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Nara Institute of Science and Technology Salary Regulations for Education and Research Fixed-Term Contract Part-time Employees

March 29, 2005
Regulation No. 8

Article 1 (Purpose)

These Regulations stipulate matters concerning salaries paid to education and research employees of the Nara Institute of Science and Technology (hereinafter referred to as "NAIST") who work under fixed-term contracts pursuant to Article 13 of the Nara Institute of Science and Technology Employment Regulations for Education and Research Fixed-Term Contract Staff Employees (Regulation No. 1, 2005) (hereinafter referred to as "NAIST Employment Regulations") and whose employment hours per week are thirty (30) hours or less (hereinafter referred to as "Part-Time Employees").

Article 2 (Applicability of laws and ordinances)

For matters not stipulated herein, the provisions of the Labor Standards Act (Act No. 46, 1947) and other relevant laws and ordinances shall apply.

Article 3 (Salary components)

1. Salary paid to Part-Time Employees shall consist of a base salary and allowances.
2. Allowances shall consist of an overtime allowance and a holiday employment allowance.

Article 4 (Date of salary payment)

1. The total monthly amount of the base salary of Part-Time Employees shall be paid on the 17th day of the following month. However, the base salary shall be paid on:
 - (1) The 15th day of the month if the 17th day falls on a Sunday;
 - (2) The 16th day of the month if the 17th day falls on a Saturday; and
 - (3) The 18th day of the month if the 17th day falls on a Monday that is a national holiday.
2. The total monthly amount of an overtime allowance and/or holiday employment allowance, if any, shall be paid on the day of payment of the base salary in the following month.
3. If any Part-Time Employees work during off-work hours granted to them to compensate for overtime hours worked pursuant to Paragraph 2.1 of Article 24 of the NAIST Employment Regulations, the overtime allowance and holiday employment allowance, as applicable, to compensate for the said off-work hours shall be paid on the day of payment of the base salary in the month following the month in which the day including such off-work hours falls.

Article 5 (Payment of salary and deductions)

1. The total monthly amount of salary shall be paid directly to the Part-Time Employees in cash.
2. Notwithstanding the provision of the preceding paragraph, the following items shall be deducted from the salary as applicable at the time of payment thereof.
 - (1) Withholding tax
 - (2) Residence tax
 - (3) Health insurance premium
 - (4) Long-term care insurance premium
 - (5) Employees' pension insurance premium
 - (6) Employment insurance premium
 - (7) Other items recognized as deductible from salary under a written labor-management agreement stipulated in the proviso of Article 24 of the Labor Standards Act.
3. Notwithstanding the provision of Paragraph 1 of this Article, subject to the consent of each Part-Time Employee, salary may be paid by transfer to a savings account of a bank or other financial institution designated by the relevant Part-Time Employee.

Article 6 (Base salary)

1. The base salary of Part-Time Employees shall be paid for hours worked, with the rate for one (1) hour of employment being determined individually for each of the Part-Time Employee in consideration of Employee's job category, competence and experience (hereinafter referred to as "Hourly Rate") based on the attached Base Salary Table for Education and Research Fixed-Term Contract Part-time Employees (Appendix).
2. Notwithstanding the provision of the foregoing paragraph, the base salary to be paid to any of the Part-Time Employees may be determined separately, if determination thereof based on the attached Table is deemed inappropriate.

Article 7 (Overtime allowance)

1. If any Part-Time Employees are ordered to work beyond standard employment hours, they shall be paid an overtime allowance for extra hours worked, calculated based on their Hourly Rate.
2. Notwithstanding the provision of the foregoing paragraph, if any Part-Time Employees are ordered to work for hours exceeding eight (8) hours a day or forty (40) hours a week, they shall be paid an overtime allowance for the hours worked in excess thereof, calculated based on their Hourly Rate multiplied by 1.25 (or by 1.5 if the extra hours worked fall between 10:00 p.m. and 5:00 a.m. of the following day).
3. Notwithstanding the provisions of Paragraph 2 of this Article and Paragraph 1 of Article 8, if any Part-Time Employees are ordered to work for hours exceeding eight (8) hours a day or forty (40) hours a week, and/or work on a holiday(s), and hours worked in excess thereof and/or on a holiday(s) (excluding holidays designated separately pursuant to Article 22 of the NAIST Employment Regulations) exceed sixty (60) hours a month, they shall be paid an overtime allowance for all hours in excess of sixty (60) hours, calculated based on their Hourly Rate multiplied by 1.5 (or by 1.75 if the extra hours worked fall between 10:00 p.m. and 5:00 a.m. of the following day).

4. If any Part-Time Employees are granted off-work hours to compensate for part of the overtime employment hours pursuant to Paragraph 2.1 of Article 24 of the NAIST Employment Regulations, they shall not be paid an overtime allowance for the said off-work hours, out of all the hours in excess of sixty (60) hours a month stipulated in the foregoing paragraph, the amount of which is obtained by subtracting 1.25 as per Paragraph 2 of this Article or 1.35 as per Paragraph 1 of Article 8 (or each figure plus 0.25 if the extra hours fall between 10:00 p.m. and 5:00 a.m. of the following day) from 1.5 (or 1.75 if the extra hours fall between 10:00 p.m. and 5:00 a.m. of the following day) and multiplying their Hourly Rate by the result of the subtraction.

Article 8 (Holiday employment allowance)

1. If any Part-Time Employees are ordered to work on a holiday, they shall be paid a holiday employment allowance for all hours worked on the day, calculated based on their Hourly Rate multiplied by 1.35 (or by 1.6 if the holiday hours worked fall between 10:00 p.m. and 5:00 a.m. of the following day).
2. The provision of Paragraph 3 of Article 7 shall be applied to a holiday employment allowance *mutatis mutandis*.

Supplementary provision

These Regulations shall come into effect on April 1, 2005.

Supplementary provision

These Regulations shall come into effect on April 1, 2006.

Supplementary provision

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

Supplementary provision

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

Supplementary provision

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

Supplementary provision

These Regulations shall come into effect on December 1, 2009 except Paragraphs 3 and 4 of Article 7 as amended, which shall come into effect on April 1, 2010.

Supplementary provision

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

Appendix (Paragraph 1 of Article 6)

Education and Research Fixed-term Contract Part-time Employee Base Salary Table

Grade	Hourly Rate
31	6,346 yen
30	5,751 yen
29	5,250 yen
28	4,817 yen
27	4,523 yen
26	4,223 yen
25	3,894 yen
24	3,732 yen
23	3,571 yen
22	3,375 yen
21	3,230 yen
20	3,069 yen
19	2,971 yen
18	2,867 yen
17	2,786 yen
16	2,700 yen
15	2,607 yen
14	2,509 yen
13	2,417 yen
12	2,307 yen
11	2,203 yen
10	2,123 yen
9	2,042 yen
8	1,961 yen
7	1,892 yen
6	1,788 yen
5	1,684 yen
4	1,580 yen
3	1,476 yen
2	1,373 yen
1	1,234 yen