

Working Rules for Full-Time Staff Members of
the National University Corporation Nagoya Institute of Technology

Established on April 1, 2004

Chapter I General Provisions

(Purposes)

Article 1 These rules are intended to stipulate important particulars concerning the working of members working for the National University Corporation Nagoya Institute of Technology (hereinafter referred to as "the Institute") in conformity to Article 89 of the Labor Standards Act (Act No. 49 of 1947).

(Definitions)

Article 2 In these rules, the term "teacher" shall mean any of professors, associate professors, assistant professors and assistants; and the term "general staff member" shall mean any of clerical, technical and healthcare technical staff members.

(Scope)

Article 3 These rules shall apply to teachers and general staff members working for the Institute (hereinafter referred to as "staff members"). However, provisions regarding the working of staff members who were employed by the Institute with set working hours and who are not required to work full time, re-employed staff members pursuant to the provisions set forth in Article 19, and staff members set forth in the Working Rules for Specified Staff Members of the National University Corporation Nagoya Institute of Technology under a Fixed-Term Employment Contract (established on September 11, 2007) shall be provided separately.

(Relation to Laws and Regulations)

Article 4 Matters that are not stipulated in these rules shall be governed by the Labor Standards Act and other applicable laws and regulations.

(Compliance and Implementation)

Article 5 The Institute and staff members shall endeavor to sincerely comply with and implement these rules in each position.

Chapter II Employment, Retirement, etc.

Section 1 Employment

(Employment)

Article 6 The employment of staff members shall be conducted by competitive examination or selection.

(Clear Expression of Employment Terms)

Article 7 At the time of employment of new staff members, documents covering the

following items shall be provided in advance to the staff members to be employed:

- (i) Matters pertaining to salary
- (ii) Matters pertaining to places of work and job description
- (iii) Matters pertaining to the period of the contract of employment
- (iv) Matters pertaining to work start and finishing times, overtime work, rest periods, days off and leave
- (v) Matters pertaining to retirement.

(Probationary Period)

Article 8 A probationary period of six months from the date of employment shall be established in the case of a person who was employed as a general staff member; provided, however, that this shall not apply to a person who was a staff member of the national government, a local government, a national university corporation, an inter-university research institute corporation, an independent administrative institution or a local incorporated administrative agency or its equivalent and became a staff member of the Institute without interval.

(2) A person who was judged inappropriate as a staff member during a probationary period or was judged inappropriate to become a regular staff member after a probationary period can be dismissed.

(3) The probationary period shall be counted as part of the service years.

Section 2 Promotion and Demotion

(Promotion)

Article 9 Promotion of a staff member shall be conducted by selection.

(2) The selection set forth in the preceding clause shall be made based on the job performance and other reviews of the relevant staff member.

(3) Regardless of the provisions set forth in the preceding clause, the promotion of teachers shall be as provided for in the "Nagoya Institute of Technology Selection Criteria for Teachers" separately provided.

(Demotion)

Article 10 In the case where a staff member falls under any of the following items, he/she may be demoted:

- (i) When his/her work performance is deemed unsatisfactory;
- (ii) When due to a mental or physical disorder, he/she has difficulty or is incompetent in performing his/her duties;
- (iii) When he/she otherwise lacks the qualifications required of a staff member.

Section 3 Personnel Changes

(Reassignment, etc.)

Article 11 A staff member may be ordered to be temporarily transferred, be reassigned, or

hold two or more offices concurrently for the convenience of business.

- (2) A staff member who has been ordered to be temporarily transferred, be reassigned or hold two or more offices concurrently under the provisions of the preceding clause cannot refuse such order without reasonable grounds.
- (3) Important particulars concerning the transfer of staff members shall be as provided for in the "National University Corporation Nagoya Institute of Technology Regulations on Temporary Transfer of Staff Members" provided separately.

(Cross Appointment System)

Article 11-2 Teachers can conduct business for the Institute and other organizations while holding positions both as a teacher of the Institute and as a research worker, etc., of another organization based on an agreement with an organization other than the Institute (hereinafter referred to as "other organization") (this, however, shall not apply to cases where such persons conduct such business as a side job; hereinafter referred to as "the Cross Appointment System").

- (2) Regarding the working of teachers who are subject to the application of the provisions set forth in the preceding clause, regardless of provisions of these rules or other rules, etc., of the Institute, the provisions of the relevant agreements with other organizations shall take precedence.
- (3) Important particulars concerning the handling of the Cross Appointment System shall be as provided for in the "National University Corporation Nagoya Institute of Technology Regulations on the Cross Appointment System" provided separately.

