

# Aichi Prefectural Public University Corporation's Employment Rule for Foreign Teachers

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## Part 1 General Provisions

### (Purpose)

Article 1 This Rule provides employment conditions, employee duties and other necessary items of employment for foreign teachers working for Aichi Prefectural Public University Corporation (hereinafter referred to as the Corporation) based on the provision of Article 3, Section 2 of the Aichi Prefectural Public University Corporation's Work Rule for Teachers (No.2 of Aichi Prefectural Public University Corporation Rules, hereinafter referred to as the Work Rule).

### (Definition)

Article 2 In this Rule, a foreign teacher means an individual, among foreigners possessing high-levels of professional knowledge or skills in languages and/or music, who is invited from a foreign country for employment and tenured as a professor or associate professor or lecturer or assistant to a professor.

### (Relationship with governmental statutes)

Article 3 Concerning matters not stipulated in this Rule, the provisions of the Labor Standards Law (1947 No. 49 Statute, hereinafter referred to as the Labor Standards Law) and other related statutes shall apply.

(Compliance)

Article 4 The President of the Corporation and foreign teachers shall abide by this Rule in good faith.

## **Part 2 Personnel Affairs**

(Acceptance)

Article 5 Foreign teachers shall be selected through the screening of applicants.

2. Applicants wishing to be employed by the Corporation shall submit the papers described below.
  - (1) Resume (with a facial photograph attached)
  - (2) Other papers that the President deems necessary
3. In accepting foreign teachers, provisions on the employment of teachers as set forth in the Aichi Prefectural Public University Corporation's Personnel Affairs Procedural Provisions for Teachers and Others (No.15 of 2007 Aichi Prefectural Public University Corporation Rules, hereinafter referred to as the Personnel Affairs Provisions for Teachers and Others) shall be followed other than that stipulated in the two Sections above.

(Documents to be submitted at acceptance)

Article 6 A person accepted as a foreign teacher shall submit promptly the documents described in the following.

- (1) Diploma of academic institution most recently graduated from
- (2) A copy of his/her passport
- (3) Employment (vocational history) references
- (4) Other documents that the President deems necessary

(Signing of labor contract and others)

Article 7 When accepting a person as a foreign teacher, the President shall conclude a labor contract with the person and present this Rule to the person concerned, as well as deliver a paper explaining the matters stipulated below. The president shall explain explicitly the terms of employment other than the matters stipulated herein either orally or in writing.

- (1) Issues concerning tenure (including whether a particular tenure can be renewed or not after it expires and judgment criteria for this decision)
- (2) Place of employment and matters concerning duties to be assigned to a foreign teacher as an employee (including the number of coursework classes to teach)
- (3) Times of starting and ending work, whether overtime work is expected or not, resting periods and matters concerning holidays and sabbatical leave
- (4) Matters concerning compensation
- (5) Matters concerning termination of employment (including reasons of dismissal)

(Tenure)

Article 8 The tenure of a foreign teacher shall be three years or less and determined on an individual basis.

(Reappointment)

Article 9 The President may reappoint a foreign teacher when his or her tenure expires. However, a foreign teacher may not be employed continuously for more than 6 years.

2. In reappointing a foreign teacher, provisions on reappointments set forth in the Personnel Affairs Provisions for Teachers and Others shall be followed other than the provision above.

(Performance appraisal)

Article 10 Performance of a foreign teacher shall be appraised based on provisions stipulated separately.

(Promotion)

Article 11 Promotion of a foreign teacher shall be conducted through screening of all eligible teachers.

2. Such screening shall be conducted based on the result of the performance appraisal stipulated in the previous article.
3. Promotion of a foreign teacher shall follow, other than what is stipulated in the two Sections above, the provisions on promotions of teachers and others set forth in the Personnel Affairs Provisions for Teachers and Others.

(Demotion)

Article 12 The President may demote (meaning hereinafter dismissal from the current position to a lower rank position) a foreign teacher when any of the clauses stipulated below is applicable. When this decision is made, the compensation for a foreign teacher shall be adjusted accordingly.

- (1) Performance of a foreign teacher at work is notably inferior.
  - (2) A foreign teacher has difficulties discharging his or her duties and cannot accomplish the duties due to physical and/or psychological disorder.
  - (3) A foreign teacher lacks the competency or qualifications to discharge his or her duties.
  - (4) A foreign teacher asks to be demoted, and the President approves.
  - (5) The organization to which a foreign teacher belongs is abolished or reorganized creating excessive personnel, or demotion cannot be avoided due to managerial or business reasons.
2. Before a foreign teacher is demoted due to the reason stipulated in Clause 2 above, he or she shall be diagnosed by two doctors.
  3. When the President chooses to demote a foreign teacher against his or her will, the President shall deliver a letter describing the decision to the teacher.
  4. Demotion of a foreign teacher shall follow, other than what is stipulated in the three Sections above, provisions on demotions of teachers and others set forth in the Personnel Affairs Provisions for Teachers and Others.

(Allocation of personnel)

Article 13 Allocation of foreign teachers shall be conducted in consideration of the necessity of the Corporation in carrying out its business.

(Assignment change)

Article 14 The President may assign different duties or combined duties to a foreign teacher based on the necessity of the Corporation in carrying out its business.

2. A foreign teacher may not be able to decline an assignment change order issued based on the provision above without a justifiable reason.

3. Assignment of different duties or combined duties to a foreign teacher shall follow, other than what is stipulated in the two Sections above, provisions on assignments of different duties or combined duties to teachers and others set forth in the Personnel Affairs Provisions for Teachers and Others.

(Assignment at a different place)

Article 15 When a foreign teacher is assigned duties at a different place, he or she shall leave immediately to assume the new duties. A foreign teacher shall be exempted from this obligation, under special approval of the President, in so far as he or she must change his or her place of residence, or other unavoidable circumstances.

(Retirement)

Article 16 When any of provisions of the Clauses below is applicable, a foreign teacher shall retire from the Corporation and shall lose his or her status as a foreign teacher.

