

Outline of Part-Time and Fixed-Term Employment Act

The purpose of this act is to organize an employment environment where part-time and fixed-term workers can exercise their abilities more effectively, as business operators secure equal and balanced treatment for part-time workers as company workers, and promote their transformation to company workers.

1. Obligation to Provide Documentation of Job Description and Working Conditions:

- Business operators shall provide documentation and/or take the necessary measures to clarify the availability of pay raises, retirement allowances and bonuses within a relevant contact window, as well as issue documents outlining working conditions pursuant to the Labour Standards Act (Article 6) (a non-penal fine will be incurred otherwise).
- Business operators shall explain how improvement regarding employment management will be achieved (including details of the wage system) at the beginning of employment (Article 14-1).
- Business operators shall explain the details and reasoning behind what considerations were taken into account when the treatment of part-time and fixed-term workers' was determined, if such information is requested by the worker (Article 14-2).
- The dismissal of part-time and fixed-term workers for requesting explanations pertaining to their job (as in Article 14-2 above), or any other such detrimental treatment, is strictly prohibited (Article 14-3).
- Business operators shall have a system in place whereby they can respond to consultations from part-time and fixed-term workers (Article 16).

2. Promotion of Equality in the Workplace:

- The basic salaries, bonuses and treatment of part-time and fixed-term workers must be deemed appropriate, having taken into account the specifics of the job, as well as the management and utilization (etc.) of human resources. Differences in treatment between company workers and part-time/fixed-term workers that are deemed in any way detrimental or discriminatory are prohibited (Article 8).
- Any and all discriminatory treatment of part-time and fixed-term workers whose job description is equivalent to that of company workers is not permitted, excluding matters of basic salaries and bonuses (Article 9).
 - Part-time workers whose job description is equivalent to that of company workers: job specifics, management and utilization (etc.) of human resources are the same as that of regular workers.

3. Promotion of Transformation to Company Workers:

- Business operators shall notify part-time and fixed-term workers when company workers are recruited, provide opportunities to apply for new company positions when such position arise, provide the relevant examinations to part-time workers for transformation into company workers, and ensure other means to promote their transformation to company workers (Article 13).

4. Handling Complaints / Assistance in Resolving Disputes:

- Business operators shall commit to handle complaints voluntarily (Article 22).
- Pursuant to regulatory obligations, the director of the Prefectural Labour Bureau shall provide conciliatory assistance to resolve disputes (Article 23 through 26).

5. Ensuring Effectiveness:

- Directors of the Prefectural Labour Bureau (on behalf of the Minister of Health, Labour and Welfare) may request reports and give business operators advice, guidance and recommendations (Article 18-1).
- Any business operator who has not made a required report or who has made a false report shall be punished by a non-penal fine (Article 30).
- If business operators have not complied with the recommendations of the Minister of Health, Labour and Welfare and Directors of Prefectural Labour Bureau, they will make a public announcement of the violation they have made (Article 18-2).