

Outline of the 2014 NPA Report on Public Employee Personnel Management

1. Measures regarding the amendment to the National Public Service Act, etc.

(1) The amendment to the National Public Service Act, etc.

- The prime minister newly conducts integrated personnel management of senior officials, fostering courses for senior official candidates, and an operation regarding organizations and the number of staff members. The Cabinet Bureau of Personnel Affairs was established and deals with these new duties as well as existing ones.
- The NPA continues to play the role of securing fairness in the personnel administration of public employees, and of implementing a compensatory measure for restrictions placed on basic labor rights.
- It is crucial for the NPA and the Cabinet Bureau of Personnel Affairs to exercise their own functions fully and operate the systems under their responsibility adequately from now on.

(2) Course of the NPA's operation for the amendment

- Express opinions on integrated personnel management of senior officials in order to secure fairness, etc.
- Adequately carry out duties concerning appointment, recruitment examinations and training, of which the NPA continues to be in charge, consistently taking account of securing fairness in the personnel administration.
- Adequately implement a compensatory measure for restrictions placed on basic labor rights by submitting, as the NPA's opinion, a draft proposal of the fixed numbers of staff in each grade of the salary schedules, based on the opinions of employees and employers collected by the NPA.

2. Measures taken to promote personnel management based on ability and performance

- Conduct necessary support to improve the operation of the personnel evaluation system, and assist the Cabinet Office and each ministry with human resource development by conducting training for evaluators, etc.
- Request the Cabinet Office and each ministry to adequately utilize the evaluation results for appointment, dismissal and remuneration.

3. Expansion of the initial appointment and promotion of women and promotion of the work-life balance support system

(1) Measures taken for expansion of initial appointment of women

Strengthen activities to attract women and review contents, etc. of the examination for comprehensive service to encourage a greater number of excellent women to take the examination.

(2) Measures taken for expanding training for promotion of female employees, etc.

Improve training for promotion of female employees, including expanding training for female employees in regional offices.

(3) Considering measures regarding the work-life balance support system for childcare and nursing care

- Consider childcare hours, etc. through examining concrete needs of employees and efforts made by private enterprises for work-life balance support, etc.
- Regarding nursing care, provide necessary information and grasp the concrete needs of employees by holding seminars, etc.
- Regarding teleworking including working at home, etc., consider the management of employees' working hours.

(4) Encouraging male employees to utilize the work-life balance support system, including childcare leave

Request the Cabinet Office and each ministry to encourage male employees to utilize the work-life balance support system, including childcare leave as well as hold seminars to raise awareness.

4. Improvement of the working environment

(1) Revision of the practice of working long hours

Consider more effective measures to reduce overtime work through conducting surveys on efforts made by private enterprises and employees' awareness of causes of overtime work, etc.

(2) Promotion of preventive measures against harassment

- Further measures are needed: to thoroughly conduct training for preventing sexual harassment; to promote participation in such training; and to develop systems for consultation on complaints, etc.
- Promote awareness raising, including preparing and distributing handbooks, etc. using measures for preventing power harassment in private enterprises as reference.

(3) Promotion of mental healthcare

- Promote the utilization of “Going to Work on a Trial Basis,” etc. to promote smooth returns to work.
- Prepare and distribute E-learning materials, as well as promote improvement of the working environment in order to prevent mental disorders.

(4) Improvement of the working environment for part-time employees

Take necessary measures for granting part-time employees flexible annual leave in summer after a certain period of continuous service.

5. Preparation for recruitment examinations in 2015, etc.

Promote preparations for utilization of external English tests in the examination for comprehensive service and smooth postponement of the examination dates.

6. Improvement and expansion of training

Develop new training methods and make curriculums, etc. to conduct more effective training.