

Provisions for the Salaries of Tottori University Specially Appointed Employees

February 1, 2011

Tottori University rule No. 9

(Purpose)

Article 1

These regulations stipulate matters that are necessary in relation to the salaries of Tottori University's specially appointed employees, based on the provisions of Article 7 of the Work Rules for Tottori University Specially Appointed Employees (2011 Tottori University rule No. 8; hereinafter referred to as the "Work Rules for Specially Appointed Employees").

(Relationship with laws and ordinances)

Article 2

Matters that are not stipulated in these regulations in relation to the salaries of specially appointed employees will follow the stipulations of the Labor Standards Act (1947 law No. 22; hereinafter referred to as the "Labor Standards Act") and other laws and ordinances.

(Payment of salary)

Article 3

1. The entire amount of salary based on these regulations will be paid directly to the specially appointed employee in cash. Provided, however, that things that fall under any of the items below will be deducted when salary is paid.
 - I. Things that are stipulated by law or ordinance
 - II. Things according to a labor-management agreement stipulated in the second clause of Article 24.1 of the Labor Standards Act
2. Irrespective of the stipulations of the main text of Article 3.1, in the event that a specially appointed employee has made a proposal, it will be possible to pay salary by a method of transfer to that person's bank account or savings.

(Salary classifications)

Article 4

1. Salary for a specially appointed employee will consist of basic annual salary and various allowances.
2. The various allowances will consist of a special duty allowance, an overtime work allowance, an allowance for work on a day off, an allowance for night work, and an allowance for night or day duty.

(Calculation period for salary)

Article 5

The calculation period for basic salary (refers to the amount that is 1/12 of basic annual salary; hereinafter the same) and the various allowances will be from the first date to the last date of one month.

(Date of provision of salary)

Article 6

1. A basic salary will be provided on the 17th of each month. Provided, however, that when the 17th falls on a Sunday, a Saturday, or a holiday stipulated in the Act on National Holidays (1948 law No. 178) (hereinafter referred to as the "Sunday, etc."), it will be the closest date before that date that is not the Sunday, etc., and when that date that is not the Sunday, etc. falls on the 14th it will be the 18th.
2. An allowance will be provided on the provision date for basic salary in the month after the month in which the reason that fulfills the provision requirement for that allowance arose.

(Payment at time of retirement, etc.)

Article 7

In the event that a specially appointed employee has retired before the provision date of salary stipulated

in Article 6, when that specially appointed employee or a right-holder has made a request, provision will be made within seven days, irrespective of the provisions of Article 6. Provided, however, that this will not apply when the right to receive provision is in dispute.

(Payment in a time of emergency)

Article 8

In the event that a specially appointed employee has made a request in order to make an allotment to expenses when the specially appointed employee or a person who maintains his or her livelihood by the income of the specially appointed employee has given birth, become sick, suffered a disaster, gotten married, died, or suffered another equivalent emergency, salary for past work will be provided, even if it is before the date of provision of salary according to the provisions of Article 6.

(Per-day calculation of salary)

Article 9

1. A person who has newly become a specially appointed employee will be provided with basic salary beginning on that date.
2. When a specially appointed employee has retired (excluding retirement due to death), the basic salary up to that date will be provided.
3. When a specially appointed employee has died, the entire amount of the basic salary for that month will be provided.
4. In the event that basic salary will be provided under the provisions of Article 9.1 or Article 9.2, when it is a time other than when it will be provided beginning on the first date of the month, or when it is a time other than when it will be provided until the last date of the month, that basic salary amount will be calculated per day, based on the number of days that results from subtracting the number of days off based on the provisions of Article 7 of the Provisions Related to Work Hours and Holidays, etc. for Tottori University Employees (2004 Tottori University rule No. 45; hereinafter referred to as the "Work Hour Provisions") from the current number of days of that month (provided, however, that for a specially appointed employee who has received approval for shortened-hour work for child care (hereinafter referred to as the "Shortened-Hour Work for Child Care") under the provisions of Article 16 of the Provisions Related to Child-Care Leave, etc. for Tottori University Employees (2004 Tottori University rule No. 46; hereinafter referred to as the "Child-Care Leave Provisions") (hereinafter referred to as the "Employee Conducting Shortened-Hour Work for Child Care"), the days off that were allocated to that person under each item of that article).

