

Notice of Conditions of Service

Name:	Date: _____) (Staff number: _____) (Location) 1-3-1 Motomachi, Kawagoe City (All rights reserved) Kawagoe City Board of Education
Base of employment	Part-time fiscal year appointees (Article 22-2, paragraph 1, item 1 of the Local Government Service Act)
Duration of appointment	From year / month / day to year / month / day (You will be conditional for the first month of your employment and may not be officially hired if you do not work in good standing for that period. If you do not work 15 days a month, the conditional period will be extended to 15 days of service. No fresh notice will be given when you are officially hired.) The term of office may be renewed within the same fiscal year.
Reappointment	You may be reappointed after proving your competence through selection or competitive examination. (There is no upper limit to the number of reappointments, but application for conversion to an indefinite term appointment cannot be made for a temporary employee or a part-time special staff member etc., even if the total period of the appointment exceeds five years.)
work location	Education Center, Department of School Education (sending schools: * * * * * school, * * * * * school)
Operations	It shall be as follows; (1) Assistance in Foreign language activities in elementary schools and assistance in English classes in elementary, junior high, and high schools. (2) Cooperation and guidance in extracurricular activities (3) Preparation of English supplementary materials and cooperation in English speech contests (4) Assistance with training activities for faculty and staff (5) International exchange affairs (6) Language instruction and cooperation in international exchange activities for employees and local residents (7) Other duties as deemed necessary by the Board of Education
Working days, working hours, etc.	Monday through Friday 8:25 a.m. to 4:10 p.m. (with a 45-minute break as determined by the head of the school) In addition to the above, overtime and holiday work may be required.
Non-working days	Weekends (Saturday and Sunday) ※However, they may be transferred to other working days. • Holidays according to the Law on National Holidays • Substitute days off •Holidays during the year-end and New Year's holidays (from December 29th to January 3rd of the following year)
Vacations, holidays, etc.	1 Number of days of annual paid leave @@ days plus the number of days of annual leave remaining at the end of the immediately preceding appointment period, (if it is less than half a day, it will be rounded down. The upper limit shall be the number of days of annual leave granted for the number of days worked per week during the immediately preceding term of your appointment.) if you were appointed as an employee of Kawagoe City or Kawagoe City Board of Education within 3 months prior to the start of your appointment. However, the upper limit is 40 days per year.

※It is possible to obtain a daily or hourly rate.
 ※If you continue to be employed by Kawagoe City or Kawagoe City Board of Education, you will be granted the remaining days (less than half a day will be rounded down) in addition to the newly granted annual paid leave that you have not taken at the end of the current assignment period.
 2 Other Leave, etc.
 ※Please refer to the attached sheet for available leave.

1 Remuneration (excluding remuneration for overtime work, holidays and night work)
 Monthly remuneration (@@@,@@@) yen

※The above-mentioned daily remuneration amount is determined in accordance with the provisions of Article 11, Paragraph 2 of the Kawagoe City Ordinance on Salaries and Wages of Fiscal Year Appointees.

First year	Second year	Third year	After the fourth year
280,000 yen	300,000 yen	325,000 yen	330,000yen

2 Amount or method of calculation of remuneration for overtime work, holiday work and night work

(1) Overtime work

For time you worked outside of your regular working hours (if you work overtime until the working hours of a day reach 7 hours and 45 minutes or a total working hours of a week reach 38 hours and 45 minutes , you will be paid for the number of hours you worked outside of working hours multiplied by the amount of compensation per hour, multiplied by 100/100. When calculating that number of hours, the following categories are not covered), you will be paid by multiplying the amount determined by the following categories.

【60 hours a month or less】

Compensation per hour worked multiplied by a ratio of 125/100,135/100
 (150/100,160/100 from 10:00 pm to 5:00 am the following day)

【60+ hours a month】

Compensation per hour multiplied by the rate of 150/100 (175/100 from 10:00 p.m. to 5:00 a.m. the following day)

(2) Working on holidays

For each hour worked during regular work hours on a holiday, the following amount shall be multiplied.

Compensation per hour worked, multiplied by a ratio of 135/100 (160/100 from 10:00 p.m. to 5:00 a.m. the following day)

(3) Night work

For each hour worked from 10:00 p.m. to 5:00 a.m. of the following day as regular hours of work, the following amount shall be multiplied

Compensation per hour of work multiplied by the ratio of 25/100.

