

○ National University Corporation Kobe University Regulations on Employment, etc. of Non-Regular Staff Members

(Established on April 1, 2004)

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(Purpose)

Article 1 The purpose of these Regulations is to provide for matters concerning the employment of non-regular staff members working at the National University Corporation Kobe University (hereinafter referred to as "University") under the provisions of Article 6, paragraph 2 of the National University Corporation Kobe University Rules on Conditions of Employment for Non-Regular Staff Members (hereinafter referred to as "Rules").

(Job Title, Job Contents, Employment Type, etc.)

Article 2 The job title, job contents and employment type, etc. of non-regular staff members shall be provided in the appended table.

2 In cases of special necessity as deemed by the University, new job types, job titles and job contents may be specified in addition to the items as provided in the appended table.

(Changes to Job Type, etc.)

Article 3 If a staff member is transferred along with a change in job title, or if fixed working hours are changed during the contract period of a fixed labor contract, a new labor contract shall be signed.

(Special Provisions for Period of Labor Contract)

Article 4 Persons listed in the left column of the following table shall be treated according to the respective right columns of the same table under the provisions of Article 3, paragraph 5 of the Rules.

Job Title, etc. as Prescribed in the Appended Table	Application of Contract Period for Fixed-term Labor Contracts
Part-time doctors, school doctors, school dentists, school pharmacists, medical staff, medical staff (medical specialists) and the medical staff (resident)	There are no restrictions on the contract period for fixed-term labor contracts.
Professors of legal practice, associate professors of legal practice, medical office assistant staff, nursing assistants at hospital ward, part-time lecturers, student research support staff, teaching assistants and research assistants	In cases of special necessity as deemed by the University, contracts may be renewed after the contract period is exceeded as prescribed in Article 3, paragraph 4 of the Rules.

(Special Provisions for Upper Age Limit of Employment)

Article 5 A non-regular staff member who attains the relevant age listed in the appended table cannot have a labor contract concluded or renewed beyond the first March 31 that occurs after he or she has attained that age; however, this shall not apply in special cases as deemed by the University.

(Documents for Submission before Employment)

Article 6 When employing non-regular staff members, the documents listed below must be submitted before they are appointed:

- (1) Curriculum vitae;
- (2) Copies of certificates of licenses and other qualifications;
- (3) Any other documents deemed by the University to be necessary.

2 Persons employed as a professor of legal practice, associate professor of legal practice, part-time lecturer, student research support staff, teaching assistant and research assistant or global COE research assistant as prescribed in the appended table may omit the submission of documents in item (2) of the preceding paragraph.

3 Persons who are found to have submitted documents containing false statements, misrepresent their career history, or fail to complete important items may have their employments revoked.

(Documents for Submission After Employment)

Article 7 Non-regular staff members shall promptly submit the documents listed in the following items after employment:

- (1) Tax withholding slip (only for persons with previous employment to whom Section 1 of said slip applies);
- (2) Declaration of deductions for dependents of the employee;
- (3) A copy of his/her pension handbook and, if applicable, a copy of his/her employment insurance certificate;
- (4) Any other documents deemed by the University to be necessary.

(Dismissal)

Article 8 A non-regular staff member may be dismissed pursuant to the provisions in Article 61, paragraph 1, item (1) of the Rules when it is clear that the working performance is poor based on facts deemed to be reliable in evaluating the work performance of the part-time staff member.

2 A non-regular staff member may be dismissed pursuant to the provisions in Article 61, paragraph 1, item (2) of the Rules, when it is clear that due to illnesses diagnosed that require long-term medical treatment or recuperation, or mental or physical disorders diagnosed that are difficult to cure even with medical treatment or recuperation as diagnosed by 2 doctors specified by the University, there will be obstacles to performing his or her work duty or that he or she is unable to cope with the duties.

3 A non-regular staff member may be dismissed pursuant to the provisions in Article 61, paragraph 1, item (3) of the Rules when it is clear that the part-time university staff member is lacking the aptitude, based on facts deemed to be reliable in evaluating the part-time staff member's aptitude.

4 Whether any of the non-regular staff members is to be dismissed pursuant to the provisions in Article 61, paragraph 1, item (4) of the regulations shall be assessed and decided fairly by the University based on work performances, and other facts.

(Issuing a Personnel Change Transmittal Sheet)

Article 9 The University, if any of the following items apply, must issue a personnel change transmittal sheet (hereinafter referred to as "Written Notice".) to the non-regular staff member.

- (1) When a non-regular staff member is employed, transferred or has his or her employment contract renewed;
- (2) When a non-regular staff member approves of voluntary resignation.

2 The University must issue a Written Notice to a non-regular staff member when dismissing the staff member.

(Cases Where Written Notices are not Required)

Article 10 Notwithstanding the provisions in paragraph 2 of the preceding Article, in case of an emergency where the delivery of notice is not possible, the issuance of documents and other appropriate methods in place of a Written Notice may substitute the issuance of a written notice.

(Other Provisions)

Article 11 In addition to matters provided for in these Regulations, other necessary matters shall be prescribed in detailed regulations.

Supplementary Provisions

These Regulations come into force on April 1, 2004.

Supplementary Provisions between the original and the latest are omitted.

Supplementary Provisions (March 23, 2015)

These Regulations come into force on April 1, 2015

Appended Table is omitted.