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東海国立大学機構名古屋大学年俸制適用教員給与規程取扱細則（改正：令和２年９月９日機構細則第６３号）

Detailed Rules on the Handling of the Tokai National Higher Education and Research System Nagoya University Pay Rules for Faculty Members Covered Under the Annual Salary System (Revision: THERS Detailed Rule No. 63 of September 9, 2020)

翻訳年月日：令和５年１２月２２日

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東海国立大学機構名古屋大学年俸制適用教員給与規程取扱細則

Detailed Rules on the Handling of the Tokai National Higher Education and Research System Nagoya University Pay Rules for Faculty Members Covered Under the Annual Salary System

（平成３１年３月２８日細則第３２号）

(Detailed Rule No. 32 of March 28, 2019)

改正

Revisions:

令和２年４月１日機構細則第５号

THERS Detailed Rule No. 5 of April 1, 2020

令和２年９月９日機構細則第６３号

THERS Detailed Rule No. 63 of September 9, 2020

（趣旨）

(Purpose)

第１条 東海国立大学機構名古屋大学年俸制適用教員給与規程（平成３０年度規程第１３１号。以下「年俸制適用教員給与規程」という。）第２８条の規定に基づく年俸制適用教員給与規程の適用を受ける者（以下「年俸制適用教員」という。）の給与に関する事項は、別に定めるもののほか、この細則の定めるところによる。

Article 1 Beyond what is provided for elsewhere, these Detailed Rules shall prescribe matters regarding the payment of persons who, under Article 28 of the Tokai National Higher Education and Research System Nagoya University Pay Rules for Faculty Members Covered Under the Annual Salary System (Rule No. 131 of 2018; hereinafter referred to as the “Annual Salary Faculty Member Pay Rules”), are subject to the Annual Salary Faculty Member Pay Rules (hereinafter referred to as “Annual Salary Faculty Members”).

(人事交流等により異動した場合の基本年俸)

(Base Annual Salary for Persons Transferring Due to Personnel Exchanges)

第2条 年俸制適用教員が、人事交流により退職し、引き続いて次に掲げるものとなり、かつ、次に掲げるものとして引き続き在職した後、引き続いて再び年俸制適用教員給与規程の適用を受ける者の基本年俸については、新たに職員となったものとした場合に初任給として受けるべき基本年俸又は当該退職の直前に受けていた基本年俸のうち、上位の基本年俸をもってその者の基本年俸とすることができる。

Article 2 (1) If an Annual Salary Faculty Member resigns as a result of a personnel exchange and becomes one of the following, and after serving in that position once again becomes subject to the Annual Salary Faculty Member Pay Rules, that person's base annual salary may be set as either the base annual salary received as starting pay by a new employee or the base annual salary that employee received immediately prior to that resignation, whichever is higher:

一 他の国立大学法人の職員

(i) an employee of another national university corporation;

二 大学共同利用機関法人の職員

(ii) an employee of an inter-university research institution corporation;

三 独立行政法人国立高等専門学校機構その他文部科学省が所管する独立行政法人通則法（平成11年法律第103号）に規定する独立行政法人の職員

(iii) an employee of the National Institute of Technology or other independent administrative agency specified in the Act on General Rules for Independent Administrative Agencies (Act No. 103 of 1999) under the jurisdiction of the Ministry of Education, Culture, Sports, Science and Technology;

四 国家公務員

(iv) a national public officer;

五 地方公務員

(v) a local government official;

六 国有林野事業を行う国の経営する企業に勤務する職員の給与等に関する特例法（昭和29年法律第141号）の適用を受ける職員

(vi) an employee to whom the Act on Special Measures Concerning Remuneration, etc. of Officials Who Work for a Corporation Operated by the State Performing National Forestry Projects (Act No. 141 of 1954) applies;

七 日本郵政公社の職員

(vii) an employee of the Japan Post; or

八 公庫、公団等の職員（沖縄振興開発金融公庫の予算及び決算に関する法律（昭和26年法律第99号）第1条に規定する公庫又は国家公務員退職手当法施行令（昭和28年政令第215号）第9条の2に掲げる法人に勤務する者及び特別の法律の規定により国家公務員退職手当法（昭和28年法律第182号）第7条の2第1項に規定する公庫等職員とみなされる者をいう。）

