

\* 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 Rules on Application of the Annual Salary System**

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### **Article 1 Purpose**

The purpose of these Rules is, pursuant to Article 2, paragraph 2 of the University of Tokyo Rules on Compensation For Academic and Administrative Staff (Rule No. 12 of 2004; hereinafter referred to as the “Rules on Compensation”), Article 2, paragraph 3 of the University of Tokyo Regulations on Conditions of Employment of Fixed-term Project Academic and Administrative Staff (Rule No. 20 of 2004; hereinafter referred to as the “Regulations on Conditions of Employment of Fixed-term Project Staff”), and Article 3, paragraph 2 of the University of Tokyo Regulations on Conditions for Exclusive Occupational Staff and Exclusive Part-time Occupational Staff (Rule No. 78 of 2017; hereinafter referred to as the “Regulations on Conditions for Exclusive Occupational Staff”) to provide for necessary matters concerning the annual salary system.

### **Article 2 Subject to the Annual Salary System**

The following types of academic and administrative staff are subject to the Annual Salary System (hereinafter referred to as the “Staff Subject to the Annual Salary System”).

- (1) Professors, associate professors, lecturers/assistant professors and research associate/assistant professors as stipulated in Article 2, item 1 of the University of Tokyo Regulations on Conditions of Employment of Academic Staff (Rule No. 16 of 2004) who are determined by the Board of Directors as being subject to the Annual Salary System.
- (2) Those individuals prescribed in each item of Article 2, paragraph 1 of the Regulations on Conditions of Employment of Fixed-Term Project Staff.
- (3) Senior advanced academic specialists and advanced academic specialists as stipulated in the University of Tokyo Regulations on Senior Advanced Academic Specialists and Advanced

Academic Specialists (Rule No. 79 of 2017).

- (4) Those individuals prescribed in each item of Article 2, paragraph 2 of the Regulations on Conditions for Exclusive Occupational Staff.

### **Article 3           Types of Compensation**

Compensation of Staff Subject to the Annual Salary System shall be comprised of basic annual salary, meri-based allowances, special contribution allowances and miscellaneous allowances.

### **Article 4           Basic Annual Salary**

1. The basic annual salary of Staff Subject to the Annual Salary System shall be as determined in the table set forth in Appendix 1. However, for cases where the contract term is under 1 year, the basic salary shall be determined pro rata for the contract term based on the basic annual salary appropriate for the salary level.
2. The monthly salary of Staff Subject to the Annual Salary System shall be 1/12 (one-twelfth) of the Basic Annual Salary (hereinafter referred to as “monthly salary”) as determined in the table set forth in Appendix 1 and shall be paid on the 17<sup>th</sup> of every month. However, in cases where the 17<sup>th</sup> is a Sunday, it shall be paid on the 15<sup>th</sup>; if the 17<sup>th</sup> is a Saturday, paid on the 16<sup>th</sup>; if the 17<sup>th</sup> falls on a Japanese public holiday (as determined by Law No. 178 of 1948), it shall be paid on the 18<sup>th</sup>.
3. In the event that the monthly salary pursuant to the provisions of the preceding paragraph is not paid from the first day of the month or is not paid up to the last day of the month, the monthly salary shall be paid in accordance with the provisions of Article 4, paragraph 1 through 4 of the Rules on Compensation.
4. The monthly salary payable to staff who has taken a leave of absence pursuant to the provisions of Article 14, paragraph 1, item (1) of the Rules on Conditions of Employment for Academic and Administrative Staff (The University of Tokyo Rules No. 11; April 1, 2004) (hereinafter referred to as “temporary absentees”) shall be paid in accordance with the provision of Article 18 of the Rules on Compensation.

### **Article 5           Determination of Salary Level**

1. The salary level of the basic annual salary for Staff Subject to the Annual Salary System shall be determined within the minimum and maximum salary level for the job classification, as set forth in Appendix 2.
2. Notwithstanding the provision in the above paragraph, annual salaries that exceed those set forth in Appendix 1 or salary levels outside of the limits set forth in Appendix 2 may be determined for professors who have been granted the title of Distinguished Professor as provided in Article 2 of the University of Tokyo Rules on Distinguished Professors (Rule No. 15 of 2016), distinguished professors as provided in Article 2, paragraph 1, item 1 of the Regulations on Conditions of Employment of Fixed-term Project Academic and Administrative Staff or those subject to the approval of the board of directors,.

