

○Hiroshima University Regulations for Appointment and Removal of Employees

Regulation No. 81 of April 1, 2004

Hiroshima University Regulations for Appointment and Removal of Employees

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Chapter I General Provisions

(Purposes)

Article 1

1. These Regulations provide for necessary matters pertaining to the appointment and dismissal of employees working for Hiroshima University (hereinafter referred to as "the University"), pursuant to the Hiroshima University Work Regulations for Employees (Regulation No. 78 of April 1, 2004, hereinafter referred to as "Work Regulations for Employees"); the Hiroshima University Work Regulations for Mariners (Regulation No. 79 of April 1, 2004, hereinafter referred to as "Work Regulations for Mariners"); and the Hiroshima University Work Regulations for Reemployed Employees (Regulation No. 80 of April 1, 2004, hereinafter referred to as "Work Regulations for Reemployed Employees").
2. Matters pertaining to the appointment and dismissal of employees shall be governed by, in addition to those prescribed in these Regulations, the Labor Standards Act (Act No. 49 of 1947; hereinafter referred to as "Labor Standards Act"), and other applicable laws and regulations.

(Delegation of Authority)

Article 2

The President may delegate some of the authorities prescribed in these Regulations to other officers or employees.

(Definitions)

Article 3

1. The term "Faculty Members" as used herein means employees falling under any of the following items:
  - (1) Professors, associate professors, lecturers, assistant professors and research associates (hereinafter referred to as "the University Faculty Members"); or
  - (2) Assistant principals, teachers, nursing teachers or school dietitians (hereinafter referred to as "Attached School Faculty Members") of Hiroshima University Kindergarten; Hiroshima University Kindergarten, Mihara; Hiroshima University Elementary School; Hiroshima University Elementary School, Shinonome; Hiroshima University Elementary School, Mihara; Hiroshima University Junior High School; Hiroshima University Junior High

- School, Shinonome; Hiroshima University Junior High School, Mihara; Hiroshima University Junior High School, Fukuyama; Hiroshima University Senior High School; and Hiroshima University Senior High School, Fukuyama (hereinafter referred to as "Attached Schools").
2. The term "Executive Employee" as used herein means the following person:
    - (1) A person who is in the position of: Vice President (excluding one who is an Executive); Director (Bukyokucho); Director (Toshokancho); Director of the Joint Usage Facility on Campus; Director of the Joint Usage Facilities for National Universities in the Chugoku/Shikoku Area; Director of the Joint Education and Research Facilities on Campus; Director of the Joint Usage Facility on Campus; or Director of the Attached Schools; or
    - (2) A person who is in the position of: Assistant to the President(Gakucho Hosa) ; Executive Manager (Bucho); Director (Shocho); Vice Executive (Fukuriji); Director (Sentacho); Group Leader; or Office Director (Shitsucho).
  3. The following terms as used herein shall have the meanings assigned to them as in the following respective items:
    - (1) Hiring: To newly employ a person as an employee of the University;
    - (2) Promotion: To reassign an employee to a higher ranking position;
    - (3) Demotion: To reassign an employee to a lower ranking position;
    - (4) Reassignment: To change a post to which an employee has been assigned or belongs, a place of work, a job category, a job title or the duties of an employee (excluding a Promotion or a Demotion);
    - (5) Assignment to Additional Post: To assign an employee to an additional post while he/she keeps his/her existing post as before;
    - (6) Secondment: To temporarily transfer an employee to any National University Corporation or the like by the University's order;
    - (7) Personnel Exchange: To assign an employee currently working for another National University Corporation or the like to a post at the University, via a personnel exchange agreement or a memorandum of understanding, etc.;
    - (8) Administrative Sick Leave: To place an employee on administrative leave pursuant to Article 14, item 1 of the Work Regulations for Employees, Article 13, item 1 of the Work Regulations for Mariners and Article 8, paragraph 1, item 1 of the Work Regulations for Reemployed Employees;
    - (9) Criminal Administrative Leave: To place an employee on administrative leave pursuant to Article 14, item 2 of the Work Regulations for Employees, Article 13, item 2 of the Work Regulations for Mariners and Article 8, paragraph 1, item 2 of the Work Regulations for Reemployed Employees;
    - (10) Research Administrative Leave: To place an employee on administrative leave pursuant to Article 14, item 4 of the Work Regulations for Employees;
    - (11) Joint Research Administrative Leave: To place an employee on administrative leave pursuant to Article 14, item 5 of the Work Regulations for Employees;
    - (12) Administrative Leave for Serving Concurrently as Executive for Business that Utilizes Research Results: To place an employee on administrative leave pursuant to Article 14, item 6 of the Work Regulations for Employees;
    - (13) Reinstatement: The return to work of an employee on administrative leave;
    - (14) Retirement: The loss of an employee's status as an employee (excluding the case of dismissal);
    - (15) Voluntary Retirement: The voluntary retirement from work by an employee;
    - (16) Mandatory Retirement: The retirement from work by an employee due to reaching the mandatory retirement age;
    - (17) Extension of Service Term: To have an employee work for the University for a period from the day following the Mandatory Retirement Date to the designated date, pursuant to Article 19 of the Work Regulations for Employees, or Article 18 of the Work Regulations for Mariners;
    - (18) Reemployment after Mandatory Retirement: To reemploy an employee after the Mandatory Retirement pursuant to Article 20 of the Work Regulations for Employees, or Article 19 of the Work Regulations for Mariners;