(Calculation and processing of fractions)

Article 10

1. In the case of calculation of the amount of the overtime work allowance, the allowance for work on a day off, or the allowance for night work that will be provided per one hour of work under the provisions of Article 17 through Article 19 or the amount that will be provided per one hour of work under the provisions of Article 24, when a fraction of less than half of one yen has arisen it will be rounded off and when a fraction of at least half of one yen but less than one yen has arisen it will be rounded up to one yen.
2. When a fraction of less than one yen has arisen in a fixed amount for provision that was calculated under these provisions, it will be rounded off.

(Calculation of the salary amount for one hour of work)

Article 11

The amount of provision per one hour of work stipulated in Article 17 through Article 19 and in Article 24 will be the amount obtained by dividing the basic salary by the one-month average prescribed work hours of a one-year period, with April 1 of each year as the starting date.

(Amount of basic annual salary)

Article 12

1. The calculation period for the amount of basic annual salary will be the one-year period from April 1 each year until March 31 of the following year.
2. The amount of basic annual salary will be decided according to the gradational salary stipulated in the Table of Basic Annual Salary Amounts (Appendix 1). Provided, however, that the amount of basic annual salary in the event that the employment period is less than one year will be decided in accordance with that employment period, using the amount of basic annual salary that is decided according to gradational salary as the standard.

(Determination and revision of gradational salary)

Article 13

1. The gradational salary that will serve as the basis for the basic annual salary amount for a specially appointed employee who will be newly hired will be determined according to the Table of Basic Annual Salary Amount Standards (Appendix 2), in accordance with things, such as the job type, academic background, and number of years of experience.
2. Irrespective of the provisions of Article 13.1, it will be possible to determine a gradational salary that is higher or lower than the gradational salary stipulated in Article 13, based on a proposal by the head of the department, etc. that intends to newly hire a specially appointed employee, in general consideration of things, such as the job performance of that specially appointed employee, the salary amount at his or her previous job, and the budget.
3. In principle, a gradational salary that was determined according to the provisions of Article 13.1 or Article 13.2 will not be revised during the employment period of the relevant specially appointed employee. Provided, however, that in the event that either of the items below applies, the gradational salary stipulated in the relevant item can be revised.
 - I. When the head of the department, etc. to which the relevant specially appointed employee belongs has made a proposal in consideration of things, such as that specially appointed employee's job performance in the previous fiscal year and the budget:
A gradational salary that is higher than the gradational salary under the provisions of Article 13.1 or Article 13.2
 - II. When the relevant specially appointed employee's number of years of experience has reached a higher classification in the Table of Basic Annual Salary Amount Standards (Appendix 2):
A gradational salary that corresponds to the respective number of years of experience

(Exceptions for the amount of basic annual salary)

Article 14

When the President recognizes that there are special circumstances that make it difficult to follow the provisions of Article 12 and Article 13, he or she can separately stipulate the basic annual salary amount.

(Revision of the basic annual salary amount, etc.)

Article 15

The basic annual salary amount that was determined according to the provisions of Article 3, and the Table of Basic Annual Salary Amounts (Appendix 1) and the Table of Basic Annual Salary Amount Standards (Appendix 2) can be revised, even midway through the business year, in consideration of circumstances, such as the corporation's business performance and social conditions.

(Special duty allowance)

Article 16

A special duty allowance will be provided according to the provisions of Article 34 of the Provisions for Salaries for Tottori University Employees (2004 Tottori University rule No. 41; hereinafter referred to as the "Employee Salary Provisions").

(Overtime work allowance)

Article 17

An overtime work allowance will be provided according to the provisions of Article 35 of the Employee

Salary Provisions.

(Allowance for work on a day off)

Article 18

An allowance for work on a day off will be provided according to the provisions of Article 36 of the Employee Salary Provisions.

(Allowance for night work)

Article 19

An allowance for night work will be provided according to the provisions of Article 37 of the Employee Salary Provisions.

(Allowance for night or day duty)

Article 20

An allowance for night or day duty will be provided according to the provisions of Article 38 of the Employee Salary Provisions.

