

Work Rules for Tottori University Specially Appointed Employees

February 1, 2011

Tottori University rule no. 8

(Purpose)

Article 1

These rules stipulate necessary matters in relation to work by specially appointed employees who work at Tottori University (hereinafter referred to as the “University”), based on the provisions of Article 3.3 of the Tottori University Employee Work Rules (2004 Tottori University rule no. 36; hereinafter referred to as the “Employee Work Rules”).

(Definition of specially appointed employees)

Article 2

“Specially appointed employees” in these rules refer to people who are hired under an annual salary and who are stated in each of the items below.

- I. Specially appointed faculty members: People engaged in education or research for a project based on special appointment by the President
- II. Faculty members for endowed courses: People who are engaged in education or research for an endowed course or an endowed research department
- III. Specially appointed specialists: People engaged in work for which it can be recognized that it is particularly necessary to utilize specialized knowledge or outstanding insight for a certain period

(Duties of specially appointed employees)

Article 3

The duties of specially appointed employees will be according to the stipulations in the appendix.

(Partial application of the Employee Work Rules)

Article 4

In addition to the stipulations of these rules, for matters that are necessary in relation to work by specially appointed employees the specially appointed employees will be deemed employees who receive application of the Employee Work Rules (for specially appointed faculty members and faculty members for endowed courses), and those rules (excluding each provision of Article 14, Article 30, Article 45-2, Article 45-3, and Article 57) and regulations based on those rules will apply.

(Term)

Article 5

1. The term of a specially appointed employee will follow the stipulations of each item below.
 - I. Specially appointed faculty members and faculty members for endowed courses.
It will be based on Article 4.1.3 of the Act on Term of Office of University Teachers (1997 law no. 82), within the extent of the period for the project that the relevant specially appointed faculty member or faculty member for an endowed course is engaged in, limited to five years, and stipulated individually. Provided, however, that for the end of the term it is not possible to make a stipulation that goes beyond the date on which the total agreement period stipulated in Article 18 of the Labor Contract Act (2007 law no. 128) that was replaced under Article 7 of the Act on Term of Office of University Teachers reaches ten years.
 - II. Specially appointed specialists
 1. It will be within the extent of the period for the project that the relevant specially

appointed specialist is engaged in, limited to three years, and stipulated individually. Provided, however, that for the end of the term it is not possible to make a stipulation that goes beyond the date on which the total agreement period stipulated in Article 18 of the Labor Contract Act reaches five years.

2. It is possible to re-appoint a specially appointed employee within the extent of the project that the relevant specially appointed employee is engaged in, and the term after re-appointment will follow the provisions of item 1 above.
3. For appointing a specially appointed employee, agreement concerning the term must be obtained in advance from the person who will receive that appointment, by using the attached form.
4. For matters that are necessary in relation to reappointment of specially appointed employees, the provisions from Article 4 through Article 8 of the Rules Related to Terms for Faculty Members at Tottori University (2004 Tottori University rule no. 40) and the provisions of Article 5 of the Rules Related to Terms for Employees Other Than Faculty Members at Tottori University (2004 Tottori University rule no. 224) will apply correspondingly to specially appointed faculty members and faculty members for endowed courses and to specially appointed specialists, respectively.

(Position changes)

Article 6

1. In principle, a specially appointed employee will not be subject to position changes (excluding those due to organizational reforms).
2. Due to duty circumstances, a specially appointed employee may be ordered to hold concurrent positions. In such a case, the specially appointed employee cannot refuse this without a valid reason.

(Salary)

Article 7

Matters that are necessary in relation to salary for specially appointed employees will follow the stipulations of the Tottori University Specially Appointed Employee Salary Regulations (2011 Tottori University rule no. 9).

(Retirement benefits)

Article 8

Retirement benefits will not be provided to specially appointed employees.

(Measures when it is difficult to follow these rules)

Article 9

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

(Other)

Article 10

In addition to the stipulations of these rules, the President will separately stipulate matters that are necessary in relation to work by specially appointed employees.

Supplementary provision

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

Supplementary provision (September 16, 2014 Tottori University rule no. 69)

These rules will go into effect on October 1, 2014.

Supplementary provision (April 21, 2015 Tottori University rule no. 64)
These rules will go into effect on April 21, 2015.

Appendix (Related to Article 3)

Duties of specially appointed employees

Type of job		Job title and job classification
Specially appointed faculty member		Specially Appointed Professor
		Specially Appointed Associate Professor
		Specially Appointed Junior Associate Professor
		Specially Appointed Assistant Professor
Faculty member for an endowed course		Endowed Professor
		Endowed Associate Professor
		Endowed Junior Associate Professor
		Endowed Assistant Professor
		Endowed Research Department Professor
		Endowed Research Department Associate Professor
		Endowed Research Department Junior Associate Professor
		Endowed Research Department Assistant Professor
Specially appointed specialist (Clerical employee)	Job equivalent to section chief	The President will stipulate it on each occasion.
	Job equivalent to clerk	
Specially appointed specialist (Nursing personnel)		Chief nurse
		Nurse, midwife, health nurse

Exhibit form (Related to Article 5.3)

Agreement form

(Month) (Date) , (Year)

To: The President of Tottori University

Name:

(Seal)

I agree with the fact that when I take the position of Tottori University ○○○○ I will be appointed for the term stated below, based on the provisions of Article 5.3 of the Work Rules for Tottori University Specially Appointed Employees.

Term: From (Year) (Month) (Date) to (Year) (Month) (Date)

Note: Fill in the name of the organization and the job in the “○○○○” portion.