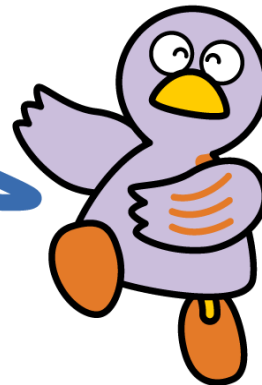


## Chapter 9

### Employment and Labor Conditions



Saitama's Prefectural Mascot  
Kobaton

- 1 Eligibility to Work
- 2 Finding a Job
- 3 Work-related Problems

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#### 1 Eligibility to Work

Foreign nationals can only work in Japan if it is permitted by their status of residence. All statuses of residence (with the exception of Permanent Resident, Spouse or Child of a Japanese National, Spouse or Child of a Permanent Resident, and Long Term Resident) limit the field of employment within which one can work. You cannot work in Japan if your status of residence is one of the following: Cultural Activities, Temporary Visitor, College Student, Training, Dependent or Designated Activities (though terms differ depending on the particular designation).

If those with the status of residence of College Student, Pre-College Student, or Trainee, etc., wish to engage in work such as a part time job, it is necessary to first apply for "Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted" at your local immigration office.



## Consultation and Inquiries

Name	Telephone	Access	Hours	Language
Tokyo Regional Immigration Bureau of Japan	0570-034259 (IP, PHS, Overseas : 03-5796-7234)	5-5-30 Konan, Minato-ku, Tokyo From JR Shinagawa Station Konan Exit, take Toei Bus "Shinagawa Futo Junkan" and get off at "Tokyo Nyukoku Kanrikyoku Mae" bus stop.	9:00 - 16:00 Mon - Fri (Except National Holidays and during the New Year's Holiday Period)	Japanese
Name	Telephone	Access	Hours	Language
Saitama Branch Office, Tokyo Regional Immigration Bureau of Japan	048-851-9671	1 <sup>st</sup> Floor Saitama Second Legal Affairs Joint Government Building 5-12-1 Shimo-ochiai, Chuo-ku, Saitama-shi, Saitama Prefecture 10-minute walk from Yono Honmachi Station on JR Saikyo Line	9:00 - 16:00 Mon - Fri (Except National Holidays and during the New Year's Holiday Period)	Japanese

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## 2 Finding a Job

### (1) Public Employment Security Offices (Hello Work)

Public Employment Security Offices (Hello Work) provide many services for foreign residents of Saitama whose resident status permits them to work. Hello Work provides job consultations, occupational placements, unemployment insurance benefits, and introductions to public occupational training programs. Please go to your nearest Public Employment Security Office (Hello Work) to apply for employment.

### (2) The Employment Insurance System

Employment Insurance provides unemployment benefits. The purpose is to provide stability to workers and encourage them to find another job. (To receive the benefits, you need to satisfy specified requirements.)



## Consultation and Inquiries

### Public Employment Security Offices

Name of Office	Telephone	Languages Open (Except National holidays and during the New Year's Holiday Period)	Address
Urawa Public Employment Security Office	048-832-2461	Fri: English, Spanish, Portuguese	5-8-40 Tokiwa, Urawa-ku Saitama-shi
Omiya Public Employment Security Office	048-667-8609	Wed: Chinese Fri : English, Portuguese	1-525 Onari-machi, Omiya-ku, Saitama-shi
Kawaguchi Public Employment Security Office	048-251-2901	Mon, Tue: English, Spanish Wed: Spanish, Portuguese, Chinese Thu: English, Portuguese Fri : English, Spanish, Portuguese	3-2-7 Aoki, Kawaguchi-shi
Kumagaya Public Employment Security Office	048-522-5656	Tue, Thu: English, Portuguese, Spanish	5-6-2 Hakoda, Kumagaya-shi
Honjo Branch of Kumagaya Public Employment Security Office	0495-22-2448	Mon, Wed, Fri: Spanish, Portuguese	2-5-1 Chuo, Honjo-shi
Kawagoe Public Employment Security Office	049-242-0197	Mon: Spanish, Portuguese Thu: English, Spanish, Portuguese	2 <sup>nd</sup> Floor Kawagoe Goudo Chosha 1-19-8 Toyodahon, Kawagoe-shi
Higashi-Matsuyama Branch of Kawagoe Public Employment Security Office	0493-22-0240		1088-4 Kaminomoto, Higashi-Matsuyama-shi
Tokorozawa Public Employment Security Office	04-2992-8609		3 <sup>rd</sup> Floor Tokorozawa Goudo Chosha 6-1-3 Namiki, Tokorozawa-shi
Hanno Branch of Tokorozawa Public Employment Security Office	042-974-2345		1st Floor Hanno Joint Government Building 94-15 Namiyanagi, Hanno-shi
Kasukabe Public Employment Security Office	048-736-7611	Mon: English, Portuguese Thu: Spanish	61-3 Shimo-Omasu-Shinden, Kasukabe-shi
Gyoda Public Employment Security Office	048-556-3151		943 Nagano, Gyoda-shi
Chichibu Public Employment Security Office	0494-22-3215		1002-1 Shimo-Kagemori, Chichibu-shi
Soka Public Employment Security Office	048-931-6111	Wed: English, Portuguese Thu: Chinese	4-10-7 Benten, Soka-shi

