, item (3) and is placed on administrative leave, up to 70/100 of the Base Salary and special adjustment allowance may be paid during the period of the administrative leave.

4 Unless otherwise provided for in other regulations, no salary other than those provided for in the preceding three paragraphs shall be paid to a project staff member placed on administrative leave.

(Salary of Person on Childcare Leave, etc.)

Article 46 The salary of a project staff member who takes childcare leave or the Childcare Time pursuant to the Regulations on Childcare Leave and is absent from work shall be as follows:

(1) No salary shall be paid during the period of childcare leave;

(2) If a project staff member takes the Childcare Time and is absent from work, his or her salary shall be reduced pursuant to Article 48.

2 The amount of the basic annual salary of a project staff member who uses the Shorter Working Hours for Childcare shall be the amount obtained by multiplying the basic annual salary by the calculation rate according to his or her category of working arrangements, in accordance with Articles 22-2 and 22-3 of the Regulations on Salary.

(Salary of Person on Nursing Care Leave, etc.)

Article 47 If a project staff member takes the Nursing Care Leave, etc. pursuant to the Regulations on Nursing Care Leave and is absent from work, his or her salary shall be reduced pursuant to the following Article.

(Reduction of Salary)

Article 48 If a project staff member is absent from work, his or her salary shall be reduced by the amount obtained by multiplying the salary amount per working hour provided for in Article 34 by the number of hours of the absence; provided, however, that the salary shall not be reduced when his or her absence from work is approved due to leave specified in Article 24, work prohibition provided for in Article 62, or the provisions of Article 16 of the Regulations on Working Hours, etc., or when he or she exercises a civil right provided for in Article 13-2, paragraph 1, item (1) or (2).

2 Notwithstanding the proviso to the preceding paragraph, even if absence from work is approved by rules or regulations, when the reduction of salary is specifically provided, the relevant salary shall be reduced pursuant to the main clause of the preceding paragraph.

(Halving of Remuneration)

Article 49 Notwithstanding the proviso to paragraph 1 of the preceding Article, if, due to medical treatment for injury (excluding injury caused in the course of employment or while commuting) or illness (excluding illnesses caused in the course of employment or while commuting; the same shall apply hereinafter in this Article), or due to measures for work prohibition related to illness provided for in Article 61, a project staff member is absent from work for more than 90 consecutive days from the start date of the sick leave provided for in Article 22 of the Regulations on Working Hours, etc. for said medical treatment or the start date of said measures, his or her Base Salary and special adjustment allowance shall be halved for the days related to said sick leave or said measures after the consecutive 90-day period.

#### Section 5 Miscellaneous Provision

(Miscellaneous Provision)

Article 50 In addition to what is provided for in these Rules, necessary matters concerning the salary of project staff members shall be prescribed separately.

#### Chapter 6 Personnel Affairs

##### Section 1 Business Trip

(Business Trip)

Article 51 The University shall order a project staff member to go on a business trip when it is deemed necessary in the course of business.

2 A project staff member must promptly report to his or her superior upon completion of a business trip.

## Section 2 Job Training

(Job Training)

Article 52 The University may order a project staff member to receive job training in order to improve knowledge and skills necessary for his or her duties.

2 Necessary matters concerning job training shall be governed mutatis mutandis by the National University Corporation Kobe University Regulations on Job Training for Staff Members.

## Section 3 Evaluation

(Work Performance Evaluation)

Article 52-2 The University shall evaluate the work performance of project staff members (limited to Project Policy and Research Officers and those who are administrative staff or technical staff (limited to technicians in facility management) provided for in Appended Tables of the National University Corporation Kobe University Regulations on Employment, Demotions, and Dismissal of Staff Members (established on April 1, 2004; hereinafter referred to as “Regulations on Employment, etc.”) and concurrently hold positions equivalent to or higher than section head).

2 Necessary matters concerning work performance evaluation for the project staff members referred to in the preceding paragraph shall be governed by the National University Corporation Kobe University Regulations on Personnel Evaluation for Administration-related Staff Members (established on March 23, 2015).

## Section 4 Administrative Leave and Reinstatement

(Administrative Leave)

Article 53 The University shall place a project staff member on administrative leave in any of the following cases:

- (1) If the period of the project staff member’s sick leave exceeds consecutive 90 days due to personal injury or illness, and the project staff member still requires medical treatment;
- (2) If the project staff member is prosecuted for a criminal case, and the prosecution interferes with the normal performance of his or her duties;
- (3) If the project staff member’s life or death is unknown, or his or her whereabouts are unknown due to a flood, fire, or any other disaster.

