

Regulation Concerning Duties of Personnel of the Public University Corporation,
The University of Aizu

Article One

(Objective)

1.1 The objective of this REGULATION, based on the provisions of Article 26 of the Ruling Concerning Office Regulations for Personnel of the Public University Corporation, The University of Aizu (hereinafter referred to as “PERSONNEL OFFICE REGULATIONS”), is to determine necessary matters concerning personnel duties.

1.2 With respect to matters not provided for by this REGULATION, the Fukushima Prefecture Regulation Concerning Personnel Duties (Fukushima Prefecture Directive No. 2, 1975), other Fukushima Prefecture ordinances, regulations, etc. and related rules, instructions, etc. provided for separately shall apply correspondingly.

Article Two

(Principles of Duties)

2.1 Personnel, with respect to executing their employment duties, must observe related laws and rules and regulations, etc. of the Public University Corporation, The University of Aizu (hereinafter referred to as “CORPORATION”), comply with their superiors’ work orders, and execute their employment duties fairly, efficiently and with integrity.

2.2 Personnel, under the direction of the Chairperson, must communicate and cooperate with one another and endeavor to make full use of their abilities.

Article Three

(Identification Card)

3.1 Personnel, when necessary, can have an “Identification Card” issued to them by the Chairperson.

Article Four

(Rules on Official Duty)

4.1 Personnel must not leave the place of official duties during working hours without proper cause.

4.2 Personnel, when absent due to official business travel, paid holidays, etc., must brief relevant personnel so that necessary matters concerning the administrative affairs under their charge can be taken over by related personnel so that there is no hindrance to execution of administrative affairs in their absence.

Article Five

(Attendance Record)

5.1 Personnel, for each work day worked, must affix their seal in the “Attendance Record.”

Article Six

(Procedures for Paid Holidays, Etc.)

6.1 Personnel, when planning to take paid holidays, etc., must report the matter to the Chairperson beforehand.

6.2 Personnel, when planning to take sick leave or other types of leave, etc., must obtain the Chairperson's approval and notify the Chairperson beforehand. However, when approval cannot be obtained beforehand due to sudden illness, etc., they must report that fact, as well as obtain the Chairperson's approval or submit a request for the relevant leave to the Chairperson promptly thereafter.

Article Seven

(Overtime Work, Etc. Orders)

7.1 Personnel overtime work and holiday work shall be ordered by the Chairperson using the "Overtime Work, Etc. Order Record."

7.2 Special work days for management personnel shall be ordered by the Chairperson using the "Special Work Days for Management Personnel Order Record."

Article Eight

(Rules on Leaving the Work Location)

8.1 Personnel, upon completion of their work, must take the following measures and promptly leave the work location.

- (1) Neatly arrange documents and other objects.
- (2) Verify that there are no fire hazards from equipment, close/lock doors, etc. in the work location.

8.2 The last individual to leave the work location, after verifying the measures provided for in Paragraph 8.1, must take the procedures determined by the individual in charge of management of the work location before leaving the work location.

Article Nine

(Official Business Travel)

9.1 Personnel official business travel shall be ordered by the authority responsible for travel orders using the "Travel Order Form."

9.2 Personnel ordered on official business travel, when circumstances correspond to any of the following items, must promptly accept the instructions of the authority responsible for travel orders.

- (1) When the need to change the content of the order received arises due to business circumstances
- (2) When duties cannot be executed due to a natural disaster, suspension of traffic, illness, etc.

Article Ten

(Reports)

10.1 Personnel ordered on official business travel, upon completing the business and returning to the office, must promptly file a "Business Travel Report Form" and report

on the progress or conclusion of business, and other necessary matters.

Article Eleven

(Succession of Administrative Affairs)

11.1 Personnel, when losing status as personnel due to resignation or other reasons, or when leaving their current employment duties due to changes in position, leaves of absence, etc., must promptly file a “Succession of Affairs Form” describing the management progress of the administrative affairs under their charge, and, along with related documents, hand the affairs over to the successor or personnel designated by the Chairperson. However, personnel can obtain the approval of the Chairperson and verbally explain the relevant affairs.

