

Pay Regulations for Adjunct Staff of National University Corporation Kanazawa University
(Policy No. 4, dated April 1, 2004)

Revision

(Purpose)

Article 1 These Regulations set forth necessary matters concerning rates and benefits for adjunct staff members working at National University Corporation Kanazawa University (hereinafter, “staff” or “staff members”) in accordance with the provisions of Article 18 of the Work Regulations for Adjunct Staff of National University Corporation Kanazawa University (hereinafter, “the Work Regulations for Adjunct Staff”).

(Relevance for Laws and Regulations)

Article 2 The Labor Standards Act (Act No. 49 of 1947) and other laws and regulations shall apply to matters relating to payments of rates and benefits that are not stipulated in these Regulations.

(Determination of the Amount of a Daily or Hourly Rate)

Article 3 The amount of a staff member’s daily or hourly rate shall be as set forth in any of the following items according to the relevant category below.

(1) Staff members other than those specified in Item (3): Amount stipulated in Schedule 1

(2) Deleted

(3) Medical staff members: As stipulated in Schedule 2. The number of years shall be counted from April 1 of the year when the staff member acquired a medical practitioner’s license or dentist’s license (hereinafter, a “medical practitioner’s license”), defining the said year as the first year.

(Allowances)

Article 4

1. Allowances stipulated in the right column of the following table shall be paid to staff members according to the relevant category specified in the left column, in accordance with the provisions of the following items.

Staff category	Allowances
Full-time staff (excluding reemployed staff)	Housing allowance, commuting allowance, special work bonus, overtime and holiday work bonus, night work bonus, day and overnight duty bonus, terminal allowance, and diligence allowance
Full-time staff (Reemployed staff)	Commuting allowance, special work bonus, overtime and holiday work bonus, night work bonus, day and overnight duty bonus, terminal allowance, and diligence allowance

Part-time staff	Commuting allowance, special work bonus, overtime and holiday work bonus, night work bonus, and day and overnight duty bonus
Medical staff	Commuting allowance, special work bonus, overtime and holiday work bonus, night work bonus, day and overnight duty bonus, and standby bonus for medical care
Medical staff (interns)	Housing allowance, commuting allowance, special work bonus, overtime and holiday work bonus, clinical training bonus, night work bonus, day and overnight duty bonus, and standby bonus for medical care

Note: The term “reemployed staff” denotes those who have retired at the mandatory retirement age and then are employed as adjunct staff immediately thereafter in accordance with the provisions of Article 19 of the Work Rules for National University Corporation Kanazawa University Employees.

- (1) Housing allowance: A staff member whose planned period of employment is three months or longer shall be paid a housing allowance in accordance with the case of full-time regular employees set forth in Article 15 of the Salaries and Benefits Regulations for National University Corporation Kanazawa University Employees (hereinafter, “the Salaries and Benefits Regulations”).
- (2) Commuting allowance: A staff member whose planned period of employment is one (1) month or longer shall be paid a commuting allowance in accordance with the case of full-time regular employees set forth in Article 16 of the Salaries and Benefits Regulations.
- (3) Special work bonuses: Except for the case set forth separately, a staff member shall be paid special work bonuses in accordance with the case of full-time regular employees set forth in Article 18 of the Salaries and Benefits Regulations.
- (4) Clinical training bonus: A medical staff member (intern) shall be paid 6,200 yen per working day, except in the case where he/she has already completed clinical training.
- (5) Overtime and Holiday Work Bonuses
 - a) A staff member who is ordered to work beyond regular working hours shall be paid, per hour for all hours he/she works beyond regular working hours, the amount calculated by multiplying the sum of his/her hourly rate (or, if he/she is paid on a daily basis, the amount calculated by dividing his/her daily rate by the average number of prescribed working hours per day; the same applies hereinafter), the amount calculated by dividing the monthly amount of special work bonuses (limited to those paid on a monthly basis) by the average number of prescribed working hours per month, and the amount calculated by dividing the amount of clinical training bonuses by the average number of prescribed working hours per day (hereinafter, “the amount of pay per working hour”) by 1.25 (or 1.35 if he/she works on a holiday). For hours between 10 pm and 5 am on the next day, he/she shall be paid per hour the amount calculated by multiplying the amount of pay per working hour by 1.5 (or 1.6 if he/she works on a holiday). However, if a part-time staff

member or a medical staff member paid on a hourly basis works within the statutory working hours, he/she shall be paid the same amount as his/her hourly rate.

b) If a staff member is ordered to work beyond regular working hours and has worked more than 60 hours per month beyond the regular working hours (excluding the hours he/she has worked within the statutory working hours as provided in the proviso in (a) above), notwithstanding the provisions of (a) above, he/she shall be paid, per hour for all hours he/she has worked beyond the limit of 60 hours, the amount calculated by multiplying his/her hourly rate by the payment ratio calculated by adding 0.25 to the payment ratio set forth in (a) above.

