

Sendai Multicultural Center News

Useful Information on Working

Have you ever faced any difficulties while working in Japan? For those who will be entering the work force soon, is there anything that concerns you?

In this issue, we will be introducing some information that will allow you to work at ease.

When you start working

- According to the Japanese Law, when a labour contract is being signed, the employer must inform the worker of their working conditions through a written document. Before signing the contract, make sure to confirm said document with your employer.

● Working Conditions

Conditions that must be outlined in the document provided by the employer

- ① Contract period (Whether the length of the contract is pre-determined. In the case that it is, the duration of the contract)
- ② Work location and work content
- ③ Work hours (Start and finish times, whether there will be overtime work, breaks, day offs, holidays, etc.)
- ④ Wage (Amount, Methods of calculation and payment, payment deadline and payday)
- ⑤ Information regarding pay raise
- ⑥ Procedures for when the employee was to resign, etc.

Information that must be included if the employer has any pre-established rules about the following

- ① Eligibility for severance pay, methods of calculation and payment, timing of payment
- ② Bonuses, temporary wage, etc.

- ③ Things such as meal expense and work tools that is borne by the employee
- ④ Workplace safety and health regulations
- ⑤ Others (Job training, accident compensation, award system, sanction, payments during leave of absence, etc.)

Conditions that must not be included in the written document

These are prohibited by Law. In some cases, they do not have to be followed.

- ① Imposing penalty charges to employees who resigns, or predetermining that amount of such charges
- ② Advance wages to employees on the condition that they will work for the company, and make them repay unilaterally by deducting from their monthly wages
- ③ Forcing employees to save money

Multilingual Resources

You can find multilingual resources about the Labour Bureau on the website of the Sendai Multicultural Center (Japanese, English, Chinese, Korean, Vietnamese and Nepali).

Please also refer to the resources introduced on the following page.

【English】

<https://int.sentia-sendai.jp/j/download/exchange/LabourBureauInformation-E.pdf>

Continued on next page →



Publications in Six Languages

In addition to English, we also have publications in Japanese / にほんご, Chinese / 中文, Korean / 한국어, Vietnamese / Tiếng Việt, and Nepali / नेपाली. They can also be viewed on our website, or found at the Sendai Multicultural Center.



[Sample of Notice of Employment for Foreign Workers] (Ministry of Health, Labour, and Welfare)
Languages available: English, Chinese, Korean, Portuguese, Spanish, Tagalog, Bahasa Indonesia, Vietnamese, Khmer, Mongolian, Burmese, Nepali, Thai (Japanese written in conjunction)
[Working Conditions Handbook] (Ministry of Health, Labour, and Welfare)
Languages available: Japanese, English, Chinese, Korean, Portuguese, Spanish, Tagalog, Thai, Vietnamese, Bahasa Indonesia, Burmese, Nepali, Cambodian, Mongolian

- Rules of Employment
"Rules of Employment" is a written statement which outlines the rules and regulations that must be followed when one is working, including work hours, day offs, wage, termination of employment, and more. Employers are obligated to always make the contents of the Rules of Employment accessible via means such as saving the rulebook on a company-wide database or distributing copies to workers.

When Working

- If the actual work content, wages, etc. is different from what was stated on the "Working Conditions"
→ By law, workers can demand that they work according to the 'Working Conditions' that they signed when they started working. If this is not the case, they can quit immediately on that basis.
- Injuries, Illness or Death while Working
→ If the injury/illness/death is certified as work-related, you can receive treatment and other costs from the 'Workers' Compensation Insurance'. Health insurance cannot be used for injuries or illnesses such as when working. Employers that employ even one worker are obliged to join the 'Workers' Compensation Insurance' scheme. The insurance premiums are borne by employers. Accidents and injuries that occurred when one is commuting to and from work are also covered by the Workers' Compensation Insurance'.
- Annual Paid Leaves
→ 'Annual paid leaves' are day offs outside of your fixed holidays that you can take by making a request, during which you will be paid for the time off. Annual paid leaves can be used for any reason, including for rest and leisure. It is given to those who have worked for a certain period of time. The number of annual paid leaves is determined by law.

When resigning, or when you are made to resign from a job

- If you were to resign from your current job
→ Workers are allowed freedom to resign from their jobs. They are required to follow any resignation procedures that have been stated in the Rules of Employment. Generally speaking, workers can legally quit at any time if they offer to resign, for example by submitting a resignation notice at least two weeks in advance.
- If you were dismissed by your employers
→ Dismissal cannot freely be made by employers. Confirmation must be made about whether the reason for dismissal is justifiable based on social common sense. Before signing the resignation letter, consult the Labour Standards Inspection Office or the Working Conditions Consultation Hotline.
- Basic Allowance
→ Eligible persons who are subscribed to employment insurance can receive basic allowance while they search for a new job. Said allowance can be applied through Hello Work. When you receive the letter of separation from your employers, check the 'reason of separation' column, and if the reason stated is incorrect, ask for a correction to be made.
- Job Hunting

<p>Hello Work Sendai</p> <p>Operated by the Ministry of Health, Labour, and Welfare</p> <p>Foreigners' Employment Service Corner: Chinese (Tuesdays), English (Thursdays)</p> <p>Hours of Operation: 10:00 a.m. to 4:00 p.m. (excluding 12:00-1:00 p.m.)</p>
<p>Work in MIYAGI</p> <p>Hosted by the Miyagi prefecture and operated by ToYo Work. Provides matching service between foreigners who would like to work in Miyagi prefecture and corporations that would like to hire foreign workers.</p> <p>https://workinmiyagi.pref.miyagi.jp/</p> <p>ToYo Work.co TEL: (022) 225-5052</p>
<p>Websites for people looking for a change in occupation</p> <p>Operated by corporations.</p>

※ The information introduced in this issue might not apply to your working style or working environment. Please use this article as a reference.

