

Japan Center for Michigan Universities
Office Regulations

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JCMU Office Regulations

Section. 1 General

Paragraph #1 (Objective)

This document outlines the employment regulations for the Japan Center for Michigan Universities (hereafter referred to as JCMU). These regulations apply to regular employees of JCMU. Regulations covering the employment of part time and temporary workers are outlined elsewhere.

Paragraph #2 (Definitions and employees covered under this guideline)

Employees covered under this regulation are those full-time employees who have a signed employment contract with JCMU.

Section. 2 Office service regulations

Paragraph #3 (Duties under JCMU office regulations)

JCMU employees must abide by this regulation.

Paragraph #4 (Prohibited activities)

The following activities are prohibited as being contrary to the objectives and reputation of JCMU.

- (1) Activities which bring disrepute upon or harm the reputation of JCMU
- (2) Release of JCMU internal information, and information covered under the US Privacy Act, to those who do not have a need or authorization to be told such information.
- (3) Failure to abide by this regulation or acts in such a way as to disrupt the smooth operation of JCMU.
- (4) Using the name of JCMU, or association with JCMU for personal gain in activities or in advertising that are not expressly authorized by the RD.
- (5) An intimate relationship between a staff member and student, or between a staff member and another employee he/she directly supervises.
- (6) Other conduct which is determined to be dangerous or criminal.

Paragraph #5 (Report of accident and employee's compensation liability)

1. Employees who are involved in work-related accidents, injuries, or incidents that result in bodily harm, cause damage to JCMU property, or are using JCMU property that causes harm or bodily injury, must report such incidents in writing and verbally to the RD at the earliest opportunity.
2. In the event of an accident or large loss of property, the JCMU employee involved may assume financial responsibility for such losses or accidents.

Paragraph #6 (Report of personal information changes)

Employees are required to report any changes including:

- (1) Legal change of name due to marriage or other reasons
- (2) Change of legal prefecture residence
- (3) Changes in personal qualifications (revocation of licenses, degrees, etc)
- (4) Changes in marital status or the support status of dependents
- (5) Other changes which impact personnel administration.

Section. 3 Personnel

Paragraph #7 (General rules on Personnel)

- (1) The RD will take due consideration of personnel issues based on this regulation.
- (2) JCMU employees have the right and an obligation to voice their opinions regarding personnel matters to the RD whenever they feel it is necessary.

Paragraph #8 (Employment)

When the RD decides to hire a new employee, s/he will seek the opinion of the employees who will supervise the new employee, and will take their opinion into account before the hiring process is completed.

Paragraph #9 (Probationary)

- (1) In cases when appropriate, a probationary period may be required of new employees. Such periods will be specified in the employee's contract.
- (2) When such periods are used, if the competency of the employee is judged to be acceptable, the employee will be made a regular employee.

- (3) If during the probationary period or at the end of the period it is determined that the work of the employee is not acceptable, the employee will be terminated.
- (4) The probationary period will be included in the calculation of service for longevity pay and other benefits.

Paragraph #10 (Required Employment Documents to be submitted)

Persons recruited to become employees at JCMU must submit required documents to the RD. These include:

- (1) A work history, i.e. C.V. or resume.
- (2) Other documents required for personnel administration.

Paragraph #11 (Clear statement of working conditions)

At the time of recruitment, the RD must clearly outline work conditions, responsibilities, pay, and other conditions in the employment contract.

Section. 4 Working hours and Holidays

Paragraph #12 (Working hours)

Working hours for employees are 8 hours per day from 8:30am to 5:30pm, Monday through Friday. Regarding employees in the English Program who need to work on Saturdays based on their contracts, their working hours on Saturdays should be 8 hours from 8:30am to 5:30pm.

Regarding a part of employees, irregular working hour system (1 year unit) is applied, and their working hours should not exceed 40 hours per week through a year. Their working hours are based on yearly working hour calendar.