(6) Night work bonuses: A staff member who is ordered to work between 10 pm and 5 am on the next day as regular working hours shall be paid, per hour he/she works during the said period of time, the amount calculated by multiplying the amount of pay per working hour by 0.25.

(7) Day and overnight duty bonuses: A staff member shall be paid day and overnight duty bonuses in accordance with the case of full-time regular employees set forth in Article 22 of the Salaries and Benefits Regulations.

(8) Standby bonuses for medical care: A medical staff member shall be paid standby bonuses for medical care in accordance with the case of full-time regular employees set forth in Article 22-2 of the Salaries and Benefits Regulations.

(9) Terminal allowance and diligence allowance: The terminal allowance and diligence allowance shall be paid to staff members whose planned period of employment is six months or longer and who are in office as of each base date set forth in Articles 30 and 31 of the Salaries and Benefits Regulations, and staff members who retire, are dismissed in accordance with the provisions of Article 9 of the Work Regulations for Adjunct Staff (excluding those who are dismissed as a disciplinary action), or die within one month before the base date (in the case of those who retire or are dismissed within one month before the base date, limited to those who have worked for six months or longer before the retirement/dismissal), on the day set forth in Paragraph 3 of the following article.

1) Amounts of the terminal allowance and diligence allowance

a) Amount of the terminal allowance

Basic amount × Term payment percentage × Payment percentage by term of office

b) Amount of diligence allowance

Basic amount × Performance percentage × Payment percentage by term of office

Basic amount: Sum of the basic pay per month, basic pay adjustments and teaching position adjustments if the staff member's rank and salary class relevant to the monthly amount of a basic pay are set forth, or the amount calculated by multiplying a daily rate stipulated in Schedule 1 by 21 if the staff member's rank and salary class relevant to the

monthly amount of a basic pay are not set forth

Term payment percentage: Percentage stipulated in Schedule 3

Payment percentage by term of office: Percentage stipulated in Schedule 9 (3) of the Salaries and Benefits Regulations

Performance percentage: Staff other than reemployed staff—87% (or the percentage stipulated in Schedule 10 (1) (a) of the Salaries and Benefits Regulations if the staff member has received disciplinary punishment, etc.) Reemployed staff—41% (or the percentage stipulated in Schedule 10 (1) (b) of the Salaries and Benefits Regulations if the staff member has received disciplinary punishment, etc.)

Payment percentage by term of office: Percentage stipulated in Schedule 10 (2) of the Salaries and Benefits Regulations (percentage according to the category of the staff member's working period within six months before the base date)

2) Other matters concerning the payment of the terminal allowance and diligence allowance shall follow the case of full-time regular employees set forth in Articles 30 and 31 of the Salaries and Benefits Regulations.

2. If the relevant bonuses are paid for the work for which a special work bonus shall be paid, the amount of pay per working hour provided for in Items (5) and (6) of the preceding paragraph shall be the sum of the amount of pay per working hour and the amount of a special work bonus (limited to the one set forth separately) per hour (or, if the special work bonus is paid on a daily basis, the amount calculated by dividing the amount of the special work bonus per day by the staff member's average number of prescribed working hours).

(Pay Period and Payday)

Article 5

1. A period of pay calculation shall be from the first day to the last day of a month. The amount of hourly or daily rates, night work bonuses, day and overnight duty bonuses, special work bonuses, and overtime and holiday work bonuses shall be calculated based on the work the employee has done during this period.
2. Rates, and allowances (excluding allowances specified in Paragraph 3) for a month shall be paid on the 17th of the following month, in principle. However, if a payday falls on a Sunday, the payment shall be made two days before the payday (or, if that day falls on a national holiday, on the day after the payday). If a payday falls on a Saturday, the payment shall be made on the day before the payday. If a payday falls on a national holiday, the payment shall be made on the day after the payday.
3. The terminal allowance and diligence allowance shall be paid on June 30 and December 10, in principle. However, if a payment day falls on a Sunday, the payment shall be made two days before the payment day. If a payment day falls on a Saturday, the payment shall be made on the day before the payment day.

(Pay for Staff Members on Childcare Leave, etc.)