Section 4 Temporary retirement

(Temporary Retirement)

Article 12 When a staff member falls under any of the following items, he/she may be temporarily retired:

- (i) When a period of his/her absence from work for medical treatment caused by injury or illness (excluding those in the course of employment or during travel to or from work) exceeds ninety (90) consecutive days (one year for tuberculous disease);
- (ii) When a period of absence from work for medical treatment caused by injury or illness in the course of employment or during travel to or from work exceeds ninety (90) consecutive days;
- (iii) When he/she is prosecuted with respect to a criminal case;
- (iv) When he/she engages in academic investigations, studies or instructions relevant to his/her duties at schools, research institutions, hospitals or other public institutions designated by the Institute;
- (v) When he/she engages, at a location set forth in the preceding item, in scientific and technological research that is jointly conducted with the national government or business that is commissioned by the national government and regarded as relevant to his/her duties;

- (vi) When he/she serves as an executive officer, adviser or councilor of a company utilizing research products at the same time and thus cannot engage in his/her duties at the Institute;
- (vii) When he/she has been sent to an international organization of which Japan is a member country, a foreign government organization, or other similar organization at such organization's request;
- (viii) When he/she works full-time for a labor union;
- (ix) When it is unknown whether he/she is alive or dead, or his/her whereabouts has become unknown due to flooding, fire or other disaster;
- (x) When it is judged to be appropriate for him/her to be temporarily retired for another particular reason.

(2) In the cases set forth in item (1) of the preceding clause, when deemed necessary by the Institute, the relevant staff member shall provide a medical certificate or other certificate of an industrial doctor or the doctor designated by the Institute.

(3) The provisions of item (1) shall not apply to staff members on a probationary period.

(Period of Temporary Retirement)

Article 13 The period of the temporary retirement set forth in items (i), (iv) through (vi), (ix) and (x), of paragraph (1) of the preceding article shall be specified within a limit not exceeding three years. If the temporary retirement period does not exceed three years, it may be renewed within a limit not exceeding three years from the day of the start of the temporary retirement.

(2) When a person who has been temporarily retired pursuant to the provisions of item (i) of clause (1) of the preceding article was temporarily retired within one year from the reinstatement due to the same injury or disease or an injury or disease caused by the injury or disease deemed the same, or when the cause of the disease is deemed to be identified even if the name of the disease is different, the period of temporary retirement shall be aggregated.

(3) The period of temporary retirement set forth in item (ii) of clause (1) of the preceding article shall be the period of time until the injury or illness is cured (including the suspension of symptoms).

(4) The period of temporary retirement set forth in item (iii) of clause (1) of the preceding article shall be the period of time that such case is pending in court.

(5) The period of temporary retirement set forth in items (vii) and (viii) of clause (1) of the preceding article shall be specified within a limit not exceeding five years. If the temporary retirement period does not exceed five years, it may be renewed within a limit not exceeding five years from the day of the start of the temporary retirement.

(Reinstatement)

Article 14 When the President deems that the causes of the temporary retirement have disappeared by the time when the period of the temporary retirement set forth in the preceding article expires, reinstatement shall be ordered.

(2) The provisions of clause (2), Article 12 shall apply mutatis mutandis to the reinstatement

from temporary retirement set forth in item (i), paragraph (1), Article 12.

(3) In the case of clause (1), the relevant staff member shall be returned to the workplace where he/she was working before the temporary retirement, in principle. However, he/she may be assigned to other duties in consideration of his/her physical and mental condition and other circumstances.

(Status during Temporary Retirement)

Article 15 A staff member on temporary retirement still retains his/her status as a staff member.

Section 5 Retirement and Dismissal

(Retirement)

Article 16 When a staff member falls under any of the following items, he/she shall retire and lose his/her status as a staff member:

- (i) When he/she voluntarily tenders his/her retirement and the President approves the same;
- (ii) When the first March 31 after he/she reaches the mandatory retirement age (hereinafter referred to as the "mandatory retirement day") ends;
- (iii) When he/she was employed with a set term of office and the period of the employment has terminated;
- (iv) When the period of the temporary retirement set forth in item (i), clause (1), Article 12 has expired and the causes of the temporary retirement have not yet disappeared;
- (v) When the period of his/her employment was extended pursuant to Article 18-2 or he/she was employed pursuant to Article 18-3, and the first March 31 after he/she reaches 65 years of age ends;
- (vi) When he/she dies.