2. Regarding employees in the English Program, work starting time and work ending time stated in paragraph 12 (1) should be specified to those employees before each term starts, and those times may be set earlier or later depending on the English Program schedule of each term.

Paragraph #13 (Lunch break)

The lunch break for office staff is one hour. The time of the lunch break will be from 12:00pm to 1:00pm. Lunch time may be changed by supervisors depending on work

load etc.

Paragraph #14 (Child care break request)

Upon request, a female employee with a child less than one year old may take a 30 min. break twice a day in addition to the lunch break outlined in Paragraph #13.

A request for such breaks must be submitted in writing to her supervisor in advance.

Paragraph #15 (Holidays)

JCMU holidays are as follows.

1. (1) Saturday and Sunday (Sunday is the legal holiday).

If employees in the English program need to work on Saturdays according to their contracts stated in Paragraph #12, one holiday should be given to them within the same week of Sunday (legal holiday).

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- (2) Japanese National Holidays

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- (3) Other holidays as directed by the JCMU Resident Director

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2. If required, the JCMU RD may designate the holidays stated in paragraph #15 above as a work day. In such cases, pre-arranged compensatory time will be given within five working days of when the employee was asked to work on a holiday.

Paragraph #16 (Overtime work and work on holidays)

JCMU employees may be asked to work beyond normal working hours or holidays outlined in Paragraph #12 and Paragraph #15 if necessary.

Section. 5 Paid holidays

Paragraph #17 (Annual paid holidays)

RD may give annual paid holidays to employee more than the number of days stated in Paragraph #39 of the Labor Standards Act. These days will be outlined in the employment contract

Paragraph #18 (Right of request of paid holidays)

1. Unused paid holidays can be carried over to the next employment year only.

If you have unused annual paid holiday from the current employment year, you can carry them over to the next employment year. However, those carried over paid holidays will become invalid after one year.

2. Unused paid holidays may not be redeemed for cash.

3. Holidays may be taken by the day, half-day or by the hour. However, if the RD finds that those requests conflict with the JCMU work situation, he may deny the request and ask the employee to take those days off on other dates.

The employee taking paid holidays by the hour should take no more than five working days (40 hours) in one year, and also should take no more than 8.0 hours in a day. Holidays less than 1.0 hour will be rounded to 1.0 hour.

Paragraph #19 (Request of Annual paid holidays)

When an employee takes paid holidays, the employee must submit a written request to his/her supervisor in advance. (If it is not possible to submit such a request in advance, then it should be accomplished as soon as practical after the employee returns.)

When an employee takes long paid holidays, it is desirable that the employee submits an emergency contact number to his/her supervisor.

Section. 6 Special Paid Holidays

Paragraph #20 (Ceremonial holidays)

Employees, in addition to the leaves of absence provided for under paragraph 17, in the following cases may receive leave:

(1) Marriage of the employee	5 days
(2) Marriage of the employee's child	2 days
(3) Marriage of a sibling	2 days
(4) Marriage of the spouse's sibling	2 days
(5) Death of spouse	5 days
(6) Death of a parent	5 days
(7) Death of spouse's parent	5 days
(8) Death of a relative who lives with the employee	5 days
(9) Death of a child	5 days

(10)Death of a grandparent or a spouse's grandparent

1 day

Exceptions: When it is necessary for an employee to travel long distances for participation in such ceremonies, travel time may be taken into account and additional leave granted.

Paragraph #21 (Request of Ceremonial holidays)

When an employee wishes to take ceremonial leave, the employee should submit a written request to RD through his/her supervisor in advance. (If it is not possible to submit such request in advance, then this request should be made as soon as possible after the employee returns.)

Paragraph #22 (Normal sick leave and its request)

1. Work related sick leave will be granted as long as is necessary for recovery. Work related sick leave will be paid for a period of up to three months, but is unpaid after three months. When an employee takes work related sick leave, the employee must submit a written request to the RD with doctor's statement in advance (or as soon as practical).
2. Employees are entitled to paid normal sick leave of up to 30 days per year. Employees should submit a request form to the RD with a letter or receipt from a physician indicating the duration of the illness and treatment.