- (1) A foreign teacher volunteers to retire, and the President approves.
  - (2) The tenure of a foreign teacher expires (excluding cases in which he or she is reappointed or promoted).
  - (3) Upon the death of the foreign teacher.
2. Despite the provision above, the President may refuse the retirement of a foreign teacher who has volunteered when any of provisions under Article 45, Section 1 is applicable or when disciplinary action is being taken against a teacher based on provisions of Article 45.

(Retirement due to personal reasons)

Article 17 When a foreign teacher decides to retire from the Corporation due to personal reasons, he or she shall notify the President in writing at least one month before the planned date of retirement. A foreign teacher shall be exempted from this obligation if the President specially approves.

2. Even after a retirement notice is submitted, a foreign teacher shall discharge his or her duties until the retirement date.

(Dismissal)

Article 18 When any of provisions of the Clauses below is applicable, the President may dismiss a foreign teacher before the end of his or her tenure.

- (1) Performance of a foreign teacher at work is notably inferior.
- (2) A foreign teacher has difficulties discharging his or her duties or cannot accomplish the duties due to physical and/or psychological disorder.
- (3) Other than what is stipulated in the two provisions above, a foreign teacher lacks the qualifications to discharge his or her duties.
- (4) A foreign teacher has taken a recuperation period as stipulated in Article 17, Section 1 of the Aichi Prefectural Public University Corporation's Provisions for Teachers' Working Hours, Holidays, Sabbatical Leave and Others (No.31 of 2007 Aichi Prefectural Public University Corporation Provisions, hereinafter referred to as the Working Hours, Holidays and Sabbatical Leave Provisions) for more than 90 days continuously and does not resume his or her duties.
- (5) The President approves dismissal of a foreign teacher due to downscaling of the Corporation's business or other unavoidable managerial reasons.
- (6) Continuation of Corporation's business becomes impossible due to a natural disaster or serious incident.
- (7) There is an unavoidable serious reason akin to that set forth in each of the provisions above.

2. When any of provisions in the Clauses below is applicable, the President is entitled to instantly dismiss a foreign teacher.
  - (1) A foreign teacher is placed in the custody of a legal guardian or curator as an adult.
  - (2) A foreign teacher is found guilty of a criminal offence, is imprisoned or a more serious indictment exists.
  - (3) A foreign teacher establishes or joins a political party or other organization advocating the removal, through violent means, of a government duly established by or under the Japanese Constitution after the date of its enactment.
3. When a foreign teacher is to be dismissed due to the reason stipulated in Section 1, Clause 2 above, he or she shall be diagnosed beforehand by two doctors.
4. When the President chooses to dismiss a foreign teacher against his or her will, the President shall deliver a letter describing the decision to the teacher.
5. Dismissal of a foreign teacher shall follow, other than what is stipulated in each Section above, provisions on dismissals of teachers and others set forth in the Personnel Affairs Provisions for Teachers and Others.

(Limitation on dismissal)

Article 19 Despite the provisions set forth in Sections 1 and 2 of the previous article, a foreign teacher may not be dismissed during periods stipulated in the following.

- (1) During a recuperation period in which a foreign teacher is allowed to recover from injury or illness and for 30 days thereafter. If, however, he or she receives an illness and injury compensation pension based on the Accident Compensation Act for Local Government Officials (1967 No. 121 Statute) or the Workers Accident Compensation Insurance Act (1947 No. 50 Statute, hereinafter referred to as the Workers Accident Act), or if he or she is going to receive the pension after 30 days, this provision may not apply.
- (2) A period during which a female foreign teacher is allowed a leave of absence before and after giving a birth to a child and 30 days thereafter

(Dismissal notice)

Article 20 When dismissing a foreign teacher, the President shall serve the said teacher with a dismissal notice at least 30 days before actual dismissal. When the teacher is not served with a dismissal notice 30 days in advance, he or she shall be paid compensation worth 30 days of his or her average daily wage.

2. The number of days to serve a dismissal notice in advance may be shortened depending on how many days' worth of average daily wages have been paid out.
3. Despite what is stipulated in the two provisions above, the President may, under a dismissal notice exemption approval obtained from the head of the Labor Standards Supervision Office presiding over the Corporation, dismiss a foreign teacher without serving a notice if the President intends to do so based on a disciplinary dismissal provision set forth in Article 46, Section 4, or if continuation of Corporation's business becomes impossible due to a natural disaster or serious incident or due to other unavoidable reasons.

(Duties after termination of employment)

Article 21 A foreign teacher who is going to retire from the Corporation (including one served with a dismissal notice) shall destroy or return any information on the Corporation, teachers and students and/or any private information and others as stipulated in Article 2 of the Act on the Protection of Personal Information (2003 No. 57 Statute, hereinafter referred to as the Personal Information Protection Act) that he or she has obtained during the employment. He or she may not be allowed to keep records of these items of information on any recording media after the employment.

2. A foreign teacher employed by the Corporation may not disclose any information on the Corporation, teachers and students and/or any private information and other as stipulated in the Private Information Protection Act that he or she has obtained during employment.

(Retirement certificate)

Article 22 When a foreigner employed by the Corporation as a teacher requests issuance of a retirement certificate, the President shall issue one without delay.

2. Items to be certified on a retirement certificate shall be the following. If a foreign teacher limits items for certification, however, some items may be omitted.
  - (1) Employment period
  - (2) Types of duties
  - (3) Position held while discharging duties
  - (4) Salary
  - (5) Reason for retirement (including reason for dismissal)

### **Part 3 Compensation**

(Compensation)

Article 23 The types of compensation paid to foreign teachers by the Corporation shall be the annual salary, commutation expenses, overtime work pay, night work pay and holiday (day-off) pay.

(Ranks of salaries)

Article 24 A foreign teacher shall be paid an annual salary corresponding to one rank in the Ranked Annual Salaries Schedule shown as Separate Table 1 and in accordance with the category of duties that he or she is assigned to.

2. When a foreigner who has no work experience relevant to teaching after graduating from a university is employed as a teacher by the Corporation, he or she is paid No. 1 rank salary. When a foreign teacher has some work experience, the number of years of experience relevant to teaching after graduating from a university shall be calculated using the Number of Experience Years Conversion Table shown as Separate Table 2 (if a calculated value has a fractional number less than 1, the result is a truncated value). The rank of salary for a particular foreign teacher shall be obtained by adding one to this number under the restriction that the upper limit of the ranks is No. 36.

