

Hiring a part-time worker

Research funds are provided from academic fees and taxes. Particularly strict handling is necessary for expenditure of research funds in relation to a part-time worker. It is very important to comply with laws and ordinances such as the Labor Standards Act.

1. Sign-up and submission of “*Part-time Work Information Sheet*”

- (1) When hiring a part-time worker, working conditions described in a “*Part-time work information sheet*” should be understood by 3 parties; a researcher, a part-time worker, and the office handles research funds. A part-time worker needs to sign-up before start working and attend an orientation at the office in charge. The office explains working rules to a part-time worker.
- (2) A researcher needs to submit “*Part-time work Information Sheet*” every fiscal year and a part-time worker also needs to sign-up and attend an orientation every fiscal year, even when the worker have worked part-time before.
- (3) When working conditions would change, it must be confirmed by 3 parties; a researcher, a part-time worker, and the office in charge. In this case, please write a new Information Sheet and submit it to the office. Submission can be done by e-mail or university mailing services, or by hand to the office at any of the 4 campuses.

2. Rules

- (1) A researcher has responsibility for supervising a part-time worker.
- (2) A student cannot conduct part-time work during his or her class hours.
- (3) Those who have a regular job at Meiji University as a lecturer, a post-doctoral fellow (excluding corporate Postdocs), RA, TA, lecturer’s assistant or temporary staff cannot conduct part-time work during their regular work hours. Please make sure not to overlap their duties particularly when part-time work will be conducted on the same day. Please also make sure to comply with rules on daily total working hours and a break time conditions described in (4) and (7).
- (4) **There must be 1-hour break after working 6 hours a day.**
- (5) Maximum weekly working hours is 40 hours. Work in excess of 40 hours per week cannot be conducted. **There must be at least 1 day off per week.**
- (6) **Please do not have a part-time worker work more than 8 hours a day.** When there is no choice but to work more than 8 hours, overtime wages will be paid. This will be calculated at 1.25 times the ordinary hourly rate.
- (7) **Please do not let a part-time worker work after 10 p.m.** When there is no choice but to work after 10 p.m., extra pay for late-night work will be paid. This will be calculated at 1.25 times the ordinary hourly rate.
- (8) There is no extra pay other than regular wages for working on Sundays and holidays.
- (9) A part-time worker can claim for a business trip expenses when he or she is asked to do a business trip by a researcher. Please submit a business trip application form. For a business trip, a daily allowance in addition to ordinary wages will be paid according to the conditions of the work.

(10) Please keep a research record and an experiment notebook so that work performance can later be confirmed.

3. Wages and commuting allowance

(1) Wages will be directly paid into a bank account of a part-time worker. Wages are not directly paid and received between a researcher and a part-time worker.

(2) Please submit “*Time Sheet and Invoice*” promptly to the office in charge after finishing work on the last working day of each month. The payment takes 2 - 3 weeks after the office receives the sheet.

(3) Wages are a subject of taxation and will be deducted at source, 乙欄課税(B section of taxation). Meiji University will send a statement of withholding tax for a period of January to December to a part-time worker in January in the next year. Please make sure that a part-time worker will receive it. It might be a case for a part-time worker to get a tax return.

(4) A commuting allowance can be paid to a part-time worker for those coming from other place to Meiji University. Please submit “*Application for Commutation Allowance for Part-time Worker* (アルバイト通勤手当申請書)” together with “*Time Sheet and Invoice* (勤務実績報告書兼請求書)” to the office in charge. The commuting allowance is inapplicable in case a part-time worker is a Meiji student and a work place is the same as the campus on which they attend classes or already has a commuter pass.

(5) A criteria for hourly wages are;

a. Maximum wages: JPY 1,150 for general assistance work / JPY 1,500 for skilled work

b. Minimum wages: JPY 1,113 for Tokyo metropolitan area / JPY 1,112 for Kanagawa prefecture

Please confirm the most recent version of “The list of regional minimum wages” on the Ministry of Health, Labour and Welfare’s website, and make it an amount that is greater than the minimum wage.

Reference: Revised October 2023.

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

(6) The individual Number System commonly known as My Number (マイナンバー) started from January 2016. People who got the individual number from a local government need to inform the number.

【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

Time Sheet and Invoice and other application formats can be down load from here.
http://www.meiji.ac.jp/research/tlo/osri/faculty/format_english.html

Please contact to the following email address when addressing allegation of research misconducts.

E-mail: munw@mics.meiji.ac.jp