Section. 7 Unpaid Holidays

Paragraph #23 (Long-term sick leave and its request)

Sick leave for illnesses or injury not work related may be granted for up to one year.

When an employee wishes to take sick leave, a request form should be submitted to the RD with a doctor's statement in advance or as soon as practical.

Paragraph #24 (Menstruation leave)

A female employee may take menstruation leave of up to two days per month. When a female employee wishes to take menstruation leave, she should submit a report to the JCMU office manager upon returning to work.

Paragraph #25 (Maternity leave and its request)

Upon the request of a pregnant employee and presentation of a statement from her physician giving the projected or actual delivery date, leave will be granted for a period up to six weeks before the birth (or 14 weeks for a multiple birth) and eight weeks after birth. With her doctor's permission, a female employee may return to work as early as 6 weeks after the delivery of a child, but is not required to do so.

Paragraph #26 (Child care and its request)

Upon submission of a written request to the RD, employee who has a child less than one year old may be given unpaid leave for child care.

Paragraph #27 (Family care and its request)

Upon submission of a written request and proper documentation to the RD, an employee may be given unpaid leave to provide health care for family member. This leave may only be granted once for up to three consecutive months for each member of the employee's family.

Section. 8 Attendance, Delay, Leave office earlier, Going out, Absence
and Temporary leave of absence.

Paragraph #28 (Attendance)

Employees must come to work by 8:30am and record their attendance on their attendance record. In case of delay due to traffic or other reasons, employees should notify his/her supervisor by phone.

Paragraph #29 (Coming in late to the office, Leaving the office earlier and going out for other reasons)

When employees request permission to come in late, leave early, or go out during business hours due to sickness, injury, or other personal reasons, a written request should be submitted to the supervisor who will inform the RD. This time off should be taken as annual paid holidays.

Paragraph #30 (Absence)

When an employee can not come to work for reasons other than stated in Section 5, Section 6 and Section 7, a written request should be submitted in advance or as soon as practical to the supervisor who will inform the RD.

Paragraph #31 (Temporary leave of absence retirement from work)

An employee may be asked to take a temporary leave of absence without pay by the RD for the following reasons.

- (1) When an employee is the defendant in a criminal case
- (2) When an employee has a contagious disease
- (3) Other special cases

Paragraph #32 (Period of Temporary leave of absence)

The period of temporary leave of absence in Paragraph #31 (1) above should be until the condition which prompted the leave of absence is resolved.

For the reason in Paragraph #31 (2), an employee should remain on leave of absence until a physician certifies that the employee is fit to return to work.

For Paragraph #31 (3), it should be for not more than one year, and it will be determined by the RD.

Section. 9 Business Trip

Paragraph #33 (Business Trips)

The RD may require employees to undertake overseas or domestic business trips as necessary.

Section. 10 Payment

Paragraph #34 (Salary)

1. Annual salary should be stated in the employment contract. Monthly salary will be determined by dividing the annual salary by the period of the contract in months. It should be calculated on 15th day of the month and be paid the last working day of the month through direct deposit into the employee's bank account.
2. If an employee's contract ends before the end of a month, the salary will be paid the last day of the employee's contract.
3. Salaries may not be increased, and advances may not be issued due to an employee's

financial need.

Paragraph #35 (Raise of Salary)

Raises are calculated yearly, and take effect when contracts are renewed. However, annual salary increases are not guaranteed, and may not be paid if JCMU's financial condition does not permit raises.

Paragraph #36 (Business trip expenses)

1. Business trip expenses and accommodation fees are paid at the actual incurred cost when the RD requests an employee undertake a business trip under Paragraph #33. The employee must submit a travel expense form along with original receipts for reimbursement.

If local train tickets are purchased from a vending machine, receipts are not necessary.

2. If employees use their own car for a business trip, transportation fees are calculated based on the actual mileage driven at the rate of Y35/km.