(Voluntary Retirement Procedure)

Article 17 When a staff member intends to voluntarily retire, he/she shall submit a letter of retirement to the President by thirty (30) days before the date on which he/she intends to retire. However, when he/she cannot submit a letter of retirement thirty (30) days before the date on which he/she intends to retire due to inevitable reasons, he/she shall submit a letter of retirement to the President by fourteen (14) days before the date on which he/she intends to retire.

(2) Even if a staff member submits a letter of retirement, he/she shall engage in transferring his/her duties to his/her successor and shall perform his/her present duties until the retirement.

(Retirement at the Mandatory Age)

Article 18 The mandatory retirement age for staff members shall be sixty (60) years of age; provided, however, that the mandatory retirement age for teachers shall be sixty-three (63) years of age.

(Special Provisions for Teachers)

Article 18-2 When a teacher wishes to continue to work as a teacher required to work

full-time (hereinafter referred to as a "full-time teacher") after the date of mandatory retirement, the period of his/her employment can be extended until he/she reaches sixty-five (65) years of age.

(Special Provisions in the Case of Employing Retired Directors as Teachers)

Article 18-3 When a director of the Institute who was formerly a teacher of the Institute and who retires from his/her position as a director after he/she reached sixty-three (63) years of age (hereinafter referred to as a "retired director") wishes to continue to work as a full-time teacher, he/she may be employed until he/she reaches sixty-five (65) years of age.

(Re-Employment)

Article 19 When staff members mandatorily retire pursuant to Article 18 (except teachers) or retired directors wish to continue to work in a position where their normal working hours per week is shorter than thirty (30) hours (hereinafter referred to as "shortened-time work"), such persons shall be re-employed from the day following the date of mandatory retirement or the date of directors' retirement to March 31 of the following year.

(2) Notwithstanding the provisions set forth in the preceding clause, when a general staff member wishes to continue to work as a staff member who is required to work full-time (hereinafter referred to as a "full-time staff member") and has been selected based on the Selection Criteria for Re-Employment of Staff Members, which is separately provided, as long as there is operational necessity, he/she may be employed as a full-time staff member from the day following the date of mandatory retirement to March 31 of the following year.

(3) In addition to what is prescribed in the preceding two clauses, when a person who had been a general staff member was appointed to an executive position (a position equivalent to or higher than a section chief at the Institute) of a national university corporation other than the Institute or another similar organization (hereinafter referred to as "other university") and is mandatorily retired from said other university wishes to work shortened time or full time at the Institute immediately after his/her retirement (including immediately after the end of the term of his/her employment in the case where he/she was once re-employed by another university), as long as the President finds it necessary, he/she may be re-employed from the day following the date of retirement to March 31 of the relevant fiscal year. However, with regard to persons who wish to work full time, only those who are selected based on the Selection Criteria for Re-Employment of Staff Members, which is provided separately, shall be re-employed.

(4) Important particulars concerning the employment of re-employed staff members shall be as provided for in the "Working Rules for Re-Employed Staff Members of the National University Corporation Nagoya Institute of Technology" provided separately.

(Upper limit of the period of the employment contract for limited-term staff members)

Article 19-2 The period of the employment contract for a staff member employed with a set term of office (hereinafter referred to as a "staff member with a set term of office") shall not more than five (5) years from the day of the first employment.

(2) Notwithstanding the provisions set forth in the preceding clause, when a staff member who had a fixed-term employment contract with the Institute (hereinafter referred to as a "fixed-term employment contract") is employed as a staff member with a set term of office immediately after the relevant fixed-term employment contract expires, the aggregate period of the employment contract including the period of the relevant fixed-term employment contract shall not be more than five (5) years. In this case, if he/she had a fixed-term employment contract immediately before the period of the relevant fixed-term employment contract, the period of the fixed-term employment contract shall be aggregated. However, with regard to a staff member with a set term of office who falls under any of the following items, if the period of the relevant fixed-term employment contract (including the fixed-term employment contract immediately before the period of the relevant fixed-term employment contract) includes the period when he/she was a student at the Institute, such period shall not be aggregated.