(Basic salary for the Employees Conducting Shortened-Hour Work for Child Care)

Article 21

Basic salary for an Employee Conducting Shortened-Hour Work for Child Care will be the amount obtained by multiplying the basic salary that person receives by the amount obtained by dividing that person's work hours per week under the Shortened-Hour Work for Child Care based on the provisions of Article 16 of the Child-Care Leave Provisions by the work hours stipulated in Article 5.1 of the Work Hour Provisions.

(Method of provision of salary)

Article 22

In addition to the things that are stipulated in these provisions, matters that are necessary in relation to provision of basic salary and various allowances will conform to the provisions of Article 47 of the Employee Salary Provisions.

(Reduction of basic salary by half)

Article 23

When a specially appointed employee will, for the purpose of recuperation for an injury (excluding work-related injuries and injuries due to commuting) or an illness (excluding work-related illnesses and illnesses due to commuting; hereinafter in this clause the same) or measures for prohibition of working in relation to an illness (limited to things that are stipulated separately), continuously not work for more than ninety days (in the case of separate stipulation, one year) beginning on the date of commencement of sick leave under the provisions of Article 29 of the Work Hour Provisions or the relevant measures, basic salary will be reduced by half for the days for the relevant sick leave or the relevant measures after that period has passed.

(Reduction of salary amount)

Article 24

1. For the lacking hours in a case in which a specially appointed employee lacked all or a portion of the work hours for one day (excluding cases in which the person has been exempted from the obligation of dedication to duties under the provisions of Article 16 of the Work Hour Provisions, cases of a day off listed in Article 25.1 of the Work Hour Provisions, and other cases in which there has been special approval for not working), hours in which time for child care was taken under Article 20 of the Child-Care Leave Provisions, or hours in which a partial leave of absence was taken under the provisions of Article 15 of the Provisions Related to Nursing Care Leave, etc. for Tottori University Employees (2004 Tottori University rule No. 47; hereinafter referred to as the "Nursing Care Leave Provisions"), the salary amount per one hour of work that is stipulated in Article 11 will be provided as

a reduced amount for each one hour that was not worked. In such a case, that number of hours will be calculated according to the total number of hours of the calculation period for that salary, and in the event that a fraction of less than one hour arises in that number of hours the fraction will be rounded off.

2. Irrespective of the provisions of Article 24.1, in the event that a specially appointed employee does not work due to sick leave for the purpose of recuperation for an injury or illness due to work or commuting, for a person who will receive leave compensation under Article 76 of the Labor Standards Act or compensation, etc. under the provisions of the Industrial Accident Compensation Insurance Act (1947 law No. 50) (hereinafter referred to as the "Accident Compensation, etc."), an amount equivalent to the amount of the Accident Compensation, etc. received will be deducted from the amount of salary that will be provided for the relevant period.

(Salary for people taking leave)

Article 25

1. When a specially appointed employee has suffered an injury or illness through work or commuting and taken a leave of absence under the provisions of Article 16.1.1 of the Employee Work Rules, the entire amount of salary (for a person who will receive the Accident Compensation, etc., the amount after the amount equivalent to the amount of that Accident Compensation, etc. has been deducted) will be provided during that period of leave of absence.
2. When a specially appointed employee has incurred tuberculosis, fallen under a reason stated in Article 16.1.1 of the Employee Work Rules, and taken a leave of absence, an amount of 80 percent of basic salary will be provided until the date when that period of leave of absence reaches two years.
3. When a specially appointed employee has fallen under a reason stated in Article 16.1.1 of the Employee Work Rules due to mental or physical trouble other than that of Article 25.1 or Article 25.2 and taken a leave of absence, an amount of 80 percent of basic salary will be provided until the date when that period of leave of absence reaches one year.
4. When a specially appointed employee has fallen under a reason stated in Article 16.1.2 of the Employee Work Rules and taken a leave of absence, an amount within 60 percent of basic salary can be provided during that period of leave of absence.
5. When a specially appointed employee has fallen under a reason stated in Article 16.1.6 of the Employee Work Rules and taken a leave of absence, an amount within 70 percent of basic salary can be provided during that period of leave of absence.
6. When a specially appointed employee has fallen under a reason stated in Article 16.1.6 of the Employee Work Rules and taken a leave of absence and it can be recognized that the employee suffered an accident due to work or commuting due to the accident that was the cause of his or her fate or whereabouts being unknown, an amount within 100 percent of basic salary will be provided during that period of leave of absence.
7. When a specially appointed employee has fallen under a reason stated in Article 16.1.7 or Article 16.1.8 of the Employee Work Rules and taken a leave of absence, an amount within 100 percent of basic salary can be provided during that period of leave of absence.
8. In addition to exclusion of the provision stipulated in Article 25.1 through Article 25.7, a specially appointed employee who took a leave of absence will not be given any other provision.

