

The Management Guidelines for The Maebashi City Assistant Language Teachers

(Purpose)

- Article 1** These employment Management Guidelines (hereinafter referred to as “The guidelines”) are written with the purpose of establishing the work guidelines for the Maebashi city Assistant Language Teachers (hereinafter referred to as “the MALT”) in Maebashi city (hereinafter referred to as “City”).
- 2** For those defined in this outline in a foreign language teaching assistant position, in matters relating to working conditions (MALT). Maebashi city part time staff operating guideline shall be determined on the basis of the Labour Standards Law and also must be governed by the provision of other laws.

(Definitions)

- Article 2** The meanings of the following expressions used in these guidelines are set out in the following items:
- (1) ALT: The foreigners engaged in assistance with foreign language instruction at junior high or senior high school , and assistance with foreign language/educational activities to promote international awareness at elementary schools.
 - (2) Supervisor: The head of the organisation in which the ALT is posted.
 - (3) Week: The period of time from Sunday to the immediately following Saturday.
 - (4) Month: The period of time from the first day to the last day of the relevant month.

(Duties of the ALT)

- Article 3** The MALT shall perform duties as specified by the Supervisor and/or principal of the board of education and/or school, as set out in the following items:
- (1) Assist in foreign language instruction at junior and/or senior high schools.
 - (2) Assist with foreign language/educational activities to promote international awareness in elementary schools.
 - (3) Assist in the preparation of teaching materials, and assist with foreign language ability contests.
 - (4) Assist with seminars for current foreign language teachers.
 - (5) Assist with special and extra-curricular activities.
 - (6) Assist with local international exchange activities.
 - (7) Other duties accepted as necessary by the Supervisor or the school principals.
- 2** The ALT may, at the Supervisor’s specification, be required to visit schools around the City, be posted to a designated school, or perform the duties listed above at a combination of these two.

(Requirements of Employment)

- Article 4** The Maebashi City Board of Education will appoint as ALT by screening those who meets all of the following requirements.
- (1) Must be from a foreign country and a native English speaker. Also to those who have the qualifications and have experience teaching English in a foreign country.
 - (2) Must be a college graduate and have a diploma. [School Education Act (1947 Law No. 26) refers to what the city has recognized as an equivalent to the university which stated in Article 1.
 - (3) Able to communicate using Japanese in meeting and have a Japanese skill necessary for everyday life is a plus.
 - (4) The person who has experience as an ALT in Japan is a plus.
 - (5) Fiscal year appointment’s must be less than or equal to 65 years of age when applying.
 - (6) Must be permitted to work in Japan.

(Period of Appointment)

- Article 5** The MALT’s term of employment shall be for 1 year .

(Resignation)

- Article 6** In extreme circumstances when a MALT’s resignation before the period is absolutely unavoidable, the MALT must give notice of said resignation at least 30 days in advance, inclusive of the date of the intended resignation.

(Dismissal)

Article 7 The City may dismiss the MALT for any of the reasons set out in the following items:

- (1) Violation of Japanese Constitutional law, other Japanese regulations, or the Guidelines established herein.
 - (2) Behaviors inappropriate to the duties of MALT.
 - (3) Serious mental or physical illness or injury which renders the MALT unable to fulfil his/her duties.
 - (4) Too much absence or unsatisfactory performance of duties which is not expected to improve.
 - (5) Non-performance of work duties for more than 60 consecutive days (the following are not to be included in counting these 60 days: non-performance of work duties caused by an injury sustained as a result of work duties or commuting; the period of absence allowed for special leave as is set out in Article 15, Section (1) items V and VI below; and the period of 30 days following any such absence.)
 - (6) Any of the information provided within the MALT's application materials proves to be untrue or inaccurate.
- 2 In addition to the cases listed above, the City may dismiss the MALT if the City is unable to pay the MALT's remuneration due to a non-approval or reduction of a budget in the assembly of the City. In this case the City shall give either 30 day's notice, or pay the MALT one month's remuneration upon dismissal.
 - 3 If the MALT is sentenced to a term of imprisonment (or any other more severe penalty), the MALT shall automatically be dismissed, and the City will not provide any financial compensation.