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- (19) Dismissal: To make an employee retire from work, pursuant to Article 9, paragraph 2 and Article 23 of the Work Regulations for Employees, Article 8, paragraph 2 and Article 22 of the Work Regulations for Mariners and Article 13 of the Work Regulations for Reemployed Employees; and
- (20) Stay at Home: To order an employee to stay at home, pursuant to Article 46-2 of the Work Regulations for Employees, Article 64-2 of the Work Regulations for Mariners and Article 35-2 of the Work Regulations for Reemployed Employees.

(Job category, job title and job class)

### Article 4

The job category, job title and job class of employees shall be as set forth in the Table below.

## Chapter II Hiring and Transferring, etc.

### Section 1 Hiring and Promotion

(Hiring and promotion of Faculty Members)

### Article 5

1. The selection for hiring or promotion of the University Faculty Member shall be made by the University through discussion by a Faculty Meeting of the department to which he/she will be assigned (in the case of the department having no Faculty Meeting, any organization alternative thereto; the same shall apply hereinafter), pursuant to the Hiroshima University Regulations for Faculty Member Selection Standards (Standard No. 82 of April 1, 2004) prescribed by the President through discussion by the Education and Research Council (hereinafter referred to as "Education and Research Council") and the Hiroshima University Basic Policy on Teacher (Decided by President, April 1, 2004).
2. The selection for hiring or promotion of an Attached School Faculty Member shall be made by the University through discussion by the Attached Schools' Principals Board.
3. When the University Faculty Member, after becoming a University executive, remains in charge of the education and research in a department to which he/she has been assigned, the selection set forth in paragraph 1 above shall be deemed to have been made. The same shall apply to a case where he/she, after working for the University as an executive, becomes the University Faculty Member again.

(Hiring of a supplementary Faculty Member in the event of an Attached Schools' female Faculty Member taking Childbirth Leave)

### Article 6

1. In the event of an Attached School's female Faculty Member taking Childbirth Leave, a supplementary Faculty Member may be employed to support duties of Faculty Members of the Attached School, for the period from six weeks before the due date (14 weeks for a multiple pregnancy) until the day on which eight weeks have passed after the delivery date, or the period from the day on which the Faculty Member starts her maternity leave before childbirth until the day on which 14 weeks (22 weeks for a multiple pregnancy) have passed after the same day.
2. The provisions of the preceding Article, paragraph 2 shall apply mutatis mutandis to the selection under the preceding paragraph.

(Hiring and promotion of employees other than Faculty Members)

### Article 7

The selection for the hiring and promotion of employees other than Faculty Members shall be made by one or more of: a culture test, an eligibility test, a composition test, a personality test and a career evaluation.

(Documents to be submitted for hiring)

### Article 8

A newly hired employee shall promptly submit the following documents:

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- (1) Written oath (in the form prescribed by the University);
  - (2) Certificate of tax deducted at source (only for a person who has gained any employment income from any other source in the year he/she becomes employed by the University);
  - (3) Dependent exemption form;
  - (4) Pension handbook (of the principal and his/her dependent spouse if applicable);
  - (5) Employment insurance certificate (if any);
  - (6) Mariner's pocket-ledger (only the case of a mariner); and
  - (7) Other documents as required by the University.
2. The hiring of an employee may be canceled in the event of any falsification, misrepresentation of experience, or omission or inaccuracy of any important matter that is required to be reported.
  3. In a case where any change occurs in the information which has been provided through any of the submitted documents, the employee must immediately notify the University in writing on each such occasion.