(Pay raise)

Article 25 If a foreign teacher discharges his or her duties for one year in a satisfying manner, the salary rank of the teacher may be raised by one.

(Commutation expenses)

Article 26 The amount of commutation expenses for a foreign teacher shall follow the provision on commutation benefits for teachers set forth in the Aichi Prefectural Public University Corporation's Compensation Provisions (No.18 of 2007 Aichi Prefectural Public University Corporation Provisions, hereinafter referred to as Compensation Provisions).

(Overtime work pay)

Article 27 Overtime work pay shall be paid when a foreign teacher works hours in addition to the stipulated working hours. The amount of pay per hour shall be determined by a formula described in the following (if a calculated value has a fraction less than 1 yen, the result is a truncated amount).

Annual salary / (38 hours 45 minutes × 52 weeks – 139 hours 30 minutes) × ratio stipulated in the next provision

2. The ratio referred to in the previous provision shall be one of the ratios set forth in the following Clauses in accordance with the classification, which is stipulated in each Clause, of the day when overtime work is conducted.
  - (1) For overtime work on days other than those stipulated in the next Clause: 125/100 (or 150/100 for overtime work from 10 pm on one day to 5 am on the next day referred to hereinafter as late-night work, or 160/100 for late-night work over day(s)-off (hereinafter as stipulated in Article 9, Item 2 of the Teachers' Working Hours, Holidays and Sabbatical Leave Provisions))
  - (2) For overtime work in weekly holidays (hereinafter as stipulated in Article 7, Section 1 of the Teachers' Working Hours, Holidays and Sabbatical Leave Provisions): 135/100 (or 160/100 for late-night work)
3. The details on overworking 60 hours per month are abbreviated.
4. The details on overworking 60 hours per month are abbreviated.

(Night work pay)

Article 28 If a foreign teacher is assigned to a period between 10 pm on one day and 5 am on the next day as his or her working hours, the teacher is paid the full amount of compensation for the hours calculated from the formula stipulated in Section 1 of the previous provision (if there is a fraction less than 1 yen in the amount calculated, the result is a truncated amount). In this case, the provision shall be read with "25/100" substituted for the phrase "ratio stipulated in the next provision."

(Holiday work pay)

Article 29 If a foreign teacher works on a holiday (for hours not exceeding 8 hours), holiday work pay is paid to the teacher in an amount calculated from the formula provided in Article 27, Section 1 (if there is a fraction less than 1 yen in the amount calculated, the result is a truncated amount). In this case, the provision shall be read with "135/100" substituted for the phrase "ratio stipulated in the next provision."

2. Despite the provision above, a foreign teacher may not be paid holiday work pay for working on a holiday assigned to him under the condition that he will be relieved of his or her duties on another day.

(Compensation payment)

Article 30 A foreign teacher shall be paid directly his or her compensation in full and in cash. If there is any statute or agreement stipulated in Article 24, Item 1 of the Labor Standards Law, however, the amount stipulated in the statute and/or agreement shall be deducted.

2. Part or all of the compensation stipulated in the previous Section may be paid into a savings account designated by the foreign teacher if he or she so requests.
3. Monthly payments of an annual salary shall be made in respective months that are classified into those stipulated in the following Clauses.
  - (1) In April, May, July to November, January and February: the amount obtained by dividing the annual salary by 17 (12 if the tenure is less than one year) (if there is a fraction less than 1 yen in the amount calculated, the result is a truncated amount, which is referred hereinafter as “annual salary as paid in one month”).
  - (2) In June and December: the amount obtained by multiplying an annual salary as paid in a month by 250/100 (if there is a fraction less than 1 yen in the amount calculated, the result is a truncated amount). However, if the tenure is less than one year, the amount obtained by multiplying an annual salary as paid in a month by 250/100 will not be paid.
  - (3) In March: the amount obtained by subtracting the sum total of actually paid amounts from an annual salary provided in Separate Table 1 (annual salary as paid in a month will be paid if the tenure is less than one year).
4. An annual salary paid per month determined in accordance with the provision in the previous Section (excluding the amount obtained by multiplying the annual salary as paid in a month by 250/100) and commutation benefit for the month shall be paid on respective days stipulated in the following Clauses of the same month (to be referred hereinafter as “payment day”). Overtime pay, night-work pay and holiday work pay for the month shall be paid in the next month.
5. An annual salary per month (excluding the amount obtained by multiplying the annual salary as paid in one month by 250/100), commutation pay, overtime pay, night-work pay and holiday work pay due for one month are paid on the 16th of the month. In the cases stipulated in the Clauses below, however, the payment day shall be as stipulated in each Clause.
  - (1) If 16th of the month is Sunday, 14th.
  - (2) If 16th of the month is Saturday, 15th (if this day is a day-off, 14th).
  - (3) If 16th of the month is a day-off, 17th.
6. An annual salary paid per month (limited to the amount obtained by multiplying the annual salary as paid in one month by 250/100) shall be paid on June 30 and on December 10. If this day is a Sunday, however, the payment day shall be two days before. If it is a Saturday, the payment day shall be one day before.
7. For a newly employed foreign teacher, his or her annual salary shall come into effect on the day of employment. If the annual salary of a foreign teacher is changed, a new annual salary shall come into effect on the day of the change.
8. If the employment of a foreign teacher is terminated, his or her annual salary shall be in effect through the date of the termination.
9. If a foreign teacher dies, his or her annual salary shall be in effect through to the month of death.
10. When an annual salary is to be paid based on the provisions set forth in Clauses 7 through 9 of this Article, its amount shall be calculated based on a per diem annual salary, which is derived from dividing the stipulated annual salary by the number of days of the year minus the number of weekly holidays.
11. If the employment of a foreign teacher is suspended in the middle of a month based on the



provision set forth in Article 46, Clause 3, or if it is resumed after the suspension is terminated, his or her salary to be paid shall be calculated based on a per diem annual salary.