Notice: Specialist Consultations with the Labour Bureau

Specialist consultations with the Labour Bureau are available at the Sendai Multicultural Center. They are held once every two months. Employees from the Miyagi Labour Bureau will come to answer questions and help with problems related to employment.

Example consultations

- I was made to quit my job for no reason
- I am not being paid or not receiving overtime pay
- Workplace problems related to bullying, sexual harassment, or power harassment
- I want to look for work

The next specialist consultation with the Labour Bureau will be held on Thursday, March 16.

Please check how to apply and other details on the website.

<https://int.sentia-sendai.jp/e/exchange/consultation.html>



Those who want to consult right away can also receive advice from the following.

- ① Supervision Section, Labour Standards Department, Miyagi Labour Bureau
TEL: (022) 299-8838
Address: Sendai Godochosha Bldg.4, 8F, 1 Teppomachi, Miyagino-ku
Available languages and times:
【Chinese】Mon, Tue, Thu 9:30 a.m. to 5:00 p.m.
【Vietnamese】Tue, Wed, Fri 8:45 a.m. to 4:15 p.m.
※ Not available 12:00 p.m. to 1:00 p.m.
※ Available consultation days may change.

- ② Telephone Consultation Services for Foreign Worker Labour Standards (Ministry of Health, Labour and Welfare)

Available languages: 14 languages including Japanese, English, Chinese, Korean, Vietnamese, and Nepali

Available times and phone numbers differ by language. Please check the website.

<https://www.check-roudou.mhlw.go.jp/soudan/foreigner.html>



Advisor Corner “Working in Japan”

Thoughts and experiences from advisors on this issue’s theme

Although I have worked for four years in various offices together with many Japanese people, I still find myself surprised by their diligence of each and every person. This work ethic is famous even in my home country of America, so I wanted to adopt habits like these myself while in Japan. From planning training classes to handling complaints, even when faced with bothersome work there are many people who give it their all. I believe that this is an important mindset to have, especially for foreigners who are planning on staying in Japan for a long time.

The idea of “Report, Contact, Consult” is indispensable in the workplace in Japan. You can find the best plan to deal with a problem by making sure to talk and consult with your boss or coworker when planning something or having problems. To be honest, I wasn’t very good at doing this at first since I lacked confidence and couldn’t give my own opinion, but since I wanted to be active as a member of the team, I plucked up the courage to be more proactive in talking to my coworkers.

When wanting to talk to your coworkers, you must never look around you and think “Oh, everyone’s bust so I shouldn’t say anything to them.” Even if you don’t have confidence in speaking Japanese, speak up and consult with them every chance you get. Coworkers will absolutely support you in getting more done around the workplace. Together with being able to solve problems more easily, you’ll be able to gain experience in the process. By doing this, you will at first be able to work more smoothly, but as your Japanese improves and you gain more experience, ultimately it will be easier to renew your visa and search for jobs.

(Advisor T)

In every issue, each advisor writes in the “Advisor Corner” in their respective language. The Japanese translation for each column is available on our blog. Please give them a read.

Sendai Multicultural Center

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仙台多文化共生センター



Opening Hours Daily 9:00 a.m. to 5:00 p.m. (Closed during the New Year's holidays and 1 to 2 days per month for maintenance)

Address Sendai International Center Conference Bldg. 1F, Aobayama,
Aoba-ku, Sendai, 980-0856

TEL (022) 265 - 2471

FAX (022) 265 - 2472

Email tabunka@sentia-sendai.jp

URL <https://int.sentia-sendai.jp/e/exchange/>



■ Advice in foreign languages

We are able to give advice in many languages for daily-life troubles or problems. Please call the Interpretation Support Hotline at (022) 224-1919.

Languages available: English, Chinese, Korean, Vietnamese, Nepali, Tagalog, Thai, Portuguese, Spanish, Russian, Indonesian, Italian, French, German, Malay, Khmer, Burmese, Mongolian, Sinhala, Hindi, Bengali, and Ukrainian

■ Other Services

We have lecture rooms, a children's playroom, a bulletin board, and library service. We also have spaces for interaction and information on citizen activities.

Specialist Consultations for Foreign Residents

We periodically hold specialist consultations with lawyers, administrative scriveners and so on. If there are matters that are affecting your life here in Sendai, please feel free to schedule a consultation.

Consultations are confidential, and are limited to 30 minutes per person.

Consultations are held from 1:00 p.m. to 4:00 p.m.

You can check the consultation dates on our website.

<https://int.sentia-sendai.jp/e/exchange/consultation.html>



Administrative Scrivener



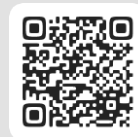
Lawyer



Labour Bureau



Immigration Bureau



Tax Accountant



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