(Period of Administrative Leave)

Article 54 The period of administrative leave due to the reason set forth in item (1) or (3) of the preceding Article shall be determined by the University, as necessary, within the scope not exceeding one year. In this case, when the period of administrative leave is less than one year, the period may be extended within a scope not exceeding one year from the start date of the administrative leave.

2 The period of administrative leave due to the reason set forth in item (2) of the preceding Article shall be the period during which the relevant case is pending in court; provided, however, that if the period of pendency exceeds one year, the period of administrative leave shall be one year.

(Status during Administrative Leave, etc.)

Article 55 During administrative leave, a project staff member shall retain his or her status as a project staff member but shall not engage in any duties.

2 A project staff member on administrative leave shall retain the position held by him or her at the time of his or her placement of administrative leave.

(Reinstatement)

Article 56 The University shall order a project staff member to be reinstated when the period of his or her administrative leave is expired or when the reason for the administrative leave is extinguished before the expiration of said period; provided, however, that with respect to the administrative leave referred to in Article 53, item (1), reinstatement shall be ordered only if the relevant project staff member requests to be reinstated before the expiration of the period of administrative leave and a physician and the University determine that the reason for the administrative leave has been extinguished.

2 In the case of the preceding paragraph, the relevant project staff member shall be reinstated to his or her original position, in principle; provided, however, that the project staff member may be assigned to other duties in consideration of his or her mental and physical conditions and others.

## Chapter 7 Safety, Health, and Accident Compensation

### Section 1 Safety and Health

(Measures to Ensure Safety and Health)

Article 57 The University shall take measures to ensure safety and health necessary for promoting the health of its project staff members and preventing dangers in accordance with the Industrial Safety and Health Act (Act No. 57 of 1972) and other applicable laws and regulations.

2 Project staff members must cooperate with the measures referred to in the preceding paragraph that are taken by the University.

(Education on Safety and Health)

Article 58 Project staff members must receive education and training on safety and health provided by the University.

(Measures at Time of Extraordinary Disaster)

Article 59 If a project staff member becomes aware of the occurrence or potential occurrence of a fire or any other extraordinary disaster, the project staff member must take urgent measures, immediately notify his or her superior, and follow the superior's instructions to minimize the damage.

(Rules to Be Observed Concerning Safety and Health)

Article 60 Project staff members must observe the following rules:

- (1) Always endeavor to keep the workplace organized, tidy, and clean, and work to prevent disasters and improve sanitation;
- (2) Do not move safety and health equipment, fire extinguishing equipment, sanitary equipment, or other equipment for hazard prevention, nor enter related facilities, without permission;
- (3) Obey and carry out orders and instructions from superiors regarding safety and health.

(Medical Examinations)

Article 61 The University must conduct a medical examination of its project staff members at regular intervals every year.

2 In addition to the case provided for in the preceding paragraph, a medical examination may be conducted on a temporary basis for all or some project staff members, as necessary.

3 Project staff members must undergo the medical examinations referred to in the preceding two paragraphs; provided, however, that this shall not apply when a project staff member has undergone a medical examination by a physician and has submitted a document certifying the results of the medical examination.

4 When the University deems it necessary based on the results of project staff members' medical examinations, it shall take necessary measures to maintain the health of said project staff members, such as prohibiting them from working or limiting their working hours.

5 Project staff members must not refuse the measures referred to in the preceding paragraph without reasonable grounds.

#### (Prohibition of Work)

Article 62 The University shall prohibit a project staff member from working if the project staff member falls under any of the following items:

(1) A person who has contracted a contagious disease and is likely to transmit disease-germs;

(2) A person who has contracted a disease of the heart, kidney, lungs, etc. that may be exacerbated significantly by working;

(3) A person who has contracted a disease that is equivalent to those set forth in the preceding items and specified by the Minister of Health, Labour and Welfare.

2 When the University intends to prohibit a project staff member from working pursuant to the preceding paragraph, it must hear the opinion of an industrial physician or any other specialist in advance.

#### (Necessary Matters Concerning Safety and Health)

Article 63 In addition to what is provided for in this Section, other necessary matters concerning the safety and health management of project staff members shall be governed mutatis mutandis by the National University Corporation Kobe University Regulations on Safety and Health Management.

### Section 2 Accident Compensation

#### (Work-Related Accidents)

Article 64 Any project staff member who has a work-related accident shall receive compensation benefits referred to in the LSA and the IACIA pursuant to the same Acts.

