

\* The Japanese version is the authoritative version, and this English translation is intended for reference purposes only. Should any discrepancies or doubts arise between the two versions, the Japanese version will prevail.

## **The University of Tokyo Regulations on External Assignment of Academic and Administrative Staff**

Established: The University of Tokyo Rules No. 22; April 1, 2004

Revised: The University of Tokyo Rules No. 358; March 28, 2005

### **Article 1            Purpose**

The purpose of these Regulations is to provide for necessary matters concerning external assignment of academic and administrative staff pursuant to Article 13, paragraph 3 of the University of Tokyo Rules on Conditions of Employment of Academic and Administrative Staff (Rules No. 11 of 2004; hereinafter referred to as the “Rules on Conditions of Employment”).

### **Article 2            Types of External Assignment**

1. The University of Tokyo (hereinafter referred to as the “University”) may, when necessary in the course of its operations, place academic and administrative staff members on either of the following types of external assignment to national or local governmental agencies, national university corporations other than the University, inter-university research institute corporations, independent administrative institutions or other groups that the University deems appropriate (hereinafter referred to as “host organization”).
  - (1) External assignment for training: Academic and administrative staff members of the University undergo training through duties performed at the host organization.
  - (2) External assignment for on-loan service: Academic and administrative staff members of the University serve on the staff of the host organization while maintaining their status as a University employee.
2. If academic and administrative staff members retire from the University to serve on the staff of a host organization at the request of the University and on the assumption that such members will later be reinstated as University employees (hereinafter referred to as “external transfer”), the same provisions that apply to the external assignments for on-loan service detailed in item (2) of the preceding paragraph shall apply unless otherwise provided.
3. If any different rules are established other than these Regulations, the external assignment

defined in paragraph 1 shall be subject to such rules.

### **Article 3           Application of Rules on Conditions of Employment**

1. The application of any rules on conditions of employment to academic and administrative staff members on external assignment shall be as follow, except as provided otherwise by these Regulations.
  - (1) Academic and administrative staff members placed on external assignment for training (hereinafter referred to as “training assignees”) shall be subject to the Rules on Conditions of Employment.
  - (2) Academic and administrative staff members placed on external assignment for on-loan service (hereinafter referred to as “on-loan assignees”) shall be subject to the host organization’s rules on conditions of employment and other regulations.
2. In the case of the preceding paragraph, the University shall, based on consultation with each host organization, endeavor to prevent the occurrence of significant disadvantages in compensation and other employment conditions during the period of external assignment.

### **Article 4           Procedures for External Assignment**

1. When placing academic and administrative staff members on external assignment, the University shall, in principle, inform the academic and administrative staff members of their host organization, the period of external assignment and their duties and main employment conditions at the host organization at least seven days before issuing the order of external assignment.
2. The details in the preceding paragraph may be partially altered as required in the operations at the host organization during the period of external assignment.

### **Article 5           Period of External Assignment**

1. In principle, the period of each external assignment shall be limited to three years. However, such period of assignment may be shortened or extended in order to serve the operational needs.
2. The period of external assignment shall be counted towards the total period of employment at the University.

### **Article 6           Execution of Duties**

1. Academic and administrative staff members on external assignment (hereinafter referred to as “external assignees”) shall faithfully execute their duties by endeavoring to uphold the University’s reputation and credibility, and by complying with the host organization’s rules.
2. External assignees shall comply with the host organization’s ethical regulations, and endeavor to uphold the ethics relating to the host organization’s business.

### **Article 7           Disciplinary Action**

If external assignees are reinstated to the University under Article 9 due to any event of dismissal or disciplinary action, and are subsequently dismissed or disciplined by the University, the event that occurred at the host organization shall be construed as an event stipulated in Article 22 or Article 38 of the Rules on Conditions of Employment.

### **Article 8           Travel Expenses**

Travel expenses for external assignees' reinstatement to their duties at the University shall be handled under the University's regulations.

### **Article 9           Reinstatement**

External assignees shall be reinstated to the University upon expiration of their designated period of external assignment. However, the University may terminate the assignment and order reinstatement to the University during such period in any of the following cases.

- (1) The external assignee falls under any event for a leave of absence or dismissal stipulated by the host organization.
- (2) The external assignee falls under any event of disciplinary action stipulated by the host organization, and it becomes difficult to continue the assignment at the host organization.
- (3) The external assignee submits a letter of resignation.
- (4) The University otherwise deems necessary based on consultation with the host organization.

### **Article 10          Treatment of Training Assignees**

1. The working hours, break times, rest days, and vacations for training assignees may be handled in accordance with the host organization's regulations, based on consultation with that organization.
2. The University shall not interfere in the host organization's conferral of awards to training assignees for their performance of work at the host organization.
3. The travel expenses of external assignees for business trips requested by the host organization for work-related purposes shall be handled under the host organization's regulations.
4. Training assignees shall comply with the host organization's regulations concerning safety and health management. Furthermore, training assignees may have medical examinations at the host organization, based on consultation with the host organization. The results of such examinations shall be reported to the University.

### **Article 11          Treatment of On-loan Assignees**

1. Throughout the period of external assignment, on-loan assignees shall be placed on a

leave of absence under Article 14, paragraph 1, item (4) of the Rules on Conditions of Employment. However, on-loan assignees may be required to perform work at the University based on the host organization's operational needs.

2. The period of leaves of absence pursuant to the preceding paragraph shall, notwithstanding the provisions of Article 15, paragraph 1 of the Rules on Conditions of Employment, be treated as the period defined in Article 5, paragraph 1 hereof.
3. If compensation paid to on-loan assignees (referring only to the wages equivalent to the monthly salary amount set by the University) is lower by JPY 5,000 or more per month than the on-loan assignee's monthly salary amount in effect on the day immediately preceding the issuance of the external assignment order, the University shall, pursuant to Article 18, paragraph 7 of the University of Tokyo Rules on Compensation for Academic and Administrative Staff (Rules No. 12 of 2004), pay the on-loan assignees the amount in deficit, only for the period during which the deficit exists.

#### **Article 12 Measures following Reinstatement of External Transfer Assignees**

If the compensation paid to academic and administrative staff members on external transfer is disadvantageous as in the case detailed in paragraph 3 of the preceding Article, the University shall take appropriate corrective measures when those members are reinstated to the University, taking into consideration the period of the disadvantage and balance with other academic and administrative staff members.

#### **Article 13 Miscellaneous Rules**

In addition to the provisions stipulated herein, the University may provide otherwise, based on consultation with each host organization.

#### **Supplementary Provision**

These Regulations come into force on April 1, 2004.

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