

Notes for Part-time Workers

Research funds are covered by Academic fees and taxes. Since the salary of part-time workers is paid from the research fund, please ensure that you receive an explanation from the researcher about the research subject and purpose of the research you are engaged in, understand it correctly, and work strictly according to the rules of engagement.

1. "Working Condition Notice and Agreement"

- (1) The "Working Conditions Notice and Agreement" (hereinafter referred to as the "Notice") is to be shared among the researcher, the worker, and the administrative office in charge to confirm that the worker has agreed to the working conditions and instructions indicated by the researcher. The "Notice" along with relevant documents will be provided to you by the office, or through the researcher. You are required to watch an orientation video (Surugadai, Izumi, and Ikuta Campus) or read an instruction (Nakano Campus) before starting work. After checking either one, please sign and return the "Notice" to the office.
- (2) Even if you work part-time for multiple years, you are required to go through the whole process each fiscal year and submit the "Notice" again.
- (3) If there are any changes in the working conditions described in the "Notice" during the fiscal year, please have the researcher report to the office in charge to be shared among the researcher, the worker and the office in charge.

2. Work

- (1) You will work under supervision by the researcher. Please work as directed by the researcher.
- (2) Undergraduate students and graduate students are not allowed to work part-time during class hours.
- (3) If you are working at the University as a lecturer, Research Promoters and Research Supporters (excluding Postdoctoral Research Fellow), RA, TA, SA, lecturer's assistant, or contract staff, you are not allowed to work during your regular work hours. The number of hours for break time, overtime, etc., as described below is calculated based on the total number of hours worked for part-time work and the total number of hours for regular work. Please be aware that Part-time work hours and overtime hours are calculated based on the total number of hours worked on the same day. Please be especially careful if you work part-time and perform your regular work on the same day.
- (4) Please be sure to take a one-hour rest break when working more than six hours per day.
- (5) Except for rest periods, no employee may work more than 40 hours in a week, starting on Sunday. At least take one day off each week.
- (6) The actual working hours per day should not exceed 8 hours.
- (7) If it is unavoidable to work after 10:00 p.m., the hourly rate will be 1.25 times the regular hourly rate, with an additional late-night premium.
- (8) Sundays, national holidays (including the days when classes are held on holidays), the anniversary of the founding of the University (January 17), national holidays commemorating the founding of the University (November 1), and year-end and New Year holidays(from December 26th to January 7th), the hourly rate of pay will not be increased.
- (9) If the researcher gives instruction to work at a different location than usual, it will be considered as a business trip. Please apply for the business trip so that the travel expense will be paid separately from the regular salary depending on the conditions of the work, etc. You will be paid a daily allowance in addition to your regular salary depending on the conditions of the work, etc. However, in case if there is a change in the usual work location or the work content, the researcher will contact you and update the notice.
- (10) Part-time work may be renewed a maximum of four times (within a total of five years).

- (11) Please keep a record of your work performance by preparing a research/experiment notebook, etc. so that it can be verified at a later date.

3. Salary and Commuting Allowance

- (1) Although the researcher will direct and supervise the work, salary will be paid directly to the part-time worker's own account by the university. If you are offered a payment method other than direct deposit, please contact the office in charge.
- (2) Salary claims must be submitted to the Researcher promptly after the completion of work on the last working day of each month by filling out the "Work Performance Report and Claim Form". If you do not receive your salary after one month, please contact both the researcher and the office in charge as soon as possible.
- (3) The "Application for Part-time Work Commuting Allowance" must be submitted with the "Work Performance Report and Claim Form" in order to receive the commuting allowance. However, this does not apply to those who receive a commuter pass allowance by other sources or Undergraduate students and graduate students of the University who commute to the same campus as their place of work.
- (4) Regardless of the length of time you have been working part-time, the University will withhold income tax at source and remit your salary to you. If you have changed your address since you started working part-time, please be sure to notify the post office of the change.

"Gensen Choshuhyo" is a necessary document for filing an income tax return. By filing an income tax return, you may be entitled to a refund.

- (5) The hourly rate is determined by the researcher based on the following

- a. The upper limit is **1,300 yen** for general research assistance work and **1,700 yen** for research assistance work involving expertise and skills related to the specialized field.
- b. Check the latest version of the "National List of Minimum Wages by Region" on the website of the

Ministry of Health, Labor and Welfare, and the amount exceeding the minimum wage

<Reference> Revised October 2024 Tokyo: 1,163 yen, Kanagawa Prefecture: 1,162 yen

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/koyou_roudou/roudoukijun/minimumichiran/index.html

- (6) As of January 2016, you are required to provide your personal number (My Number) to your employer. Register your check ID with the office in charge of research expenses for which you work part-time. (A check ID can only be registered once with the same office. Therefore, if you have already registered, you do not need to register again).

The "Work Performance Report and Claim Form" is available on the "Meiji University Website" along with examples of how to fill it out.

http://www.meiji.ac.jp/research/tlo/osri/faculty/format_english.html

If you have any questions or concerns regarding research misconducts., please contact the Research Ethics Office at the following number.

Phone: 03-3296-4550, 4551, Fax: 03-3295-3070 ■ E-Mail: munw@mics.meiji.ac.jp

【Offices in charge】

Research Promotion Division	Research Promotion and IP Office at Surugadai Campus (03) 3296-4361, 4362, 4476
	Izumi Branch (03) 5300-1451, 1452, 1630
	Ikuta Research Promotion and IP Office at Ikuta Campus (044) 934-7613, 7720
Nakano Campus Division	Nakano Campus Office (03) 5343-8015
	Nakano Research and Educational Support Office (03) 5343-8052