### Section 2 Fixed-term Employment, etc.

(Fixed-term employees)

#### Article 9

1. The University may employ an employee with a fixed term, in accordance with laws and regulations, or to the extent specified in Article 14 of the Labor Standards Act:
  - (1) when the University employs the employee, pursuant to the Hiroshima University Regulations for Terms of Office of Teachers (Regulation No. 83 of April 1, 2004; hereinafter referred to as "Regulations for Term of Office of Faculty Members") prescribed by the President through discussion by the Education and Research Council;
  - (2) when the University executes an Extension of Service Term;
  - (3) when the University carries out a Reemployment after Mandatory Retirement;
  - (4) when the University employs the employee, pursuant to Article 11 of the Hiroshima University Regulations for Employee Childcare Leave (Regulation No. 92 of April 1, 2004);
  - (5) when the University employs the employee pursuant to Article 11 of the Hiroshima University Regulations for Employee Leave for Graduate School Attendance (Regulation No. 94 of April 1, 2004);
  - (6) when the University employs the employee pursuant to Article 6 herein;
  - (7) when the University employs the employee pursuant to Article 12 of the Hiroshima University Regulations for Employee Leave for Social Activities (Regulation No. 62 of March 28, 2008);
  - (7-2) when the University employs the employee pursuant to Article 14 of the Hiroshima University Regulations for Employee Leave for Spouse Overseas Transfers (Regulation No. 42 of March 27, 2018);
  - (8) when the University employs the employee pursuant to Article 6 of the Hiroshima University Regulations for the Tenure Track System (Regulation No. 10 of March 26, 2013); or
  - (9) when the University deems it necessary.
2. The employee may, by notifying the University, retire from work at any time on or after the day on which one year has passed from the first day of said fixed term.
3. The provisions of Article 23 herein shall apply mutatis mutandis to the notification set forth in the preceding paragraph.

(Renewal)

#### Article 9-2

1. Matters pertaining to the renewal of the employment of employees employed under the preceding Article, paragraph 1, item (1) shall be governed by the Regulations for Term of Office of Faculty Members.
2. For an employee employed under the preceding Article, paragraph 1, items (2) through (9) who is considered by the University especially necessary to perform the University's business and in his/her latest period of employment has demonstrated excellent work performance and psychophysical condition, the employment contract may be renewed.

3. When an employee whose employment contract is renewed under the provisions of the preceding two paragraphs requests the University for the conversion of his/her employment contract into that without a term pursuant to the provisions of Article 18 of the Labor Contract Act (Act No. 128 of 2007) under the procedures prescribed separately, then his/her employment contract shall be converted into one without a term from the day following the expiry date of the existing employment contract.

(Working conditions for employees with a non-fixed term employment contract)

#### Article 9-3

In principle, the working conditions for an Employee whose employment contract was converted into one without a term pursuant to paragraph 3 of the preceding article shall be the same as the working conditions of such Employee immediately before his/her employment contract was converted.

(Advance notice of termination of employment contract)

#### Article 9-4

When a fixed-term employment contract (limited to one for a person whose employment contract has been renewed three times or more or who works continuously for more than one year from the day on which employment first commences, excluding a person whose employment contract expressly states in advance that the contract shall not be renewed) is not renewed on the expiry of the employment term, the University shall give notice to the employee no later than 30 days before the day on which the employment term expires.

### Section 3 Probationary Period

(Probationary period)

#### Article 10

The term "When the University deems it necessary" stated in Article 9, paragraph 1, the proviso of the Work Regulations for Employees, and Article 8, paragraph 1, the proviso of the Work Regulations for Mariners, refers to the conditions:

- (1) when the University employs an employee with a fixed term pursuant to Article 9, paragraph 1, item (2) or (3);
- (2) when the University employs an employee through Personnel Exchange;
- (3) when the University employs a person who is actually and officially in a position in: another National University Corporation, a private school prescribed in the School Education Act (Act No. 26 of 1947) or another corporation prescribed in Article 32, paragraph 1, item (1) of the Rules of the National Personnel Authority 8-12 (Appointment and Dismissal of Employees); and
- (4) when the University otherwise deems it appropriate to employ the person.

(Extension of probationary period)

#### Article 11

In a case where the number of days on which an employee has actually worked during six months (in the case of a teacher, one year) after the probationary period has commenced is less than 90 days (in the case of a teacher, 180 days), the probationary period shall be extended until the day on which the number of days he/she has actually worked reaches 90 days (in the case of a teacher, 180 days); provided, however, that the number of days of the probationary period shall not exceed one year (in the case of a teacher, two years) after the probationary period has commenced.

(Dismissal during probationary period)

#### Article 12

1. When the University dismisses an employee during the probationary period on the ground that his/her work performance is poor, it shall be required that it is clearly evidenced by the job performance review that his/her work performance is remarkably poor.
2. When the University dismisses an employee during the probationary period on the ground that

he/she is mentally or physically disabled, it shall be required that two doctors designated by the University diagnose him/her as having a mental or physical disability which requires, or cannot be cured even by, medical treatment or rest for a long period, and that it is clear that the execution of his/her duties is impeded, or impossible, due to said mental or physical disability.

3. When the University dismisses the University Faculty Member during the probationary period, discussion by the Faculty Meeting of the department to which he/she is assigned shall be required.