Article 6 Pay for a staff member who takes childcare leave or partial leave for childcare in accordance with the provisions of Article 32 of the Work Regulations for Adjunct Staff shall be as set forth in the following items.

- (1) During the period of childcare leave, the staff member shall not be paid basic rates provided for in Article 14 of the Work Regulations for Adjunct Staff (hereinafter, "basic rates") and allowances. However, the payment of the terminal allowance and diligence allowance shall follow the case of full-time regular employees.
- (2) If a staff member applies for partial leave for childcare and does not work, in the case where he/she is paid on a daily basis (hereinafter, a "daily-rate staff member"), he/she shall be paid the amount calculated by dividing his/her daily rate by the number of working hours per day, multiplying the resulting amount by the number of hours he/she does not work, and subtracting the product from his/her basic rates, while, in the case where he/she is paid on a hourly basis (hereinafter, a "hourly-rate staff member"), he/she shall be not paid for the hours he/she does not work. In such a case, if the total monthly number of hours the staff member does not work has fractions of less than one hour, the fractions shall be disregarded.

(Pay for Staff Members on Family Care Leave, etc.)

Article 7 Pay for a staff member who takes family care leave or partial leave for family care in accordance with the provisions of Article 33 of the Work Regulations for Adjunct Staff shall be as set forth in the following items.

- (1) During the period of family care leave, the staff member shall not be paid basic rates.
- (2) If a staff member applies for partial leave for family care and does not work, in the case where he/she is a daily-rate staff member, he/she shall be paid the amount calculated by dividing his/her daily rate by the number of working hours per day, multiplying the resulting amount by the number of hours he/she does not work, and subtracting the product from his/her basic rates, while, in the case where he/she is a hourly-rate staff member, he/she shall be not paid for the hours he/she does not work. In such a case, if the total monthly number of hours the staff member does not work has fractions of less than one hour, the fractions shall be disregarded.

(Reduction of Pay)

Article 8 If a daily-rate staff member does not work for certain hours during the working hours allocated in Paragraph 1, Article 21 of the Work Regulations for Adjunct Staff (excluding the case where the hours he/she does not work fall under annual paid leave provided for in Article 29 of the said Regulations or special paid leave provided for in Article 30 of the said Regulations), he/she shall be paid the amount calculated by dividing his/her daily rate by the number of working hours per day, multiplying the resulting amount by the number of hours he/she does not work, and subtracting the product from his/her basic rates. In such a case, if

the total monthly number of hours the staff member does not work has fractions of less than one hour, the fractions shall be disregarded.

(Calculation of Fractions)

Article 9 If the amount per working hour of overtime and holiday work bonuses or night work bonuses set forth in Items (5) and (6) of Paragraph 1, Article 4, and Paragraph 2, Article 4 or the hourly rate per working hour set forth in the preceding article has fractions, fractions of less than 50 sen shall be disregarded, and fractions from 50 sen to less than one yen shall be rounded upwards to one yen.

(Handling of Fractions)

Article 10 Any fraction of less than one yen of the finalized amount calculated hereunder shall be disregarded.

(Payment)

Article 11

1. The full amount of pay of a staff member shall be paid directly to him/her in cash. However, if a certain amount shall be deducted from the employee's pay in compliance with laws and regulations or a written agreement based on Article 24 of the Labor Standards Act, the amount shall be deducted from the amount of pay to be given to the employee.
2. If a staff member applies to have his/her pay paid into his/her bank account, his/her pay shall be paid thereinto.

(Matters Necessary for the Enactment of These Regulations)

Article 12 Matters necessary for enacting these Regulations shall be set forth separately by the President.

(Measure to Handle Cases That Are Difficult to Handle in Accordance with These Regulations)

Article 13 If the President recognizes that special circumstances have made it impossible or extremely inappropriate to handle a certain case in accordance with these regulations, the case may be handled otherwise.

Supplementary Provisions

These Regulations shall come into effect as of April 1, 2004.

Supplementary Provisions

(Effective Date)

These Regulations shall come into effect as of December 2, 2004.

Supplementary Provisions

These Regulations shall come into effect as of April 1, 2005.

Supplementary Provisions

These Regulations shall come into effect as of October 1, 2005.

Supplementary Provisions

These Regulations shall come into effect as of April 1, 2006.

