

## Major Trends in Personnel Administration in the Past Year (Volume 1, Part 1)

## Ensuring Proper Remuneration for Public Employees

## Remuneration Recommendation

- Made a recommendation on remuneration revision based on the Principle of Following the Private Sector  
Relevant laws, etc. were enacted in line with the recommendation.

## Handling of Submission of Opinions on the Gradual Raising of the Mandatory Retirement Age

- The bill to raise the mandatory retirement age was submitted to the Diet (April 13, 2021) based on the opinions submitted by the NPA (August 2018)

## Securing and Development of Diverse Human Resources

## Securing of Human Resources

- Proactively worked to secure human resources in cooperation with the Cabinet Office, each ministry, universities, etc. while rapidly shifting events online
- Conducted the Mid-career Recruits Selection Examination (for the Employment Ice Age Generation)

## Development of Human Resources

- Improved training programs based on the demands of the times and the needs of each training course
- Secured training opportunities by launching online training, etc.

## Reform of Working Styles and Improvement of Working Environment

## Correction of Working Long Hours

- Grasped the status of employees who were ordered to work overtime in excess of the upper limit at the Cabinet Office and each ministry in FY2019, and provided necessary guidance, etc.

## Balancing Infertility Treatment and Work

- Conducted a survey of national public employees in the Regular Service in order to study the necessary measures for balancing infertility treatment and work

## Preventive Measures Against Harassment

- Enacted the NPA Rule to take preventive measures against power harassment (abuse of authority), etc. (promulgated in April 2020, and enforced in June 2020), and provided training materials, seminars, and other support to ensure smooth and effective implementation of anti-harassment measures, etc. at the Cabinet Office and each ministry

## Measures against COVID-19

## Working Hours/ Leaves

- Issued a notice etc. regarding the application of Leave for Difficulty in Attending Work (special leave) in cases where an employee shows symptoms of a cold, etc.

## Securing Employees' Health

- Issued a notice regarding infection prevention in the workplace, etc.

## Hardship Duty Allowance

- Revised the NPA Rule so that the allowance for epidemic prevention work, etc. can be paid on a special basis

## Remuneration Recommendation, Recruitment Examinations

- Changed the schedule of surveys, which form the basis of Remuneration Recommendation, and the recruitment examinations, etc.

## Activities of the National Public Service Ethics Board (Volume 2)

## Cultivation of Employees' Ethics Awareness

Creation and distribution of training materials, implementation of the Ethics Month, etc.

