

REGULATIONS CONCERNING SALARIES
OF HOURLY NON-TEACHING STAFF

This English document is a reference translation of the Japanese version of the Regulations Concerning Salaries of Hourly Non-teaching Staff .
The official text of the Regulations is the Japanese version.
If there are any contradictions between the Japanese version and this reference translation, the former shall prevail.

The Ritsumeikan Trust
Division of Human Resources

2021.12.1

REGULATIONS CONCERNING SALARIES OF HOURLY NON-TEACHING STAFF

Chapter 1 General Provisions

(Purpose)

Article 1 These Regulations Concerning Salaries of Hourly Non-teaching Staff stipulate matters concerning salaries of Hourly Non-teaching Staff of the Ritsumeikan Trust, in accordance with Article 36 of the Work Regulations for Hourly Non-teaching Staff.

(Composition of Salary)

Article 2 The salary of Hourly Non-teaching Staff members shall consist of the following items.

- (1) Hourly wage
- (2) Allowances
 - Commuting Allowance
 - Overtime Work Allowance
 - Late-night Work Allowance
 - Holiday Work Allowance

(Payment of Salary)

Article 3 The salary of Hourly Non-teaching Staff members shall be determined in hourly units, and shall be paid according to the actual performance of work; however, allowances that are not stipulated in hourly units shall be determined according to the stipulations of the Salary Regulations.

(Payday)

Article 4 Salaries shall be paid for the time worked from the 1st of each month through the last day of that month, and shall be paid on the 25th of the following month; however, if any payday falls on a Saturday, Sunday, or a holiday based on the Act Concerning National Holidays, the relevant payment shall be made on the nearest non-holiday weekday.

2 In the event that an Hourly Non-teaching Staff member retires from the Ritsumeikan Trust, dies, or requests an emergency payment in accordance with the Labor Standards Act of Japan, the Trust may pay the salary of the Hourly Non-teaching Staff member before the payday stipulated in this Article.

3 Notwithstanding the stipulations of the preceding two Paragraphs, the payday may be stipulated in the Hourly Non-teaching Staff member's Notification of Working Conditions or employment contract.

(Manner of Payment)

Article 5 The full amount of the salary of each Hourly Non-teaching Staff member shall be paid directly to the Hourly Non-teaching Staff member in cash; however, if an Hourly Non-teaching Staff member agrees in writing, the Trust may pay the

salary of the Hourly Non-teaching Staff member through a transfer to a bank account in his or her name, as designated by the Hourly Non-teaching Staff member.

- 2 If an Hourly Non-teaching Staff member dies, the Hourly Non-teaching Staff member's unpaid salary shall be paid to his or her surviving family. If the Hourly Non-teaching Staff member has no surviving family, such unpaid salary shall be paid to the individual who held the Hourly Non-teaching Staff member's funeral.
- 3 The surviving family stipulated in the preceding Paragraph refers to the deceased Hourly Non-teaching Staff member's spouse (or his or her de facto marriage partner in the case of common law marriage), children (inclusive of adopted children), parents (inclusive of adoptive parents), grandparents, or younger siblings dependent on the Hourly Non-teaching Staff member when he or she died. The Hourly Non-teaching Staff member's unpaid salary shall be paid in that order. If the surviving family entitled to such payment includes two or more persons, the salary shall be paid in the order selected through mutual consultation by the surviving family.

(Deductions)

Article 6 The following items shall be deducted from the salary.

- (1) Withholding income tax
- (2) Premium for The Promotion and Mutual Aid Corporation for Private Schools of Japan and the employees pension insurance premium
- (3) Employment insurance premium
- (4) Items agreed upon with a representative of the majority of the Trust's employees

(Handling of Fractions)

Article 7 In the calculation of salaries, any fraction less than one yen (¥1) in individual salary items shall be rounded up to one yen (¥1).

Chapter 2 Hourly Wages

(Hourly Wages)

Article 8 The hourly wage of Part-time Non-teaching Staff and Extended Tenure Part-time Non-teaching Staff shall be stipulated in the individual's Notification of Working Conditions or employment contract, and shall be based on the unit amount stipulated in Appendix 1, with consideration given to the content of the individual's work, his/her experience, and his/her ability to perform assigned duties, etc.

- 2 The hourly wage of Part-time Student Employees shall be stipulated in the individual's Notification of Working Conditions or employment contract, and shall be based on the unit amount stipulated in Appendix 2, with consideration given to the content of the individual's work, his/her experience, and his/her ability to perform assigned duties, etc. However, in the case of Part-time Student Employees working at Ritsumeikan University who assist with classes, the hourly wage shall be calculated with one lecture (90 minutes) deemed to be two (2) hours.
- 3 If the hourly rate in the appendix indicated in the preceding Paragraph is lower

than the minimum wage for the region stipulated by the individual prefecture, the applicable minimum wage shall be used as the hourly rate.