(i) A teacher

(ii) An engineer who engages in duties requiring advanced scientific expertise and capabilities

(iii) A person who engages in the planning, financing and acquisition or utilization of intellectual property rights in connection with related testing or research, or development of scientific technologies or with dissemination or practical application of the achievement of said testing, research or development and in other services of operation and management in connection with related testing or research, or development of scientific technologies or with dissemination or practical application of the achievement of said testing, research or development (which shall be limited to those services requiring professional knowledge and capabilities).

(3) In the cases set forth in the preceding clause, when the period between the expiration date of one fixed-term employment contract concluded between the Institute and the relevant staff member and the first day of the employment contract for staff members with a set term of office to be concluded between the Institute and the relevant staff member includes a period that is not included in either of the periods of the employment contracts (excluding a period that is not included in either of the periods of these employment contracts that falls under the standards prescribed by the Ordinance of the Ministry of Health, Labour and Welfare as a period during which these employment contracts are deemed to continue; hereinafter referred to as a "blank period") and the relevant blank period is not less than six (6) months (the period specified by the Ordinance of the Ministry of Health, Labour and Welfare based on one-half the period of said one fixed-term employment contract when the period of said one fixed-term employment contract that expired immediately before the relevant blank period (the aggregate period of said two or more fixed-term employment contracts when no blank period exists between the periods of said two or more fixed-term employment contracts including said one fixed-term employment contract; the same shall apply hereinafter) is less than one year), the period of the fixed-term employment contract that expired before the relevant blank period shall not be added to the aggregate contract period.

(Dismissal)

Article 20 When a staff member comes to fall under any of the following items, he/she shall be dismissed:

- (i) When he/she becomes an adult ward or a warrantee;
 - (ii) When he/she is sentenced to imprisonment or severer punishment.
- (2) When a staff member comes to fall under any of the following items, he/she may be dismissed:
- (i) When his/her work performance is significantly unsatisfactory and there is no prospect of improvement;
 - (ii) When he/she has significant problems performing his/her duties or is unable to perform his/her duties due to a mental or physical disorder;
 - (iii) In addition to the cases set forth in the preceding two items, when he/she lacks competence for his/her duties;
 - (iv) When unavoidable circumstances in business activities or other operational activities arise;
 - (v) When continuance of the business of the Institute has become impossible due to natural disasters or other unavoidable reasons.

(Restrictions on the Dismissal)

Article 21 Notwithstanding the provisions set forth in the preceding article, no staff member shall be dismissed during the periods set forth in the following items; provided, however, that this shall not apply in the event that he/she has not recovered from the injury or disease three (3) years after the start of the medical treatment in the case of Item (i), Clause (1), Article 12, and compensation for discontinuance is paid to him/her in accordance with Article 81 of the Labor Standards Act.

- (i) The period of absence from work for medical treatment with respect to an injury or illness suffered in the course of employment and within thirty (30) days thereafter
- (ii) The period of absence from work before and after childbirth in accordance with the provisions of Items (vi) and (vii), Clause (1), Article 23 of the "National University Corporation Regulations on the Working Hours, Holidays and Other Related Matters of Staff Members" provided separately and within thirty (30) days thereafter

(Advance Notice of Dismissal)

Article 22 In the case of dismissal of a staff member pursuant to the provisions set forth in Article 20, he/she shall be provided with at least thirty (30) days' advance notice or paid the average wage that he/she would earn in working for a period of not less than thirty (30) days; provided, however, that this does not apply to cases of dismissal of staff members during a probationary period (excluding those who have been employed consecutively for a period of more than fourteen (14) days) nor cases of punitive dismissal of staff members set forth in Item (v), Clause (1), Article 39 by acknowledgement of the competent Labor Standards Management Bureau.

(Responsibilities after Retirement)

Article 23 Persons who have retired or have been dismissed shall not divulge any secret which may have come to their knowledge in the course of their duties.

(Written Certificate for Retirement)

Article 24 When a person who has retired or has been dismissed requests the issuance of a written certificate for retirement, it shall be issued without delay.

(2) The written certificate set forth in the preceding clause shall include the following items:

(i) The employment period

(ii) The type of duty

(iii) The position in the business

(iv) The salary

(v) Reasons for retirement (reasons for dismissal, if applicable).

(3) The written certificate shall certify only those that the person who has retired or has been dismissed requests to include out of the items set forth in the preceding clause.

Chapter III Salary

(Salary)

Article 25 Important particulars concerning the salaries of staff members shall be as provided for in the "National University Corporation Nagoya Institute of Technology Regulations on Salaries for Staff Members" provided separately.

