

Authority: Approved by the President

## **Chapter 35. Benefits**

### **35.1 Policy**

The OIST Graduate University provides benefits to eligible employees and their dependents based on employment categories, length of service, and other criteria.

In addition to the benefits directly provided by the University, full-time employees and part-time employees with scheduled working hours more than the standard are eligible for the Private School Mutual Aid System, comprising medical (including dental) insurance, retirement pension, and other benefit systems, pursuant to the relevant laws and regulations. The Vice President for Gender Equality and Human Resource Development provides information about these benefits.

### **35.3 Rules**

#### **35.3.1 Retirement Plan**

The Employee Retirement Allowance Plan (ERAP) provides eligible employees with a retirement benefit (lump-sum payment) based on their years of service with the University as employees.

For a smooth transition from the OIST Promotion Corporation to the OIST School Corporation, eligibility for the ERAP is limited to Permanent Employees employed as of the day before the transition (for the time being). During the period until the implementation of a new plan(s), the ERAP will be administered pursuant to the Rules of Retirement Allowance [\[link: http://hr.oist.jp/english/guideline/pdf/Employee\\_Retirement\\_Allowance\\_Payment\\_Regulations\\_e.pdf\]](http://hr.oist.jp/english/guideline/pdf/Employee_Retirement_Allowance_Payment_Regulations_e.pdf) whose provisions are basically the same as the rules before the transition.

#### **35.3.2 Retirement Plan for Officers**

The Officer Retirement Allowance Plan (ORAP) provides full-time Officers with a retirement benefit (lump-sum payment) based on their years of service with the University as officers.

35.3.2.1 Calculation. Amount of the retirement allowance under the ORAP is determined by the following formula;

[Monthly Base Salary (34.3.10.2) as of the date of retirement] multiplied by [months of service] multiplied by 0.125 multiplied by 83.7/100

multiplied by [Performance Evaluation Rate]

35.3.2.1.1 The number of months of service is calculated from the date of appointment. Fractions of less than 1 month are counted as 1 month.

35.3.2.1.2 The Performance Evaluation Rate (PER) is determined between 0.0 and 2.0 by a committee designated by the Board of Governors.

35.3.2.2 Payment. Retirement Allowance is paid to Officers when they retire or they are dismissed, or to their bereaved family should they die. However, the allowance is not paid to Officers who are dismissed under the Item 1, Article 11 of the Bylaws of the OIST School Corporation. [link: [https://groups.oist.jp/sites/default/files/imce/u113/oistsc\\_bylaws.pdf](https://groups.oist.jp/sites/default/files/imce/u113/oistsc_bylaws.pdf)] Retirement Allowance is paid within 1 month after the date of the retirement or the dismissal unless there are special circumstances. The allowance is paid after deducting all amounts to be deducted pursuant to the relevant laws.

35.3.2.3 Implementation. The payment procedures, exceptional cases, and other necessary items for the implementation of the ORAP are defined in the guidelines [link: [https://groups.oist.jp/sites/default/files/imce/u113/35.3.2.3\\_ImplementationoftheOfficersRetirementAllowancePlans.pdf](https://groups.oist.jp/sites/default/files/imce/u113/35.3.2.3_ImplementationoftheOfficersRetirementAllowancePlans.pdf)] established by the Vice President for Gender Equality and Human Resource Development.

35.3.2.3.1 Transitional measure: In applying the provision of 35.3.2.1, the term “83.7/100” in the provision shall be “98/100” from April 1, 2013 to September 30, 2013, shall be “92/100” from October 1, 2013 to June 30, 2014, and shall be “87/100” from July 1, 2014 to December 31, 2017.

### **35.3.3 University Housing Program**

The University owns several houses (Seaside Faculty Housing) at the Seaside Campus, some of which is available for residential use of eligible members of the University community. In addition, the University may rent houses (Rental Housing) in the area surrounding the campus for the same purpose. The Division of Buildings and Facilities Management is in charge of the management and standards regarding the administration of Rental Housing are laid out in the Off-Campus Rental Housing Regulations [link;]

Rules regarding short-term stays at Seaside Faculty Housing[\[link: 21.3.1.2\]](#) are provided separately.

35.3.3.1 Eligibility: Full-time Officers, Vice Presidents and equivalents , Faculty Members and other employees under special circumstances approved by the President.

Rental Housing is not available for those who already have residence within 60 km from the working place.

35.3.3.2 Usage Agreement. A usage agreement must be signed between an eligible user and the University before starting use. User obligations are detailed in such agreements.

#### 35.3.3.3 Usage Fees

35.3.3.3.1 On/Off-Campus Rental Housing. Residents of Rental Housing are charged by the University usage fees of 20 percent (50 percent for Officers) of the rent (the maximum rent is specified in the attached table [\[link:\].](#))

35.3.3.3.2 When the house is occupied or vacated during the course of a month, the fees are calculated on a per diem basis.

35.3.3.3.3 Usage and other fees charged by the University are deducted from the renter's compensation each month.

### **35.3.4 Special Assistance**

The University provides special assistance to eligible University members when it is considered particularly necessary to achieve the University's mission of recruiting and retaining highly talented individuals.

35.3.4.1 Eligibility. Full-time Officers and other individuals as determined by the CEO/President.

35.3.4.2 Special assistance includes: lending of cars, furniture, and other similar items, as well as providing childcare and other services, deemed necessary by the CEO/President. Such assistance must be within socially acceptable limits.

35.3.4.3 Details of special assistance must be clearly defined in the employment contract.

## **35.4 Responsibilities**

### **35.4.1 HR Management Section**

The HR Management Section is responsible for carrying out administrative procedures related to the mutual aid system for eligible employees and providing necessary information with employees.

The HR Management Section is responsible for administering the benefits programs described in this chapter.

## **35.5 Procedures**

To apply for the University Housing Program, complete and submit a Form [\[link: 35.6\]](#) to the Division of Buildings and Facilities Management.

## **35.6 Forms**

### **35.6.1 Application for Seaside Faculty Housing**

Please contact the Division of Buildings and Facilities Management.

### **35.6.2 Application for Rental Housing**

Please contact the Division of Buildings and Facilities Management.

## **35.7 Contacts**

### **35.7.1 Policy Owner:**

Vice President for Gender Equality and Human Resource Development (VPGEHR)

### **35.7.2 Other Contacts:**

HR Management Section [\[link: 2.5\]](#)

Division of Buildings and Facilities Management (Seaside Faculty Housing and Off-Campus Rental Housing) [\[link: 2.5\]](#)

## **35.8 Definitions**