#### Section 4 Reassignment

(Reassignment)

##### Article 13

1. No University Faculty Member shall be reassigned against his/her will, unless based on the results of a review by the Education and Research Council conducted after being proposed by the President or the Director (Bukyokucho) of the department to which he/she is assigned.
2. In conducting a review as set forth in the preceding paragraph, the Education and Research Council shall:
  - (1) issue to the employee in question a written explanation of the reason for the review;
  - (2) when the employee undergoing the review applies within 14 days of receiving the explanation as in the preceding item, grant said employee the opportunity to state his/her opinion verbally or in writing; and
  - (3) when deeming it necessary, call upon a reference witness to appear before the Council or hear the opinion of such a witness.
3. Necessary matters pertaining to the review other than those described in the preceding paragraph shall be prescribed by the Education and Research Council.

#### Section 5 Assignment to Additional Post

(Cases where Assignment to Additional Post can be made)

##### Article 14

Falling into any of the following cases, an employee may be subject to an Assignment to Additional Post:

- (1) When the Assignment to Additional Post is permitted by other regulations of the University;  
or
- (2) When the Assignment to Additional Post would not seriously impede the execution of his/her duties.

(Release from or termination of Assignment to Additional Post)

##### Article 15

1. The University may at any time cancel an Assignment to Additional Post.
2. In the event of the disappearance of any cause which has required the Assignment to Additional Post, University must promptly cancel the Assignment to Additional Post.
3. If any event falling under any of the following items arises, the Assignment to Additional Post shall be terminated:
  - (1) When a period of time is set for the Assignment to Additional Post, and that period of time expires;
  - (2) When the position covered by the Assignment to Additional Post is abolished;
  - (3) When the employee is temporarily transferred;
  - (4) When the employee retires from work; or
  - (5) When the employee becomes subject to administrative leave, disciplinary administrative leave, or suspension (Shukkin Teishi).

#### Section 6 Administrative Leave

(Period of administrative leave)

Article 16

1. The period of an Administrative Sick Leave shall, to the extent that the condition giving rise to the grounds for the leave remains, not exceed three years in total even if the type of disease or disorder which constitutes the cause of the leave or the details of work in which the employee engages have varied.
2. Notwithstanding the provisions of the preceding paragraph, for the University Faculty Member, in a case where an Administrative Sick Leave for more than three years is required, whether or not such an Administrative Sick Leave can be granted shall be determined in each case by the University through discussion by the Faculty Meeting of the department to which he/she is assigned and the Education and Research Council.
3. Notwithstanding the provisions of paragraph 1 above, the period of an Administrative Sick Leave due to tuberculous disease for an Attached School Faculty Member shall be two years, and may, if particularly necessary, be renewed to three years in total.

(Renewal of period, etc.)

Article 17

The University may, if particularly necessary, renew the period of a Research Administrative Leave and a Joint Research Administrative Leave to more than three years.

(Procedure for administrative leave)

Article 18

1. No University Faculty Member shall be placed on administrative leave (excluding an Administrative Sick Leave (excluding the case set forth in Article 19, paragraph 3) and a Criminal Administrative Leave; the same shall apply in this Article) against his/her will, unless based on the results of a review by the Education and Research Council conducted after being proposed by the President or the Director (Bukyokuchō) of the department to which he/she is assigned.
2. No Attached School Faculty Member shall be placed on administrative leave against his/her will, unless based on the results of a review by the Attached Schools' Principals Board.
3. No employee other than Faculty Members shall be placed on administrative leave against his/her will, unless based on the results of a review by the Personnel Committee.
4. In conducting the review set forth in paragraph 1 or 2, the provisions of Article 13, paragraph 2 and 3 herein shall apply mutatis mutandis.
5. In conducting the review of the Personnel Committee set forth in the paragraph 3, the provisions of Article 4, paragraphs 2 through 7 of the Hiroshima University Regulations for Disciplinary Punishment of Employees (Regulation No. 97 of April 1, 2004; hereinafter referred to as "Regulations for Disciplinary Action to Employees") shall apply mutatis mutandis.

(Administrative Sick Leave)

Article 19

As a basic rule, the decision resulting in placing an employee on an Administrative Sick Leave, renewing the period of an Administrative Sick Leave, and having an employee return to work before the expiry of the period of an Administrative Sick Leave, shall be made based on the diagnosis of a doctor. In such case, the University may, when deeming it necessary, ask for the diagnosis or opinion of an industrial doctor or a doctor designated by the University.