(2) In addition to what is provided for in the preceding clause, important particulars concerning the salaries of staff members under the annual salary system shall be as provided for in the "National University Corporation Nagoya Institute of Technology Regulations on Salaries for Staff Members under the Annual Salary System" provided separately.

Chapter IV Service Discipline

(Obligation of Loyalty)

Article 26 Staff members shall acknowledge their occupational responsibilities, perform their duties faithfully and fairly, and endeavor to maintain the order of the Institute.

(Obligation to Give Undivided Attention to Duty)

Article 27 Staff members, except in cases provided for by these rules or applicable laws and regulations, shall spend their full working hours and give all of their occupational attention to the performance of their duties, and engage only in those duties which the Institute shall assume the responsibility to perform.

(Time Exempt from Obligation to Give Undivided Attention to Duty)

Article 28 Staff members shall be exempt from the obligation to give undivided attention to their duties during the periods of time set forth in the following items:

(i) Periods when they are admitted to participate in recreation activities during working hours;

(ii) Periods when they are admitted to participate in union negotiations during working hours;

(iii) Periods when they are admitted to receive health guidance and medical examinations during

working hours based on the provisions set forth in Article 12 of the Act on Securing, Etc., of Equal Opportunity and Treatment between Men and Women in Employment, (hereinafter referred to as the "Equal Opportunity Act");

- (iv) Periods when they are admitted not to work during working hours due to easing of the burden of commuting, leave, temporary retirement or supplementary diet based on the provisions set forth in Article 13 of the Equal Opportunity Act;
- (v) Periods when they are admitted to receive comprehensive health examinations during working hours.

(Matters to be Complied with)

Article 29 Staff members shall comply with the following particulars:

- (i) Staff members shall perform their duties while observing the orders of their superiors, maintaining the public order of the workplace and cooperating with each other.
- (ii) Staff members shall not act, whether inside or outside of the workplace, in such a way as to discredit the Institute, harm its interest or bring dishonor upon all staff members.
- (iii) Staff members shall always draw a clear line between public and private matters, and shall not use their duties or position for personal gain.
- (iv) Staff members shall not divulge any secret which may have come to their knowledge in the course of their duties to others.
- (v) Staff members shall not act in such a way as to make disturbances or corrupt public order or morals on the premises or in the buildings of the Institute (hereinafter referred to as "in the Institute").
- (vi) Staff members shall not borrow or lend money or goods, or sell or buy goods for profit in the Institute without permission.

(Ethics of Staff Members)

Article 30 Important particulars concerning the ethics of staff members in order to maintain ethical principles and ethics pertaining to duties to be complied with shall be as provided for in the "National University Corporation Nagoya Institute of Technology Regulations on Ethics for Executives and Staff Members" provided separately.

(Measures Concerning Harassment)

Article 31 Staff members shall endeavor to prevent and eliminate academic, sexual and power harassment in order to secure a campus environment in which their individual dignity is protected and they can fulfill their utmost potential.

- (2) Important particulars concerning harassment shall be as provided for in the "National University Corporation Nagoya Institute of Technology Regulations on Harassment Prevention" provided separately.

(Restriction on Dual Employment)

Article 32 No staff members shall engage in other business or run profit-making companies without obtaining permission.

- (2) Important particulars concerning dual employment of staff members shall be as provided for

in the "National University Corporation Nagoya Institute of Technology Regulations on Dual Employment of Staff Members" provided separately.

Chapter V Working Hours, Holidays, Leave, etc.

(Working Hours, etc.)

Article 33 Important particulars concerning working hours, days off, leave, etc., of staff members shall be as provided for in the "National University Corporation Nagoya Institute of Technology Regulations on the Working Hours, Holidays and Other Related Matters of Staff Members" provided separately.

(Child Care Leave, etc.)

Article 34 Staff members who need to take care of children under three years of age may take child care leave or partial child care leave upon application under the "National University Corporation Nagoya Institute of Technology Regulations on Child Care Leave, etc., for Staff Members" provided separately.

(2) Staff members who need to take care of preschool children may be subject to the child care short-time work system upon application under the "National University Corporation Nagoya Institute of Technology Regulations on Child Care Leave, etc., for Staff Members" provided separately.

(Family Care Leave, etc.)