12. If a foreign teacher takes a recuperation period for more than 90 days continuously and does not return to his or her duties, the salary to be paid for the period after the 90th day shall be calculated based on a per diem annual salary, which is derived from using half the amount of his or her stipulated annual salary.
13. If a foreign teacher requests that his salary be paid to someone(s), whose livelihood depends on the teacher or on his or her salary, in urgent needs for such events as childbirth, illness, wedding, funeral and others akin to these in urgency, the teacher shall be paid for the amount of labor that he or she has invested up to the day of the request, even if its date is before the stipulated date of payment for the annual monthly salary.

(Reduction of annual salary)

Article 31 If a teacher does not work during his or her assigned working hours other than those that are approved as within his or her paid leave of absence or those that are exempted from his or her obligation to devote exclusive attention to work, the amount of payment to be reduced from his or her salary per hour of absence shall be calculated from a formula shown below (if there is a fraction in the amount calculated, it shall be rounded to nearest yen).

Annual salary / (working hours per week × 52)

#### **Part 4 Duty on service**

(Sincerity obligation)

Article 32 A foreign teacher shall be conscious of the mission of the Corporation and the public characteristic of its business, and shall discharge his or her duties sincerely and fairly.

2. A foreign teacher shall act in his or her daily life being always aware whether a particular act is of public nature or of private nature and refrain from exploiting his or her duties or position to advance his or her own interests.
3. A foreign teacher shall refrain from acting in conflict with the interests of the Corporation.

(Obligation to devote exclusive attention to work)

Article 33 A foreign teacher shall devote all of his or her working hours and full attention at service to executing professional duties except in cases stipulated in this Rule and other statutes related to it, and shall engage only in duties for which the Corporation is responsible.

2. The President may exempt a foreign teacher from this obligation to devote exclusive attention to work in cases stipulated in the following.
  - (1) When a foreign teacher takes a health checkup set up by the Corporation during his or her working hours
  - (2) When a foreign teacher engages in bargaining as a member of labor union during his or her working hours
  - (3) For what, other than those stipulated in the two Clauses above, the President approves as appropriate

(Service guidelines)

Article 34 A foreign teacher shall, in discharging his or her duties, abide by statutes, this Rule and other provisions set forth by the Corporation and obey instructions and orders of his or her superiors.

2. A foreign teacher shall always try to develop his or her abilities, enhance productivity and improve his or her work, and shall strive to contribute to the normal execution of the Corporation's operations in cooperation with other teachers.
3. Superiors presiding over a foreign teacher to issue instructions and orders shall respect him or her as a person, strive to guide and nurture the individual and take the lead in discharging duties assigned to them.

(Prohibition of derogating trust)

Article 35 A foreign teacher shall refrain from engaging in activities that derogate the honor of or trust in the Corporation, or in those that harm the honor of the teachers of the Corporation as a whole.

(Confidentiality obligation)

Article 36 A foreign teacher shall refrain from disclosing confidential information that he or she has come to know in discharging his or her duties. This obligation remains in force after retirement from the Corporation.

2. If a foreign teacher serves as a witness or appraiser or the like based on a statute and is about to disclose professional secrecy, he or she shall obtain approval of the President.

(Obligations in premises and facilities)

Article 37 When a foreign teacher distributes documents or graphic materials on the premises or in the facilities of the Corporation (hereinafter referred to as Corporation's premises and the like), he or she shall do so in a manner and method that does not obstruct the normal operations of the Corporation.

2. When the President judges that any of provisions set forth in following is applicable to the documents or graphic materials stipulated in the previous Section, a foreign teacher is forbidden to distribute them.
  - (1) Documents or graphic materials obstruct the normal operations of the Corporation.
  - (2) The provision set forth in Article 35 is applicable to the conduct.
  - (3) Documents or graphic materials that harm the honor of others, or they constitute defamation or libel.
  - (4) Documents or graphic materials are deemed obscene.
  - (5) Documents or graphic materials obstruct other operations of the Corporation.
3. When a foreign teacher intends to post a document or graphic material on the Corporation's premises and the like, he or she must obtain approval of the President first, then post it at a designated location. In this case, he or she is prohibited from posting a document or graphic material stipulated in each of the Clauses of the previous Section.
4. A foreign teacher is prohibited from holding a meeting not related to his or her duties, making a speech or broadcast and conducting other acts similar to these without approval obtained from the President.
5. A foreign teacher is prohibited from lending or borrowing money and goods and selling or buying goods on the Corporation's premises and the like without approval obtained from the President.

(Concurrent employment)

Article 38 On the matter of concurrent employment for foreign teaches, follow relevant provisions for teachers.

(Prevention of harassment)

Article 39 On measures for preventing harassment by foreign teachers, follow relevant provisions for teachers.

(Ethics of a foreign teacher)

Article 40 On the ethics of foreign teachers in discharging their duties, follow relevant provisions for teachers.

## **Part 5 Working hours, holidays, sabbatical leave and others**

(Working hours, holidays, sabbatical leave and others)

Article 41 On the matters of working hours, holidays, sabbatical leave and others for foreign teachers follow relevant provisions for teachers.

2. In addition to the leave prescribed in the preceding paragraph, foreign teachers shall be granted paid home leave for temporary return to their country of origin.

(Childcare leave and nursing care leave)

Article 42 On the matter of childcare leave for foreign teachers, follow the provisions set forth in the Law Concerning the Welfare of Workers Who Take Care of Children or Other Family Members Including Child Care and Family Care Leave (1991 No. 76 Statute).

2. If a foreign teacher takes childcare leave, he or she shall not be paid for the hours during which the individual does not actually work, and, based on the provision of Article 31, his or her salary shall be deducted depending on the length of hours not worked.
3. On the matter of nursing care leave for foreign teachers, follow relevant provisions for teachers.

## **Part 6 Training**

(Training)

Article 43 The President shall strive to provide training opportunities for foreign teachers to enhance their knowledge and skills that are necessary to discharge their duties.

2. If a foreign teacher is ordered to participate in training sessions, he or she shall comply.
3. A foreign teacher may, after obtaining approval of the President, participate in training sessions leaving his or her place of employment so long as this does not interfere with teaching classes.
4. A foreign teacher may participate in a long-term training session following what the President stipulates.

## **Part 7 Citation**

(Citation)

Article 44 On the matter of citations for foreign teachers, the President shall stipulate these separately.