2 In addition to what is provided for in the preceding paragraph, matters concerning compensation to be provided by the University shall be prescribed separately.

#### (Commuting Accidents)

Article 65 Any project staff member who has an accident while commuting to or from work shall receive benefits referred to in the IACIA pursuant to the same Act.

2 In addition to what is provided for in the preceding paragraph, matters concerning benefits to be provided by the University shall be prescribed separately.

(Restriction on Work for Project Staff Member Who Is an Expectant or Nursing Mother, etc.)

Article 66 The University shall not assign operations hazardous to pregnancy, childbirth, nursing, etc. to a pregnant project staff member or a project staff member who is in the first year after childbirth (hereinafter referred to as "Project Staff Member Who Is an Expectant or Nursing Mother").

2 Upon request from a Project Staff Member Who Is an Expectant or Nursing Mother, the University shall not have her work between 10:00 p.m. and 5:00 a.m. or work outside the prescribed working hours.

(Health Examination for Project Staff Member Who Is an Expectant or Nursing Mother)

Article 67 Upon request from a Project Staff Member Who Is an Expectant or Nursing Mother, the University shall approve her absence from work in order to receive the health guidance provided for in Article 10 of the Maternal and Child Health Act (Act No. 141 of 1965) or the health examination provided for in Article 13 of the same Act.

(Reduction of Duties of Project Staff Member Who Is an Expectant or Nursing Mother, etc.)

Article 68 Upon request from a Project Staff Member Who Is an Expectant or Nursing Mother, the University must reduce her duties or assign other light duties to her.

2 Upon request from a Project Staff Member Who Is an Expectant or Nursing Mother, when her duties are deemed to affect the health maintenance of the mother or the fetus, the University may approve her absence from work during the time necessary to take appropriate rest or consume supplementary meals.

3 Upon request from a Project Staff Member Who Is an Expectant or Nursing Mother, when the level of congestion in the public transportation she uses for commuting is deemed to affect the health maintenance of the mother or the fetus, the University must approve her absence from work, either at the beginning or end of the prescribed working hours, for no more than one hour per day.

(Measures for Project Staff Member Who Finds It Extremely Difficult to Work on Menstrual Days)

Article 69 Upon request from a project staff member who finds it extremely difficult to work on menstrual days, the University shall not have her work on the menstrual days.

## Chapter 9 Welfare Benefits

(Accommodation Use)

Article 70 Accommodation use by project staff members shall be governed by the National University Corporation Kobe University Regulations on Accommodation Management (established on April 1, 2004).

## Chapter 10 Rewards and Punishments

(Awards)

Article 71 The University shall give an award to a project staff member who has rendered distinguished service in University operations and is deemed sufficient to serve as a model for others.

2 Necessary matters concerning awards shall be governed mutatis mutandis by the National University Corporation Kobe University Regulations on Awards for Staff Members.

(Disciplinary Action)

Article 72 The University shall take disciplinary action against a project staff member in any of the following cases:

(1) If the project staff member fails to follow work-related orders or instructions;

- (2) If the project staff member neglects to work by repeatedly being absent, arriving late, or leaving early without any reasonable grounds;
- (3) If the project staff member commits an act that constitutes a criminal offence under the Penal Code, such as theft, embezzlement, or bodily injury, or an act that violates the Road Traffic Act, such as drunk-driving;
- (4) If the project staff member engages in concurrent employment without permission;
- (5) If the project staff member damages the honor or credibility of the University;
- (6) If the project staff member disturbs the order or public morals within the Campus due to his or her bad behavior;
- (7) If the project staff member forges his or her credentials;
- (8) If the project staff member causes damage to the University intentionally or by gross negligence;
- (9) If the project staff member engages in conduct deemed to be harassment;
- (10) If the project staff member violates these Rules or commits any other disadvantageous act equivalent to those set forth in the preceding items.

2 Disciplinary action against a project staff member shall be governed mutatis mutandis by the National University Corporation Kobe University Disciplinary Regulations on Staff Members (hereinafter referred to as “Disciplinary Regulations”). In this case, the terms “University faculty member” and “staff member other than a faculty member” in the provisions shall be replaced with “Project Faculty Member” and “Project Policy and Research Officer, Project Specialist, or Project Teacher,” respectively.

(Types of Disciplinary Action, etc.)

