

■ The main changes in the rules are as follows. (These changes are subject to further revision.)

	Item	Employment	Commission
1	Type of contract, and applicable laws and regulations	<p>Part-time lecturers enter into an employment contract with the University of Tokyo. The following laws and regulations apply:</p> <ul style="list-style-type: none"> • The Labor Standards Act and other labor-related laws • The University of Tokyo’s regulations, including Regulations on the Employment of Part-time Lecturers and Regulations on the Employment of Part-time, Fixed-Term Faculty and Staff 	<p>Part-time lecturers enter into a commission contract with the University of Tokyo.</p> <p>Note: Because the work is conducted on a commission basis, the laws and regulations listed to the left do not apply.</p>
2	Notification of employment	<p>After a request letter has been sent to your main employer or to you, a notification of working conditions will be issued to you.</p>	<p>The consignment contract will become effective upon dispatch of a request letter. (A notification of appointment will be issued when requested.)</p>
3	Employment and social insurance	<p>Part-time lecturers will be eligible for employment insurance and social insurance if they meet the following enrollment conditions:</p> <p><i>Conditions for Enrollment in Employment Insurance</i></p> <p>The designated working hours are least 20 hours (12 classes) per week and the expected period of employment is 31 days or longer.</p> <p><i>Conditions for Enrollment in Social Insurance</i></p> <p>The designated working hours are at least 20 hours (12 classes) per week, the compensation is at least 88,000 yen per month, and the employment is expected to continue for at least one year (including non-renewed contracts).</p> <p>Note: “Designated working hours” refers to the total number of hours working at the University of Tokyo. If you work for more than one division of the University, then your designated working hours are the sum of your working hours in all divisions.</p>	

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4	Workers' compensation	You are covered by the Industrial Accident Compensation Insurance Act.	Commission lecturers will be newly enrolled in and covered by casualty insurance. (The potential amount of compensation is limited.)
5	Compensation for cancelled classes	If a class you are scheduled to teach is canceled during the semester because no students registered for the course, in accordance with Article 26 of the Labor Standards Act (Allowance for Absence from Work), an allowance equal to 60% of the wages that you would have received after the cancellation date will be paid to you instead. (This allowance is paid only if you are teaching no other courses that semester.)	Since the Labor Standards Law does not apply, no compensation for cancelled classes will be paid.
6	Annual paid leave and special leave	Special leave is available. In accordance with "University of Tokyo Regulations on the Employment of Part-time Fixed-Term Faculty and Employees," annual paid leave is available for employees on contract periods of 6 months or longer with 48 or more designated working days per year.	
	Note: Cancellation of classes	As in the past, because part-time lecturers are hired to teach individual courses, make-up classes will be scheduled for any cancelled classes. The make-up classes will, as a rule, be scheduled on days when the lecturer is not otherwise scheduled to work.	
7	Changeover to employment with no fixed term	If and when your period of fixed-term employment by the University since April 1, 2013 (including periods working on a commission basis to give lectures, guide experiments, etc.) exceeds 5 years, you will become eligible to apply for permanent employment by the university. Upon making that application, you will be switched to permanent employment. However, if you have been employed for only one semester a year, then	

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		there has been a break of more than 6 months in your period of employment and you will not be eligible to apply for permanent employment.	/
8	Identification Card	You will be issued an employee identification card with an IC chip. (You will need to apply for the card after the start of employment.)	A paper ID is issued (When requested).
9	Issuance of pay statement	A pay statement is issued.	A pay statement is issued.
10	Compensation for commutation expenses	You will be compensated for your actual commutation expenses (as in the past).	Compensation for actual commutation expenses
11	Record of hours worked	Hours worked and absences will be recorded in the work ledger (as in the past).	Hours worked and absences are recorded in the work ledger.
12	Periods of employment	The periods of employment are the periods for the courses taught: S Semester: April 1 to September 30 S1 Term: April 1 to June 30 S2 Term: June 1 to September 30 A Semester: October 1 to March 31 A1 Term: October 1 to December 31 A2 Term: November 1 to March 31 Year-long courses: April 1 to March 31 Intensive courses: The actual period of the classes taught	Same as on the left
13	Use of the University Library	<i>During the periods of affiliation</i> You can use the library after completing library registration. For details, see the information provided before classes begin. <i>After retirement</i> You may obtain a library user ID. Services vary by library. For Komaba Library services, see the website below. https://www.lib.u-tokyo.ac.jp/en/library/komaba/user-guide/outside/ffts	<i>During the periods of affiliation</i> You can use the library after completing library registration. For details, see the information provided before classes begin. <i>After expiration</i> You may use the library as a general external user (no library user ID available). Services vary by library. For

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			<p>Komaba Library services, see the website below. https://www.lib.u-tokyo.ac.jp/en/library/komaba/user-guide/outside/public</p> <p>Note: If there was a period of employment during enrollment, the employment policy on the left applies.</p>

Note: Other information about working conditions is specified in the notification of work conditions or other documents.