3. Per diem allowance may be paid for business trips if authorized by the RD.

Paragraph #37 (Travel expenses)

The travel expenses for daily commuting will be paid at actual expense, if an employee uses public transportation.

If an employee commutes by his/her own car, the monthly transportation fee will be calculated based on actual mileage driven at the rate of Y20/km x 20 days and will be paid along with the monthly salary.

It should be up to 20,000yen per month.

Using a taxi for commuting is not permitted in principle.

Paragraph #38 (Travel expenses related to attendance at a Conference)

If an employee attends a Conference to which the RD has requested the employee to attend, travel expenses, accommodation fees, and/or allowances may be paid. If the employee requests permission to attend a conference, they may negotiate with the RD prior to the employee traveling for the reimbursement of expenses. For example, if the employee wishes to attend a conference which the RD feels JCMU can not fully fund, but may provide the employee with professional growth, they may agree that

JCMU will pay transportation and conference fees, but not lodging or meal costs.

Paragraph #39 (Payment for Overtime work)

When the RD authorizes overtime work to an employee under Paragraph #16, 125% of the hourly wage will be paid for overtime work. If compensatory time off (0.25 hour increments) for overtime is granted in exchange for overtime work, it should be stated in the employment contract. In such cases 25% of the hourly wage will be paid.

Paragraph #40 (Payment for work on holidays)

1. Holidays or absences stated in Paragraph #15, Paragraph #17, Paragraph #20 and Paragraph #22 are considered as paid holidays. However, regarding Paragraph #22 (1), salary will be paid for up to a maximum of three months.
2. Any absences stated in from Paragraph #23 to Paragraph #27 and Paragraph #30 are considered unpaid absences.
3. When the RD authorizes overtime work to employees on holidays stated in Paragraph #15 under Paragraph #16, 125% (135% for Sunday) of the hourly wage will be paid. If compensatory time off is given in exchange for overtime, it should be stated in the employee's contract. If compensatory time is taken for holiday work, 25% (35% for Sunday) of the hourly wage will be paid.

Paragraph #41 (Payment for the period of temporary retirement)

If the RD requests an employee take a temporary leave of absence under Paragraph #31, it will be unpaid.

Paragraph #42 (Bonuses)

JCMU employees will not be paid bonuses.

Section. 11 Discharge and Retirement

Paragraph #43 (Reinstatement)

The RD may reinstate an employee when the reason for the employee's absence is no longer required as in Paragraph #22, Paragraph #23, Paragraph #25, Paragraph #26, Paragraph #27 or Paragraph #31. However in case of Paragraph #22, Paragraph #23 and Paragraph #31 (2), an attending physician must certify that an employee is fit to

return to work.

Paragraph #44 (Retirement Age)

JCMU has a mandatory retirement age of 65 years. However, an employee may continue working past age 65 with the agreement of the RD if the employee can present a doctor's statement that he/she is fit to continue working.

Paragraph #45 (Discharge)

When an employee fails to comply with the conditions set forth in his/her employment contract, or is unable to perform his/her duties for any of the following reasons, he/she maybe discharged.

1. (1) Poor attendance
 - (2) Difficulty in accomplishing his/her work due to mental or physical problems.
 - (3) Becoming ineligible for his/her position for professional or personal reasons.
 - (4) Is convicted of a felony crime and serves a prison sentence.
 - (5) Reduction in force (RIF) made necessary by budgetary or enrollment constraints.
 - (6) Any other reason the employee is unable to accomplish the work for which he/she was hired.
2. When employees are discharged under the above circumstances, the RD will give notice to the employee 30 days prior to the date of discharge, or give a monetary allowance equivalent to 30 days of salary. However, the allowance will not be paid when the RD discharges the employee for improper conduct, and the discharge is accepted by the Director of the Labor Inspection Office. The discharge allowance will not be paid and no notice given to an employee when the discharge date is less than 14 days from the beginning date of the trial period.