## Creation of Ethical Organization Climate

Making the consultation/reporting counters, etc. widely known

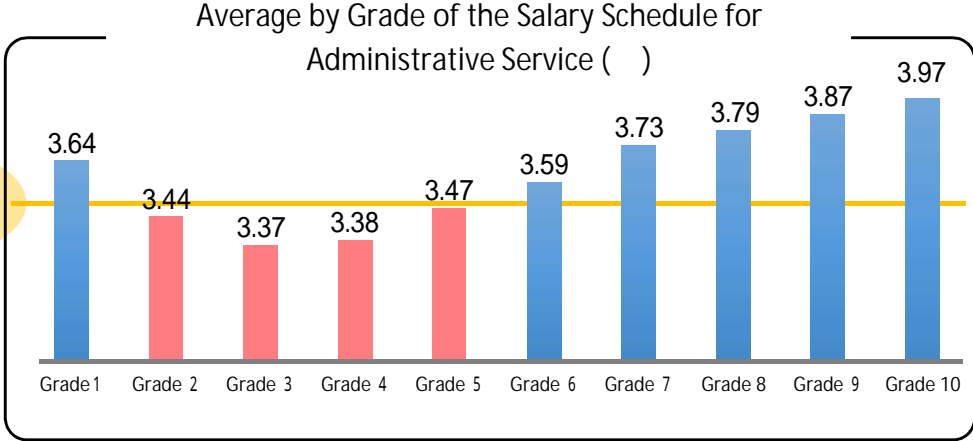
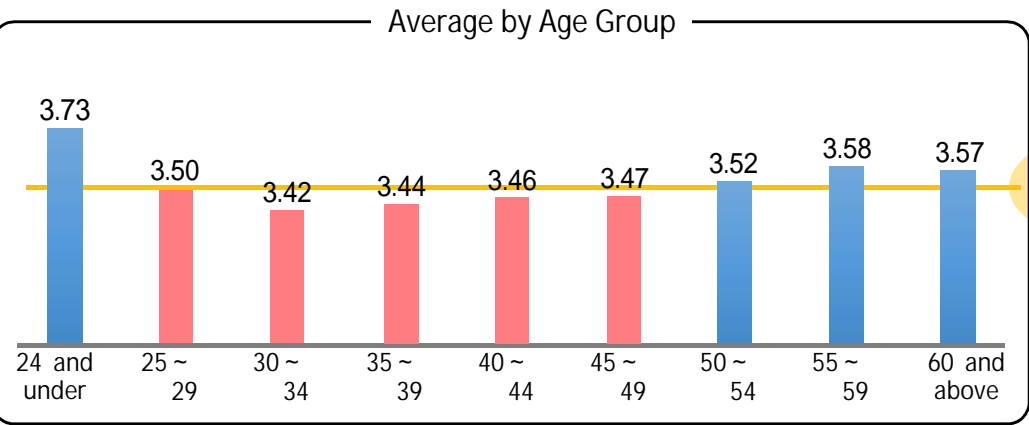
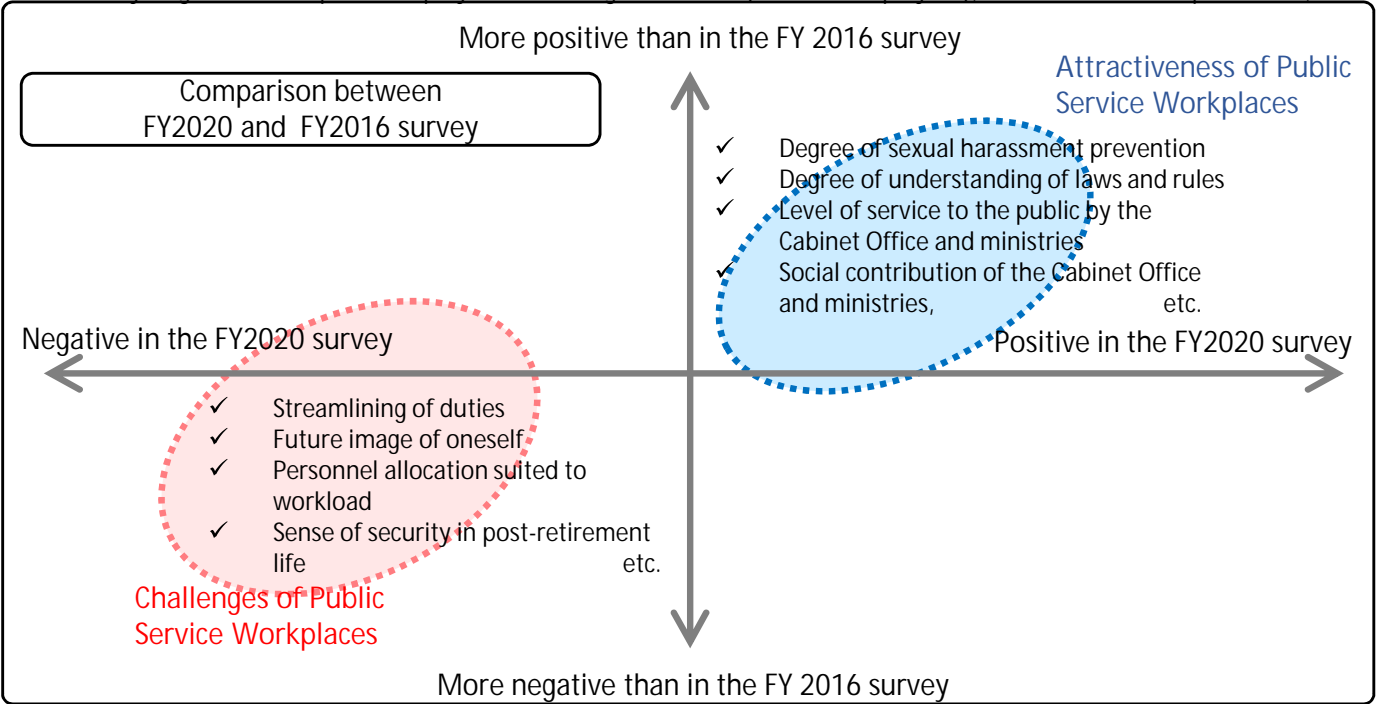
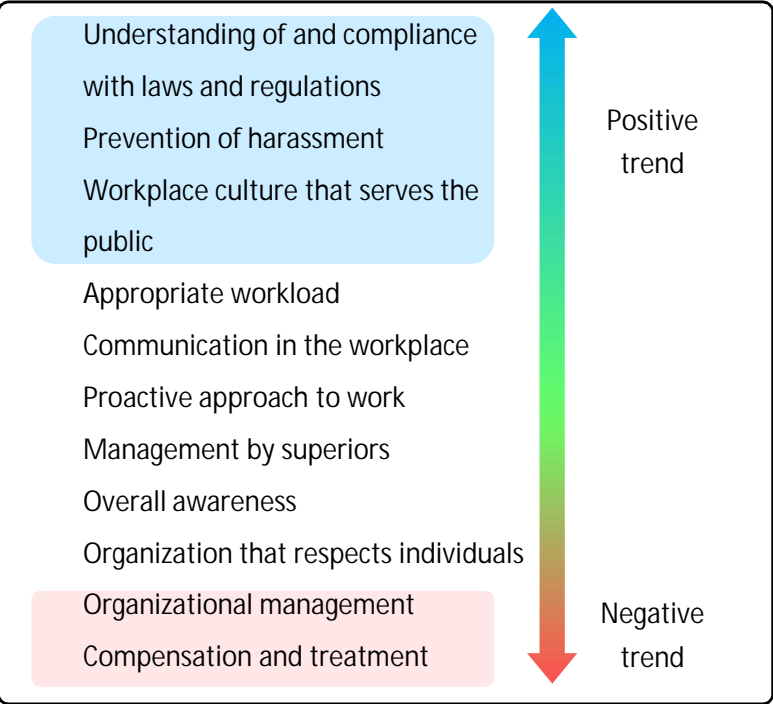
## Strict and Prompt Response to Violation of the Ethics Act