(Salary during child-care leave)

Article 26

For a specially appointed employee who is taking the child-care leave stipulated in Article 3 of the Child-Care Leave Provisions, salary will not be provided during that period.

(Salary during nursing care leave)

Article 27

For a specially appointed employee who is taking the nursing care leave stipulated in Article 3 of the Nursing Care Leave Provisions, salary will not be provided during that period.

(Measures in cases when it is difficult to follow these provisions)

Article 28

In the event that, due to special circumstances, it is not possible to follow these provisions, or in the event that the President recognizes that following these provisions is especially inappropriate, it will be possible to conduct other handling.

Supplementary provision

These provisions will go into effect on April 1, 2011.

Appendix 1

Table of Basic Annual Salary Amounts

Gradational Salary	Basic Annual Salary	Monthly Salary Amount (Ref.)
	YEN	YEN
1	2,400,000	200,000
2	2,520,000	210,000
3	2,640,000	220,000
4	2,760,000	230,000
5	2,880,000	240,000
6	3,000,000	250,000
7	3,120,000	260,000
8	3,240,000	270,000
9	3,360,000	280,000
10	3,480,000	290,000
11	3,600,000	300,000
12	3,720,000	310,000
13	3,840,000	320,000
14	3,960,000	330,000
15	4,080,000	340,000
16	4,200,000	350,000
17	4,320,000	360,000
18	4,440,000	370,000
19	4,560,000	380,000
20	4,680,000	390,000
21	4,800,000	400,000
22	4,920,000	410,000
23	5,040,000	420,000
24	5,160,000	430,000
25	5,280,000	440,000
26	5,400,000	450,000
27	5,520,000	460,000
28	5,640,000	470,000
29	5,760,000	480,000
30	5,880,000	490,000
31	6,000,000	500,000
32	6,120,000	510,000
33	6,240,000	520,000
34	6,360,000	530,000
35	6,480,000	540,000
36	6,600,000	550,000
37	6,720,000	560,000
38	6,840,000	570,000
39	6,960,000	580,000
40	7,080,000	590,000
41	7,200,000	600,000
42	7,320,000	610,000
43	7,440,000	620,000
44	7,560,000	630,000
45	7,680,000	640,000
46	7,800,000	650,000
47	7,920,000	660,000
48	8,040,000	670,000
49	8,160,000	680,000
50	8,280,000	690,000

Gradational Salary	Basic Annual Salary	Monthly Salary Amount (Ref.)
	YEN	YEN
51	8,400,000	700,000
52	8,520,000	710,000
53	8,640,000	720,000
54	8,760,000	730,000
55	8,880,000	740,000
56	9,000,000	750,000
57	9,120,000	760,000
58	9,240,000	770,000
59	9,360,000	780,000
60	9,480,000	790,000
61	9,600,000	800,000
62	9,720,000	810,000
63	9,840,000	820,000
64	9,960,000	830,000
65	10,080,000	840,000
66	10,200,000	850,000
67	10,320,000	860,000
68	10,440,000	870,000
69	10,560,000	880,000
70	10,680,000	890,000
71	10,800,000	900,000
72	10,920,000	910,000
73	11,040,000	920,000
74	11,160,000	930,000
75	11,280,000	940,000
76	11,400,000	950,000
77	11,520,000	960,000
78	11,640,000	970,000
79	11,760,000	980,000
80	11,880,000	990,000
81	12,000,000	1,000,000
82	12,120,000	1,010,000
83	12,240,000	1,020,000
84	12,360,000	1,030,000
85	12,480,000	1,040,000
86	12,600,000	1,050,000
87	12,720,000	1,060,000
88	12,840,000	1,070,000
89	12,960,000	1,080,000
90	13,080,000	1,090,000
91	13,200,000	1,100,000
92	13,320,000	1,110,000
93	13,440,000	1,120,000
94	13,560,000	1,130,000
95	13,680,000	1,140,000
96	13,800,000	1,150,000
97	13,920,000	1,160,000
98	14,040,000	1,170,000
99	14,160,000	1,180,000
100	14,280,000	1,190,000