2. The date of commencing an Administrative Sick Leave shall be the day following the day on which the period of a sick leave an employee has taken reaches the upper limit of a sick leave prescribed in Article 21 paragraph 3, and Article 21-3 paragraph 2 through 4 of the Hiroshima University Regulations for Working Hours, Time-off and Leave for Employees (Regulation No. 91 of April 1, 2004), and Article 51 paragraph 3, and Article 51-3 paragraph 2 through 4 of the Work Regulations for Mariners (hereinafter referred to as "Sick Leave" in the following paragraph), or, if the relevant disease requires medical treatment for a longer period after returning to work, the day determined by the University taking into consideration all the circumstances.
3. Notwithstanding the provisions of the preceding paragraph, in a case where an employee has

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taken Sick Leave during the probationary period, and after becoming a regular employee at the completion of the probationary period has still not returned to work, and University deems it necessary to place that employee on Administrative Sick Leave, the date of commencement of that Administrative Sick Leave shall be determined by the University taking into consideration all the circumstances including but not limited to maintenance of work efficiency, but as a basic rule shall be on the day on which the period of the Sick Leave has exceeded 90 days in total (if the same day falls during the probationary period, then on the day on which the probationary period expires).

(Research Administrative Leave)

### Article 20

A Research Administrative Leave does not include leave taken for the sole purpose of acquiring any knowledge or qualification.

(Joint Research Administrative Leave)

### Article 21

A Joint Research Administrative Leave shall include that based on duties pertaining to research on scientific technology conducted jointly between the state and a specified incorporated administrative agency.

(Administrative Leave for an Employee Concurrently Serving as an Executive for a Business which Utilizes Research Results)

### Article 22

An Administrative Leave for an Employee Concurrently Serving as an Executive for a Business which Utilizes Research Results shall require the relevant employee to obtain in advance permission to serve concurrently as an executive of the business that utilizes the research results.

## Chapter III Retirement, Demotion and Dismissal

### Section 1 Retirement

(Voluntary Retirement)

### Article 23

1. When an employee intends to resign for personal reasons, the employee must, as a basic rule, notify the University in writing to that effect at least 30 days before the intended date of resignation; provided, however, that where it is not possible for him/her to notify 30 days before the intended date of resignation due to unavoidable reasons, then he/she must notify at least 14 days before the intended date of resignation.
2. When receiving from an employee a written notice of his/her intention to retire, the University shall approve the retirement to the extent that there is no hindrance in that regard.
3. Unless otherwise agreed to by the University, the employee who has notified his/her intention to retire from work must continue to engage in his/her existing duties until the retirement comes into effect.

### Section 2 Exceptions to mandatory retirement age

(Extension of Service Term)

### Article 24

Necessary matters pertaining to the selection of an employee for whom the service term should be extended shall be prescribed by the Hiroshima University Guidelines for Selection of Teachers Specially Exempted from Mandatory Retirement (Decided by President, April 1, 2004).

(Selection of employee to be reemployed after Mandatory Retirement)

### Article 25

1. An employee to be reemployed after Mandatory Retirement (hereinafter referred to as



"Reemployed Employee") may be employed only when he/she does not fall under any of the items set forth in Article 21 paragraph 1 and Article 23 paragraph 1 of the Work Regulations for Employees (hereinafter referred to as "Retirement Events").

2. The last day of the employment period of a Reemployed Employee shall be the first March 31 on or after the day on which the employee is reemployed.
3. After the expiration of the employment period under the provisions of the preceding paragraph, the University may, when an employee does not fall under any of the Retirement Events, renew his/her employment contract, with the employment period designated within the scope less than one year.
4. The last day of the employment period under the provisions of the preceding paragraph shall be the first March 31 on or after the day on which the Reemployed Employee reaches the age of 65.

### Section 3 Demotion

(Demotion)

#### Article 26

1. When the University demotes an employee on the ground that his/her work performance is poor, it shall be required that it is clearly evidenced by the job performance review or otherwise that his/her work performance is poor.
2. When the University demotes an employee on the ground that the execution of his/her duties is impeded, or impossible, due to any mental or physical disability, it shall be required that two doctors designated by the University diagnose him/her as having a mental or physical disability which requires, or cannot be cured even by, medical treatment or rest for a long period, and that it is clear that the execution of his/her duties is impeded, or impossible, due to said mental or physical disability.

#### Article 27

1. No University Faculty Member shall be demoted against his/her will, unless based on the results of a review by the Education and Research Council after being proposed by the President or the Director (Bukyokucho) of the department to which he/she is assigned.
2. No Attached School Faculty Member shall be demoted against his/her will, unless based on the results of a review by the Attached Schools' Principals Board.
3. No employee other than Faculty Members shall be demoted against his/her will, unless based on the results of a review by the Personnel Committee.
4. In conducting the review set forth in the paragraph 1 or 2, the provisions of Article 13, paragraphs 2 and 3 herein shall apply mutatis mutandis.
5. In conducting the review of the Personnel Committee set forth in the paragraph 3, the provisions of Article 4, paragraphs 2 through 7 of the Regulations for Disciplinary Action to Employees shall apply mutatis mutandis.