Supplementary Provisions

1. These Regulations shall come into effect as of April 1, 2007.
2. The determination of daily or hourly rate of a staff member who falls under Item (1) of Article 3 and is in office in the same employment style continuously from before the effective date shall be determined as hitherto basically by raising the relevant salary class based on which his/her hourly or daily rate was determined at the time of employment in the preceding fiscal/academic year by four salary classes if he/she is below 55 years of age as of April 1 of the fiscal/academic year (or three salary classes until FY/AY2010), or two salary classes if he/she is 55 years of age or above as of the said date (or one salary class until FY/AY2010) (or, for FY/AY2007, the number of salary classes according to the term of his/her office if he/she has been employed since April 2, 2006 or later, or the number of salary classes calculated as set forth separately if he/she does not work for a long period for reasons such as childcare leave). (However, the upper limit of the salary class shall be as set forth in the following table except in the case where he/she has been in office since March 31, 1980 or before.)

Title provided for in the Adjunct Staff Employment Regulations	Upper limit of the relevant salary class
Clerical Work Assistant	General Staff's Basic Pay Schedule I: Rank 1 Salary Class 33
Technical Assistant (limited to those to whom General Staff's Basic Pay Schedule I applies)	General Staff's Basic Pay Schedule II: Rank 2 Salary Class 41
Skilled Work Assistant	General Staff's Basic Pay Schedule II: Rank 1 Salary Class 102
Temporary Caretaker	General Staff's Basic Pay Schedule II: Rank 1 Salary Class 69
Technical Assistant (pharmacist)	Medical Staff's Basic Pay Schedule I: Rank 2 Salary Class 49
Technical Assistant (clinical laboratory technician etc.)	Medical Staff's Basic Pay Schedule I: Rank 2 Salary Class 49
Technical Assistant (school clinical laboratory technician etc.)	Medical Staff's Basic Pay Schedule I: Rank 2 Salary Class 21
Technical Assistant (school nurse)	Medical Staff's Basic Pay Schedule II: Rank 2 Salary Class 25
Technical Assistant (hospital nurse)	Medical Staff's Basic Pay Schedule II:

	Rank 2 Salary Class 141
Technical Assistant (school assistant nurse)	Medical Staff's Basic Pay Schedule II: Rank 1 Salary Class 21
Technical Assistant (hospital assistant nurse)	Medical Staff's Basic Pay Schedule II: Rank 1 Salary Class 153
Teaching Assistant	Academic Staff's Basic Pay Schedule I: Rank 1 Salary Class 57

Supplementary Provisions

These Regulations shall come into effect as of April 1, 2008.

Supplementary Provisions

These Regulations shall come into effect as of July 1, 2008.

Supplementary Provisions

1. These Regulations shall come into effect as of April 1, 2009.
2. The hourly or daily rate of a staff member to whom Paragraph 2 of the Supplementary Provisions of the Regulations on the Partial Revision of the Pay Regulations for Adjunct Staff of National University Corporation Kanazawa University (Policy No. 845) applies shall be calculated based on changing "The determination of daily or hourly rate" in Paragraph 2 of the said Supplementary Provisions to "The daily or hourly rate," and "shall be determined as hitherto" in the said paragraph to "shall be calculated by applying any of the formulas set forth in Paragraph 2 of the Supplementary Provisions of the Regulations on the Partial Revision of the Pay Regulations for Adjunct Staff of National University Corporation Kanazawa University (Policy No. 1305 of 2009)."

Formulas

Daily rate = (Monthly amount of the basic pay + area allowance) × 12 ÷ (52 × 38.75) × 7.75
(fractions less than 10 yen shall be disregarded)

Hourly rate = (Monthly amount of the basic pay + area allowance) × 12 ÷ (52 × 38.75)
(fractions less than 10 yen shall be disregarded)

Supplementary Provisions

1. These Regulations shall come into effect as of June 1, 2009.
2. When the provisions of Item (9), Paragraph 1, Article 4 apply to the payment of the terminal allowance and the diligence allowance to be paid in June 2009, "72%" in the said item shall be changed to "67%," and "140%" in Schedule 3 shall be changed to "125%."

Supplementary Provisions

1. These Regulations shall come into effect as of December 1, 2009.

2. The daily or hourly rate for AY2009 of a staff member who is in office in the same employment style continuously from before the effective date shall be the same as before the effective date.

Supplementary Provisions

These Regulations shall come into effect as of April 1, 2010.

Supplementary Provisions

1. These Regulations shall come into effect as of December 1, 2010.
(Handling of the Terminal Allowance for the December 2010 Term)
2. When applying to the handling of the terminal allowance for the December 2010 term, "137.5%" in Schedule 3 shall be changed to "135%."
(Handling of the Diligence Allowance for the December 2010 Term)
3. When applying to the handling of the diligence allowance for the December 2010 term, "64.5%" in Item (9), Paragraph 1, Article 4 shall be changed to "62%."
4. The daily or hourly rate of a staff member set forth in accordance with the provisions of Article 3 shall be revised on April 1, 2011.