(viii) an employee of a public finance corporation or public corporation, etc. (meaning a person employed at the public finance corporation specified in Article 1 of the Act on Budget and Account Settlement of the Okinawa Development Finance Corporation (Act No. 99 of 1951) or a corporation listed in Article 9-2 of National Public Servant Retirement Allowance Act Enforcement Orders (Cabinet Ordinance No. 215 of 1953), or a person who,

pursuant to the provisions of special law, is deemed to be an employee of a public finance corporation, etc. specified in paragraph (1) of Article 7-2 of the Act on National Public Officers' Retirement Allowance (Act No. 182 of 1953)).

2 前項の規定は、前項各号に規定する職員としての期間中に年俸制適用教員給与規程第2条第2号に規定する改定対象関門年齢を迎えることとなった教員には適用しない。

(2) The provisions of the preceding paragraph shall not apply to faculty members who reach a Revision-Eligible Gateway Age prescribed in Article 2, item (ii) of the Annual Salary Faculty Member Pay Rules during their time as an employee specified in the items in the preceding paragraph.

(上位資格の取得等による本給の決定)

(Determinations of Base Pay Based on the Acquisition of Higher Qualifications)

第3条 年俸制適用教員が新たに職員となったものとした場合に現に受ける決定時仮定級号給より上位の決定時仮定級号給を初任給として受けるべき資格を取得した場合（東海国立大学機構職員本給細則（令和2年度機構細則第25号）第22条第3項又は第25条第2項の規定の適用を受ける場合を除く。）又は別に定める場合に該当するときは、その者の基本年俸を上位の決定時仮定級号給に基づいた基本年俸に決定することができる。ただし、機構長が別段の定めをした場合を除く。

Article 3 If an Annual Salary Faculty Member is considered a newly-hired employee and acquires a qualification that conveys eligibility to receive as starting pay a higher Assumed Grade & Pay Increment at Time of Decision than the actually received Assumed Grade & Pay Increment at Time of Decision (excluding cases to which Article 22, paragraph (3) or Article 25, paragraph (2) of the Tokai National Higher Education and Research System Detailed Rules on Employee Base Pay (THERS Detailed Rule No. 25 of 2020) applies), or in circumstances separately prescribed, that person's base annual salary may be decided based on the higher Assumed Grade & Pay Increment at Time of Decision; provided, however, that the Chancellor has not prescribed otherwise.

(基本年俸の調整)

(Base Annual Salary Adjustment)

第4条 年俸制適用教員給与規程第2条第3号に規定する総合評価期間（以下「総合評価期間」という。）において東海国立大学機構職員就業規則（令和2年度規則第1号）第15条に規定する休職、同規則第40条に規定する育児休業、同規則第41条に規定する介護休業及び第42条に規定する配偶者同行休業の期間（以下「休職等の期間」という。）があり、総合評価期間における業績評価の実施が2回未満となった者については、基本年俸を改定しない。

Article 4 (1) No base annual salary revisions shall be conducted for a person who has a period of administrative leave as provided for in Article 15 of the Tokai National Higher Education and Research System Employee Work Rules (THERS Rule No. 1 of 2020), childcare leave as provided for in Article 40 of those Rules, or family care leave as provided for in Article 41 or spouse accompaniment leave as provided for in Article 42 of those Rules (hereinafter referred to as a "period of leave") during a Comprehensive Evaluation Period as defined in Article 2, item (iii) of the Annual Salary Faculty Member Pay Rules (hereinafter referred to as the "Comprehensive Evaluation Period") and has undergone fewer than 2 performance evaluations during the Comprehensive Evaluation Period.