Salary

	<p>3 Amount or method of calculation of various allowances (1) Year-end allowance: not paid (2) Retirement allowance: not paid.</p> <p>4 Reimbursement of expenses (commuting expenses) 【For a five-work week】 Up to 55,000 yen per month, which is the same as the commuting allowance for full-time employees.</p> <p>5 Payment date Closed this month, Payment on the 21st of next month ※ However, if the 21st falls on a Saturday, Sunday or a holiday, the payment will be made on the day before that date.</p> <p>6 Payment Method: Wire transfer to the designated account</p> <p>7 Payroll deductions: social insurance premiums, unemployment insurance premiums and income tax*. ※ Income tax is deducted from the third year.</p> <p>8 Availability of salary increase nil ※ However, certain criteria may be taken into account in determining the starting salary at the time of reappointment.</p>
Items related to retirement	<p>1 When your term of service expires, you will naturally retire.</p> <p>2 Procedure for Voluntary Resignation (Notify us at least 14 days before you resign. Resignation will take place on the day the resignation is announced.)</p> <p>3 Reasons and Procedures for Dismissal (1) Partial dismissal (Article 28, Paragraph 1 of the Local Public Service Act) You may be dismissed from your position if any of the following is applicable ① When the service performance is not good in light of the personnel evaluation or facts indicating service status ② When the performance of duties is hindered by physical or mental illness, or is not able to perform the duties ③ In addition to ① and ②, if the person lacks the necessary qualifications for the position ④ When a position is abolished or a vacancy occurs due to the abolition or modification of a position or fixed number of positions or a decrease in the budget</p> <p>(2) Disciplinary action and dismissal (Article 29, paragraph 1 of the same law) A person may be removed from office if he or she falls under any of the following circumstances ① When a person violates a law or ordinance, the rules of a local government, or the regulations established by a local government body ② Violation of professional obligations or neglect of duties ③ For misconduct unbecoming a servant of the whole</p> <p>4 Availability of a retirement system nil</p> <p>5 Other reasons for separation • In case of death • If you fall under any of Article 16 of the Local Public Service Act (excluding item 2)</p>

Public service	<p>During your term of office, you have the following obligations, and if you violate the following obligations, you may be subject to disciplinary action</p> <ol style="list-style-type: none"> (1) Obligation to obey laws and regulations and orders of superiors in the course of their duties (Article 32 of the Local Public Service Act) (2) Prohibition of loss of credibility (Article 33 of the same law) (3) Obligation to keep secrets (Article 34 of the Act) (4) Duty to devote himself to his duties (Article 35 of the Act) (5) Restriction of political action (Article 36 of the Act) (6) Prohibition of disputes, etc. (Article 37 of the same law) (7) Restrictions on Engagement in Commercial Enterprises, etc. (Article 38 of the Law) <p>You can do a side business, but if you have started working concurrently or are working concurrently, you must notify your department as soon as possible. Depending on the nature of the concurrent employment, an employee may be subject to disciplinary or sectional reprimand for violating the above rules of service.</p>
Others	<ol style="list-style-type: none"> 1 Matters related to social insurance (Association Health Insurance and Employees' Pension Plan) 2 Matters related to employment insurance (subscription available) 3 Matters related to accident compensation and support for non-work-related injuries and illnesses Injuries and illnesses incurred in the course of official duties are compensated in accordance with the "Ordinance on Compensation for Injuries and Illnesses Caused by Official Duties of Members of the Kawagoe City Council and Other Part-time Officials". 4 Safety and Health Health checks, stress checks, etc. If you are expected to work 19 hours or more per week and are expected to be employed during the period of the medical examination, etc., you are eligible for this program. 5 Matters related to Leave of Absence You may be placed on "leave of absence" if any of the following is applicable (Article 28, paragraph 2 of the Local Public Service Act) <ul style="list-style-type: none"> • When the employee requires a prolonged leave of absence due to physical or mental illness • In the event that a person is charged in connection with a criminal case

※ In case of any discrepancies between this document and the Japanese version, the content of the Japanese version shall have priority as the basis. The official notice of terms and conditions of service will be handed to you when your appointment period starts.