(Remuneration)

Article 8 The MALT's monthly remuneration shall be grade 3, No. 48 in the Appended table 2 (relevant to Article 18) salary schedule of monthly salary and expense reimbursement for Accounting fiscal year appointed staff, Regulation about Maebashi monthly salary and expense reimbursement for Accounting fiscal year appointed staff.

- 2 The remuneration shall be paid on the 20th day of each month. If this day should fall on a holiday or a day on which the MALT is not required to perform duties, the remuneration shall be paid on the earliest preceding day which is neither a holiday nor a day on which the MALT is not required to perform duties.
- 3 If the MALT starts or terminates his employment part-way through the month, the amount of remuneration for said month shall be calculated on a pro rata daily basis, subtracting the number of workdays stipulated in Article 11, Sections (2) and (3) on which the MALT was not required to work from the number of workdays in the remuneration period to determine the number of days for which remuneration shall be paid.
- 4 The hourly rate shall be calculated by multiplying the monthly remuneration by 12 and dividing that amount by 52 times the weekly work hours stipulated in Article 11, Section (1).

(Reduction of Remuneration)

Article 9 If the MALT does not perform his/her duties during required work hours, except for cases specified within these Guidelines, the remuneration shall be reduced on an hourly basis utilizing the hourly rates specified in Article 7 Section (4) above. In cases in which it is impossible to deduct the calculated amount from the remuneration of a given month, the deduction shall be made from the following month's remuneration.

- 2 In accordance with the above section regarding calculations for non-performance of duties during work hours, should the MALT's total period of non-performance of duties during the month include an incomplete portion of an hour, a period of time less than 30 minutes is to be disregarded, and a period of 30 minutes or more is to be rounded up to a full hour.

(Expenses of Commute)

Article 10 When the MALT use their own cars , bikes or using public transportations to commute, the City pays the expenses according to the distance from their living address.

- 2 The school where the City calculates the expenses determines by the other figure.

(Travel and Other Expenses)

Article 11 When the MALT travels on business trip, the MALT's travel expenses shall be reimbursed following the same procedure as regular employees (written in the Local Public Service Law).

(Compensation for damages)

Article 12 The City may claim compensation for any actual damages it sustains as the result of actions such as the MALT returning to his/her home country without just cause.

(Working Hours)

Article 13 The MALT shall perform duties 35 hours a week exclusive of break time.

- 2 The MALT duty hours shall be from 8:30 a.m. to 4:15 p.m. from Monday to Friday with Saturday and Sunday as days on which the MALT is not required to perform duties. The MALT can use for 45 minutes shall be designated as break time; that time may be utilized as the MALT desires.
- 3 Notwithstanding the Guidelines above, the Supervisor may direct the MALT to perform duties on Saturdays and/or Sundays. In this case, compensatory days off shall be given within 4 weeks inclusive of the relevant week so that average hours of duty per week in the 4-week period does not exceed 35 hours.
- 4 Notwithstanding the hours set out in Section (2), the Supervisor may direct the MALT to change the duty and break hours. Even in this case the MALT will not be required to work more than 7 hours per a day.

(Holidays)

Article 14 The days identified in the following items shall be holidays for the MALT:

- (1) Japanese national holidays (those defined by Article 3 of the Japanese National Holiday Law (Showa Year 23 Law #178)).
- (2) New Year's holiday (the period from December 29th to January 3rd of the following year).
- 2 Notwithstanding the above terms and conditions, the Supervisor may, having determined a compensatory holiday beforehand, order the MALT to perform duties on any of the holidays specified in Article 11 Section (1) above.
- 3 Holidays are to be paid.

(Yearly Paid Leave)

Article 15 During the period of appointment stated in Article 4, the MALT can take 20 days of yearly paid leave, individually or consecutively. However, for the MALT who are appointed after the start of the contract period, it shall be decided by the case (less than 20 days).

- 2 In the case that the MALT, having completed the appointment stated in Article 4, is reappointed by the City for another year, up to 20 days of unused yearly paid leave may be carried over to the new appointment. This carried over paid leave will be used first in the new appointment and may not be carried over into subsequent appointments.
- 3 This yearly paid leave may be taken either in hourly or daily units.
- 4 If the period of the requested paid leave would interfere with smooth work operations, the Supervisor may change the date of the MALT's requested paid leave.