Article 35 Staff members who have family members requiring nursing care due to injury, disease or physical or mental disorder may take family care leave or partial family care leave for not more than six (6) months upon application under the "National University Corporation Nagoya Institute of Technology Regulations on Family Care Leave, etc., for Staff Members" provided separately.

Chapter VI Training

(Training for Staff Members)

Article 36 The Institute shall endeavor to provide staff members with training opportunities in order to improve their necessary knowledge and skills concerning their duties.

(2) Teachers shall always endeavor to improve themselves in order to perform their duties, and may receive training away from their workplace with approval from the President.

(3) Important particulars concerning training to staff members shall be as provided for in the "National University Corporation Nagoya Institute of Technology Regulations on Training to Staff Members" provided separately.

Chapter VII Rewards and Punishment

(Commendation)

Article 37 A staff member who has rendered significantly distinguished service and is deemed worthy to be a good example to others concerning his/her duties at the Institute shall

be commended in conformity with the "National University Corporation Nagoya Institute of Technology Regulations on Length-of-Service Commendation for Staff Members" and the "National University Corporation Nagoya Institute of Technology Regulations on Rewards for Staff Members," both provided separately.

(Disciplinary Action)

Article 38 When a staff member falls under any of the following items, he/she may receive disciplinary action by the prescribed procedure:

- (i) When he/she has violated rules prescribed by the Institute;
- (ii) When he/she has breached his/her obligations in the course of his/her duties or has neglected his/her duties;
- (iii) When he/she has caused damage to the Institute intentionally or by gross negligence;
- (iv) When he/she has committed a criminal offense, including larceny, embezzlement or a charge of bodily injury;
- (v) When he/she has damaged the honor or credit of the Institute significantly
- (vi) When he/she has corrupted the public order or morals of the Institute due to his/her bad behavior;
- (vii) When he/she has committed an act equivalent to the preceding items.

(Type and Description of Disciplinary Action)

Article 39 The types and description of disciplinary action shall be as follows:

- (i) Reprimand: The relevant staff member shall be made to submit a letter of apology and thereby warned about his/her future conduct.
 - (ii) Decrease in wages: The relevant staff member shall be made to submit a letter of apology, and his/her wages shall be decreased for a fixed period not longer than one year. In this case, the amount of decrease for a single occasion shall not exceed fifty (50) percent of the average daily wage, and the total amount of decrease shall not exceed ten (10) percent of the total wages for a single pay period.
 - (iii) Suspension from duty: The relevant staff member shall be made to submit a letter of apology, and placed on suspension from duty for a fixed period of not longer than three (3) months, and thereby will not be permitted to engage in his/her duties. The wages during the period of the suspension from duty shall not be paid.
 - (iv) Retirement under instruction: The relevant staff member shall be advised to retire; provided, however, that if he/she does not follow said advice, he/she shall be dismissed in disgrace.
 - (v) Disciplinary dismissal: The relevant staff member shall be dismissed immediately. In this case, when the competent Labor Standards Management Bureau grants approval, the allowance set forth in Article 20 of the Labor Standards Act shall not be paid.
- (2) Important particulars concerning disciplinary action of staff members shall be as provided for in the "National University Corporation Nagoya Institute of Technology Regulations on Disciplinary Action for Staff Members" provided separately.

(Admonitory Warning, etc.)

Article 40 Even when the disciplinary action under the preceding article does not have to be taken, all staff members shall perform their duties rigorously, and when it is necessary to maintain order, the staff members concerned shall be given a light admonishment or a strict warning in written form, etc.

(Compensation for Damage)

Article 41 When a staff member has caused damage to the Institute intentionally or by gross negligence, he/she may have to pay for all or part of the damage incurred, in addition to being subject to disciplinary action, etc., pursuant to the provisions set forth in Article 39 or the preceding article.

Chapter VIII Safety and Health

(Safety and Health Control)

Article 42 To ensure safety, sanitation and health, staff members shall comply with the Industrial Safety and Health Act (Act No. 57 of 1972) and other applicable laws and regulations, and cooperate for the sake of measures to ensure safety and health that are taken by the Institute.

(2) Important particulars concerning safety and health control for staff members shall be as provided for in the "National University Corporation Nagoya Institute of Technology Regulations on Safety and Health Control" provided separately.

Chapter IX Business Trip and Travel Allowances

(Business Trip and Travel Allowances)

Article 43 A staff member may be ordered to take a business trip when there is an operational necessity.

(2) When returning from a business trip, a staff member shall promptly make a report.

