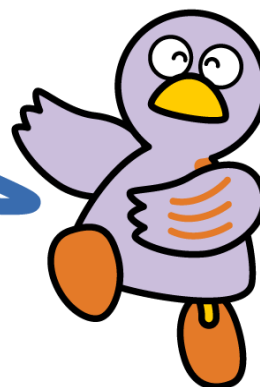


## Chapter 9

### Employment and Labor Conditions



Saitama's Prefectural Mascot  
Kobaton

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

#### 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, Student, Training, Dependent, or Designated Activities (though terms differ depending on the particular designation).

If those with the status of residence of Student, Dependent, 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	Phone	Access	Hours	Language
Tokyo Regional Immigration Bureau of Japan	0570-034259 (IP, PHS, From 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, English

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Name	Phone	Access	Hours	Language
Saitama Branch Office, Tokyo Regional Immigration Bureau of Japan	048-851-9671	1F 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's 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 status of residence 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

Office	Phone	Employment Service Corner for Foreigners (Closed for 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	1-525 Onari-machi, Omiya-ku, Saitama-shi
Kawaguchi Public Employment Security Office	048-251-2901	Mon: English, Spanish Tue: English, Chinese, Spanish Wed: Spanish, Portuguese, Chinese Thu: Vietnamese Fri: English, Spanish, Portuguese	3-2-7 Aoki, Kawaguchi-shi

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Office	Phone	Employment Service Corner for Foreigners (Closed for National holidays and during the New Year's Holiday Period)	Address
Kumagaya Public Employment Security Office	048-522-5656	Tue, Thu: English, Spanish, Portuguese	5-6-2 Hakoda, Kumagaya-shi
Kumagaya Public Employment Security Office, Honjo Branch	0495-22-2448	Mon, Wed, Fri: Portuguese	2-5-1 Chuo, Honjo-shi
Kawagoe Public Employment Security Office	049-242-0197	Mon: Spanish, Portuguese Thu: English, Spanish, Portuguese	1F Kawagoe Goudo Chosha 1-19-8 Toyodahon, Kawagoe-shi
Kawagoe Public Employment Security Office, Higashimatsuyama Branch	0493-22-0240		1088-4 Kaminomoto, Higashimatsuyama-shi
Tokorozawa Public Employment Security Office	04-2992-8609		1・2F Tokorozawa Goudo Chosha, 6-1-3 Namiki, Tokorozawa-shi
Tokorozawa Public Employment Security Office, Hanno Branch	042-974-2345		1F 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, Fri: English, Portuguese Thu: Chinese	4-10-7 Benten, Soka-shi
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, Kawaguchi: 10:00-12:00, 13:00-15:30
- Honjo, Kasukabe, Asaka: 10:00-12:00, 13:00-15:15
- Kawagoe: 10:00-12:00, 13:00-15:45

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### Other Contacts for Consultation

Name of office	Eligibility	Phone	Address	Languages	Hours (Except National Holidays and during the New Year's Holiday Period)
Saitama Work Center Hello Work Corner  <a href="https://hwus.jp/">https://hwus.jp/</a>	Anyone	048-826-5601	3F 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 people between 15 and 49 years of age and their family	048-255-8680	3F Kawaguchi Wakamono Yume Waaku building, 3-2-2 Kawaguchi, Kawaguchi-shi	Japanese	Mon - Sat 9:00~17:00
Saitama Prefectural Women's Career Center <a href="http://www.pref.saitama.lg.jp/swcc/">http://www.pref.saitama.lg.jp/swcc/</a>	Women	048-601-5810	4F Hotel Brillante Musashino, 2-2 Shintoshin, Chuo-ku, Saitama-shi	Japanese	Mon - Sat 9:30 - 17:30 (Closed on 3 <sup>rd</sup> Thursday of every month)
		(Dedicated line for phone consultation) 048-601-1023			Mon - Fri 10:00 - 16:30 (on break 11:30 - 12:30) (Closed on 3 <sup>rd</sup> Thursday of every month)
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)	03-5361-8722	13F Yotsuya Tower, Komore Yotsuya, 1-6-1 Yotsuya, Shinjuku-ku, Tokyo	Japanese English Chinese (Please confirm in advance if you require interpretation)	Mon - Fri 10:00 - 17:00