(Time Calculation Unit)

Article 9 The hourly wage indicated in the preceding Article and the allowances indicated in the following Article and in Articles 12 through 14 shall be calculated in units of fifteen (15) minutes.

(Non-payment Due to Absence/Tardiness)

Article 10 In cases in which the Hourly Non-teaching Staff member has worked none or only a portion of the prescribed working hours due to absence, leave, tardiness, leaving early, or leaving for personal reasons, etc., the hourly wage shall not be paid for the time not worked.

Chapter 3 Allowances

(Commuting Allowance)

Article 11 Hourly Non-teaching Staff members shall be paid a Commuting Allowance when they use public transportation, etc., and commute from their homes to their work location via the route assessed by the Trust; however, no Commuting Allowance shall be paid to Part-time Student Employees who commute to the campus at which they are enrolled.

2 The amount of payment shall be equivalent to the actual amount for the month worked or the price of a monthly commuter pass, whichever is lower, and with a maximum of the amount stipulated in Appendix 4; however, no Commuting Allowance shall be paid to individuals living within an 800-meter radius from the point at the work location stipulated in Appendix 3.

(Overtime Work Allowance)

Article 12 When Hourly Non-teaching Staff members have been ordered to engage in work that exceeds the working hours stipulated in the employment contract, they shall be paid an Overtime Work Allowance equivalent to the hourly wage; however, if the Hourly Non-teaching Staff member is ordered to engage in work that exceeds eight (8) hours, an Overtime Work Allowance of 1.25 times the hourly wage shall be paid per each hour that exceeds said eight (8) hours.

2 Notwithstanding the stipulations of Paragraph 1, if the Hourly Non-teaching Staff member is ordered to engage in work that exceeds forty (40) hours in a single week, an Overtime Work Allowance of 1.25 times the hourly wage shall be paid per each hour that exceeds said forty (40) hours.

3 If the total amount of overtime work in a month exceeds sixty (60) hours, an Overtime Work Allowance of 1.5 times the hourly wage shall be paid per each hour that exceeds said sixty (60) hours.

(Late-night Work Allowance)

Article 13 Hourly Non-teaching Staff members that have been ordered to work

during the period from 10:00 P.M. to 5:00 A.M. of the following day shall be paid a Late-night Work Allowance of 0.25 times the hourly wage for each hour worked during that period.

(Holiday Work Allowance)

Article 14 Hourly Non-teaching Staff members that have been ordered to work on a statutory holiday shall be paid a Holiday Work Allowance of 1.35 times the hourly wage for each hour worked during that period.

Chapter 4 Administrative leave , Leave of absence and Vacation

(Salary During Leave of Absence)

Article 14-2 No salary shall be paid to an Hourly Non-teaching Staff member on a leave of absence.

(Salary During Leave)

Article 15 No salary shall be paid to an Hourly Non-teaching Staff member on childcare leave or nursing care leave.

(Salary During Other Leave or Vacation)

Article 15-2 No salary shall be paid to a Part-time Lecturer (JugyotantoKoshi) on other leave or vacation stipulated in the Regulations Concerning Leave of Teaching Staff and Other Staff (hereinafter "Leave Regulations"), except for the annual paid vacation stipulated in Article 3 of the Leave Regulations.

Chapter 5 Supplementary Provisions

(Handling of Necessary Matters)

Article 16 Matters required for the implementation of the Salary Regulations shall be determined by the Chairperson of the Board of Trustees.

(Revision and Abolition)

Article 17 Revision and abolition of the Regulations shall be conducted by the Executive Board of Trustees.

Appendix 1 (Article 8)

Hourly Wages of Part-time Non-teaching Staff and Extended Tenure Part-time Non-teaching Staff

Content of Work	Hourly Unit
Assistance with office work	¥840
Work other than the above	Determined individually

Appendix 2 (Article 8)

Hourly Wages of Part-time Student Employees

Program	Assignment	Hourly Unit
Graduate Student (Doctoral program)	Teaching Assistant	¥1,500
Graduate Student (Doctoral program, second half)	Assignment other than Teaching Assistant	¥1,200
Graduate Student (Doctoral program, first half/Master's program)	Assignment other than Teaching Assistant	¥950
Undergraduate Student (Baccalaureate program)	Educational Supporter	¥1000
	Assignment other than Educational Supporter	¥840

Hourly Wages of Part-time Student Employees at Ritsumeikan Asia Pacific University

Program	Hourly Unit
Graduate Student (Doctoral program/Master's program)	¥1,000
Undergraduate Student (Baccalaureate program)	¥800

Appendix 3 (Article 11)

Work Location	Base Point
Kinugasa Campus	Shitokukan Hall

Work location other than the above	Main Gate
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Appendix 4 (Article 11)

Work Location	Maximum Payment
Ritsumeikan Asia Pacific University	¥20,000/month
Work location other than the above	¥20,580/month