(3) A staff member who is ordered to take a business trip pursuant to the provisions set forth in Clause (1) shall be provided with travel allowance based on the regulations on travel allowances.

Chapter X Benefit Package

(Accommodations)

Article 44 Important particulars concerning accommodations lent to staff members shall be as provided for in the regulations on accommodations.

Chapter XI Accident Compensation

(Compensation for Industrial Accidents)

Article 45 With regard to injury, illness, disability or death of staff members resulting from an employment-related cause (hereinafter referred to as "accidents"), as provided for by the Labor Standards Act and the Industrial Accident Compensation Insurance Act (Act No. 50 of

1947), staff members shall be paid compensations as set forth in these acts.

(Accidents while Commuting)

Article 46 With regard to accidents of staff members while commuting, as provided for by the Industrial Accident Compensation Insurance Act, staff members shall be paid compensations as set forth in this act.

(Non-Statutory Accident Compensation)

Article 46-2 With regard to accidents of staff members resulting from employment-related causes or while commuting, staff members shall be paid compensations, as provided for by the "National University Corporation Regulations on Non-Statutory Accident Compensation for Staff Members," in addition to the Labor Standards Act and the Industrial Accident Compensation Insurance Act.

Chapter XII Retirement Allowances

(Retirement Allowances)

Article 47 Important particulars concerning retirement allowances to staff members shall be as provided for in the "National University Corporation Nagoya Institute of Technology Regulations on Retirement Allowances to Staff Members" provided separately.

Chapter XIII Intellectual Properties

Article 48 With respect to the handling of intellectual properties regarding service inventions created by staff members, the regulations on intellectual properties provided by the Institute shall be followed.

Supplementary Provisions

(1) These rules shall come into force as from April 1, 2004.

(2) With regard to staff members who were appointed and approved prior to the effective date of these rules under the National Public Service Act, the Act on Term of Office of University Teachers, etc., and the Rules of the National Personnel Authority or other laws and regulations that are applicable to national public servants, unless such appointment and approval are revoked separately, they remain effective.

Supplementary Provisions

These rules shall come into force as from April 1, 2006.

Supplementary Provisions

These rules shall come into force as from February 28, 2007.

Supplementary Provisions

These rules shall come into force as from April 1, 2007.

Supplementary Provisions

- (1) These rules shall come into force as from April 1, 2007.
- (2) Those who were assistant professors or assistants (limited to assistants who have agreed to change their position to assistant professors) as set forth in Article 2 herein prior to the effective date of these rules and will continue to stay in office on and after the effective date shall be associate professors or assistant professors, respectively.
- (3) Those who were assistants as set forth in Article 2 herein (excluding the persons set forth in the preceding clause) prior to the effective date of these rules and will continue to stay in office on and after the effective date shall be assistants.

Supplementary Provisions

These rules shall come into force as from September 11, 2007.

Supplementary Provisions

These rules shall come into force as from September 24, 2008.

Supplementary Provisions

- (1) These rules shall come into force as from April 1, 2009.
- (2) Clause (2), Article 13 before revisions shall apply to those who were temporarily retired due to grounds set forth in Item (i), Clause (1) Article 12 prior to the effective date of these rules; provided, however, that Clause (2), Article 13 after revisions shall apply to those who have been temporarily retired due to the grounds set forth in Item (i), Clause (1), Article 12 after the period of time set forth in the same clause has expired.

Supplementary Provisions

These rules shall come into force as from September 1, 2009.

Supplementary Provisions

These rules shall come into force as from April 1, 2010.

Supplementary Provisions

These rules shall come into force as from July 28, 2010.

Supplementary Provisions (Regulations No. 18 of March 15, 2012)

These rules shall come into force as from April 1, 2012.

Supplementary Provisions (Regulations No. 15 of March 14, 2013)

These rules shall come into force as from April 1, 2013.

Supplementary Provisions (Regulations No. 14 of January 21, 2014)
These rules shall come into force as from April 1, 2014.

Supplementary Provisions (Regulations No. 16 of March 20, 2014)
These rules shall come into force as from April 1, 2014.

Supplementary Provisions (Regulations No. 12 of November 25, 2014)
These rules shall come into force as from January 1, 2015.

Supplementary Provisions (Regulations No. 13 of November 25, 2014)
These rules shall come into force as from April 1, 2015.

Supplementary Provisions (Regulations No. 19 of February 17, 2015)
These rules shall come into force as from April 1, 2015.