2 前項の場合において、休職等の期間の事由が育児休業又は介護休業（以下「育児休業等」という。）によるものの場合で、かつ、当該育児休業等がなかったものとした場合に総合評価期間における業績評価の実施回数が2回以上となる場合は、当該育児休業等から職務に復帰した場合において、部内の他の職員との均衡上必要があると認められるときは、復帰した日後における最初の基本年俸の改定日（育児休業等の期間中に基本年俸の改定日を迎えることとなった場合にあっては、職務に復帰した日）において、良好の総合評価結果を得た場合に準じてその者の基本年俸を調整することができる。

(2) In the case of the preceding paragraph, if the period of leave is due to childcare leave or family care leave (hereinafter referred to as “childcare leave, etc.”) and if at least 2 performance evaluations would have been performed during the Comprehensive Evaluation Period had that childcare leave, etc. not been taken, when that person returns to work from that childcare leave, etc., that person may receive a base annual salary adjustment as if that person had received a Comprehensive Evaluation result of Satisfactory on the day of the first base annual salary revision to be conducted after the day that person returned to work (if the base salary revision day occurred during the period of childcare leave, etc., the day that person returned to work), if it is deemed necessary in order to achieve balance with the other employees of the department.

3 前2項の規定にかかわらず、総合評価期間において休職等の期間の合計が総合評価期間の2分の1に相当する期間の日数以上となる職員については、基本年俸を改定しない。

(3) Notwithstanding the provisions of the preceding two paragraphs, no base annual salary revisions shall be performed for an employee whose total number of days of the period of leave during the Comprehensive Evaluation Period meets or exceeds half the number of days of the Comprehensive Evaluation Period.

この場合において、休職にされた職員が復職し、育児休業、介護休業又は配偶者同行休業から職務に復帰した場合において、部内の他の職員との均衡上必要があると認められるときは、休職等の期間を東海国立大学機構職員本給細則（令和2年度機構細則第25号。以下「職員本給細則」という。）別表第10に規定する休職期間等換算表に定める換算率に準じて換算して得た期間を引き続き勤務したものとみなした場合に、その勤務したものとみなす期間を含めた勤務した期間の合計が総合評価期間の2分の1に相当する期間の日数以上となる職員については、復職し、職務に復帰した日（以下「復職等の日」という。）後における最初の基本年俸の改定日（休職等の期間中に基本年俸の改定日を迎えることとなった場合にあっては、復職等の日）において、良好の総合評価結果を得た場合に準じてその者の基本年俸を調整することができる。

In this case, if an employee placed on administrative leave has been reinstated and has returned to work from childcare leave, family care leave, or spouse accompaniment leave and if it is deemed necessary in order to achieve balance with the other employees of the department, if the period of leave is deemed to have been worked for a period of time calculated in accordance with the conversion ratio provided in the Leave Period Conversion Scale prescribed in Appended Table 10 of the Tokai National Higher Education and Research System Detailed Rules on Employee Base Pay (THERS Detailed Rule No. 25 of 2020; hereinafter referred to as “Employee Base Pay Detailed Rules”), an employee for whom the total number of days of the period of time worked including that period of time deemed to have been worked meets or exceeds half the number of days of the Comprehensive Evaluation Period may receive a base annual salary adjustment as if that person had received a Comprehensive Evaluation result of Satisfactory on the day of the first base annual salary revision to be conducted after the day the

employee is reinstated and returns to work (hereinafter referred to as “Day of Return to Work”) (if the base annual salary revision day occurred during the period of leave, the Day of Return to Work).

(基本年俸の改定区分)

(Base Annual Salary Revision Categories)

第5条 年俸制適用教員給与規程第12条に規定する基本年俸の改定に係る区分は、次の各号のいずれに該当するかに応じ、当該各号に定める改定区分に決定するものとする。

Article 5 (1) The base annual salary revision categories referred to in Article 12 of the Annual Salary Faculty Member Pay Rules shall be set in accordance with the revision categories prescribed in the following items:

一 極めて顕著及び特に顕著 A

(i) Extremely Excellent / Very Excellent: A

二 顕著 B

(ii) Excellent: B

三 良好 C

(iii) Satisfactory: C

四 要努力 E

(iv) Needs Improvement: E

2 前項第1号及び第2号に定める区分の割合は、職員本給細則に規定する昇給区分A及びBの割合に準ずる。

(2) The proportions of the categories specified in items (i) and (ii) of the previous paragraph shall be equivalent to the proportions of the Raise Categories A and B prescribed in the Employee Base Pay Detailed Rules.