## **Part 8 Disciplinary action and others**

(Disciplinary action)

Article 45 If any of the provisions set forth in the following Clauses applies, the President may discipline foreign teachers.

- (1) When an individual is absent without justifiable reasons and does not respond to requests for attendance
  - (2) When an individual is absent from work or is considered tardy or leaves work early repeatedly without justifiable reasons
  - (3) When an individual does not obey instructions or orders given as part of his or her duties without justifiable reasons
  - (4) When an individual has inflicted damage to the Corporation through malice or serious negligence
  - (5) When an individual has committed a criminal act
  - (6) When an individual has harmed the honor of or trust in the Corporation
  - (7) When an individual has harmed the honor of the Corporation or acted in such a way that the business of the Corporation is affected through unlawful acts in his or her private life or through insulting or libelous acts against the Corporation
  - (8) When an individual disrupts the order and moral of the Corporation through irresponsible conduct
  - (9) When an individual has seriously misrepresented his or her academic background
  - (10) Otherwise, when an individual has violated statutes, this Rule and other provisions
  - (11) When an individual has committed an act similar, in seriousness, to any of the acts stipulated in the Clauses above
2. When a foreign teacher has committed any of the acts stipulated in the Clauses of the previous Section, individual(s) in charge of control and supervision of this teacher may be disciplined for lack of supervision obligation.
  3. When disciplining a foreign teacher, the President shall serve the individual with a letter describing the disciplinary action.
  4. When disciplining a foreign teacher, follow relevant provisions on disciplinary action against teachers and others set forth in the Personnel Affairs Provisions for Teachers and Others other than the provisions set forth in the previous three Sections.

(Kinds of disciplinary actions)

Article 46 The kinds of disciplinary actions and their definitions are provided in the following.

- (1) Admonition: to admonish an individual for their conduct by making him or her submit a letter of apology
- (2) Reduced salary: to reduce, after making an individual submit a letter of apology, the annual salary of this individual by an amount calculated based on per diem annual salary up to one tenth the salary for a period ranging from one day to 6 months
- (3) Suspended employment: to suspend, after making an individual submit a letter of apology, the service of an individual to the Corporation for a period ranging from one day to 6 months with no pay whatsoever over the period
- (4) Disciplinary dismissal: to dismiss an individual immediately without serving a notice and paying retirement allowance

(Admonition and the like)

Article 47 In order to discipline while on service and to preserve order, the President may issue admonitions in writing, oral admonitions and cautions from department heads other than the actions stipulated in the Clauses of Article 45, Section 1.

2. When issuing an admonition in writing or oral admonition or caution from the head of the department that a foreign teacher belongs to, follow the provisions on admonition in writing, oral admonition and caution from department head set forth in the Personnel Affairs Provisions for Teachers Others.

(Damage compensation)

Article 48 When a foreign teacher inflicts damage to the Corporation through malice or serious negligence, the President may demand compensation for part or all of the damage other than the disciplinary actions and the admonitions stipulated in the previous two Articles.

## **Part 9 Safety and hygiene**

(Safety and hygiene)

Article 49 On the matter of safety and hygiene for foreign teachers, follow relevant provisions for teachers.

## **Part 10 Business trip**

(Business trip)

Article 50 The President may order a foreign teacher to go on a business trip if it is deemed necessary for the business of the Corporation.

2. When a foreign teacher returns from a business trip, he or she shall report promptly to his or her immediate superior upon his or her return.
3. When a foreign teacher on a business trip must change his or her trip plans due to circumstances for Corporation' business or due to an illness or other unavoidable reason, he or she shall contact promptly his or her immediate superior to obtain approval.
4. After returning from a business trip, a foreign teacher shall file a letter describing his or her return from the trip with the President except when the teacher accompanies a superior on the trip. When a trip is of a special nature, however, he or she may report orally upon return.

(Travel expense)

Article 51 Foreign teachers shall be paid travel expenses incurred for:

- (1) Assuming professional duties in a different place, as stipulated in Article 15
  - (2) Returning to their country of origin, whether temporarily or not
  - (3) Business trip as stipulated in the preceding Article
2. Travel expenses for Clauses 1 and 2 of the preceding paragraph shall be subject to the Corporation's provisions for handling foreign teacher assignments and other matters (No.53 of 2007 Aichi Prefectural Public University Corporation Provisions); travel expenses for Clause 3 thereof shall be subject to the Corporation's travel expense provisions (No. 35 of 2007 Aichi Prefectural Public University Corporation Provisions).

## **Part 11 Welfare**

(Use of Corporation's public housing and others)

Article 52 On the matter of use by foreign teachers of the Corporation's public housing or housing for teachers and others, follow the relevant provisions set forth in the Aichi Prefectural Public University Corporation's Provisions Concerning Renting of Corporation's Public Housing and Others (No.36 of 2007 Aichi Prefectural Public University Corporation Provisions).

## **Part 12 Accident compensation**

(Accidents on duty)

Article 53 On the matter of compensation for accidents while a foreign teacher is on duty, follow relevant provisions set forth in the Accident Compensation Act for Local Government Officials (1967 No. 121 Statute, hereinafter referred to as the Accident Act for Local Officials). If the requirements of these provisions are not met, follow what is stipulated in the Workers Accident Act.

(Accident on way to workplace)

Article 54 On the matter of compensations for accidents while a foreign teacher is commuting to his or her workplace, follow relevant provisions set forth in the Accident Act for Local Officials. If the requirements of these provisions are not met, follow what is stipulated in the Workers Accident Act.

## **Part 13 Retirement allowance**

(Retirement allowance)

Article 55 The amount of retirement allowance to be paid to a foreign teacher who has worked for the Corporation for more than 3 years shall be determined as follows: Multiply the base salary amount contingent to the rank of an annual salary stipulated in Separate Table 1 that he or she is paid on the day of employment by 60/150 for one year of employment and add up this amount over the number of years of employment (a fraction less than 1 year shall be truncated) to obtain a sum total (if there is a fraction less than 1 yen in this sum, the truncated amount shall be the sum total). Multiply this sum total by one of the ratios stipulated in the Clauses below after determining which classification category is applicable for the particular number of years of employment. The resultant amount shall be the retirement allowance to be paid. The amount of retirement allowance for an individual who has died within one year of employment shall be determined by assuming that he or she had been employed for one year.