## **Article 6 Merit Based Allowances**

1. Merit based allowances shall be paid in accordance to the monthly rate as determined in Appendix 3 and shall be based on achievements, ability, and performance or results which contribute to improvement. The date of payment set forth in Article 4, paragraph 2 shall apply *mutatis mutandis*.
2. In the event of the monthly amount pursuant to the provisions of the preceding paragraph is not paid from the first day of the month or up to the last day of the month, the monthly amount shall be paid in accordance with the provision of Article 4, paragraphs 1 through 4 of the Rules on Compensation.
3. The monthly amount to be paid to temporary absentees shall be paid in accordance with the provisions of Article 18 of the Rules on Compensation.

## **Article 6-1 Calculation of Salary Per Hour of Work**

The provisions of Article 7 of the Rules on Compensation shall apply *mutatis mutandis* to the calculation of the amount of salary per hour of work. In this case the phrase “monthly salary, positional allowance, salary adjustment, overtime allowance for affiliated school academic staff, education and research cooperation allowance, starting salary adjustment allowance, special allowance for academic staff in compulsory education and special allowance for research representatives” in the same Article shall be deemed to be replaced with “monthly salary, merit based allowances and the special allowance or research representatives”.

## **Article 7 Special Contribution Allowances**

1. Special contribution allowances may be paid only once during a single fiscal year (from April 1 to March 31 of the following year) up to the amount listed in Appended Table 4 if the president deems it necessary to a particularly outstanding performance, results and contributions in education, research and university management, etc.
2. The special contribution allowance shall be paid on the 17<sup>th</sup> day of the month following the one when the payment is decided (except for when the 17<sup>th</sup> day falls on a Sunday the payment will be on the 15<sup>th</sup>, or the 16<sup>th</sup> day should the 17<sup>th</sup> day fall on a Saturday. If the 17<sup>th</sup> falls on a national holiday as set forth in the Act on National Holidays (Act No. 178 of 1948) then the payment shall be on the 18<sup>th</sup> day of the month).

## **Article 8 Miscellaneous Allowances**

1. Miscellaneous allowances include managerial personnel allowance, positional allowance, commuting allowance, high-place work allowance, allowance for explosives-handling work, aviation allowance, allowance for breeding bulls/stallions, corpse disposal allowance, allowance for radiation handling, allowance for work in abnormally pressurized environments, allowance for works in mountainous areas, allowance for night nursing, polar/high-altitude work allowance,

special epidemic prevention work allowance, overtime allowance, holiday overtime work allowance, night work allowance, night/day duty allowance, entrance examination allowance, thesis screening allowance and special allowance for research representatives. Miscellaneous allowance that can be paid out is determined based on the job classification table set forth in Appendix 5.

2. Miscellaneous allowances determined in the preceding paragraph (excluding aviation allowances, allowance for work in abnormally pressurized environments and polar/high-altitude work allowance) shall be paid in accordance with Articles 21, 21-1, 26, 28, 29, 31 to 33, 35, 36, 41, 43 to 46, 53, 54 and 54-1 of the Rules on Compensation, which applies *mutatis mutandis*.
3. In accordance with the classifications of the job title column in Appendix 6, the salary level as determined by the job salary level column from the same chart shall be deemed applicable to the aviation allowance, allowance for work in abnormally pressurized environments and the polar/high-altitude work allowance, and the provisions of Article 30, Article 34 and Article 40 of the Rules on Compensation shall apply *mutatis mutandis* to the aviation allowance, allowance for work in abnormally pressurized environments and the polar/high-altitude work allowances respectively to its payment.
4. The date of payment for the miscellaneous allowances set forth in paragraph 1 of this article shall be paid in accordance with Article 2 of the Rules on Compensation, or applied *mutatis mutandis*.