(懲戒処分を受けた者等に係る年俸制適用教員基本年俸改定表の適用)

(Application of the Base Annual Salary Scale for Annual Salary Faculty Members Revision Table to Persons Subject to Disciplinary Action)

第6条 年俸制適用教員給与規程別表第2備考（以下この条において「基本年俸改定表備考」という。）に規定する機構長が別に定める者及び機構長が別に定める号数は、次項及び第3項に定めるところによる。

Article 6 (1) The following two paragraphs shall prescribe matters regarding the persons and increments separately prescribed by the Chancellor as provided for in the Notes to Appended Table 2 of the Annual Salary Faculty Member Pay Rules (hereinafter referred to within this Article as “Base Annual Salary Revision Table Notes”).

2 次に掲げる職員（次項各号に掲げる職員を除く。）は、基本年俸改定表備考に掲げる職員に該当するものとし、現に受けている号給の基礎となった基本年俸の改定区分（基本年俸の改定がない者にあつては、良好の区分を適用するものとする。）が極めて顕著又は特に顕著の区分の者にあつては6号給、顕著の区分の者にあつては4号給、良好の区分の者にあつては2号給（その者の属する職務の級が5級である職員にあつては1号給）をそれぞれこの表に定める号給数から減じて得た号給数（その号給数が0以下となる場合は0とする。）をもってその者の改定号給数とする。ただし、第1号及び第2号に掲げる職員について、その者の業績等を総合的に判断した場合に基本年俸改定表備考に掲げる職員に該当するものとして取り扱うことが著しく不適当であるときは、あらかじめ機構長と協議して、良好の区分に掲げる職員に該当するものとして取り扱うことができる。

(2) The following employees (excluding those listed in the items of the following paragraph) shall be deemed employees subject to the Base Annual Salary Revision Table Notes, and for those employees, the revised pay increment shall be set as the pay increment obtained by taking the increment value prescribed in that Table and subtracting from it the increment value that corresponds to that person's base annual salary revision category as based on the actually received increment (for persons who have not received a base annual salary revision, the Satisfactory category applies): increment 6 for persons in the Extremely Excellent or Very Excellent categories, increment 4 for persons in the Excellent category, and increment 2 for persons in the Satisfactory category (if that person's job grade is Grade 5, increment 1) (if the resulting increment value is below 0, 0); provided, however, that for employees listed in items (i) and (ii), if, after a comprehensive assessment of that person's work performance, etc., it is deemed that treating that person as an employee subject to the Base Annual Salary Revision Table Notes would be highly inappropriate, after discussion in advance with the Chancellor, that person may be treated as an employee listed in the Satisfactory category :

一 総合評価期間において、減給の処分（その対象となった事実の勤務成績に及ぼす影響の程度が軽微であると認められるものに限る。）又は譴責の処分（次項第1号に規定するものを除く。）を受けた職員

(i) employees who received a reduction in pay (limited to reduction in pay whose grounds are facts that are deemed to have only a minor impact on work performance) or were reprimanded (excluding persons specified in item (i) of the following paragraph) during the Comprehensive Evaluation Period;

二 総合評価期間において、訓告その他の矯正措置の対象となる事実（勤務成績に及ぼす影響の程度が軽微であるものとして機構長があらかじめ指定するものを除く。）があった職員

(ii) employees for whom there are facts that led to them being subject to disciplinary action or other correctional measures (excluding facts the Chancellor has designated in advance as causing only a minor impact on work performance) during the Comprehensive Evaluation Period; and

三 総合評価期間において、その者の職務について監督する地位にある者から注意、指導等を受けたにもかかわらず、勤務成績が良好でないことを示す明白な事実が見られた職員又はこれに相当すると認められる職員

(iii) employees for whom there are facts clearly showing that their work performance was not satisfactory despite having received cautions or guidance about their work from a supervisor during the Comprehensive Evaluation Period, or employees deemed to be equivalent.

