

Outline of the 2018 NPA Report on Public Employee Personnel Management

Through its initiatives towards regaining the people's trust in the public service and revitalizing the government workplaces from the perspective of personnel management, the NPA will make efforts to create workplaces for public service where diverse and capable human resources work hard on their duties for the public with a high sense of ethics and mission.

1 Initiatives for Regaining the People's Trust in the Public Service

(1) Cultivation of Sense of Ethics and Mission through Training

The employees will be firmly reminded of the standard of conduct that they should adhere to as professional public employees via NPA's administrative training. The NPA will take steady actions regarding the ethics to prepare and distribute training materials and to implement awareness-raising activities, while also providing trainings to executive officials to remind them of their roles.

(2) Preventive Measures against Sexual Harassment

The NPA will set up a consultation service desk for sexual harassment where people other than officials can consult. The NPA will consider and implement necessary measures, such as mandatory training for directors and executive officials, distribution of new training materials, etc., in order to prevent sexual harassment.

(3) Clarification of Standards of Disciplinary Actions for Inappropriate Dealing with Public Records and Archives

Standard assessments of disciplinary actions for inappropriate dealing with public records and archives are added to the "Guidelines for Disciplinary Actions." The standard assessments for counterfeiting or damaging of public records and archives and falsification of approval documents will be clarified as dismissal or suspension from duty.

2 Human Resources Securement and Development

(1) Securing Human Resources

The NPA will continue to take necessary measures in collaboration with the ministries in order to secure competent and diverse human resources who can plan and draw up effective policies and implement them appropriately, while connecting such measures with the above-mentioned needs for human resources in a concrete manner.

(2) Human Resources Development

The NPA will actively implement training programs to improve management

abilities that support the development of subordinates and to help career formation of young and female employees.

(3) Personnel Management Based on Merit Principles

The NPA will ensure that full attention will be paid from the perspective of the ethics to the status of duty execution and of guidance and advice to subordinates when deciding promotion of employees. The NPA continues to support the ministries in their appropriate utilization of the personnel evaluation results for appointment, dismissal , remuneration, etc.

3 Work Style Reform and Improvement of the Working Environment

(1) Measures for Correction of Working Long Hours

The NPA will take following measures for reducing overtime work of national public employees.

- Set the upper limit of maximum overtime work hours which an employee can be ordered to 45 hours per month and 360 hours per year (for the employees working in the divisions/offices where they can't control the volume and deadline of duties themselves, less than 100 hours per month and 720 hours per year, etc.) in NPA Rule. Overtime work is permitted to be ordered beyond these limits for truly unavoidable reasons such as responding to a large-scale disaster. When the upper limit is exceeded, afterwards verification on the need for the excess is mandatory.
- Reinforce measures to ensure health of employees, including obliging heads of ministries and agencies to implement physician's consultation for certain employees such as those who worked not less than 100 hours or more overtime a month.
- Require heads of ministries and agencies to make consideration so that the employees who are eligible for 10 or more days of annual leave in the year can take 5 or more days of annual leave in the year, by making up a leave schedule sheet.

(2) Promotion of Work-life Balance Support Measures and the Mental Health Care of Employees, etc.

The NPA will ensure implementation of the Guidelines on Work-Life Balance Support issued in March 2018, nurture the working environment that allows leave for fertility treatment, promote mental health care of employees, and also promote the initiatives based on "Outline for the Measures to Prevent Karoshi, etc.

(3) Preventive Measures against Harassment

The NPA will conduct a consideration and planning on measures to prevent “power harassment” in public service while collecting opinions of external experts by establishing a study group.

(4) Securing Proper Working Conditions of Part-time Employees

Necessary guidance will be made on the remuneration of part-time employees, according to the actions taken by the ministries and agencies based on the NPA’s guideline. Regarding leaves for part-time employees, appropriate measures will be taken leaves for marriage and condolence taking into consideration the situation of private sector.