Article 73 Disciplinary action against a project staff member shall be taken in accordance with the following categories, depending on the level of disciplinary action:

- (1) Reprimand: The University has the project staff member submit a letter of apology and warns him or her for the future;
- (2) Salary reduction: The University has the project staff member submit a letter of apology and reduces his or her salary; provided, however, that the amount of salary reduction at one time shall not exceed half of his or her average salary per day and the total amount shall not exceed one-tenth of his or her total salary per pay period;
- (3) Suspension: The University suspends the project staff member from duty for up to six months, and does not pay salary to him or her during that period;
- (4) Counseled dismissal: The University recommends the project staff member to submit a letter of resignation. If the project staff member fails to submit a letter of resignation within one week from the day following the recommendation date, he or she shall be subject to disciplinary dismissal;
- (5) Disciplinary dismissal: The University dismisses the project staff member immediately without advance notice.

2 The University may suspend a project staff member subject to disciplinary action from duty and order him or her to stay at home until the disciplinary action is carried out. In this case, his or her salary shall not be reduced.

3 Article 81 shall apply mutatis mutandis to the case of disciplinary dismissal based on paragraph 1, item (4) or (5).

(Notification of Grounds for Review)

Article 74 In the event of review of disciplinary action, a document stating the grounds for the review shall be delivered to the relevant project staff member in advance.

(Request for Opportunity to Provide Explanation)

Article 75 A project staff member who has received a document provided for in the preceding Article may request an opportunity to provide an explanation within 14 days from the day following the receipt date.

(Necessary Matters Concerning Disciplinary Action)

Article 76 In addition to what is provided for in the preceding four Articles, necessary matters concerning disciplinary procedures, etc. shall be governed mutatis mutandis by the Disciplinary Regulations.

(Admonitory Warning, etc.)

Article 77 Even if the University does not take any disciplinary action provided for in Article 72, when it is deemed necessary to ensure strict adherence to duty and maintain discipline, the University may give a project staff member an admonitory warning or a stern warning.

(Damage Compensation and Disciplinary Action, etc.)

Article 78 Even if a project staff member is subject to disciplinary action, etc. in accordance with Article 72 or the preceding Article, the project staff member shall not be exempted from damage compensation based on Article 19.

## Chapter 11 Retirement/Resignation, Dismissal, and Retirement Allowance

### Section 1 Retirement/Resignation and Dismissal

(Retirement/Resignation)

Article 79 A project staff member shall retire or resign in any of the following cases:

- (1) If the project staff member applies for resignation and obtains approval from the University, or if 14 days have passed since the submission of his or her letter of resignation;
- (2) If the term of the project staff member's Fixed-Term Labor Contract expires and is not renewed (this shall not apply to Indefinite-Term Project Staff Members);
- (3) If the period of the project staff member's administrative leave under Article 53, item (1) reaches one year, and the reason for the administrative leave still exists;
- (4) If the period of the project staff member's administrative leave under Article 53, item (2) reaches one year, and the reason for the administrative leave still exists;
- (5) If the project staff member assumes public office, such as becoming a Minister of State, a member of the Diet, the head of a local government, or a member of the assembly of a local government;
- (6) If the project staff member dies;
- (7) If the project staff member reaches mandatory retirement age (only for Indefinite-Term Project Staff Members).

2 If a project staff member is to resign pursuant to item (1) of the preceding paragraph, the project staff member must continue his or her existing duties until the resignation.

(Upper Age Limit for Employment and Mandatory Retirement Age)

Article 79-2 The upper age limit for employment of project staff members (excluding those subject to Article 4, paragraph 5) shall be 65 years of age.

2 No labor contract shall be concluded or renewed beyond the first March 31 that occurs on or after the day on which the relevant project staff member reached the age specified in the preceding paragraph; provided, however, that this shall not apply when the University deems it particularly necessary.

3 Paragraph 1 shall apply mutatis mutandis to the mandatory retirement age of Indefinite-Term Project Staff Members.

(Dismissal)

Article 80 The University may dismiss a project staff member in any of the following cases:

- (1) If the project staff member's work performance is extremely poor;
- (2) If the project staff member is unable to perform his or her duties or is incapable of bearing the demands of the duties due to mental or physical disorder;
- (3) If the project staff member lacks the qualifications required for a project staff member;
- (4) If continued employment of the project staff member becomes difficult due to organizational restructuring, integration, reduction, etc.;
- (5) If there are other material grounds equivalent to those set forth in the preceding items.

2 Any project staff member whose dismissal has been determined against his or her will may file complaints against the president.