3 次に掲げる職員は、基本年俸改定表備考に掲げる職員に該当するものとし、現に受けている号給の基礎となった基本年俸の改定区分（基本年俸の改定がない者にあつては、良好の区分を適用するものとする。）が極めて顕著及び特に顕著の区分の者にあつては8号給、顕著の区分の者にあつては6号給、良好の区分の者にあつては4号給（その者の属する職務の級が5級である職員にあつては3号給）をそれぞれこの表に定める号給数から減じて得た号給数（その号給数が0以下となる場合は0とする。）をもってその者の改定号給数とする。ただし、第1号に掲げる職員について、その者の勤務成績を総合的に判断した場合に基本年俸改定表備考に掲げる職員に該当するものとして取り扱うことが著しく不適当であると認められるときは、あらかじめ機構長と協議して、前項に掲げる職員に該当するものとして取り扱うことができる。

(3) The following employees shall be deemed employees subject to the Base Annual Salary Revision Table Notes, and for those employees, the revised pay increment shall be set as the pay increment obtained by taking the increment value prescribed in that Table and subtracting from it the increment value that corresponds to that person's base annual salary revision category as based on the actually received increment (for persons who have not received a base annual salary revision, the Satisfactory category applies): increment 8 for persons in the Extremely Excellent and Very Excellent categories, increment 6 for persons in the Excellent category, and increment 4 for persons in the Satisfactory category (if that person's job grade is Grade 5, increment 3) (if the resulting increment value is below 0, 0); provided, however, that for employees listed in item (i), if, after a comprehensive assessment of that person's work performance, it is deemed that treating that person as an employee listed in the Base Annual Salary Revision Table Notes would be highly inappropriate, after discussion in advance with the Chancellor, that person may be treated as an employee listed in the preceding paragraph:

一 総合評価期間において、出勤停止の処分、減給の処分（前項第1号に規定するものを除く。）又は譴責の処分（その対象となった事実の勤務成績に及ぼす影響の程度が著しいと認められるものに限る。）を受けた職員

(i) employees who were suspended from work, received a reduction in pay (excluding persons specified in item (i) of the preceding paragraph), or were reprimanded (limited to reprimand whose grounds are facts that are deemed to have a severe impact on work performance) during the Comprehensive Evaluation Period; and

二 前項第3号に掲げる職員でその態様が著しいもの

(ii) employees listed in item (iii) of the preceding paragraph whose circumstances are severe.

4 第2項第1号又は前項第1号に掲げる職員で、当該総合評価期間前の基本年俸改定においてこれらの規定に掲げる処分の直接の対象となった事実に基づき改定区分を決定された職員について、相当と認めるときは、これらの規定に掲げる職員に該当しないものとして取り扱うことができる。

(4) An employee specified in paragraph (2), item (i) or paragraph (3), item (i) whose revision category for the base annual salary revision that was conducted before that Comprehensive Evaluation Period was determined based on facts that directly led to that person being subject to the discipline listed in those provisions may, if it is deemed appropriate, be treated as not being covered by those provisions.

（業績評価結果の業績給支給割合への反映方法）

(How Performance Evaluation Results Appear in Performance-Based Payment Rates)

第7条 年俸制適用教員給与規程第13条第1項に規定する業績給支給割合の決定は、次の各号に掲げる業績評価結果を受けた者から選考し、決定する。

Article 7 (1) Decisions regarding performance-based payment rates prescribed in Article 13, paragraph (1) of the Annual Salary Faculty Member Pay Rules shall be made by selecting from among the following persons who have received those performance evaluation results:

一 業績給支給割合が極めて顕著である職員 前年度の業績評価結果が極めて顕著である職員

(i) employees whose performance-based payment rate is Extremely Excellent and employees who received a performance evaluation result of Extremely Excellent the previous academic year;

二 業績給支給割合が特に顕著である職員 前年度の業績評価結果が特に顕著以上である職員

(ii) employees whose performance-based payment rate is Very Excellent and employees who received a performance evaluation result of Very Excellent or better the previous academic year;

