

## **General Survey on Working Conditions (2013)**

### Outline of Survey

#### Objective

This survey aims to study and clarify in a comprehensive manner the wage systems, working hours systems, labour costs, welfare facilities and systems, retirement benefit systems, and mandatory retirement age systems of Japan's enterprises.

The 2013 survey focuses on working hours systems, retirement age systems, wage system and retirement benefit systems.

#### History

This Survey has been carried out as the "General Survey on Wages and Working Hours System" since 1984. It combines "General Survey on Wages and Working Hours System" since October 1966 which combined the "Wage System Survey," the "Wage Composition Survey" and the "Working Hours System Survey" and the "Survey on Welfare Facilities System for Employees," which had been conducted separately. From the Survey for the fiscal year 2000, the title year has been changed from the fiscal year to the year in which the Survey has been conducted, and the title of the Survey has been changed to the "General Survey on Working Conditions".

To give a brief history of the various surveys mentioned above, the "Wage System Survey" had been conducted occasionally. The "Special Survey on Wage System" of 1957 and the "Wage System Survey" of 1963 corresponded to this survey.

The "Wage Composition Survey" had been conducted yearly since 1948. In 1963, wage classification standards were revised, but the survey continued to be conducted until 1965. The "Working Hours System Survey," conducted yearly since 1953 (except in 1954 and 1956), had consistently surveyed working hours systems in principal industries, although some survey items were revised.

Labour costs had been surveyed by the "Survey on Labour Cost," conducted from 1965 to 1971 and by the "Survey on Welfare Facilities System for Employees" from 1972 to 1983.

Welfare facilities system had been surveyed by the "Survey on Welfare Facilities Systems for Employees" from 1972 to 1983.

From 2005, a part of retirement age system of "Survey on Employment Management" was transferred by this Survey.

## Coverage

### 1. Area

Nationwide

### 2. Industry

The following industries, based on the Standard Industrial Classification for Japan :

- (1) Mining and quarrying of stone and gravel
- (2) Construction
- (3) Manufacturing
- (4) Electricity, gas, heat supply and water
- (5) Information and communications
- (6) Transport and postal activities
- (7) Wholesale and retail trade
- (8) Finance and insurance
- (9) Real estate and goods rental and leasing
- (10) Scientific research, professional and technical services
- (11) Accommodations, eating and drinking services
- (12) Living-related and personal services and amusement services (In miscellaneous living related and personal service, Domestic services are excluded.)
- (13) Education, learning support
- (14) Medical, health care and welfare
- (15) Services, N.E.C (Political, business and cultural organizations, Religion, Foreign governments and international agencies in Japan, are excluded.)

### 3. Enterprises

Approximately 6,100 enterprises were selected according to a random sampling method from private enterprises belonging to the above industries which employ more than 30 regular employees.

## Survey Period

As a rule, this survey was conducted between December 1, 2012 and January 31, 2013, based on conditions applying as of January 1, 2013. However, yearly data covered the one-year of 2012 or fiscal year 2011.

## Survey Items

1. Items on characteristics of enterprises
  - (1) Enterprises name
  - (2) Address
  - (3) Name of main product manufactured or principal activity of establishments
  - (4) Total number of regular employees in the enterprise
  - (5) Presence/absence of trade union
  - (6) Number of regular employees without setting an employment period
  - (7) Enterprise's operations
2. Items on working hours system
  - (1) Prescribed working hours
  - (2) System of weekly days off
  - (3) Total yearly days off
  - (4) Annual paid leave
  - (5) Special leave system
  - (6) Setting upper limit to overtime hours
  - (7) Variable working hours system
  - (8) Judged working hours system
3. Items on mandatory retirement age systems
  - (1) Mandatory retirement age system
  - (2) Measures after mandatory retirement
4. Items on wage system
  - (1) Extra wage pay rate for overtime work
5. Items concerning retirement benefit (lump-sum/pension) system
  - (1) Retirement benefit (lump-sum/pension) system
  - (2) Management of lump-sum payment system
  - (3) Review of retirement benefit (lump-sum/pension) system
6. Items concerning payment of retirement benefits (lump-sum/pension)
  - (1) Number of retirees
  - (2) Actual situation surrounding payment of retirement benefits to individual employees (lump-sum/pension)

## Survey Method

Survey conducted through outsourcing to the private sector.