## A Guide to Living in Saitama

Name of Office	Telephone	Languages Open (Except National holidays and during the New Year's Holiday Period)	Address
Asaka Public Employment Security Office	048-463-2233	Fri: English	1-1-37 Honcho, Asaka-shi
Koshigaya Public Employment Security Office	048-969-8609	Tue: English, Portuguese	1-5-6 Higashi-Koshigaya, Koshigaya-shi

\*Open hours of the employment service corner for foreigners:

- Urawa, Omiya, Kumagaya, Soka, Koshigaya: 10:00-12:00, 13:00-15:30
- Honjo, Kawagoe, Kasukabe, Asaka : 10:00-12:00, 13:00-15:15
- Kawaguchi : 10:15-12:00, 13:00-15:30

## A Guide to Living in Saitama

### Other Contacts for Consultation

Name of office	Eligibility	Telephone	Address	Languages	Hours (Except National Holidays and during the New Year's Holiday Period)
Hello Work Urawa, Employment Support Satellite  <a href="https://hwus.jp/">https://hwus.jp/</a>	Irrespective of age or gender	048-826-5601	3 <sup>rd</sup> Floor Lamza Tower, 1-10-1 Numakage, Minami-ku, Saitama-shi	Japanese	Mon - Fri 10:00 - 19:00 Sat 10:00 - 17:00 Days of week and hours depend on the service. Please visit the website for details.
Youth Independence Support Center (YISC), Saitama  <a href="http://www.yisc-saitama.com/">http://www.yisc-saitama.com/</a>	Unemployed young people between 15 and 44 years of age and their guardians	048-255-8680	3F Kawaguchi Wakamono Yume Waaku building, 3-2-2 Kawaguchi, Kawaguchi-s hi	Japanese	Mon - Sat 9:00~16:30
Saitama Prefecture Women's Career Center <a href="http://www.pref.saitama.lg.jp/swcc/">http://www.pref.saitama.lg.jp/swcc/</a>	Female jobseekers	048-601-5810	Hotel Brillante Musashino 4F 2-2	Japanese	Mon - Sat 9:30 - 17:30 (Closed on 3 <sup>rd</sup> Thursdays)
		(Dedicated line for telephone consultation) 048-601-1023	Shin-toshin, Chuo-ku, Saitama-shi		Mon - Fri 10:00 - 16:30 (on break from 11:30 - 12:30) (Closed on 3 <sup>rd</sup> Thursdays)
Tokyo Employment Service Center for Foreigners  <a href="https://jsite.mhlw.go.jp/tokyo-foreigner/">https://jsite.mhlw.go.jp/tokyo-foreigner/</a>	For persons who are foreign students who wish to work in Japan and persons with a work permit for specialized / technical fields (including persons who have a skilled laborer visa, humanities/international services visa, or engineering visa)	03-5339-8625	21F Odakyu Daiichi Life Building, 2-7-1 Nishi- Shinjuku, Shinjuku-ku, Tokyo	Japanese English Chinese	Mon - Fri 10:00 - 18:00

## A Guide to Living in Saitama

Name of office	Eligibility	Telephone	Address	Languages	Hours (Except National Holidays and during the New Year's Holiday Period)
Shinjuku Employment Support and Guidance Center for Foreigners	For persons with a visa that has no restrictions on employment, including spouses of Japanese nationals or permanent residents, and foreign students who desire to work part-time in Japan	03-3204-8609	Hello Work Shinjuku (Kabuki-cho Chosha 1F) 2-42-10 Kabuki-cho, Shinjuku-ku, Tokyo	Japanese English Chinese	Mon - Fri 8:30 - 17:15
Saitama Center for Go Global Students(GGS) <a href="http://www.ggsaitama.jp/">http://www.ggsaitama.jp/</a>	Non-Japanese students at graduate schools, universities, colleges etc. in Japan, who are hoping to work full-time in Japan	048-833-2995	Urawa-godo chosha 3F, 5-6-5 Kitaurawa, Urawa-ku, Saitama-shi (in the Saitama International Association office)	Japanese	Mon - Fri 8:30 - 17:15