Supplementary Provisions

These Regulations shall come into effect as of December 19, 2011.

Supplementary Provisions

These Regulations shall come into effect as of April 1, 2012.

Supplementary Provisions

These Regulations shall come into effect as of April 1, 2013.

Supplementary Provisions

These Regulations shall come into effect as of April 1, 2013.

Supplementary Provisions

1. These Regulations shall come into effect as of March 1, 2015.
2. Notwithstanding the provisions of Item 2, Paragraph 1, Article 4, commuting allowances between April 1, 2014 and March 31, 2015 shall be paid by applying the Salaries and Benefits Regulations before the revision on March 1, 2015.

Supplementary Provisions

These Regulations shall come into effect as of April 1, 2015.

Supplementary Provisions

These Regulations shall come into effect as of April 1, 2016.

Supplementary Provisions

These Regulations shall come into effect as of April 1, 2017.

Supplementary Provisions

1. These Regulations shall come into effect as of January 1, 2018.
2. A staff member who is in office on the effective date of these Regulations and who is during the term of his/her office as a Skilled Work Assistant in charge of driving large-sized vehicles between October 1, 2017 and the day before the effective date shall come under the application of the revised provisions of Note 4 of Schedule 1 on October 1, 2017.

Supplementary Provisions

These Regulations shall come into effect as of April 1, 2018.

Schedule 1

Category of the Basic Pay Schedule	Staff category	Employment category	Daily or hourly rate (yen)		Adjustment for the Basic Pay (yen)
			Staff other than reemployed staff	Reemployed staff	
General I	Clerical Work Assistant; Technical Assistant	Full-time			
		Part-time			
	Business-Support-Related Clerical Work Assistant	Part-time			
General II	Skilled Work Assistant; Temporary Caretaker	Full-time			
		Part-time			
Academic I	Teaching Assistant; Job Coach	Full-time			
		Part-time			
	Doctoral Researcher	Full-time			
		Part-time			
	Researcher (who has completed a Master's course)	Full-time			
		Part-time			
	Researcher (who has completed a undergraduate course)	Full-time			
		Part-time			

Medical I	Technical Assistant		Full-time			
			Part-time			
Medical II	Technical Assistant	Public Health Nurse; Nurse	Full-time			
			Part-time			
		Assistant Nurse	Part-time			
Night Physician			Part-time			

Notes

1. The daily or hourly rate of a staff member to whom this schedule applies and who is recognized as performing similar duties to employees specified in Article 24 of the Salaries and Benefits Regulations shall be calculated by multiplying the amount of the adjustment for the basic pay stipulated in this schedule by the adjustment figure set forth in Salaries and Benefits Regulations Schedule 6 (1) Category List and adding the product to his/her daily or hourly rate.
2. When this schedule applies to a staff member in the Skilled Work Assistant category in charge of cleaning, etc., "7,280" and "930" shall be changed to "6,480" and "830" respectively if he/she has worked at the University for less than three years, to "6,660" and "860" respectively if he/she has worked at the University for three to less than six years, or to "6,840" and "890" respectively if he/she has worked at the University for six to less than nine years.
3. When this schedule applies to a staff member in the Clerical Work Assistant category and who works in the special wards of Tokyo specified in Article 14 of the Salaries and Benefits Regulations, "930" for "General I" specified in the "Category of the Basic Pay Schedule" column in this schedule shall be changed to "1,060."
4. When this schedule applies to a staff member in the Skilled Work Assistant category in charge of driving large-sized vehicles, "7,280" and "930" in this schedule shall be changed to "7,750" and "1,000" respectively.

Schedule 2

Category		Daily rate	Hourly rate
Medical staff	Third year after acquiring a medical practitioner's license, etc.	12,500 yen	1,610 yen
	Fourth year after acquiring a medical practitioner's license, etc.	13,100 yen	1,690 yen
	Fifth year after acquiring a medical practitioner's license, etc.	13,700	1,770

		yen	yen
	Sixth year after acquiring a medical practitioner's license, etc.	14,200 yen	1,830 yen
	Seventh or subsequent year after acquiring a medical practitioner's license, etc.	14,800 yen	1,910 yen
Medical staff (interns)		10,600 yen	/

Schedule 3

Base date	Term payment percentage by staff category	
	Staff other than reemployed staff	Reemployed staff
June 1	122.5%	65%
December 1	137.5%	80%