### Section 4 Dismissal

(Dismissal)

#### Article 28

1. When the University dismisses an employee on the ground that his/her work performance is remarkably poor and there is no hope of improvement and he/she cannot be assigned to another position, or he/she otherwise cannot perform his/her duties, it shall be required that it is clearly evidenced as a result of the job performance review or otherwise that he/she cannot perform his/her duties.
2. When the University dismisses an employee on the ground that the execution of his/her duties is remarkably impeded, or impossible, due to any mental or physical disability, it shall be required that two doctors designated by the University diagnose him/her as having a mental or physical disability which requires, or cannot be cured even by, medical treatment or rest for a long period, and that it is clear that the execution of his/her duties is impeded, or impossible, due to said mental or physical disability.

Article 29

1. No University Faculty Member shall, except during the probationary period, be dismissed (excluding a Disciplinary dismissal; the same shall apply in this Article) against his/her will, unless based on the results of a review by the Education and Research Council after being proposed by the President or the Director (Bukyokuchō) of the department to which he/she is assigned.
2. No Attached School Faculty Member shall, except during the probationary period, be dismissed against his/her will, unless based on the results of a review by the Attached Schools' Principals Board.
3. No employee other than an Faculty Member shall, except during the probationary period, be dismissed against his/her will, unless based on the results of a review by the Personnel Committee.
4. In conducting the review set forth in paragraph 1 or 2, the provisions of Article 13, paragraphs 2 and 3 herein shall apply mutatis mutandis.
5. In conducting the review of the Personnel Committee set forth in paragraph 3, the provisions of Article 4, paragraphs 2 through 7 of the Regulations for Disciplinary Action to Employees shall apply mutatis mutandis.

Chapter 4 Acting Executive Employees and Deputy Executive Employees

(Appointment and dismissal of Acting Executive Employees)

Article 30

Should a vacancy occur among Executive Employees, the University may appoint and dismiss Acting Executive Employees as appropriate.

(Appointment and dismissal of Deputy Executive Employees)

Article 31

Upon any Executive Employees' undergoing medical treatment or traveling overseas, the University may appoint and dismiss Deputy Executive Employees.

(Appointment and dismissal of Deputy Executive Employees due to their undergoing medical treatment)

Article 32

Appointment and dismissal of Deputy Executive Employees due to their undergoing medical treatment shall be conducted, taking into consideration the extent of disease, the period of medical treatment and the like, based on a medical certificate issued by a doctor,:

- (1) when it is difficult for the University to make contact with an Executive Employee undergoing medical treatment;
- (2) when it is deemed that an Executive Employee undergoing medical treatment is poor in the ability to make vocational decisions;
- (3) when the period of medical treatment is expected to be about 30 days or more; or
- (4) when the University deems it particularly necessary to deploy Deputy Executive Employees.

(Appointment and dismissal of Deputy Executive Employees due to traveling overseas)

Article 33

Appointment and dismissal of Deputy Executive Employees due to traveling overseas shall be made, taking into consideration the destination country, the period of traveling overseas and the like:

- (1) when it is difficult for the University to make contact with an Executive Employee traveling overseas;
- (2) when the overseas travel is expected to last for 30 days or more and to cause disturbance to Executive Employees' duties; or
- (3) when the University deems it particularly necessary to deploy Deputy Executive Employees.

Chapter V Procedures for Appointment and Dismissal

(Issuance of a Notice of Internal Personnel Transfer)

Article 34

If any event falling under any of the following items arises, the University shall issue to an employee a written notice of internal personnel transfer (hereinafter referred to as "Notice"):

- (1) When the University employs, promotes, reassign, or renew the employment term of, the employee;
- (2) When the employee employed with a fixed term employment contract is converted into an employee without a fixed term contract;
- (3) When the University assigns, or cancels the assignation of, the employee to the additional post;
- (4) When the assignation of the employee to the additional post terminates (excluding the cases described in Article 15, paragraph 3, items (1) and (4));
- (5) When the University changes, adds another name to, or abolishes, the name of duties applicable to the employee;
- (6) When the University temporarily transfers the employee;
- (7) When the employee is ordered to return to work, or returns to work due to expiration of the period of the administrative leave;
- (8) When the University cancels the order to the employee to Stay at Home;
- (9) When the employee retires from work (excluding a case of Dismissal or Voluntary Retirement);
- (10) When the University approves the Voluntary Retirement of the employee;
- (11) When the employee retires from work due to reaching the mandatory retirement age;
- (12) When the University executes an Extension of Service Term;
- (13) When the University extends the due date due to an Extension of Service Term;
- (14) When the University moves forward the due date due to an Extension of Service Term;
- (15) When the employee subject to an Extension of Service Term is reassigned and converted into an employee without a fixed term; or
- (16) When the employee retires from work due to reaching the due date due to an Extension of Service Term.

