

Authority:

- Approved by the President
- Labor Standard Act
- Labor Contract Act
- Act on Securing, Etc. of Equal Opportunity and Treatment between Men and Women in Employment
- Act on the Welfare of Workers Who Take Care of Children or Other Family Members Including Child Care and Family Care Leave
- Act for Securing the Proper Operation of Worker Dispatching Undertakings and Improved Working Conditions for Dispatched Workers
- Act on Improvement, etc. of Employment Management for Part-Time Workers
- Act for Employment Promotion etc. of Persons with disabilities
- Act on Employment Security, etc. of the Elderly, etc.
- Act on Special Measures Concerning the Improvement of Establishing Working Hours, etc.
- Act on Securing the Payment of Wages
- Minimum Wages Act
- Act on the Collection, etc. of Insurance Premiums of Labor Insurance
- Industrial Accident Compensation Insurance Act
- Employment Insurance Act
- National Pension Act
- Health Insurance Act
- Long-Term Care Insurance Act
- Income Tax Act
- Local Tax Act
- Whistleblower Protection Act
- Industrial Safety and Health Act
- School Education Act
- Private School Act

Chapter 30. Human Resources

30.1 Policy

All OIST Graduate University employees, regardless of Type of Job or Job Class, are responsible for protecting and enhancing the wellbeing of the University community. The University accomplishes this by setting standards that guide how we conduct ourselves as employees and members of the University community.

Officers, supervisors and managers are responsible for recruiting and retaining high caliber employees to conduct the University's business competently, efficiently and effectively.

Human Resources (HR) matters must be handled consistently and equitably throughout the University.

The University complies with the Labor Standard Act (Act No. 49 of 1947) and other Japanese laws and regulations. HR matters are described in the Rules of Employment [\[Link:\]](#), Rules of Employment for Part-time Employees [\[Link:\]](#), Compensation Rules for Fixed-Term Employees [\[link:\]](#), and Compensation Rules for Permanent Employees [\[link:\]](#) (hereinafter referred to as “the Rules of Employment etc.”) HR matters not described in “the Rules of Employment etc.”, are governed by Japanese laws and regulations. This Chapter and the related following chapters (Chapter 31-41) are complemented by “the Rules of Employment etc.” Unless stated otherwise, Chapters from 30 to 41, Japanese laws and regulations, “the Rules of Employment etc.” and HR rules and procedures decided separately by the Vice President for Gender Equality and Human Resource Development apply to all types of Job and Job Classes of employees, academic and no-academic, regardless of funding source.

30.2 General Considerations

30.2.1 Equal Opportunity and Diversity

The University is committed to provide equal opportunities in all aspects of employment, for all persons, regardless of race, color, religion, national origin, physical or mental disability, medical condition, marital status, gender, sexual orientation, or age. (Chapter 1.3)[\[Link :\]](#)

The University actively promotes diversity, (including gender diversity) at the workplace, and will, whenever possible, actively recruit under-represented populations. The University will hire, transfer, and promote based on the qualifications of the individual to ensure equal consideration and fair treatment of all.

Under the supervision of the Vice President for Gender Equality and Human Resource Development, the Diversity Section is responsible for overseeing the implementation of this equal opportunity policy and monitoring practices and procedures to ensure compliance with related laws and regulations as well as this policy.

30.2.2 Employee Categories

The University establishes categories of employee classification based on various characteristics and elements of each person’s employment. This classification is not to create barriers among employees, but to provide appropriate and fair treatment based on the nature of their work, individual employment terms, and work schedules. It also helps determine employee and management responsibilities and employee eligibility for employee benefits.

30.2.2.1 Type of Job and Job Class

30.2.2.1.1 Senior Level Executive

Executive Vice President, Vice Presidents, Deans (including Dean of the Faculty Affairs and Dean of the Graduate School), General Counsel, and other positions specified by the CEO/President.

30.2.2.1.2 Faculty

Professors, Associate Professors, Assistant Professors, Adjunct Professors, Visiting Professors, and Distinguished Professors.

30.2.2.1.3 Researchers

Postdoctoral Scholars, Staff Scientists, Research Specialists, Group Leaders and Science and Technology Associates. Definitions are described in Chapter 4.2 [[link](#)].

30.2.2.1.4 Research Support Employees

Research Support Leaders, Research Support Specialists, Research Support Technicians. Definitions are described in Chapter 4.3 [[link](#)].

30.2.2.1.5 Technicians

Research Unit Technicians. Definitions are described in Chapter 4.2 [[Link](#)].

30.2.2.1.6 Research Unit Administrators

Research Unit Admin Specialists, Research Unit Administrators.

30.2.2.1.6.1 Research Unit Admin Specialists

Research Unit Admin Specialists must have a substantial Research Unit Administrators skills and have an additional high level of professional skills or experience. They have no supervisory responsibilities although they are expected to provide mentoring and coaching to Research Unit Administrators.

30.2.2.1.6.2 Research Unit Administrators

Research Unit Administrators (RUAs) work within research

units, under the direction of the Faculty member. RUAs provide a wide range of administrative work in support of the Unit's research activities. Initial appointments to RUA are generally Fixed-term for up to 2 years. RUA positions have three grades, RUA I, II, and III.

30.2.2.1.7 Administrative Employees

Associate Vice Presidents, Senior Managers, Managers, Assistant Managers, Specialists, Administrative Staff, and Research Unit Administrators.

30.2.2.1.7.1 Associate Vice Presidents

Typically, the Associate Vice Presidents (AVP) falls one of two categories; a) as a Deputy to the Vice President (VP), conducting broad duties delegated by the VP or b) as a direct report to the President in situation where no Division exists. Their duties are defined by the VP or the President, respectively.