Gradational Salary	Basic Annual Salary	Monthly Salary Amount (Ref.)
	YEN	YEN
101	14,400,000	1,200,000
102	14,520,000	1,210,000
103	14,640,000	1,220,000
104	14,760,000	1,230,000
105	14,880,000	1,240,000
106	15,000,000	1,250,000

Table of Sasic Annual Salary Amount Standards

1. Specially appointed faculty members and faculty members for an endowed course

(1) When specially appointed employee ages under 65 on the last day of fiscal year in which the date of employment starts

Years after university graduation	Assistant Professor			Junior Associate Professor			Associate Professor			Professor		
	Gradational Salary	Annual Salary Amount (Ref.)	Monthly Salary Amount (Ref.)	Gradational Salary	Annual Salary Amount (Ref.)	Monthly Salary Amount (Ref.)	Gradational Salary	Annual Salary Amount (Ref.)	Monthly Salary Amount (Ref.)	Gradational Salary	Annual Salary Amount (Ref.)	Monthly Salary Amount (Ref.)
< 2 years	17	4,320,000	360,000	—	—	—	—	—	—	—	—	—
> 2 years < 4 years	19	4,560,000	380,000	—	—	—	—	—	—	—	—	—
> 4 years < 6 years	21	4,800,000	400,000	27	5,520,000	460,000	—	—	—	—	—	—
> 6 years < 8 years	25	5,280,000	440,000	29	5,760,000	480,000	32	6,120,000	510,000	—	—	—
> 8 years < 10 years	28	5,640,000	470,000	31	6,000,000	500,000	35	6,480,000	540,000	—	—	—
> 10 years < 15 years	33	6,240,000	520,000	38	6,840,000	570,000	42	7,320,000	610,000	50	8,280,000	690,000
> 15 years < 20 years	36	6,600,000	550,000	44	7,560,000	630,000	48	8,040,000	670,000	52	8,520,000	710,000
> 20 years < 25 years	39	6,960,000	580,000	49	8,160,000	680,000	52	8,520,000	710,000	56	9,000,000	750,000
> 25 years < 30 years	40	7,080,000	590,000	51	8,400,000	700,000	55	8,880,000	740,000	62	9,720,000	810,000
> 30 years < 35 years	42	7,320,000	610,000	52	8,520,000	710,000	57	9,120,000	760,000	66	10,200,000	850,000
> 35 years										69	10,560,000	880,000

Remarks

When prospectie specially appointed employee is required to have expertise in medical sciences or dentistry and he/she is a licensed medical doctor or a licensed dentist, they are eligiable for top 5 gradational salary ranks stipulated in the table above.

(2) When specially appointed employee ages over 65 on the last day of fiscal year in which the date of employment starts

Assistant Professor			Junior Associate Professor			Associate Professor			Professor		
Gradational Salary	Annual Salary Amount (Ref.)	Monthly Salary Amount (Ref.)	Gradational Salary	Annual Salary Amount (Ref.)	Monthly Salary Amount (Ref.)	Gradational Salary	Annual Salary Amount (Ref.)	Monthly Salary Amount (Ref.)	Gradational Salary	Annual Salary Amount (Ref.)	Monthly Salary Amount (Ref.)
17	4,320,000	360,000	20	4,680,000	390,000	23	5,040,000	420,000	35	6,480,000	540,000

(3) Calculation method of years of experience

① Period after the completion of undergraduate degree will be counted as years of experience. When duration of study exceeds regular duration to complete degrees (exclude the period with work experiences) and/or there is a blank period, half of total of these period will not be counted into years of experience.

② Add the number of years stipulated in the "Adjustment" column of the following table to the years of experience gained after the completion of the highest degree if it is one of the degrees stipulated in the "academic background" column on the following table.

Academic background	Adjustment
2 year college graduate	△ 3 years
3 year college graduate	△ 2 years
6 year university graduate	3 years

③ Add the number of years stipulated in the "Adjustment" column of the following table to the years of experience gained after the undergraduate degree completion if it is one of the degrees stipulated in the "Academic background" column on the following table.

