

Authority:

- Approved by the President
- Act on Securing, Etc. of Equal Opportunity and Treatment between Men and Women in Employment
- Act on Improvement, etc. of Employment Management for Part-Time Workers
- Industrial Safety and Health Act
- Public Document Management Act

Chapter 40. Staff Development and Awards

40.1 Policy

The OIST Graduate University recognizes that the success of the University depends on all employees, whatever their role, having the relevant skills, knowledge and competencies. The University is committed to providing employees with training opportunities in order to maintain and improve organizational effectiveness and efficiency, to ensure compliance with laws, regulations, and University policies, and to keep employees motivated.

40.2 General Considerations

40.2.1 Rationale

The work environment has become increasingly complex and requires continuous improvement in knowledge, competencies, and skills. At the same time, external factors, such as changes in laws and regulations, have an impact on OIST Graduate University policies and how work is done. These changes in job complexity or external environment require that all those employed at the University have access to training and a chance to improve their abilities and gain a shared understanding of change affecting the University.

40.2.2 Non-discrimination

It is the policy of the University that no employee shall be denied opportunities to participate in training and development activities on the basis of race, color, religion, national origin, physical or mental disability, medical condition, marital status, gender, sexual orientation or age.

40.2.3 Statutory Requirements

There are areas where the University has a legal responsibility to conduct training for all or related employees, such as research safety and document and record management. The University will fully comply with the related laws and

regulations and ensure that appropriate training is provided.

40.3 Rules

40.3.1 Types of Training

40.3.1.1 New Employee Orientation

Primary responsibility for successful onboarding lies with the new employee's unit or division/section. Human Resources or other part of the University that provide orientation activities do so in support of the individual unit's or division/section's onboarding process.

40.3.1.1.1 Each newly hired employee is expected to attend an orientation session organized by the Human Resource training function.

New employee orientation is a joint effort between the Human Resource training function and the receiving Unit or Division/Section.

40.3.1.1.2 Orientations for newly hired employees will include general information about the University, an explanation of its Core Values [\[link: 1.3\]](#), Code of Conduct [\[link: 1.4\]](#), and Respectful Workplace Policy [\[link: 1.3.2\]](#), an introduction to the work area, to fellow employees and job duties, and instruction regarding the University's policies, rules, and procedures [\[link: http://www.oist.jp/ja/policy-library\]](#).

The immediate supervisor should provide continuing instruction and guidance to help the new employee adjust to his/her new work environment.

40.3.1.1.2.1 The Human Resource training function will provide guidelines to supervisors on steps and actions to take in order to facilitate new employee onboarding.

40.3.1.2 Training

40.3.1.2.1 All employees are eligible, with their immediate supervisor's approval, to attend the training workshops offered by the University and applicable to their personal [\[link: 40.8.5\]](#) or

professional [link: 40.8.4] training and development.

40.3.1.2.2 Frequently, educational training and development programs are offered during an employee's regularly scheduled working hours. To the extent that it is possible and practical, supervisors are encouraged to allow their staff to participate in relevant programs during those hours. The hours spent for attending such programs with the supervisor's approval are counted as working hours.

40.3.1.2.3 The University may instruct an employee to take specific or mandatory training [link: 40.8.3]. When such a requirement is imposed, the employee must take the training unless otherwise justified and the absence has been approved by leaders in his or her Unit or Division.

40.3.1.2.4 Analysis of ongoing training needs must be conducted for each employee by their Section, as well as by the Human Resource training function to validate existing training programs and identify any new requirements.

40.3.1.3 Training provided by other parts of the University

40.3.1.3.1 Due to the specificity of content of certain training programs, other parts of the University may provide training independent to that provided by the Human Resource training function. In other instances, the specific training is provided in concert with or implemented as part of a larger HR program.

40.3.1.3.2 In such cases, as much as possible, the Human Resource training function will provide advice, support, and assistance to that part of the University providing the training.

40.3.2 Awards

Details are described in Article 84 [Link:], Rules of Employment and Article 10.2 [Link:], Rules of Employment for Part-time Employees.

40.4 Responsibilities

40.4.1 Employees

Employees have primary responsibility for their own personal and professional development. Employees must develop their skills to enhance performance in their current position and to prepare them to assume further responsibilities. Employees are encouraged to use constructively the performance appraisal process and to engage in daily communication with their supervisor to advance staff development needs and opportunities.

40.4.2 Supervisors

The role of the supervisor in staff development is to be an advisor or consultant to an employee's development. Supervisors must provide employees under their supervision with opportunities to discuss their staff development needs. Supervisors should regularly review the development needs of their employees in order to enable them to respond effectively to internal and external changes. Whenever appropriate, supervisors should approve attendance at relevant staff development programs and release employees from their usual duties for such programs.

Supervisors should also inform the Human Resource training function if they identify training/development needs that may have organization-wide applicability and therefore should be added to the staff development programs. The Human Resource training function will work with Unit or Division/Section leaders as necessary to develop or access training specific to the needs of the requesting Unit or Division/Section.

40.4.3 Human Resources

Human Resources is responsible for general University training. That responsibility resides in the Human Resource training function. The Human Resources will be responsible for planning and implementing staff development programs to meet the shared needs of University employees, conducting training needs analysis and coordinating training and development programs among related Sections and Divisions.

40.4.3.1 To meet this requirement, the Human Resource training function will

- periodically conduct training needs and demand surveys.
- plan and implement general / specific training and development activities.
- coordinate training and development activities with and among Units or Divisions/Sections.

40.5 Procedures

40.5.1 Application

Employees can apply to a Human Resources provided University training or development course, workshop or seminar via the HR Training Web site [link:] or through the eFRONT Learning Management System [link:] if the course, workshop, or seminar is provided through that portal.

40.5.2 Approval

Participation in any training and development program either outside or internal to the University requires the prior approval of the employee's supervisor. This requirement is regardless of whether there are any direct costs such as training fees or not. Personal training taken outside of work time does not require this approval.

40.6 Forms

40.7 Contacts

40.7.1 Policy Owner:

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

40.7.2 Other Contacts:

HR Development Section

40.8 Definitions

40.8.1 Employee

Employee is defined as someone who has been directly hired by the University. They can be either permanent or on fixed-term contracts. Part-time employees who have been hired directly by the University are also considered employees eligible for training.

Those working at the University sent by a third-party vendor (派遣社員 in Japanese) are not considered employees. They are, however, subject to certain mandated training programs as designated by the University.

40.8.2 Supervisor

For this chapter, a supervisor is an employee with managerial or supervisory responsibilities and duties over an organization or part of an organization with

employees who report to them. This definition includes faculty and officers of the University, and it covers supervisors who are permanent or on fixed-term contracts.

40.8.3 Mandatory Training

Mandatory Training is any training course, workshop, lecture, online training, video or audio training that is required by management for an employee to attend.

Mandatory training can be training required of all employees or training focused upon a specific group or an individual employee. Depending on the requirements of the University, mandatory training may also be required of those who work here or provide a service to the University who are not employees.

40.8.4 Professional Training & Development

Professional Training & Development is defined as learning activities engaged in by employees that directly maintain or improve the current levels of skills, knowledge, and competencies required to conduct current or future work requirements. Professional Training & Development can include both formal and structured learning activities and informal or ad hoc learning activities, either in a classroom or on the job.

40.8.5 Personal Training & Development

Personal Training & Development is defined as learning activities that do not necessarily maintain or enhance work related skills, knowledge, and competencies required to perform a current job. These are learning activities which can help employees to expand or develop themselves more fully as a person or member of society.