30.2.2.1.7.2 Senior Managers

With more expertise and experience, Senior Managers leads a Section within the Division by setting goals for the Section within the context of the Division goals, planning, managing Section activities, and supervision the Section staff.

30.2.2.1.7.3 Managers

Managers lead a Section within the Division by setting goals for the Section within the context of the Division goals, planning, managing Section activities, and supervision the Section staff.

30.2.2.1.7.4 Assistant Managers

Typically, Assistant Managers supervises research support/administration members by highly professional knowledge and experience in assigned job areas with or without people management authority, but focusing on mentoring, coaching and coordination.

30.2.2.1.7.5 Specialists

Specialists are a highly professional or experienced staff

who contribute to specific OIST research or administrative functions using their advanced knowledge, skills and expertise. These position members have no supervisory responsibilities, although they may provide mentoring and coaching to less experienced staff. Specialist is classified under three job classes (Specialist I, Specialist II and Specialist III), depending on the level of the specialty.

30.2.2.1.7.6 Administrative Staff

Administrative Staff is a staff member who contributes to OIST research or administrative function in several levels by providing basic services required for smooth operation of the organization. This position does not have supervisory responsibilities but is expected to provide mentoring and coaching to less experienced staff.

30.2.2.2 Type of Employment

30.2.2.2.1 Permanent

Details are described in Article 3.1.a, Rules of Employment.

30.2.2.2.2 Fixed-term

Details are described in Article 3.1.b, Rules of Employment.

30.2.2.2.3 Part-time

Details are described in Article 3.1.c, Rules of Employment.

30.2.2.3 Managerial Employees and Discretionary Employees

30.2.2.3.1 Managerial Positions

Details are described in Article 28, Rules of Employment and 4.11, Rules of Employment for Part-time Employees. A

30.2.2.3.2 Discretionary Employee

Details are described in Article 31, Rules of Employment and 4.12, Rules of Employment for Part-time Employees.

30.2.3 Corporate Officers

The HR policies do not apply to the Officers of the OIST School Corporation, unless stated otherwise. The Officers are the following positions prescribed by Article 35 of the Private School Act (Act No. 270 of 1949); the Governors, including the Chief Executive Officer (CEO)/President of the University and the Vice CEO of the University, and the Auditors.

30.2.4 External Administrative Staff

External Administrative Staff members are those administrative professionals who are employees of other academic or research organizations and work in a division for a specified period by the invitation of the division leader.

30.2.4.1 Visiting Administrative Fellows includes: participants of the “Training Program for Administrative Internationalization in Universities” and similar programs that OIST offers for the administrative staff from other universities to learn about OIST administrative strategies and practices; and administrative professionals from other universities who are invited by the division leader to provide various services that benefit the division.

30.3 Rules

30.3.1 Professional Conduct

Details are described in Chapter 4, Rules of Employment and Article 3, Rules of Employment for Part-Time Employees.

30.3.2 HR Policies, Rules and Procedures

HR matters are described in “the Rules of Employment etc.”, and following Chapters complement the Rules of Employment:

- Chapter 31. Hiring Process [\[Link: 31\]](#)
- Chapter 32. Work Schedules and Breaks [\[Link: 32\]](#)
- Chapter 33. Leave [\[Link: 33\]](#)
- Chapter 34. Compensation [\[Link: 34\]](#)
- Chapter 35. Benefits [\[Link: 35\]](#)
- Chapter 36. Performance Evaluation [\[Link: 36\]](#)
- Chapter 37. Leaving the University [\[Link: 37\]](#)
- Chapter 38. Discipline [\[Link: 38\]](#)
- Chapter 39. Resolving Complaints & Disputes [\[Link: 39\]](#)
- Chapter 40. Staff Development and Awards [\[Link: 40\]](#)
- Chapter 41. Workplace and Safety [\[Link: 41\]](#)

30.3.3 Employee Representative

The Employee Representative, is an employee who is representing at least half of

all University employees, and is selected by the employees through an election or other democratic process. The Employment Representative may not be selected from amongst employees in the managerial positions specified in 30.2.2.3.1.

[\[Link: 30.2.2\]](#)

30.4 Responsibilities

30.4.1 Employees

Regardless of their employment categories, all University employees must comply with Japanese laws and regulations, “the Rules of Employment etc.” and OIST’s policies, rules and procedures.

30.4.2 Supervisor

Supervisors are responsible for administering and applying Japanese laws and regulations, “the Rules of Employment etc.” and OIST’s policies, rules and procedures of HR (Chapters 30 – 41) equitably and fairly. The supervisor is also a person accountable for the supervision of his/her members.

30.4.3 Employee Representative

The Employee Representative deals with the matters which are necessary to conclude agreements between OIST and the representative at least half of all University employees according to Labor Standard Act.

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

The VPGEHR is responsible for overseeing implementation of “the Rules of Employment etc.” and policies, rules and procedures of HR, based on Japanese laws and regulations. The VPGEHR shall maintain the Rules of Employment and administrative policies, rules and procedures of HR and set necessary guidelines for matters, subject to permission or approval by University. The VPGEHR shall also inform employees about “the Rules of Employment etc.” and policies, rules and procedures of HR.

30.4.4 HR Management Section

HR Management Section shall assist the VPGEHR on HR matters.

30.7 Contacts

30.7.1 Policy Owner

Vice President for Gender Equality and Human Resource Development

30.7.2 Other Contacts

HR Management Section

Diversity Section

30.8 Definitions