#### **Article 9        Other Rules**

Matters relating to salary and compensation as set forth in the Rules on Compensation shall apply *mutatis mutandis* in addition to rules set forth in this rule.

#### **Supplementary Provisions**

These Rules shall come into force on April 1, 2013.

#### **Supplementary Provisions**

These Rules shall come into force on April 1, 2014.

#### **Supplementary Provisions**

These Rules shall come into force on April 1, 2015.

#### **Supplementary Provisions**

These Rules shall come into force on April 1, 2016.

#### **Supplementary Provisions**

These Rules shall come into force on April 1, 2017. However, the section concerning the revisions on Exclusive Occupational Staff in Article 2 and the appendices shall come into force on April 1, 2018

**Supplementary Provisions**

These Rules shall come into force on April 1, 2018.

**Supplementary Provisions**

These Rules shall come into force on April 1, 2020.

**Supplementary Provisions**

These Rules shall come into force on July 1, 2020.

**Supplementary Provisions**

These Rules shall come into force on November 1, 2020 but shall be effective from July 20, 2020.

**Supplementary Provisions**

These Rules shall come into force on April 1, 2021.

**Appendix 1 Re: Article 4, Basic Annual Salary Table**  
**(Effective from April 1, 2021)**

Salary Level	Basic Annual Salary	Monthly Salary
1	2,400,000	200,000
2	3,600,000	300,000
3	4,800,000	400,000
4	6,000,000	500,000
5	7,200,000	600,000
6	8,400,000	700,000
7	9,600,000	800,000
8	10,800,000	900,000
9	12,000,000	1,000,000
10	13,200,000	1,100,000
11	14,400,000	1,200,000
12	15,600,000	1,300,000
13	16,800,000	1,400,000
14	18,000,000	1,500,000

Unit: JPY

Remarks:

Managerial Personnel Allowance as set forth in Article 21 of the Rules on Compensation is included in the basic annual salary of Senior Advanced Academic Specialists, Project Senior Specialists as well as the Senior Advanced Administrative Staff, Senior Advance Technician and Senior Academic Support Staff in the Exclusive Occupational Staff/Exclusive Part-time Occupational Staff categories.

**Appendix 2 Re: Article 5, Table of Minimum and Maximum Salary Level**  
**(Effective from April 1, 2021)**

Job Title	Maximum	Minimum
Professor	14	3
Associate Professor	11	2
Lecturer/Assistant Professor	10	2
Research Associate/Assistant Professor	9	1
Senior Advanced Academic Specialist	10	2
Advanced Academic Specialist	8	1
Project Professor	14	3
Project Associate Professor	11	2
Project Lecturer/Project Assistant Professor	10	2

Project Research Associate/Project Assistant Professor	9	1
Project Researcher	11	1
Project Academic Specialist	8	1
Project Senior Specialist	7	2
Project Specialist	4	1
Senior Advanced Administrative Staff, Senior Advance Technician and Senior Academic Support Staff in the Exclusive Occupational Staff/Exclusive Part-time Occupational Staff categories	10	3
Advanced Administrative Staff, Advance Technician and Academic Support Staff in the Exclusive Occupational Staff/Exclusive Part-time Occupational Staff categories	8	2
Administrative Staff, Technician and Academic Support Staff in the Exclusive Occupational Staff/Exclusive Part-time Occupational Staff categories	3	1

**Appendix 3 Re: Article 6, Table of Merit Based Allowance**

**(Effective from April 1, 2021)**

Employee Category	Monthly Merit Pay and Allowance	
Excluding Project Academic Specialist, Exclusive Occupational Staff and Exclusive Part-time Occupational Staff	10,000 to 100,000	Paid in JPY 10,000 increments
Project Academic Specialist	5,000 to 100,000	Paid in JPY 5,000 increments
Exclusive Occupational Staff and Exclusive Part-time Occupational Staff	1,000 to 100,000	Paid in JPY 1,000 increments