(1) Equal to 3 years or more and equal to 5 years or less: 50/100

(2) Equal to 6: 75/100

2. The amount of retirement allowance to be paid to a foreign teacher who has retired from the Corporation due to injuries or illness (limited to individuals who have disorders stipulated in Separate Table 1 of an enforcement order for the Pension Fund Union Act for Local Government Officials and Others (1962 No. 352 Decree)) or due to death shall be determined as follows: A base salary amount shall be determined in accordance with the amount of the annual salary he or she is paid on the day of retirement, which is provided in Separate Table 1. Then multiply this amount by 90/150 for one year of employment and add up this amount over the number of years of employment (a fraction less than 1 year shall be truncated) to obtain a sum total (if there is a fraction less than 1 yen in this sum, the truncated amount shall be the sum total). This sum total shall be the retirement allowance to be paid. The amount of retirement allowance for an individual who has died within one year of employment shall be determined by assuming that he or she had been employed for one year.
3. On the matter of the paying method for the retirement allowance of a foreign teacher, follow the paying method for the retirement allowances of teachers stipulated in the Aichi Prefectural Public University Corporation's Retirement Allowance Provisions for Teachers (No.37 of 2007 Aichi Prefectural Public University Corporation Provisions, hereinafter referred to as the Retirement Allowance Provisions).

#### **Part 14 Innovation on duty**

(Innovation on duty and others)

Article 56 On the matter of innovations achieved by a foreign teacher while he or she is on duty, follow relevant provisions for teachers.

#### **Part 15 Miscellaneous**

(Miscellaneous)

Article 57 The President shall decide separately on necessary provisions other than those set forth in this Rule.

Supplementary rule

1. This Rule shall be enacted on April 1, 2007.
2. The President may continue to employ a person, who has held an employee contract with Aichi Prefecture until the day one day before the Corporation is established, as an employee of the Corporation on the day of its establishment.
3. If, for a person employed based on the provision in the previous Section, his or her base salary amount shown in Separate Table 1 and contingent to a ranked annual salary that is determined based on the provision set forth in Article 25, Section 2 is lower than the annual salary that the person had actually been paid when employed by Aichi Prefecture (hereinafter referred to as paid monthly salary amount), use one of the formulas stipulated in the following Clauses after determining which classification category is applicable. The resultant amount shall be the annual salary amount for the person.

(1) When a person is employed as a professor teaching additionally in the Graduate School:

(Paid monthly salary amount + Adjustment amount (specified in the next Section) × 18.27255

(2) When a person is employed as a professor not teaching in the Graduate School:

Paid monthly salary amount × 18.27255

(3) When a person is employed as an associate professor or lecturer:

Paid monthly salary amount × 18.04157

4. The adjustment amount stipulated in Clause 1 of the previous Section shall be 16,075 yen in fiscal 2007, 15,750 yen in fiscal 2008, 15,425 yen in fiscal 2009 and 15,100 yen in fiscal 2010.
5. The retirement allowance of a foreign teacher whose annual salary is paid based on the provision in Section 3 of this Article shall be determined by reading Article 55, Section 1 with “paid monthly salary” stipulated in Section 3 substituted for the phrase “the base salary amount contingent to the rank of the annual salary stipulated in Separate Table 1” in Article 55.

#### Supplementary rule

This Rule shall be enacted on April 1, 2007.

#### Supplementary rule

This Rule shall be enacted on April 1, 2008.

#### Supplementary rule

This Rule shall be enacted on April 1, 2009.

#### Supplementary rule

This Rule shall be enacted on January 1, 2010.

#### Supplementary rule

This Rule shall be enacted on April 1, 2010.

#### Supplementary rule

This Rule shall be enacted on April 1, 2011.

#### Supplementary rule

This Rule shall be enacted on April 1, 2012.

#### Supplementary Rule (Rule No. 4 on March 31, 2013)

(Effective date)

1. This Rule shall be in effect as of April 1, 2013.

(Curtailement of annual salary)

2. During the period from April 1, 2013 to March 31, 2014, the provisions of Articles 24 and 30 shall be read with “Separate Table 1-3 or 1-4” substituted for the phrase “Separate Table 1-1 or 1-2,” provided, however, that the formula for calculating the amount of annual salary as set forth in Article 27, Section 1 shall not be affected by such substitution.

3. Separate Tables shall be as follows:



Separate Table 1-3 Ranked Annual Salary Schedule (after curtailment)

