



A MESSAGE FROM THE VICE PRESIDENT OF HUMAN RESOURCES

As the President said in his recent message, OIST continues carefully to develop a work-from-home policy solution that is transparent and fair. We are seeking to take advantage of the positive effects of remote working while removing any potential negative impact on our work and institutional success.

There are some categories of staff (over 65 years old, or with pre-existing medical conditions) for whom work-from-home is vital now, given their heightened vulnerability in the event of infection with SARS-CoV-2.

In the early months of our response to the pandemic, we acted immediately to protect the well-being of all staff. We have now developed an appropriate process to follow, given that COVID-19 will have a significant impact on our working lives for some time to come. Working from home has contractual implications. It involves a temporary change in the agreed workplace (OIST campus) to a different workplace (your registered private home address within Okinawa). It is critical that any revised arrangement is properly approved and recorded.

This requires approval from three parties – your **manager** (who is responsible for work assignment and supervision), the **occupational physician** (who has a duty to ensure the health and safety of all OIST colleagues) and **HR** (who are required to ensure proper administration of the employment agreement and secure compliance with all relevant labor laws and regulations in Japan.)

We need colleagues who are allowed to work from home during the COVID-19 pandemic because of their age or medical circumstances to follow these steps:

1. Obtain a medical certificate confirming that you have a medical condition that makes you more vulnerable in the event of COVID-19 infection.
2. Contact HR Management to obtain the Request for Working from Home Form.
3. Submit this completed form and your medical certificate to your Manager.
4. Your Manager will assess, and discuss with you, the suitability of work to be performed from home, and the duration agreed (maximum of a 1-month period per application).
5. You will then send your form and medical certificate to the OIST Health Center for their assessment.
6. Once you have received documented approval from your Manager and the OIST Health Center on your Request for Working from Home Form, submit this form to HR Management, who will review it and seek approval from VP HR.
7. HR will then inform you of the outcome.

Please note that if home working approval is renewed beyond one month, paid transportation allowance will be removed, in accordance with OIST policy, until you resume commuting to your permanent contracted place of work (the OIST campus).



Tomo Nagase
Vice President Human Resources

[Human Resources Website](#)



PCR Testing Remains Free

Free PCR testing for OIST staff and students is to remain in place, and should there be any future requirement to charge for this service we will advise colleagues well in advance.

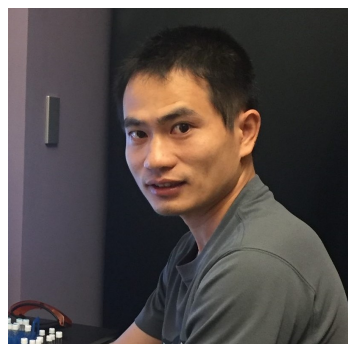


Employee Representative Election: Call for Candidates

The Employee Representative Election is here again. For employees who wish to run for the election, please e-mail to labor-relations@oist.jp by 5 p.m. on October 2. After confirming all candidates, we will carry out the election. Employees who are eligible for election are those with the grades of A1-A4, IT1-IT2, RS1-RS3, T1-T5, R1-R3, Postdoctoral Scholar 0-9 and part-time employees. Please note that those who are in managerial positions cannot run for election but have the right to vote.

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Essential Events



PhD Thesis Presentation - Shijin Zhang

Mon., Sept. 28, 2pm

Zoom

Design and Synthesize Small Molecular Self-Assembling Peptides for Biomedical Applications



The 29th Board of Governors Meeting

Thurs., Oct. 1, all day



Mindfulness Practice Group

Fri., Oct. 2, 12:15pm

Lab 4 C18 & Zoom

Mindfulness is being fully engaged and present in each moment of our lives. Please join the Ganjuu Team for 20 minutes of guided mindfulness meditation practice.

[More Events](#)

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COVID-19 Guidance for Staff and Students

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