(Appendix 1-1)

Agreement Confirmation Form for the Application of

Discretionary Labor System for Professional Work

mm dd, 20yy

To: Dean/Director

Name: [ ]

I agree to the application of the Discretionary Labor System for Professional Work.

I do not agree to the application of the Discretionary Labor System for Professional Work.

(Please put a check mark (✔) in one of the “□” boxes.)

- Please check and confirm the information on the next pages before submitting this Confirmation Form.

- For the date, please enter the date on which this Confirmation Form was prepared.

- Please fill out this Confirmation Form and submit it to the department in charge of your organization.

Outline of the Discretionary Labor System for Professional Work, etc.

(1) Outline of the Discretionary Labor System for Professional Work

This is a system in which the employer sets out in a labor-management agreement the work, etc. to be covered by the agreement from among work that is defined as work for which it is difficult for the employer to give specific instructions regarding decisions on the means of execution of the work, the allocation of time, etc. because the nature of the work requires that the method of execution of the work be left largely to the discretion of the workers engaged in such work, and when having the workers actually engage in the work, they are deemed to have worked the hours previously set out in the labor-management agreement.

Since April 2004, the University has applied the Discretionary Labor System for Professional Work to the job titles listed in (2) below and the work applicable to those job titles.

(2) Job titles to which the Discretionary Labor System for Professional Work is applied and the work subject to the System

|  |  |
| --- | --- |
| Job title | Subject work |
| - Professor, Associate Professor, and Lecturer  (Article 2, Item 1 of the University of Tokyo Regulations on Conditions of Employment of Academic Staff) | - Teaching and research work at a university as stipulated in the School Education Act (limited to those primarily engaged in research)  \* The term “primarily engaged in research” means that the focus of the work is solely on research work, and specifically, the amount of time spent in lectures and other classes must be approximately less than 50% of the regular working hours per week (38 hours and 45 minutes at the University).  \* With regard to medical treatment services provided at university hospitals, etc., medical treatment services engaged by Professors, etc. who are exclusively engaged in medical treatment and are not included in teaching and research work, but medical treatment services engaged by Professors, etc. who conduct medical research as part of such research and which are performed under a team system (meaning a system in which multiple doctors are jointly in charge of the medical treatment services, and in which it is easy to secure substitutes for such medical treatment services) may be treated as teaching and research work. |
| - Research Associate  (Article 2, Item 1 of the University of Tokyo Regulations on Conditions of Employment of Academic Staff  - Distinguished University Professor, Project Professor, Project Associate Professor, Project Lecturer, Project Research Associate, and Project Researcher  (Article 2, Paragraph 1 of the University of Tokyo Regulations on Conditions of Employment of Fixed-Term Project Academic and Administrative Staff) | - Research work related to the humanities or natural sciences  \* Since Research Associates are legally allowed to perform the work of Professors, they are applicable when the time is approximately 10% or less of the prescribed working hours per week. |

(3) Discrepancies in working hours, etc.

|  |  |
| --- | --- |
| If you select “I agree” | If you select “I do not agree” |
| - The Discretionary Labor System for Professional Work is applied, and the employee is deemed to have worked 7 hours and 45 minutes per day.  - Decisions on the means of execution of the work, the allocation of time, etc. are left to the discretion of the individual.  - Work status is ascertained through self-reporting using the Work Status Declaration Form. | - The Discretionary Labor System for Professional Work is not applied, and as a general rule, working hours are allocated at 7 hours and 45 minutes per day.  - Education and research work, etc. will be conducted within the allotted working hours.  - Work status is managed through the work management system by clocking in and clocking out. |

(4) Other

- Even if you do not agree to the application of the Discretionary Labor System for Professional Work, you will not be treated disadvantageously.

- If you wish to change your selection, please confirm the procedure with the department in charge of your organization in advance.

- For the outline of the Discretionary Labor System for Professional Work, please also refer to the website of the Ministry of Health, Labour and Welfare.

<https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/koyou_roudou/roudoukijun/roudouzikan/sairyo.html>