Unit: JPY

**Appendix 4 Re: Article 7, Paragraph 1**

**(Effective from April 1, 2020)**

Maximum value
1,500,000

Unit: JPY

**Appendix 5 Re: Article 8, Paragraph 1, Table of Miscellaneous Allowances**

**(Effective from April 1, 2021)**

Employee Category	Type of Miscellaneous Allowances	
Professor Associate Professor Lecturer/Assistant Professor	Managerial Personnel Allowance, Positional Allowance, Overtime Allowance, Holiday Overtime Work Allowance, Night Work Allowance, Entrance Examination Allowance,	Commuting Allowance, High-place Work Allowance, Allowance for Explosives-handling Work, Aviation

	Thesis Screening Allowance, Special Allowance for Research Representatives	Allowance, Allowance for Breeding Bulls/Stallions, Corpse Disposal Allowance, Allowance for Radiation Handling, Allowance for Work in Abnormally Pressurized Environments, Allowance for Work in Mountainous Areas, Allowance for Night Nursing, Polar/High-altitude Work Allowance, Special Epidemic Prevention Work Allowance, Night/Day Duty Allowance
Research Associate/Assistant Professor	Managerial Personnel Allowance, Positional Allowance, Overtime Allowance, Holiday Overtime Work Allowance, Night Work Allowance, Entrance Examination Allowance, Thesis Screening Allowance	
Senior Advanced Academic Specialist	Positional Allowance	
Advanced Academic Specialist	Overtime Allowance, Holiday Overtime Work Allowance, Night Work Allowance	
Distinguished Professor Project Professor Project Associate Professor Project Lecturer/Project Assistant Professor	Positional Allowance, Overtime Allowance, Holiday Overtime Work Allowance, Night Work Allowance, Special Allowance for Research Representatives	
Project Research Associate/Project Assistant Professor Project Researcher	Positional Allowance, Overtime Allowance, Holiday Overtime Work Allowance, Night Work Allowance	
Project Academic Specialist	Overtime Allowance, Holiday Overtime Work Allowance, Night Work Allowance	
Project Senior Specialist	Positional Allowance	
Project Specialist	Overtime Allowance, Holiday Overtime Work Allowance, Night Work Allowance	
Senior Advanced Administrative Staff, Senior Advance Technician and Senior Academic Support Staff in the Exclusive Occupational Staff/Exclusive Part-time Occupational Staff categories	Positional Allowance, Entrance Examination Allowance	
Occupational Exclusive Staff, Occupational Part-time Exclusive Staff other than Senior Advanced Administrative Staff, Senior Advance Technician and Senior Academic Support Staff	Overtime Allowance, Holiday Overtime Work Allowance, Night Work Allowance, Entrance Examination Allowance	

Appendix 6 Re: Article 8, Paragraph 3, Table of Position Level

(Effective from April 1, 2021)

Employee Category	Salary table and position level
Professor, Distinguished Professor, Project Professor	Educational Service Salary Table (1) Grade 5
Associate Professor, Project Associate Professor	Educational Service Salary Table (1) Grade 4
Lecturer/Assistant Professor, Project Professor	Educational Service Salary Table (1) Grade 3
Research Assistant/Research Associate, Project Research Associate/Project Assistant Professor Project Researcher	Educational Service Salary Table (1) Grade 2
Senior Advanced Academic Specialist	General Service Salary Table (1) Grade 5
Advanced Academic Specialist	General Service Salary Table (1) Grade 3



Distinguished Professor	General Service Salary Table (1) Grade 3
Project Academic Specialist	General Service Salary Table (1) Grade 3
Project Senior Specialist	General Service Salary Table (1) Grade 5
Project Specialist	General Service Salary Table (1) Grade 3
Senior Advanced Administrative Staff, Senior Advance Technician and Senior Academic Support Staff in the Exclusive Occupational Staff/Exclusive Part-time Occupational Staff categories	General Service Salary Table (1) Grade 5
Advanced Administrative Staff, Advance Technician and Academic Support Staff in the Exclusive Occupational Staff/Exclusive Part-time Occupational Staff categories	General Service Salary Table (1) Grade 3
Administrative Staff, Technician and Academic Support Staff in the Exclusive Occupational Staff/Exclusive Part-time Occupational Staff categories	General Service Salary Table (1) Grade 1