

Authority: Approved by the President

Chapter 35 Benefits

35.1 Policy

The OIST Graduate University provides benefits to eligible employees and their dependents based on employment categories, length of service, and other criteria. In addition to the benefits directly provided by the University, full-time employees and part-time employees with scheduled working hours more than the standard are eligible for the Private School Mutual Aid System, comprising medical (including dental) insurance, retirement pension, and other benefit systems, pursuant to the relevant laws and regulations. The Vice President for Human Resource provides information about these benefits.

35.2 Rules

35.2.1 Retirement Plan

The Employee Retirement Allowance Plan (ERAP) provides eligible employees with a retirement benefit (lump-sum payment) based on their years of service with the University as employees.

For a smooth transition from the OIST Promotion Corporation to the OIST School Corporation, eligibility for the ERAP is limited to Permanent Employees employed as of the day before the transition (for the time being). During the period until the implementation of a new plan(s), the ERAP will be administered pursuant to the [Rules of Employee Retirement Allowance Payment](#) whose provisions are basically the same as the rules before the transition.

35.2.2 Retirement Plan for Officers

The Officer Retirement Allowance Plan (ORAP) provides full-time Officers with a retirement benefit (lump-sum payment) based on their years of service with the University as officers. The retirement allowance for Officers shall be set forth in the [Rules for Remuneration for Officers and Councilors](#) and the [Guidelines for the Implementation of the Officers Retirement Allowance Plan](#).

35.2.3 University Housing Program

The Division of Buildings and Facilities Management is in charge of the management and standards regarding the administration of Rental Housing are laid out in the [Off-Campus Rental Housing Regulations](#).

35.2.4 Special Assistance

The University provides special assistance to eligible University members when it is

considered particularly necessary to achieve the University's mission of recruiting and retaining highly talented individuals.

35.2.4.1 Eligibility. Full-time Officers and other individuals as determined by the CEO/President.

35.2.4.2 Special assistance includes: lending of cars, furniture, and other similar items, as well as providing childcare and other services, deemed necessary by the CEO/President. Such assistance must be within socially acceptable limits.

35.2.4.3 Details of special assistance must be clearly defined in the employment contract.

35.3 Responsibilities

35.3.1 HR Operations Section

The HR Operations Section is responsible for carrying out administrative procedures related to the Private School Mutual Aid system for eligible employees and providing necessary information with employees.

The HR Operations Section is responsible for administering the benefits programs described in this chapter.

35.4 Procedures

35.5 Forms

35.6 Contacts

35.6.1 Policy Owner:

Vice President for Human Resource (VPHR)

35.6.2 Other Contacts:

HR Operations Section

35.7 Definitions