(Sick Leave)

Article 16 The period of sick leave shall be the minimum period necessary when an illness or injury is acknowledged to result in the unavoidable inability to perform duties.

- 2 During the period of appointment stated in Article 4, the MALT can take 20 days of sick leave, individually or consecutively. To apply sick leave, MALT needs to show the receipt from the medical institution.
- 3 If the MALT intends to take sick leave of more than three consecutive days due to illness or injury, or to apply for additional leave, the MALT must submit a medical doctor's certificate to the Supervisor. When the Supervisor regards it as necessary, the Supervisor can appoint a specific doctor. It may require the MALT to undergo an examination by a designated medical doctor. Furthermore, even if MALT takes sick leave equal to or less than three days. Also if you are applying for additional sick leave, you need to consult and get approve from the Supervisor.
- 4 Regardless of the provision of the preceding paragraph and if the Supervisor feels it necessary, the Supervisor can request the MALT to submit a doctor's medical report or any other related supporting documents.
- 5 Sick leave is to be paid.

(Special Leave)

Article 17 Special leave shall be provided for the periods set out in the following items:

- (1) (Bereavement Leave) Death of a parent, spouse, or child: a period of up to ten consecutive days.
- (2) (Bereavement Leave) Death of a sibling or grandparent: a period of up to five consecutive days.
- (3) (Marital Leave) Marriage of the MALT: a period of up to five consecutive days.

- (4) (Natural Disaster Leave) Damage to the MALT's place of residence in the event of a natural disaster: the period the City deems necessary according to the degree of damage.
 - (5) (Commuter Transport System Failure Leave) Failure of the transportation system used for commuting as the result of an accident or other problem: the period until the transportation system failure has been resolved.
 - (6) (Pre-natal Leave) The requested period, from up to six weeks before a female MALT's delivery due date (fourteen weeks for a pregnancy involving more than one child) until the date of delivery is reached.
 - (7) (Post-natal Leave) A period of eight weeks counting from the day after a female MALT has delivered a child. (Provided that at least six weeks have passed counting from the day after the birth, if the MALT applies to return to work earlier and the MALT is assigned to duties that a doctor accepts as not being harmful to her, then the period after she returns is not counted as post-natal leave.)
 - (8) (Nursing Time) For a female MALT who is the mother of a child less than one year of age: two times per day for up to 30 minutes each.
 - (9) (Menstrual Leave) Those days when a female MALT is unable to work due to severe menstrual discomfort.
 - (10) (Parental Leave) Time off work for a MALT to care for their pre-school-age child (includes spouse's child) as deemed necessary, a period of up to five days.
 - (11) Any other time the Supervisor deems there is a special need, for the period of time the Supervisor deems necessary.
- 2 The special leave specified above from item 1 to item 5 and item 11 are to be paid, and from item 6 to item 10 are non-paid.

(Summer holidays)

Article 18 The MALT can take up to 5 days for summer holidays, and they basically use for the period which schools are closed in August.

- 2 Summer holidays are to be paid.

(Additional Leave)

Article 19 Aside from the conditions of Article 17 Section (1) items 6 and 7 above, if the MALT, due to an illness (excluding the illnesses specified in Article 21 Section (1) below), injury, or other unavoidable reason is not able to perform duties for more than 20 consecutive days (including days on which the MALT is not required to perform duties and holidays), the City may, upon application from the MALT, put the MALT on additional leave as deemed necessary.

- 2 In the circumstances stated above, payment of remuneration during the period of additional leave shall be as set out in the following items:
- (1) When the MALT is unable to perform duties due to illness sustained while performing duties or injury sustained while performing duties, the MALT's remuneration shall be paid in full minus the stipend allocated to Local Public Accident compensation etc. during the period of additional leave.
 - (2) When the MALT is unable to perform duties for reasons other than those stated in item 1 above, the remuneration shall be paid in full for the first 30 days of the period of absence, from the first day of the compulsory leave. For the period from the 31st day to the 60th day, the MALT shall be paid one half of the remuneration. From the 61st day remuneration shall not be paid.

(Prosecution Leave)

Article 20 If the MALT is prosecuted for involvement in a criminal offense, the City has the authority to put the MALT on prosecution leave.