11.2 Personnel, upon completion of the succession of affairs, must submit a “Succession of Affairs Report” to the Chairperson.

Article Twelve

(Post Assignment)

12.1 Individuals newly becoming personnel and personnel ordered to transfer positions, must arrive at their new post within seven days calculated from the day of the official announcement with the exception of being unable to arrive at the new post for unavoidable reasons.

12.2 Personnel, upon arrival at the new post, must promptly submit an “Arrival at a Post Report” to the Chairperson.

Article Thirteen

(Documents to be Submitted)

13.1 Individuals newly becoming personnel must promptly file two copies of the “Curriculum Vitae” and submit them to the Chairperson.

13.2 Personnel, upon changing address, must promptly submit a “Change of Address Report” to the Chairperson.

Article Fourteen

(Appearance as a Witness, Expert Witness, Etc.)

14.1 Personnel, when requested to appear in court or another government office as a witness, expert witness, unsworn witness, etc., concerning his/her employment duties, must report the matter to the Chairperson.

14.2 In cases provided for in Paragraph 14.1, personnel requested to state or testify with respect to matters pertaining to employment duty secrets, must obtain the Chairperson’s permission beforehand regarding the statement or testimony.

14.3 Personnel, upon making statements or testifying in court or another government office, must report the content thereof in writing to the Chairperson.

Article Fifteen

(Engagement in Commercial Enterprises, Etc.)

15.1 Personnel, when intending to obtain permission to engage in activities with a

commercial enterprise, etc., must submit an Application for Permission to Engage in Activities with Commercial Enterprises, Etc. to the Chairperson.

Article Sixteen

(Engagement in the Administrative Affairs of Other Organizations)

16.1 Other than provided for in Article 15, personnel, when engaging in the administrative affairs of national or local public entities or other public organizations (hereinafter referred to as “AFFAIRS OF OTHER ORGANIZATIONS”), must obtain the Chairperson’s approval by means of a “Request to Engage in the Affairs of Other Organizations”. However, with respect to the AFFAIRS OF OTHER ORGANIZATIONS specified separately, personnel can obtain the Chairperson’s approval and engage in them.

Article Seventeen

(Reinstatement Procedures after a Leave of Absence related to Sickness)

17.1 Personnel mandated to take a leave of absence in accordance with the provisions of Article 14, Paragraph 1, Item 1 of the PERSONNEL OFFICE REGULATIONS, when wishing to be reinstated upon completion of the period of leave of absence, with the exception of personnel on leave of absence by virtue of a mental disorder, must submit a “Reinstatement Request” to the Chairperson at least 7 days prior to the day they wish to be reinstated. The same applies when they wish to be reinstated during a scheduled period of leave of absence.

17.2 A physician’s diagnosis must be attached to the “Reinstatement Request” provided for in Paragraph 17.1. In such cases, when the Chairperson has determined separately that the necessity exists, diagnoses from 2 physicians must be attached.

Article Eighteen

(Resignation)

18.1 Personnel, when intending to resign, must submit a “Resignation Request” to the Chairperson at least 30 days prior to the day on which they intend to resign. However, this does not apply when special reasons exist.

Article Nineteen

(Accident, Etc. Reports)

19.1 Personnel, when an accident, etc. related to the employees’ work duties occurs, must report matters promptly to their superiors, and their superiors must report these matters to the Chairperson.

Article Twenty

(Service in Emergency Situations)

20.1 Personnel, upon the occurrence of a fire or other emergency at a government office building (including affiliated facilities and other property within the building premises) or in the vicinity thereof, must follow the instructions of the individual responsible for management of the relevant government office building in accordance

with matters provided for separately.

20.2 Should an emergency provided for in Paragraph 20.1 occur on a holiday, a weekly holiday or at another time outside of working hours, personnel must report to work immediately.

Article Twenty-One

(Miscellaneous Provisions)

21.1 Other than provided by this REGULATION, necessary matters concerning personnel service will be determined separately by the Chairperson.

Additional Provisions

1. This REGULATION shall be enforced as of April 1, 2006.