三 業績給支給割合が顕著である職員 前年度の業績評価結果が顕著以上である職員

(iii) employees whose performance-based payment rate is Excellent and employees who received a performance evaluation result of Excellent or better the previous academic year;

四 業績給支給割合が良好である職員 前年度の業績評価結果が良好以上である職員

(iv) employees whose performance-based payment rate is Satisfactory and employees who received a performance evaluation result of Satisfactory or better the previous academic year;

五 業績給支給割合が良好でない職員 前年度の業績評価結果が要努力である職員

(v) employees whose performance-based payment rate is Poor and employees who received a performance evaluation result of Needs Improvement the previous academic year; and

六 業績給支給割合が特に良好でない職員 前年度の業績評価結果が要努力である職員

(vi) employees whose performance-based payment rate is Very Poor and employees who received a performance evaluation result of Needs Improvement the previous academic year.

2 前項の規定にかかわらず、業績評価期間において、出勤停止の処分、減給の処分及び譴責の処分（その対象となった事実の業績評価結果に及ぼす影響の程度が著しいと認められるものに限る。）を受けた職員は、特に良好でない教員の支給割合とする。

(2) Notwithstanding the provisions of the preceding paragraph, an employee who was suspended from work, received a reduction in pay, or was reprimanded (limited to disciplinary action whose grounds are facts that are deemed to have a severe impact on performance evaluation results) during the Comprehensive Evaluation Period shall receive a payment rate of a Very Poor faculty member.

（顕著者等の選考）

(Selection of Excellent Employees)

第8条 業績給支給割合が極めて顕著、特に顕著及び顕著の区分となる者（以下「顕著者等」という。）は、部局長等の推薦に基づき、機構長が選考する。

Article 8 (1) Persons whose performance-based payment rate category is Extremely Excellent, Very Excellent or Excellent (hereinafter referred to as “Excellent employees”) shall be selected by the Chancellor based on recommendations made by the Dean or Director, etc. of the employee’s department.

2 前項に定める顕著者等の推薦数は、別に定める。

(2) The number of Excellent employee recommendations referred to in the preceding paragraph shall be separately prescribed.

（他の評価結果の活用）

(Use of Other Evaluation Results)

第9条 新たに年俸制適用教員給与規程の適用を受けることとなる日の前日において東海国立大学機構名古屋大学年俸制適用職員給与規程（平成17年度規程第114号）の適用を受ける職員として在職していた者に係る最初の基本年俸の改定に用いる総合評価結果及び業績給の改定に用いる業績評価結果については、当分の間、年俸制適用教員の業績評価に関する基本方針（平成27年2月17日教育研究評

議会了承)の下に各部局が定めた年俸制適用教員業績評価実施要項により実施した業績評価と同様の評価を実施した場合に限り、その評価結果を活用できるものとする。

Article 9 For the time being, comprehensive evaluation results used for initial base annual salary revisions and performance evaluation results used for performance-based pay revisions for persons who were employed as employees subject to the Tokai National Higher Education and Research System Nagoya University Pay Rules for Employees Covered Under the Annual Salary System (Rule No. 114 of 2005) as of the day before the day that person newly became subject to the Annual Salary Faculty Member Pay Rules may be used only to conduct evaluations similar to performance evaluations carried out in accordance with the Guidelines on the Implementation of Performance Evaluations for Annual Salary Faculty Members as prescribed by each department under the Basic Policy on Performance Evaluations for Annual Salary Faculty Members (approved by the Education and Research Council on February 17, 2015).

附 則

Supplementary Provisions

この細則は、平成31年4月1日から施行する。

These Detailed Rules shall come into effect from April 1, 2019.

附 則 (令和2年4月1日機構細則第5号)

Supplementary Provisions (THERS Detailed Rule No. 5 of April 1, 2020)

この細則は、令和2年4月1日から施行する。

These Detailed Rules shall come into effect from April 1, 2020.

附 則 (令和2年9月9日機構細則第63号)

Supplementary Provisions (THERS Detailed Rule No. 63 of September 9, 2020)

この細則は、令和2年9月9日から施行する。

These Detailed Rules shall come into effect from September 9, 2020.