### (3) Beware of Cushy-Sounding Short-Term Jobs

Be careful if you are offered a short-term or side job such as “just withdrawing money from a bank” or “just receiving a package” that sounds too good to be true via e-mails, online, or through an acquaintance.

These offers may be dangerous and cause you to become connected to criminal activities by playing a role as:

- A person who accesses someone’s online bank accounts to withdraw money without authorization and transfers the money to another pre-prepared account
- A person who receives packages by using someone’s ID and password to deceitfully obtain goods on the internet

Remain alert and do not get involved in such activities.

Also, the following actions are considered crimes under Japanese law. Do not engage in these activities for any reason:

- Allowing another person to use or be in control of a bank account or postal savings account (passbook or ATM card) which is registered in your name.
- Giving someone a mobile phone contracted in your name on which calls can be made.

### 3 Work-related Problems

In order to avoid trouble after you have started work, make sure that you receive a written copy of all the terms and conditions upon entering into a contract. According to the Labor Standards Law, employers are required to specify the following in writing:

- ① The period of the contract
- ② The criteria for renewal of a fixed-term contract
- ③ The location and work duties
- ④ The schedule: starting times, finishing times, whether there will be overtime, breaks, holidays, vacation, etc.
- ⑤ Wages, how they are calculated, and the method of payment
- ⑥ Matters concerning retirement or resignation (Including reason(s) for dismissal)

#### (1) Labor Standards Inspection Offices

Labor Standards Inspection Offices are national institutions that provide oversight and guidance to ensure that workplaces are meeting the working conditions established by the Labor Standards Law (e.g. wages and working hours) and the Industrial Safety and Health Law.

Labor Standards Inspections Offices also provide workers' compensation benefits.

#### ▪ Workers' Compensation

In cases where a worker suffers an injury, illness, disability or death caused by work or while commuting to and from work, benefits including compensation for medical expenses, compensation for the time spent out of work, disability compensation, survivor benefits, etc. are provided in accordance with the Workers' Accident Compensation Insurance Law.

 **Consultation and Inquiries**

**Labor Department**

Office	Telephone	Foreign Language Consultations	Address
Saitama Labor Standards Inspection Section Foreign Labor Advisory Corner	048-600-6204 (Japanese) 048-816-3596 (English) 048-816-3597 (Chinese) 048-816-3598 (Vietnamese)	Tue~Fr: English Mo~Th: Chinese Mon/Tu/Th/Fri: Vietnamese 9:00~12:00 13:00~16:30	15F Land Access Tower 11-2 Shintoshin Chuo-ku Saitama Shi

**Labor Standards Inspection Offices**

Office	Telephone	Address	Hours
Saitama Labor Standards Inspection Office	048-600-4801	14 F Land Axis Tower, 11-2 Shintoshin, Chuo-ku, Saitama-shi	Mon - Fri (Except National Holidays and during the New Year's Holiday Period) 8:30 - 17:15
Kawaguchi Labor Standards Inspection Office	048-252-3773	2-10-2 Kawaguchi, Kawaguchi-shi	
Kumagaya Labor Standards Inspection Office	048-533-3611	5-95 Beppu, Kumagaya-shi	
Kawagoe Labor Standards Inspection Office	049-242-0891	2F, 277-3 Toyodahon, Kawagoe-shi	
Kasukabe Labor Standards Inspection Office	048-735-5226	3-10-13 Minami, Kasukabe-shi	
Tokorozawa Labor Standards Inspection Office	04-2995-2582	6-1-3 Namiki, Tokorozawa-shi	
Gyoda Labor Standards Inspection Office	048-556-4195	2-6-14 Sakura-cho, Gyoda-shi	
Chichibu Labor Standards Inspection Office	0494-22-3725	23-24 Kamimiyaji-machi, Chichibu-shi	

**(2) General Employment Consultation Corner**

The Saitama Labor Bureau has opened General Employment Consultation Corners in its Employment Environment and Equal Employment Opportunity Office and at 9 other locations throughout the prefecture. Please make use of these consultation corners if you



are having problems at work such as dismissal, reassignment, low wages, harassment or unfair treatment at work.