Paragraph #46 (Retirement)

1. It is assumed that an employee is retired when:
 - (1) an employee dies.
 - (2) an employee was hired for a fixed period and that period has expired.
 - (3) an employee asks for retirement and the RD accepts the request.
 - (4) an employee is prevented from returning to work after the period of absence or temporary leave of absence has expired.
 - (5) an employee reaches retirement age.

2. In case of above (3), the employee must give written notice to the RD 30 days prior to the desired termination date. Employee must continue to work until the RD formally accepts the request. However, the employee's retirement is effective, regardless of the RD's approval, if the employee has not received a reply to the request 14 days after submission.

Paragraph #47 (Retirement Allowance)

JCMU does not have a retirement allowance.

Section. 12 Health and Hygiene

Paragraph #48 (Duty for Cooperation)

Each JCMU employee must cooperate with any necessary treatment required for the preservation of Health and hygiene as directed by the RD.

Paragraph #49 (A contagious disease and its report)

Each employee must report to the RD and accept the RD's direction when he/she may have been infected by a contagious disease.

Paragraph #50 (Health Exam)

1. JCMU requires each employee to complete an annual health exam.

JCMU pays for the health exam fee if the exam is arranged by JCMU.

However JCMU will not pay exam fees which are incurred for optional exams, or additional exam.

2. If an employee requires medical treatment as a result of a health exam, the RD may direct the employee to take leave and to seek medical treatment.

Section. 13 Accident Compensation

Paragraph #51 (Accident Compensation)

When an employee is injured or becomes ill while commuting to or from work, or

during work, JCMU will provide accident compensation in accordance with the Labor Standards Act and/or the Labor Accident Compensation Insurance Act.

Section. 14 A Disciplinary

Paragraph #52 (A Disciplinary)

Disciplinary action may be taken against an employee by the following methods:

A reprimand:

Requesting and employee submit a written explanation/apology

Reduction of salary:

Not more than half of day-salary per occasion and total deduction should be less than 1/10 of one paycheck.

Suspension:

Not more than seven days. Salary will not be paid for those days.

A disciplinary discharge:

May be discharged without notice in advance. If the discharge is authorized by the Director of the Labor Inspection Office, a discharge allowance will not be paid.

Paragraph #53 (Reason for Disciplinary actions)

1. If an employee has taken any of the actions in following Paragraphs, he/she may be subject to a reprimand, deduction of salary, or attendance suspension.
 - (1) when an employee's absences amount to more than seven days without a reasonable cause, and he/she doesn't respond to requests to improve attendance.
 - (2) when an employee is often late for work or leaves early without reasonable cause.
 - (3) When an employee causes loss or damage to JCMU property by omission, error, or failure to exercise due care.
 - (4) when an employee displays a poor attitude and disrupts JCMU discipline or regulations
 - (5) when an employee acts contrary to this regulation.
 - (6) Other conduct which is determined to be dangerous or criminal in nature.
2. When an employee takes action outlined in the following paragraphs, he/she may be discharged for disciplinary reasons.
 - (1) when an employee's absences amount to more than seven days without a

- reasonable cause, and he/she doesn't respond to requests to improve attendance.
- (2) when an employee is habitually late for work or habitually leaves early, and is given written warning on five separate occasions, and does not improve his/her punctuality.
 - (3) when employee commits a felony like theft, usurpation or injury within JCMU, or any act which brings disgrace on JCMU or sullies JCMU's reputation related to a felony committed outside of JCMU.
 - (4) when an employee causes great loss of property, or injury to JCMU by carelessness or negligence.
 - (5) when an employee displays a poor attitude that disrupts JCMU discipline or regulations
 - (6) When an employee is hired based on a fraudulent work history or resume, or otherwise lies about his/her background, qualifications, or personal details.
 - (7) When an employee is found to have had an intimate relationship with a student or another staff member whom he/she directly supervises.
 - (8) other acts related or contributing to acts proscribed by this regulation.