3 Article 13 of the Regulations on Employment, etc. shall apply mutatis mutandis to the standards for dismissal set forth in paragraph 1, items (1) to (4).

(Restriction on Dismissal)

Article 81 Notwithstanding paragraph 1 of the preceding Article, the University shall not dismiss any project staff member during the following periods; provided, however, that this shall not apply if, in the case of item (1), the relevant injury or illness has not healed within three years after the commencement of medical treatment and compensation for discontinuance is paid pursuant to Article 81 of the LSA, or if the continuation of business becomes impossible due to natural disaster or other unavoidable circumstances:

- (1) A period of absence from work for medical treatment for injury or illness caused in the course of employment and 30 days thereafter;
- (2) A period of absence from work taken by a project staff member before and after childbirth pursuant to Article 24, item (8) or (9) of the Regulations on Working Hours, etc. and 30 days thereafter.

(Advance Notice of Dismissal)

Article 82 If the University dismisses a project staff member pursuant to Article 80, it must provide at least 30 days' advance notice to the project staff member, or when the University fails to provide 30 days' advance notice, it must pay 30 days' worth of the average wage provided for in Article 12 of the LSA (hereinafter referred to as "Average Wage"); provided, however, that this shall not apply if the continuation of business becomes impossible due to natural disaster or other unavoidable circumstances, or if the dismissal is for reasons attributable to the project staff member.

2 The number of days of advance notice referred to in the preceding paragraph may be reduced by the number of days for which the Average Wage is paid.

(Responsibility at and after Retirement/Resignation)

Article 83 A retired, resigned, or dismissed person must promptly hand over duties to his or her successor and report the completion of this task to his or her immediate manager.

2 A retired, resigned, or dismissed person must promptly return supplies, documents, and all other articles in his or her custody.

3 A retired, resigned, or dismissed person must not divulge to others any secret obtained during his or her tenure.

(Leaving Certificate)

Article 84 When a retired, resigned, or dismissed person requests the issuance of a leaving certificate, the University shall issue it without delay.

2 If a project staff member requests a certificate of the grounds for his or her dismissal during the period from the date of advance notice of the dismissal referred to in Article 82, paragraph 1 to the date of his or her retirement, the University shall issue it without delay; provided, however, that when the project staff member resigns on or after the date of said advance notice for reasons other than the dismissal, it is not required to issue the certificate on or after his or her resignation date.

Section 2 Retirement Allowance

(Retirement Allowance)

Article 85 No retirement allowance shall be paid to project staff members.

Supplementary Provisions

1 These Rules shall come into effect on April 1, 2006.

(Temporary Special Provisions on Salary)

2 During the period from July 1, 2012, to November 30, 2012 (hereinafter referred to as "Exception Period"), the amount obtained by multiplying the Base Salary by 3.5/100 shall be deducted from the Base Salary for staff members.

3 Notwithstanding Article 29, the basic annual salary for the 2012 business year shall be the basic annual salary applicable to the relevant staff member minus the total amount of the Base Salary for each month of the Exception Period multiplied by 3.5/100.

4 During the Exception Period, the payment of salaries provided for in Articles 44 and 45 shall be reduced by the amount equivalent to the amount specified in the following items according to the category of provisions set forth in the relevant item applicable to the relevant staff member.

(1) Base Salary to be paid pursuant to Article 44: Amount specified in paragraph 2;

(2) Article 45, paragraph 1: Amount obtained by multiplying the amount specified in paragraph 2 by 80/100;

(3) Article 45, paragraphs 2 and 3: Amount obtained by multiplying the amount specified in paragraph 2 by the ratio of the salary to be paid to the relevant staff member pursuant to each of said paragraphs.

5 During the Exception Period, the salary amount per working hour provided for in any of Articles 40 to 42 and 48 shall be the amount obtained by deducting the amount equivalent to the Base Salary divided by the average number of prescribed working hours per month multiplied by 3.5/100 from the amount calculated pursuant to said Article, notwithstanding Article 34.

6 Regarding the application of Article 79-2, paragraph 1 to Project Policy and Research Officers, Project Specialists, and Project Teachers during the period from April 1, 2024, to March 31, 2031, the term "65 years of age" in the same paragraph shall be replaced with the age set forth in the right column of the following table, according to the period set forth in the left column of the same table.