- 2 If the MALT is put on prosecution leave according to Section (1) above, six-tenths of the remuneration shall be paid for the period of prosecution leave.

(Prohibition of Duties)

Article 21 If the MALT has a contagious disease or other illness as set out in the following items, the City may prevent the MALT from performing duties:

- (1) The fear exists that the MALT with a contagious disease is not taking measures to prevent the spread of the disease.
- (2) The fear exists that labour will significantly worsen a heart, kidney or lung disease from which the

MALT suffers.

- (3) The MALT is affected by a disease, similar to those above, as determined by the Minister of Health, Labour and Welfare.
- (4) In the cases stated above, payment of remuneration for the period during which the MALT does not perform duties shall be regulated as in Article 19 Section (2) above.

(Procedure for Taking Leave and/or Additional Leave)

Article 22 When the MALT wishes to make use of leave as specified in Article 16 Section (1) and Article 17 Section (1) item 1 to item 5 above, the MALT must apply and confirm consent from the Supervisor before taking the requested leave, stating the number of days. The MALT must also apply and confirm consent for the special leave specified in Article 15 Section (1) item 10, stating the number of days and the reason for the taking of leave as well. However, if the MALT, for unavoidable reasons, cannot apply beforehand, the MALT must apply and confirm consent from the Supervisor as soon as conditions permit.

- 2 When the MALT wishes to make use of the special leave specified in Article 17 Section (1), from item 6 to item 10 above, the MALT must apply to the Supervisor for the days requested. However, if the MALT, for unavoidable reasons, cannot apply beforehand, the MALT must apply as soon as conditions permit.
- 3 When a situation occur where additional leave maybe required, according to Article 20 Section (1), or a prohibition of duties according to Article 21 Section (1), the MALT must inform the Supervisor of the facts as soon as possible.

(Responsibility to Obey Work Orders)

Article 23 The MALT shall faithfully observe his/her superiors' orders on matters pertaining to the performance of duties.

(Evaluation of Work Performance)

Article 24 The City shall conduct an evaluation of the MALT's performance of official duties, based on a separate predetermined outline.

(Diligence)

Article 25 The MALT shall devote his/her full working hours and occupational attention to the discharge of duties in these Guidelines, except for cases specially provided for in these Guidelines.

(Conduct Restrictions)

Article 26 The MALT shall not behave in a manner which would discredit or damage the reputation of the City.

(Confidentiality)

Article 27 The MALT shall not reveal any confidential matters the MALT comes to know while performing duties. Furthermore, this restriction shall continue to apply after the appointment is completed or terminated.

(Prohibition of Sexual Harassment)

Article 28 The MALT shall not cause displeasure to others in the office by way of sexually loaded comments or actions.

(Restrictions Against Involvement in Profit-Making Enterprises)

Article 29 Without receiving the Appointer's permission, the MALT shall not become a member of the board of any organisation, be employed by any party other than the City, nor become involved in any enterprise or business from which the MALT receives remuneration, other than that of the City.

(Religious Activities and Other Restrictions)

Article 30 The MALT shall not be involved in religious or political activities which are in any way related to his/her work duties.

(Restrictions Against Operating Motor Vehicles)

Article 31 Except for commuting from place of residence to the school, the MALT shall not operate a motor vehicle for duty-related matters without the permission of the Supervisor.

(Disciplinary Action)

Article 32 For disciplinary action in regards to ALTs, the city guidelines that apply to full-time employees also applies to MALTs.

(Local Public Service Accident Compensation)

Article 33 In cases where a MALT sustains a casualty (herein defined as injury, illness, physical disorders, or death: the same definition applies below) while performing public service duties or while commuting, the MALT may receive compensation according to the regulations established for the Workmen's Accident Compensation Insurance Law (Showa Year 22 Law #50), or the Local Public Service Accident Compensation Ordinance for non-regular employees.

(Miscellaneous Provisions)

Article 34 In addition to what is explained in this outline, other terms and conditions shall be decided when it is deemed necessary.

Additional provision

These guidelines will go in to effect as of April 1st, 2018.

These guidelines will go in to effect as of April 1st, 2020.

These guidelines will go in to effect as of April 1st, 2023.

These guidelines will go in to effect as of April 1st, 2024.

These guidelines will go in to effect as of April 1st, 2025.