Article 35

The University must issue to an employee a Notice:

- (1) when the University demotes the employee;
- (2) when the University places the employee on, or renews the period of, administrative leave;
- (3) when the University dismisses the employee; or
- (4) when the University orders the employee to Stay at Home.

(Cases where the issuance of Notice is not required)

Article 36

Notwithstanding the provisions of the preceding two Articles, the issuance of a Notice may be replaced by the issuance of any other documents serving as the Notice or otherwise appropriate means:

- (1) when the University reassigns an employee according to the new establishment, amendment, abolition or the like of any organization;
- (2) when the University deems it appropriate to avoid the issuance of a Notice in any of the cases specified in Article 34, item (4), (5) and (11); or
- (3) in the case of an emergency meaning that the University cannot issue the Notice in any event set forth in the items of the preceding Article.

Chapter VI Miscellaneous Provisions

(Miscellaneous rules)

Article 37

## Hiroshima University Regulations for Appointment and Removal of Employees

Cases which cannot be governed by these Regulations due to any special circumstances, or cases where the President considers that the application of these Regulations would be highly inappropriate, may be given special treatment.

### Supplementary Provisions

1. These Regulations shall come into effect from April 1, 2004.
2. The selection of an employee conducted before the day on which these Regulations came into effect (hereinafter referred to as "Effective Date") which pertains to the Hiring, Promotion, Reassignment or Reemployment to be made after the Effective Date shall be deemed to be a selection pursuant to these Regulations.
3. The Personnel Committee established under the old Hiroshima University Education and Research Council (Kyu Hiroshima Daigaku Hyougikai) in connection with the Reassignment before the Effective Date shall be deemed to be established pursuant to these Regulations.
4. An employee who has been placed on administrative leave from before the Effective Date pursuant to the National Public Service Act (Act No. 120 of 1947) or the Rules of the National Personnel Authority 11-4 (Guarantee of Status of Employees) and whose administrative leave is expected to continue also after the Effective Date shall be deemed to be placed on administrative leave pursuant to these Regulations.
5. An administrative leave for which a consent is obtained before the Effective Date and which pertains to a period after the Effective Date shall be deemed to be one for which a consent is obtained pursuant to these Regulations.

### Supplementary Provisions (Regulation No. 58 of March 31, 2005)

1. These Regulations shall come into effect from April 1, 2005.
2. Notwithstanding the provisions of Article 3 paragraph 1 and the appended table relating to Article 4 of the Hiroshima University Regulations for Appointment and Removal of Employees after revision by these Regulations, for the period during which the Dental hygienist School and the Dental Mechanic School affiliated to the School of Dentistry (collectively, hereinafter referred to as "Advanced Vocational Schools") exist pursuant to the Hiroshima University Policies and Regulations (Regulation No. 1 of April 1, 2004), lecturers shall be deployed at the Advanced Vocational Schools, and necessary matters pertaining to the appointment and dismissal of the lecturers shall be governed by the prior and existing provisions.

### Supplementary Provisions (Regulation No. 108 of June 1, 2005)

These Regulations shall come into effect from June 1, 2005, and the Hiroshima University Regulations for Appointment and Removal of Employees after the revision by these Regulations shall be applicable from May 21, 2005.

### Supplementary Provisions (Regulation No. 52 of March 31, 2006)

1. These Regulations shall come into effect from April 1, 2006.
2. In a case where the University renews the employment of a Reemployed Employee who is in office on the day on which these Regulations came into effect, the provisions of Article 25 paragraphs 3 and 4 of the Hiroshima University Regulations for Appointment and Removal of Employees after the revision by these Regulations (hereinafter referred to as "New Regulations") shall apply.
3. The term "65 years of age" in the provisions of Article 25 paragraph 4 of the New Regulations shall be read as "63 years of age" for a person who was born on or before April 1, 1947, and as "64 years of age" for a person who was born between April 2, 1947 and April 1, 1949 inclusive.

### Supplementary Provisions (Regulation No. 100 of June 26, 2006)

These Regulations shall come into effect from July 1, 2006.

### Supplementary Provisions (Regulation No. 117 of September 28, 2006)

These Regulations shall come into effect from October 1, 2006; provided, however, that the amendments in Article 3 paragraph 1 item (1) and the column "the University Faculty Members" of the appended table shall come into effect from April 1, 2007.

### Supplementary Provisions (Regulation No. 57 of March 22, 2007)

These Regulations shall come into effect from April 1, 2007.