## Consultation and Inquiries

### Employment Consultation Corners

Office	Telephone	Address	Hours (Except National Holidays and during the New Year's Holiday Period)
Saitama Labor Bureau General Employment Consultation Corner	048-600-6262	16F Land Axis Tower 11-2 Shintoshin, Chuo-ku, Saitama-shi	Mon - Fri 9:00 - 17:00
Saitama City General Employment Consultation Corner	048-614-9977	14F Land Axis Tower, 11-2 Shintoshin, Chuo-ku, Saitama-shi (Within the Saitama Labor Standards Inspection Office)	Mon - Fri 9:00 - 16:30
Kawaguchi General Employment Consultation Corner	048-498-6648	2-10-2 Kawaguchi, Kawaguchi-shi (Within the Kawaguchi Labor Standards Inspection Office)	
Kumagaya General Employment Consultation Corner	048-533-3611	5-95 Ooaza-Beppu, Kumagaya-shi (Within the Kumagaya Labor Standards Inspection Office)	
Kawagoe General Employment Consultation Corner	049-210-9334	Kawagoe Chiho Godo Chosha, 1-19-8 Toyodahon, Kawagoe-shi (Within the Kawagoe Labor Standards Inspection Office)	
Kasukabe General Employment Consultation Corner	048-614-9968	3-10-13 Minami, Kasukabe-shi (Within the Kasukabe Labor Standards Inspection Office)	
Tokorozawa General Employment Consultation Corner	04-2995-2582	6-1-3 Namiki, Tokorozawa-shi (Within the Tokorozawa Labor Standards Inspection Office)	
Gyoda General Employment Consultation Corner	048-556-4195	2-6-14 Sakura-cho, Gyoda-shi (Within the Gyoda Labor Standards Inspection Office)	
Chichibu General Employment Consultation Corner	0494-22-3725	23-24 Kamimiyaji-machi, Chichibu-shi (Within the Chichibu Labor Standards Inspection Office)	

**(3) Other Contact Points**



**Consultation and Inquiries**

Name of office	Telephone	Address	Languages	Hours (Except National Holidays and during the New Year's Holiday Period)
Saitama Prefectural Labor Consultation Center <a href="https://www.pref.saitama.lg.jp/a0809/rodo/rodosodan/index.html">https://www.pref.saitama.lg.jp/a0809/rodo/rodosodan/index.html</a>	048-830-4522	Saitama Prefectural Office Bldg. No.2, 1F. 3-15-1 Takasago Urawa-ku, Saitama-shi	Japanese	Telephone (Mon - Fri) 9:00 - 16:30  In-person (Mon - Fri) 9:00 - 16:00
Secretariat Office, Saitama Prefectural Labor Relation Commission <a href="http://www.pref.saitama.lg.jp/shigoto/rodo/rodo/index.html">http://www.pref.saitama.lg.jp/shigoto/rodo/rodo/index.html</a>	048-830-6452 048-830-6465  *Mediation: (Experts assist you during discussions with your company)	Saitama Prefectural Office Bldg. No.3, 4F. 3-15-1 Takasago Urawa-ku, Saitama-shi	Japanese	Mon - Fri 8:30 - 17:15
General Labor Consultation Center, Saitama Association of Labor and Social Security Attorneys <a href="http://www.saitamakai.or.jp/">http://www.saitamakai.or.jp/</a>	048-826-4864	7th Floor Asahi Seimei Bldg 1-1-1 Takasago, Urawa-ku, Saitama-shi	Japanese	Wed (Appointment Required) 10:00 - 16:00 (In-person Consultation)
Saitama Information & Support <a href="http://www.sia1.jp/foreign/advice/">http://www.sia1.jp/foreign/advice/</a>	048-833-3296  *If you are at a public office, such as City Hall, and are having trouble communicating, ask the staff to call the above office. The office will provide intermediary telephone interpretation.	Saitama Prefecture, Urawa-godochosha 3F (Located within the Saitama International Association) 5-6-5 Kita-Urawa, Urawa-ku, Saitama-shi	Japanese English Chinese Spanish  Portuguese Korean Tagalog Thai Vietnamese Indonesian Nepali	Mon - Fri 9:00 - 16:00  *In-person consultations regarding immigration systems, labor, legal affairs, and welfare require appointments.