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Name of office	Eligibility	Phone	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 (1F Kabuki-cho Chosha) 2-42-10 Kabuki-cho, Shinjuku-ku, Tokyo	Japanese English Chinese (Reservations required for interpretation)	Mon - Fri 8:30 - 17:15
Saitama Center for Go Global Students (GGS)  <a href="http://www.ggsaitama.jp/">http://www.ggsaitama.jp/</a>	Foreign students at graduate schools, universities, junior colleges, etc. in Japan, who are hoping to work in Japan	048-833-2995	3F Urawa Goudo Chosha, 5-6-5 Kitaurawa, Urawa-ku, Saitama-shi (in the Saitama International Association office)	Japanese	Mon - Fri 8:30 - 17:15

### (3) Beware of Crime Disguised as Part-time 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 social media, online, or through an acquaintance.

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

- Illegally accessing someone’s online bank accounts to withdraw money without authorization and transfers the money to another pre-prepared account
- Illegally receiving packages by using someone’s ID and password to fraudulently 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.

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### 3 Work-related Problems

In order to avoid problems 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 Starting and ending times, whether there will be overtime, break times, days off, vacation days, 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 Bureau

Office	Phone	Foreign Language Consultations	Address
Foreign Labor Advisory Corner Saitama Labor Standards Inspection Division Saitama Labor Bureau	048-600-6204 (Japanese) 048-816-3596 (English) 048-816-3597 (Chinese) 048-816-3598 (Vietnamese)	Tues - Fri: English Mon -Thurs: Chinese Mon/Tues/Thurs/Fri: Vietnamese 9:00~12:00 13:00~16:30	15F Land Access Tower 11-2 Shintoshin Chuo-ku Saitama Shi

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### Labor Standards Inspection Offices

Office	Phone	Address	Hours
Saitama Labor Standards Inspection Office	048-600-4801	14F 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 Kawagoe Godo Chosha, 1-19-8 Toyodahon, Kawagoe-shi	
Kasukabe Labor Standards Inspection Office	048-735-5226	3-10-13 Minami, Kasukabe-shi	
Tokorozawa Labor Standards Inspection Office	04-2995-2555	3F Tokorozawa Godo Chosha, 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 9 locations throughout the prefecture, including their Employment Environment and Equal Employment Opportunity Office. Please make use of these consultation corners if you are having problems at work such as dismissal, lowered wages, or harassment.



#### Consultation and Inquiries

#### Employment Consultation Corners

Office	Phone	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)	

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Office	Phone	Address	Hours (Except National Holidays and during the New Year's Holiday Period)
Kawaguchi General Employment Consultation Corner	048-498-6648	2-10-2 Kawaguchi, Kawaguchi-shi (Within the Kawaguchi Labor Standards Inspection Office)	Mon - Fri 9:00 - 16:30
Kumagaya General Employment Consultation Corner	048-511-7010	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	04-2003-6967	Tokorozaka Chihou Godo Chosha, 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 Contacts



Consultation and Inquiries

Office	Phone	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/rodo_sodan/index.html">https://www.pref.saitama.lg.jp/a0809/rodo/rodo_sodan/index.html</a>	048-830-4522	1F Saitama Prefectural Office Bldg. No.2, 3-15-1 Takasago Urawa-ku, Saitama-shi	Japanese	Telephone (Mon - Fri) 9:00 - 16:30  In-person (Mon - Fri) 9:00 - 16:00
Saitama Prefectural Labor Relations Commission  <a href="https://www.pref.saitama.lg.jp/shigoto/rodo/rodo/index.html">https://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)	4F Saitama Prefectural Office Bldg. No.3, 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>	048-826-4860	7F Asahi Seimei Urawa 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.	3F Saitama Urawa Godo Chosha (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, Russia, Ukraine (reservation required)	Mon - Fri: 9:00 - 16:00  *In-person consultations regarding immigration, labor, legal affairs, and welfare require appointments.  Russian language: 10:00 - 16:00