### Supplementary Provisions (Regulation No. 55 of March 28, 2008)

These Regulations shall come into effect from April 1, 2008.

Supplementary Provisions (Regulation No. 67 of March 31, 2009)

These Regulations shall come into effect from April 1, 2009.

Supplementary Provisions (Regulation No. 75 of March 31, 2010)

These Regulations shall come into effect from April 1, 2010.

Supplementary Provisions (Regulation No. 24 of March 31, 2011)

These Regulations shall come into effect from April 1, 2011.

Supplementary Provisions (Regulation No. 93 of July 12, 2011)

1. These Regulations shall come into effect from October 1, 2011.

2. The handling of the procedures for administrative leave and the date of commencing an Administrative Sick Leave for a person who has actually started Sick Leave at the time of the enforcement of these Regulations (excluding a person who has newly started Sick Leave on or after the day on which these Regulations comes into effect) may be governed by the prior and existing provisions only if the University deems it necessary to place the person on Administrative Sick Leave until December 29, 2011 taking into consideration all the circumstances.

Supplementary Provisions (Regulation No. 33 of March 30, 2012)

These Regulations shall come into effect from April 1, 2012.

Supplementary Provisions (Regulation No. 16 of March 26, 2013)

These Regulations shall come into effect from April 1, 2013.

Supplementary Provisions (Regulation No. 18 of March 26, 2014)

These Regulations shall come into effect from April 1, 2014.

Supplementary Provisions (Regulation No. 107 of December 24, 2014)

These Regulations shall come into effect from January 1, 2015.

Supplementary Provisions (Regulation No. 30 of March 24, 2015)

These Regulations shall come into effect from April 1, 2015.

Supplementary Provisions (Regulation No. 42 of March 24, 2016)

These Regulations shall come into effect from April 1, 2016.

Supplementary Provisions (Regulation No. 236 of November 29, 2016)

These Regulations shall come into effect from December 1, 2016.

Supplementary Provisions (Regulation No. 26 of March 27, 2017)

These Regulations shall come into effect from April 1, 2017.

Supplementary Provisions (Regulation No. 131 of September 26, 2017)

These Regulations shall come into effect from October 1, 2017.

Supplementary Provisions (Regulation No. 28 of March 27, 2018)

These Regulations shall come into effect from April 1, 2018.

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Appended Table (related to Article 4): Job Category, Job Title and Job Class

Job category	Job title and job class		
University Faculty Member	Professor		
	Associate professor		
	Lecturer		
	Assistant professor; Research associate		
Attached School Faculty Member	Assistant principal		
	Teacher; Nursing teacher; School dietitian		
General employee (The left column is managerial workers; the right column is specialist workers)	Assistant to Principal; Executive manager (Bucho); Executive manager (Shocho); Vice executive (Fukuriji)		
	Chief Manager (Gurupurida) ; Senior manager; Chief manager (Shitsucho)	Advanced senior specialist	
	Assistant Chief Manager (Fuku-Gurupurida); Assistant Chief Manager (Fukushitsucho)	Senior specialist	
	Chief	Specialist	
	Senior staff		
	Staff (Gurupun); Staff (Shitsuin)		
	Medical social worker (Chief)		
	Medical social worker		
	Technical employee	Senior technical specialist	
Senior technical employee			
Senior technical staff			
Technician			
Skilled/labor service employee	Driver	Garage manager Driver	
	Cook	Chief cook Cook	
	Marine employee	Navigation officer	
Engine driver		Chief engine driver Engine driver	
		Radio operator	Chief radio operator Radio operator
Sailor			Chief sailor Sailor
		Operator	Chief operator Stoker
Cook			Chief cook Cook
		Nursing staff	Chief nurse leader
Nurse leader			
Deputy nurse leader; Chief nurse			
Nurse; Midwife; Acting nurse; Acting midwife			
Practical nurse			
Medical care personnel	Pharmacist	Vice executive manager of medicine	
		Senior staff of medicine	
		Pharmacist	
	Medical technology employee	Chief department head	
		Clinical radiologist	Department head
			Vice head of department; Chief clinical radiologist
			Clinical radiologist
Medical	Department head		

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		technologist	Vice head of department; Chief medical technologist Medical technologist
		Occupational therapist	Department head Vice head of department
		Physical therapist	Occupational therapist;
		Orthoptist	Physical therapist; Orthoptist;
		Speech therapist	Speech therapist
		Clinical engineer	Department head
			Vice head of department
			Clinical engineer
		Dental hygienist	Department head
			Vice head of department;
			Dental hygienist
	Dental mechanic	Department head	
Vice head of department;			
Chief dental mechanic			
Dental mechanic			
Dietitian	Nutritional management room manager		
	Chief dietitian		
	Dietitian		

