

## **OIST Graduate University Policies, Rules & Procedures**

Authority:

- Approved by the President
- Act on Securing, Etc. of Equal Opportunity and Treatment between Men and Women in Employment
- Act on Improvement, etc. of Employment Management for Part-Time Workers
- Industrial Safety and Health Act
- Public Document Management Act

### **Chapter 40 Staff Development and Awards**

#### **40.1 Policy**

The OIST Graduate University recognizes that the success of the University depends on all employees retaining and demonstrating the skills, knowledge, and abilities necessary to perform their assigned duties. The University is committed to providing appropriate learning opportunities for employees in order to maintain and improve organizational function and efficiency, to ensure compliance with laws, regulations, and University policies, and to keep employees motivated.

#### **40.2 General Considerations**

##### **40.2.1 Rationale**

The work environment has become increasingly complex and requires continuous improvement in knowledge, competencies, and skills. At the same time, external factors, such as changes in laws and regulations, have an impact on OIST Graduate University policies and how work is done. The work environment must be designed to provide all employees with appropriate learning opportunities so that they can respond to these changes in the complexity of their work or the external environment.

##### **40.2.2 Non-discrimination**

It is the policy of the University that no employee shall be denied opportunities to participate in the learning opportunity environment on the basis of gender, gender identity, gender expression, age, sexual orientation, mental or physical disability, medical condition, race, ethnicity, ancestry, culture, national origin, religion, or marital status.

### **40.2.3 Statutory Requirements**

There are certain areas where it is required by law to train staff in specific duties, such as research safety and document and record management. The University will fully comply with the related laws and regulations and ensure that appropriate training is provided.

## **40.3 Rules**

### **40.3.1 Types of Training**

#### 40.3.1.1 New Employee Training

Primary responsibility for successful onboarding lies with the new employee's unit or division/section. The Recruiting and Training Section works with other departments within the university to provide new employee training to new employees.

40.3.1.1.1 Each newly hired employee is expected to complete new employee training as directed by the Recruiting and Training Section.

The department to which the new employee is assigned must cooperate with the Recruiting and Training Section as necessary, in addition to providing an environment in which the new employee can complete the training course.

40.3.1.1.2 New Employee Training will include general information about the University, an explanation of its Core Values [Link: 1.3], Code of Conduct [Link: 1.4], and Respectful Workplace Policy [Link: 1.3.2], an introduction to the work area, to fellow employees and job duties, and instruction regarding the University's policies, rules, and procedures [Link: <http://www.oist.jp/ja/policy-library>].

The immediate supervisor is responsible for providing the necessary continuing support and guidance to help the new employee adjust to his/her new work environment.

The Recruiting and Training Section will provide advice and other necessary assistance as requested by the department supervisor.

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#### 40.3.1.2 Training

40.3.1.2.1 All employees are given the opportunity to participate in various training programs to acquire the skills necessary to achieve the business goals set by the University, including specific and general skill training with their immediate

supervisor's approval.

40.3.1.2.2 The supervisor is expected to encourage employees to participate in such training, and with the supervisor's approval, the time spent participating in training is considered work time.

40.3.1.2.3 The University may instruct an employee to take specific or mandatory training [link: 40.8.3]. The employees must take such trainings unless excused by the Unit or Division Head or there is some other reasonable and justifiable reason for absence.

40.3.1.2.4 The Recruiting and Training Section is responsible for conducting periodic status surveys to verify the effectiveness of the training being conducted, and for developing new training to meet potential needs in addition to improving existing training.

40.3.1.3 Training provided by other parts of the University

40.3.1.3.1 Specialized and specific training may be provided by other departments within the university. The Recruiting and Training Section will advise, support and assist as needed.

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#### **40.3.2 Awards**

Details are described in Article 88, [Rules of Employment](#) and Article 73, [Rules of Employment for Part-time Employees](#).

### **40.4 Responsibilities**

#### **40.4.1 Employees**

The primary responsibility for acquiring the specific and general skill necessary for job performance lies with the individual employee. In addition to improving performance in their current responsibilities, employees are expected to continually improve their abilities in order to become competent to fulfill additional responsibilities.

#### **40.4.2 Supervisors**

The supervisor provides appropriate advice and an environment for staff to develop their skills. They are also expected to have regular opportunities to discuss the

strengthening of staff skills and to assist them in maximizing their individual abilities.

### **40.4.3 Recruiting and Training Section**

Recruiting and Training Section is responsible for general University training.

40.4.3.1 To meet this requirement, the Recruiting and Training Section training function will

- periodically conduct training needs and demand surveys.
- plan and implement specific and general skill training
- coordinate between departments for each training program
- plan and implement mandatory training and manage participant data

## **40.5 Procedures**

### **40.5.1 Application**

Employees can apply to a training offered by the Recruiting and Training Section through the Recruiting and Training Section website.

### **40.5.2 Approval**

Participation in any training either outside or internal to the University requires the prior approval of the employee's supervisor. This requirement is regardless of whether there are any direct costs such as training fees or not. Personal training taken outside of work time does not require this approval.

## **40.6 Forms**

## **40.7 Contacts**

### **40.7.1 Policy Owner:**

Vice President for Human Resource (VPHR)

### **40.7.2 Other Contacts:**

Recruiting and Training Section

## **40.8 Definitions**

### **40.8.1 Employee**

Employee is defined as someone who has been directly hired by the University. Part-time employees who have been hired directly by the University are also considered employees eligible for training.

Temporary employees are not considered employees.

However, depending on the nature of the work for which they are responsible, they may be required to take some mandatory training courses designated by the University.

#### **40.8.2 Supervisor**

A supervisor is an employee who has the responsibility and duty to manage and supervise other employees. This includes faculty members and officers of the University.

#### **40.8.3 Mandatory Training**

Mandatory training refers to training that must be taken by all relevant staff members as essential for the sound operation of the University and the performance of its duties. Mandatory training is targeted according to its content. Some mandatory training courses may be required for all persons who work at the University, regardless of whether they are employees or not.

#### **40.8.4 Specific Skill Training**

Specific Skill Training is training that aims to improve job performance and promote operational efficiency by providing employees with the skills they need now or in the future to perform their specific duties.

#### **40.8.5 General Skill Training**

General Skill Training refers to training that aims to expand the scope of duties and improve job performance by enabling employees to acquire versatile skills and mindsets (e.g., communication and management skills) that can be applied to a wide range of work content.