

Outline of 2020 NPA Report on Public Employee Personnel Management

In the midst of a series of crisis situations, the NPA will appropriately fulfill its responsibilities, including securing and developing competent human resources, to provide necessary and adequate administrative services. At the same time, the NPA will continue to encourage employees to develop a sense of ethics and a sense of mission. The NPA will promote the measures in light of the issues such as transformation to new working styles, such as remote work.

1 NPA's Initiatives on COVID-19

- The NPA postponed some of the recruitment examinations, and then conducted them, taking adequate infection control measures. The NPA also carried out recruiting activity to secure human resources through disseminating information utilizing videos and social networking sites.
- The NPA substantially revised the annual training plan. The NPA flexibly responded to dispatch training to graduate schools in foreign countries, for instance by making it possible to postpone departure.
- The NPA took special measures on working hour allocation to promote staggered work schedules; publicized measures to prevent the spread of infection in the workplace; applied special leave for employees, including part-time employees, who have difficulty in commuting, and the NPA also instructed to ensure that acknowledgement of accident on duty is carried out promptly.
- The NPA made it possible to pay Hardship Duty Allowance as a special measure to the employees who have engaged in the work for the emergency measures against COVID-19. The NPA also conducted a survey necessary for equity process using the Internet.

2 Human Resources Securement and Development

- Securing diverse and competent human resources is an important issue. The NPA will strengthen the activities to secure human resources according to the characteristics of each applicant segment. The NPA will grasp a wide range of issues and needs in securing human resources and conduct activities based on them. In response to the government's request, the NPA has conducted the selection examination for the “employment ice-age generation” since November 2020. With respect to the employment of persons with disabilities, the NPA will continue to conduct necessary studies and listen to the opinions of relevant parties.
- It is important to encourage employees to think autonomously about their own careers that will open up the global society. The NPA will continue to conduct training to improve the management skills of managerial personnel and to support the career development of young and female employees.

3 Improvement of Working Environment

(1) Reduction of Long Overtime Work etc.

When head of the Cabinet Office and each ministry order their employees to work overtime exceeding the upper limit, they need to analyze and verify the reasons why they had to order

such overtime work, ex post facto. The NPA will ascertain the situation of the analysis and verification conducted by the Cabinet Office and each ministry, and will provide necessary guidance. It is necessary to secure sufficient personnel in work areas with constant long overtime work.

The NPA will conduct a study, including the analysis of the current working hour system, to further improve the working environment which corresponds with the flexible working styles.

(2) Preventive Measures against Harassment

In June 2020, Rule of the NPA for the prevention of power harassment (abuse of authority in workplaces), went into effect. The NPA will continue to support the Cabinet Office and each ministry in taking preventive measures by providing training materials and holding seminars for harassment counselors.

(3) Support for Work-life Balance

The NPA will continue its effort on publicizing systems to support work-life balance of employees, taking into account the government's initiatives promoting men's participation in childcare, etc. The NPA will ascertain the actual situation of balancing infertility treatment and work as well as the issues in the workplace environment and consider necessary measures.

(4) Promotion of Mental Health etc.

The NPA will promote mental health through utilizing the stress check questionnaires and introducing online mental health counseling. The NPA will provide guidance and advice to the Cabinet Office and each ministry to prevent “Karoshi” based on the analysis of cases acknowledged as accidents on duty.

(5) Ensuring Proper Working Conditions of Part-time Employees

The NPA will continuously work to ensure a balance between the remuneration of part-time employees and that of full-time employees. With regard to the leaves, the NPA will continue to make efforts to grasp the situation in the private sector and conduct a necessary study.

4 Raising of Mandatory Retirement Age and Promotion of Personnel Management Based on Ability and Performance

- The NPA requests again to implement measures promptly to raise the mandatory retirement age to 65 gradually, with a view to fully utilizing the abilities and experience of elderly employees.
- The NPA will cooperate with the government's study for improvement of personnel evaluation. The NPA will review the criteria for promotion and grade increase, the criteria for step increase and the ideal status of salary schedule in order to properly reflect the personnel evaluation results in appointments, remuneration, etc.