Rank	Professor		Associate Professor and Lecturer	Assistant to a Professor	Base salary amount
	If teaching in Graduate School	If not teaching in Graduate School			
1	5,916,652 yen	5,658,113 yen	5,592,920 yen	5,462,536 yen	334,840 yen
2	6,064,678 yen	5,806,139 yen	5,739,240 yen	5,605,446 yen	343,600 yen
3	6,212,704 yen	5,954,165 yen	5,885,561 yen	5,748,355 yen	352,360 yen
4	6,360,730 yen	6,102,191 yen	6,031,881 yen	5,891,265 yen	361,120 yen
5	6,508,756 yen	6,250,217 yen	6,178,202 yen	6,034,174 yen	369,880 yen
6	6,656,782 yen	6,398,244 yen	6,324,522 yen	6,177,084 yen	378,640 yen
7	6,804,808 yen	6,546,270 yen	6,470,843 yen	6,319,993 yen	387,400 yen
8	6,952,835 yen	6,694,296 yen	6,617,163 yen	6,462,903 yen	396,160 yen
9	7,100,861 yen	6,842,322 yen	6,763,484 yen	6,605,812 yen	404,920 yen
10	7,248,887 yen	6,990,348 yen	6,909,805 yen	6,748,722 yen	413,680 yen
11	7,396,913 yen	7,138,374 yen	7,056,125 yen	6,891,631 yen	422,440 yen
12	7,544,939 yen	7,286,400 yen	7,202,446 yen	7,034,541 yen	431,200 yen
13	7,638,368 yen	7,379,829 yen	7,294,798 yen	7,124,740 yen	436,729 yen
14	7,731,780 yen	7,473,241 yen	7,387,134 yen	7,214,923 yen	442,257 yen
15	7,825,209 yen	7,566,670 yen	7,479,486 yen	7,305,123 yen	447,786 yen
16	7,918,621 yen	7,660,082 yen	7,571,822 yen	7,395,306 yen	453,314 yen
17	8,012,049 yen	7,753,511 yen	7,664,174 yen	7,485,505 yen	458,843 yen
18	8,105,461 yen	7,846,923 yen	7,756,510 yen	7,575,688 yen	464,371 yen
19	8,198,890 yen	7,940,351 yen	7,848,862 yen	7,665,888 yen	469,900 yen
20	8,284,833 yen	8,026,294 yen	7,933,815 yen	7,748,860 yen	474,986 yen
21	8,370,759 yen	8,112,221 yen	8,018,751 yen	7,831,816 yen	480,071 yen
22	8,456,702 yen	8,198,164 yen	8,103,704 yen	7,914,788 yen	485,157 yen
23	8,542,645 yen	8,284,107 yen	8,188,656 yen	7,997,761 yen	490,243 yen
24	8,628,588 yen	8,370,050 yen	8,273,609 yen	8,080,733 yen	495,329 yen
25	8,714,515 yen	8,455,976 yen	8,358,545 yen	8,163,689 yen	500,414 yen
26	8,800,458 yen	8,541,919 yen	8,443,498 yen	8,246,661 yen	505,500 yen
27	8,904,093 yen	8,645,554 yen	8,545,939 yen	8,346,714 yen	511,633 yen
28	9,007,745 yen	8,749,206 yen	8,648,397 yen	8,446,784 yen	517,767 yen
29	9,111,380 yen	8,852,841 yen	8,750,838 yen	8,546,836 yen	523,900 yen
30	9,215,015 yen	8,956,476 yen	8,853,279 yen	8,646,889 yen	530,033 yen
31	9,318,667 yen	9,060,129 yen	8,955,737 yen	8,746,959 yen	536,167 yen
32	9,422,302 yen	9,163,764 yen	9,058,178 yen	8,847,012 yen	542,300 yen
33	9,525,938 yen	9,267,399 yen	9,160,619 yen	8,947,065 yen	548,433 yen
34	9,629,573 yen	9,371,034 yen	9,263,060 yen	9,047,118 yen	554,566 yen
35	9,733,208 yen	9,474,669 yen	9,365,501 yen	9,147,171 yen	560,699 yen

3 6	9,836,843 yen	9,578,304 yen	9,467,942 yen	9,247,224 yen	566,832 yen
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Separate Table 1-4 Ranked Annual Salary Schedule (after curtailment)

Rank	Professor		Associate Professor and Lecturer	Assistant to a Professor	Base salary amount
	If teaching in Graduate School	If not teaching in Graduate School			
1	5,935,528 yen	5,676,164 yen	5,610,187 yen	5,478,234 yen	334,840 yen
2	6,084,026 yen	5,824,663 yen	5,756,960 yen	5,621,554 yen	343,600 yen
3	6,232,525 yen	5,973,161 yen	5,903,732 yen	5,764,874 yen	352,360 yen
4	6,381,023 yen	6,121,659 yen	6,050,504 yen	5,908,194 yen	361,120 yen
5	6,529,521 yen	6,270,158 yen	6,197,277 yen	6,051,514 yen	369,880 yen
6	6,678,020 yen	6,418,656 yen	6,344,049yen	6,194,834 yen	378,640 yen
7	6,826,518 yen	6,567,154 yen	6,490,821 yen	6,338,155 yen	387,400 yen
8	6,975,016 yen	6,715,653 yen	6,637,593 yen	6,481,475 yen	396,160 yen
9	7,123,515 yen	6,864,151 yen	6,784,366 yen	6,624,795 yen	404,920 yen
1 0	7,272,013 yen	7,012,650 yen	6,931,138 yen	6,768,115 yen	413,680 yen
1 1	7,420,512 yen	7,161,148 yen	7,077,910 yen	6,911,435 yen	422,440 yen
1 2	7,569,010 yen	7,309,646 yen	7,224,683 yen	7,054,755 yen	431,200 yen
1 3	7,662,737 yen	7,403,373 yen	7,317,320 yen	7,145,214 yen	436,729 yen
1 4	7,756,447 yen	7,497,083 yen	7,409,941 yen	7,235,656 yen	442,257 yen
1 5	7,850,174 yen	7,590,810 yen	7,502,578 yen	7,326,115 yen	447,786 yen
1 6	7,943,884 yen	7,684,520 yen	7,595,199 yen	7,416,557 yen	453,314 yen
1 7	8,037,610 yen	7,778,247 yen	7,687,836 yen	7,507,016 yen	458,843 yen
1 8	8,131,320 yen	7,871,957 yen	7,780,457 yen	7,597,458 yen	464,371 yen
1 9	8,225,047 yen	7,965,684 yen	7,873,095 yen	7,687,916 yen	469,900 yen
2 0	8,311,265 yen	8,051,901 yen	7,958,310 yen	7,771,127 yen	474,986 yen
2 1	8,397,465 yen	8,138,101 yen	8,043,508 yen	7,854,322 yen	480,071 yen
2 2	8,483,682 yen	8,224,318 yen	8,128,723 yen	7,937,532 yen	485,157 yen
2 3	8,569,899 yen	8,310,536 yen	8,213,938 yen	8,020,743 yen	490,243 yen
2 4	8,656,116 yen	8,396,753 yen	8,299,153 yen	8,103,954 yen	495,329 yen
2 5	8,742,317 yen	8,482,953 yen	8,384,351 yen	8,187,148 yen	500,414 yen
2 6	8,828,534 yen	8,569,170 yen	8,469,567 yen	8,270,359 yen	505,500 yen
2 7	8,932,500 yen	8,673,136 yen	8,572,324 yen	8,370,700 yen	511,633 yen
2 8	9,036,482 yen	8,777,119 yen	8,675,098 yen	8,471,056 yen	517,767 yen
2 9	9,140,448 yen	8,881,085 yen	8,777,855 yen	8,571,397 yen	523,900 yen
3 0	9,244,414 yen	8,985,051 yen	8,880,613 yen	8,671,737 yen	530,033 yen
3 1	9,348,397 yen	9,089,033 yen	8,983,387 yen	8,772,094 yen	536,167 yen
3 2	9,452,363 yen	9,192,999 yen	9,086,144 yen	8,872,435 yen	542,300 yen