Period	Age
From April 1, 2024, to March 31, 2025	61 years of age
From April 1, 2025, to March 31, 2027	62 years of age
From April 1, 2027, to March 31, 2029	63 years of age

From April 1, 2029, to March 31, 2031	64 years of age
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- 7 If Indefinite-Term Project Staff Members (limited to those other than Project Faculty Members; the same shall apply hereinafter) who retire at the mandatory retirement age pursuant to Article 79-2 prior to the revision by the Rules Partially Revising these Rules (established on March 25, 2024) or Indefinite-Term Project Staff Members who retire at the mandatory retirement age pursuant to Article 79-2 after the revision during the period from April 1, 2024, to March 31, 2031, desire to work as rehired staff members (meaning project staff members, other than Project Faculty Members, who have been rehired under a Fixed-Term Labor Contract after their mandatory retirement; the same shall apply hereinafter) and do not fall under the grounds for dismissal or retirement, the University shall rehire them until the first March 31 that occurs on or after their 65th birthday.
- 8 During the period from April 1, 2024, to March 31, 2032, the University may rehire following persons who desire to work as rehired staff members, by applying the provisions of the preceding paragraph mutatis mutandis:
- (1) Persons each of whom has been subject to the National University Corporation Kobe University Rules on Conditions of Employment for Staff Members, the National University Corporation Kobe University Rules on Conditions of Employment for Mariners, or the National University Corporation Kobe University Rules on Conditions of Employment for Quasi-regular Staff Members at the time of his or her mandatory retirement, which falls in the business year preceding the business year of rehiring;
  - (2) Persons each of whom has been subject to the National University Corporation Kobe University Rules on Conditions of Employment for Rehired Staff Members Before Mandatory Retirement Age and has retired due to the expiration of the term of his or her Fixed-Term Labor Contract on the last day of the business year preceding the business year of rehiring;
  - (3) Persons each of whom has been recommended by the University as a candidate for division head, etc. of a national university corporation, etc., has transitioned to a division head, etc. of a national university corporation, etc., and has retired at the mandatory retirement age at another institution;
  - (4) Persons, other than those set forth in the preceding three items, each of whom is deemed particularly necessary by the University, in consideration of his or her knowledge, experience, etc., to ensure the efficient operation of business.
- 9 The term of the Fixed-Term Labor Contract for a rehired staff member may be renewed within the scope not exceeding a business year.
- 10 When the term of a Fixed-Term Labor Contract is renewed pursuant to the preceding paragraph, the consent of the relevant rehired staff member shall be obtained in advance.

Supplementary Provisions between the original and the latest are omitted.

Supplementary Provisions (March 25, 2024)

These Rules shall come into effect on April 1, 2024.

Appended Table 1 (Re: Art. 2)

Job Type	Title	Contents of Duties
Project Faculty Members	Project professor, project associate professor, project lecturer (associate professor), and project assistant professor	They engage in education and research on specific matters as determined by the University.

	Project research associate	They engage in operations necessary for the smooth implementation of education and research in the assigned organization.
Project Policy and Research Officers:	Project principal policy and research officer	By conducting study, research, information analysis, etc. based on extremely advanced expertise, experience, etc., they engage in operations such as policy planning and formulation, and assist the head of the relevant department and organize the operations of said department.
	Project chief policy and research officer	By conducting study, research, information analysis, etc. based on particularly advanced expertise, experience, etc., they engage in operations such as policy planning and formulation, and assist the head of the relevant department.
	Project senior policy and research officer	They engage in policy-related and specialized operations based on advanced expertise, experience, etc.
	Project policy and research officers	They engage in policy-related and specialized operations necessary for supporting the smooth implementation of education and research.
Project Specialists	Project senior specialist, project specialist, and other titles specified separately	They engage in operations for which it is deemed especially necessary to utilize a high level of expert knowledge or superior insight for a certain period in the administrative organizations, etc. specified in the National University Corporation Kobe University Administrative Organization Rules.
	Project technician	They engage in operations for which it is deemed especially necessary to utilize expert knowledge or skills for a certain period.
Project Teachers	Project teachers	They engage in the guidance and management of the education, protective care, or nutrition of students, children, and infants.

Appended Table 2 (Re: Art. 37)

Basic Annual Salary Schedule

Pay Step	Amount of Basic Annual Salary
95	22.32 million yen
4	3.78 million yen
3	3.69 million yen
2	3.60 million yen
1	3.51 million yen

Remarks The amount of the basic annual salary of the project staff members who are subject to this Schedule and equivalent to the staff members subject to the Remuneration Schedule for Teaching Positions (1) provided for in Article 28, paragraph 1 of the Regulations on Salary shall be the amount obtained by adding 600,000 yen to each of the amounts set forth in this Schedule.