Appropriate implementation of investigations and disciplinary procedures regarding violations of the Ethics Act, etc.

# Considering the Attractiveness and Challenges of Public Service Workplaces ~ Through the Consciousness Survey of National Public Employees ~ (Outline)

## 1. Consciousness Survey on the Workplace in Public Service

- Conducted hearings about employees' awareness and actual conditions in the workplace to understand the attractiveness and challenges of workplace and to explore ways to improve such challenges
- Survey target: National public employees in the Regular Service (full-time employees), Number of valid responses: 61,532



## 2. To Enhance the Attractiveness and Vitality of Public Service Workplaces

Results of the Consciousness Survey	Service to the Public and Society	Compliance	Reform of Working Style and Work-life Balance	Sense of Growth and Future Image
	<ul style="list-style-type: none"> <li>✓ Source of significance of existence, motivation and a sense of satisfaction of national public employees</li> <li>✓ Some employees do not feel that they are serving the public</li> </ul>	<ul style="list-style-type: none"> <li>✓ Recognize that laws, regulations, and rules are understood and complied with</li> <li>✓ Awareness of harassment differs between genders and at different classified job ladders</li> </ul>	<ul style="list-style-type: none"> <li>✓ Recognize that staffing is inadequate for the workload</li> <li>✓ Understanding of work-life balance is widespread in the workplace</li> </ul>	<ul style="list-style-type: none"> <li>✓ Some employees find it difficult to envision their own future and recognize a lack of advice and support for career development</li> </ul>
<b>Measures</b>				
Actions of employees themselves	<ul style="list-style-type: none"> <li>➤ Be aware of the connection between assigned duties and the public/society</li> </ul>	<ul style="list-style-type: none"> <li>➤ Understand and practice the content of the training in light of the workplace situation, rather than seeing it as someone else's issues</li> </ul>	<ul style="list-style-type: none"> <li>➤ Conduct self-examination of work procedures and needs</li> <li>➤ Carry out work in a planned manner</li> </ul>	<ul style="list-style-type: none"> <li>➤ Design future image through work or training and take action</li> </ul>
Roles of executive officials and superiors	<ul style="list-style-type: none"> <li>➤ Explain and discuss with staff about the significance and importance of duties to maintain and improve subordinates' motivation</li> </ul>	<ul style="list-style-type: none"> <li>➤ Send out specific messages regarding compliance to enable staff to see it as their own business</li> </ul>	<ul style="list-style-type: none"> <li>➤ Conduct a review, including the appropriate allocation and elimination of duties</li> <li>➤ Promote the systematic and proactive use of childcare leave, etc.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Provide opportunities for staff to think about the direction they should take as professionals, by using career sheets, etc.</li> </ul>
Response by organizations, including the personnel department	<ul style="list-style-type: none"> <li>➤ Provide opportunities for on-site work and training to make employees to feel that they are serving the public and contributing to society</li> </ul>	<ul style="list-style-type: none"> <li>➤ Continuously implement compliance-related training, etc., mainly for executive officials and managerial personnel</li> </ul>	<ul style="list-style-type: none"> <li>➤ Secure the necessary personnel in accordance with the workload</li> <li>➤ Promote measures to reduce overtime work and support balancing work with childcare/ medical treatment</li> </ul>	<ul style="list-style-type: none"> <li>➤ Assist superiors responsible for supporting their subordinates' career development</li> <li>➤ Expand the number of employees to receive support from mentors</li> </ul>

Based on the results of the Consciousness Survey, it is important to implement measures to improve issues according to the actual situation of each workplace.