3 3	9,556,329 yen	9,296,965 yen	9,188,902 yen	8,972,775 yen	548,433 yen
3 4	9,660,294 yen	9,400,931 yen	9,291,659 yen	9,073,116 yen	554,566 yen
3 5	9,764,260 yen	9,504,897 yen	9,394,416 yen	9,173,456 yen	560,699 yen
3 6	9,868,226 yen	9,608,862 yen	9,497,174 yen	9,273,797 yen	566,832 yen

Separate Table 1-3 shall apply to foreign teachers newly employed on and after April 1, 2013, and Separate Table 1-4 shall apply to foreign teachers newly employed on and before March 31, 2013.

This Rule shall be enacted on April 1, 2015.

Supplementary Rule (Rule No. 5 on March 30, 2015)

This Rule shall be enacted on April 1, 2016.

Supplementary Rule (Rule No. 5 on March 24, 2016)

Separate Table 1 Ranked Annual Salary Schedule (related to Articles 24 & 55)

Rank	Professor		Associate Professor and Lecturer	Assistant to a Professor	Base salary amount
	If teaching in Graduate School	If not teaching in Graduate School			
1	6,230,390 yen	5,962,011 yen	5,890,284 yen	5,746,831 yen	328,780 yen
2	6,379,450 yen	6,111,070 yen	6,037,550 yen	5,890,511 yen	337,000 yen
3	6,528,509 yen	6,260,130 yen	6,184,817 yen	6,034,190 yen	345,220 yen
4	6,677,568 yen	6,409,189 yen	6,332,083 yen	6,177,870 yen	353,440 yen
5	6,826,628 yen	6,558,248 yen	6,479,349 yen	6,321,549 yen	361,660 yen
6	6,975,687 yen	6,707,308 yen	6,626,615 yen	6,465,229 yen	369,880 yen
7	7,124,746 yen	6,856,367 yen	6,773,881 yen	6,608,908 yen	378,100 yen
8	7,273,806 yen	7,005,426 yen	6,921,147 yen	6,752,588 yen	386,320 yen
9	7,422,865 yen	7,154,486 yen	7,068,413 yen	6,896,267 yen	394,540 yen
10	7,571,924 yen	7,303,545 yen	7,215,679 yen	7,039,947 yen	402,760 yen
11	7,720,984 yen	7,452,604 yen	7,362,945 yen	7,183,626 yen	410,980 yen
12	7,870,043 yen	7,601,664 yen	7,510,211 yen	7,327,306 yen	419,200 yen
13	7,964,339 yen	7,695,959 yen	7,603,372 yen	7,418,198 yen	424,400 yen
14	8,058,634 yen	7,790,255 yen	7,696,533 yen	7,509,090 yen	429,600 yen
15	8,152,930 yen	7,884,550 yen	7,789,694 yen	7,599,982 yen	434,800 yen
16	8,247,225 yen	7,978,846 yen	7,882,855 yen	7,690,874 yen	440,000 yen
17	8,341,520 yen	8,073,141 yen	7,976,016 yen	7,781,767 yen	445,200 yen
18	8,435,816 yen	8,167,436 yen	8,069,177 yen	7,872,659 yen	450,400 yen
19	8,530,111 yen	8,261,732 yen	8,162,338 yen	7,963,551 yen	455,600 yen
20	8,618,441 yen	8,350,061 yen	8,249,605 yen	8,048,692 yen	460,471 yen
21	8,706,788 yen	8,438,409 yen	8,336,890 yen	8,133,851 yen	465,343 yen
22	8,795,118 yen	8,526,738 yen	8,424,157 yen	8,218,993 yen	470,214 yen
23	8,883,465 yen	8,615,086 yen	8,511,441 yen	8,304,152 yen	475,086 yen
24	8,971,795 yen	8,703,415 yen	8,598,708 yen	8,389,293 yen	479,957 yen
25	9,060,142 yen	8,791,763 yen	8,685,993 yen	8,474,452 yen	484,829 yen
26	9,148,472 yen	8,880,092 yen	8,773,260 yen	8,559,594 yen	489,700 yen
27	9,253,339 yen	8,984,960 yen	8,876,865 yen	8,660,676 yen	495,483 yen
28	9,358,225 yen	9,089,845 yen	8,980,489 yen	8,761,776 yen	501,267 yen
29	9,463,092 yen	9,194,713 yen	9,084,095 yen	8,862,859 yen	507,050 yen
30	9,567,960 yen	9,299,580 yen	9,187,701 yen	8,963,941 yen	512,833 yen
31	9,672,845 yen	9,404,466 yen	9,291,324 yen	9,065,041 yen	518,617 yen
32	9,777,713 yen	9,509,333 yen	9,394,930 yen	9,166,124 yen	524,400 yen
33	9,882,580 yen	9,614,201 yen	9,498,536 yen	9,267,207 yen	530,183 yen
34	9,987,447 yen	9,719,068 yen	9,602,142 yen	9,368,289 yen	535,966 yen
35	10,092,315 yen	9,823,936 yen	9,705,748 yen	9,469,372 yen	541,749 yen

3 6	10,197,182 yen	9,928,803 yen	9,809,353 yen	9,570,454 yen	547,532 yen
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Separate Table 2 Number of Experience Years Conversion Table (related to Article 24)

Previous professional experience		Conversion ratio
Period employed by public institutions such as national governments abroad or by education & research institutions	Period employed as employee engaged mainly in education or research	100/100
	Other periods	80/100
Period spent as a student at educational institutions such as schools or institutions close to schools in their status (up to normal number of years to finish courses)		100/100
Period employed by private-sector companies		80/100
Period spent for military service or as a priest or nun		80/100
Other periods	Period spent as an employee engaged in education or research, which is considered conducive directly to position to which the application is made	100/100
	Other periods	50/100