Academic background	Adjustment
Masters completed	1 year
Doctoral completed	3 years

④ Add 6 years of experience to the years of experience gained after completion of 6-year university degree when specially appointed employee has doctoral degree obtained after the completion of 6-year university degree.

⑤ Irrespective to ② and ④, rank of gradational salary can be determined by lower academic background when in cases where it is found to be beneficial.

2. Specially appointed specialist

(1) When specially appointed employee ages under 60 on the last day of fiscal year in which the date of employment starts

Years past since high school graduation	Job equivalent to clerk			Job equivalent to section chief		
	Gradational Salary	Annual Salary Amount (Ref.)	Monthly Salary Amount (Ref.)	Gradational Salary	Annual Salary Amount (Ref.)	Monthly Salary Amount (Ref.)
< 2 years	3	2,640,000	220,000	—	—	—
> 2 years < 4 years	4	2,760,000	230,000	—	—	—
> 4 years < 6 years	6	3,000,000	250,000	—	—	—
> 6 years < 8 years	8	3,240,000	270,000	—	—	—
> 8 years < 10 years	10	3,480,000	290,000	—	—	—
> 10 years < 15 years	14	3,960,000	330,000	—	—	—
> 15 years < 20 years	19	4,560,000	380,000	26	5,400,000	450,000
> 20 years < 25 years	23	5,040,000	420,000	34	6,360,000	530,000
> 25 years < 30 years	25	5,280,000	440,000	40	7,080,000	590,000
> 30 years < 35 years				44	7,560,000	630,000
> 35 years				46	7,800,000	650,000

(2) When specially appointed employee ages over 60 on the last day of fiscal year in which the date of employment starts

Job equivalent to clerk			Job equivalent to section chief		
Gradational Salary	Annual Salary Amount (Ref.)	Monthly Salary Amount (Ref.)	Gradational Salary	Annual Salary Amount (Ref.)	Monthly Salary Amount (Ref.)
7	3,120,000	260,000	20	4,680,000	390,000

(3) Calculation method of years of experience

Period after completion of highschool diploma will be counted as years of experience. When duration of study exceeds regular duration to complete diplomas (exclude the period with work experiences) and/or there is a blank period, half of total of these period will not be counted into years of experience.

3. Specially appointed specialist (Nursing personnel)

(1) When specially appointed employee ages under 60 on the last day of fiscal year in which the date of employment starts

Years of experience after acquisition of license	Nurse, midwife, health nurse			Chief nurse		
	Gradational Salary	Annual Salary Amount (Ref.)	Monthly Salary Amount (Ref.)	Gradational Salary	Annual Salary Amount (Ref.)	Monthly Salary Amount (Ref.)
< 2 years	12	3,720,000	310,000	—	—	—
> 2 years < 4 years	13	3,840,000	320,000	—	—	—
> 4 years < 6 years	14	3,960,000	330,000	—	—	—
> 6 years < 8 years	16	4,200,000	350,000	—	—	—
> 8 years < 10 years	18	4,440,000	370,000	—	—	—
> 10 years < 15 years	22	4,920,000	410,000	25	5,280,000	440,000
> 15 years < 20 years	26	5,400,000	450,000	29	5,760,000	480,000
> 20 years < 25 years	29	5,760,000	480,000	33	6,240,000	520,000
> 25 years < 30 years	31	6,000,000	500,000	36	6,600,000	550,000
> 30 years < 35 years	32	6,120,000	510,000	38	6,840,000	570,000
> 35 years						

(2) When specially appointed employee ages over 60 on the last day of fiscal year in which the date of employment starts

Nurse, midwife, health nurse			Chief nurse		
Gradational Salary	Annual Salary Amount (Ref.)	Monthly Salary Amount (Ref.)	Gradational Salary	Annual Salary Amount (Ref.)	Monthly Salary Amount (Ref.)
12	3,720,000	310,000	15	4,080,000	340,000

(3) Calculation method of years of experience

Period after acquisition of license required to perform relevant job will be counted as years of experience. When duration of study exceeds regular duration to complete diplomas (exclude the period with work experiences) and/or there is a blank.