

Survey on Employment Structure

• Survey on Employment Conditions of Elderly Persons (2008)

Aim of Survey

In order to maintain dynamism of Japan's economic society under the rapidly ageing society, it is indispensable to realize a society in which lots of senior persons can engage in active service by making good use of their knowledge and experience that they have accumulated for many years. To this end, the promotion to encourage continuous employment until 65 years of age and the security of job or career opportunity in a variety of modes have become crucial issues not only from the viewpoint of labor policy but also in relation to social security or fiscal policy.

Taking such circumstance into consideration, this survey aims to grasp present and actual situation of employment or unemployment or sense of employment of older persons and its background, present situation or future plan of employment of older persons at establishments and so on properly and to contribute to formulate measures for employment or jobs of older persons in the future.

Scope and subject of Survey

1. Area

Nationwide (excluding some islands, etc.)

2. Subject of survey

Establishments were selected by a random sampling method from among privately owned establishments having 5 or more regular employees that are affiliated with 14 principal industries, based on the Japan Standard Industrial Classification (revised in March 2002) Mining, Construction, Manufacturing, Electricity, gas, heat supply and water, Information and communications, Transport, Wholesale and retail trade, Finance and insurance, Real estate, eating and drinking places, accommodations, Medical, healthcare and welfare, Education, learning support, Compound Services, Services (not elsewhere classified) (excluding Domestic services in Miscellaneous living-related and personal services and Foreign government and international agencies, and dispatching offices)

Survey Items

- (1) Characteristics of the establishment (principal business activity, number of regular employees, type of establishment and size of establishment)
- (2) Situation of old workers (number of old workers by sex, type of work, term of employment contract and age class)
- (3) Situation of mandatory retirement system
- (4) Situation of retirement of older persons over the past one year at establishments having a mandatory retirement system
- (5) Continued employment system (employment extended system, reemployment system)
- (6) Situation of retirement of older persons over the past one year at establishments not having a mandatory retirement system
- (7) Situation of implementation of special measures for employment of workers aged 60 or more
- (8) Existence of recipients of old-age pension for active employees and number of recipients in each age group
- (9) Types of necessary public support to secure employment of persons aged 60 years or above

Date of Survey

In principle, this survey found out the condition as of the end of September, 2008.

• **General Survey on Dispatched Workers (2008)**

Aim of Survey

Needs for dispatched labor and the situation of dispatched workers are changing as the number of dispatched workers increases. Accordingly, this survey aims to ascertain changes in the employment situation in establishments that accept dispatched workers as well as the situation surrounding handing of dispatched workers, and to ascertain actual conditions regarding dispatched workers' employment histories and awareness, employment conditions (such as wages), and labor (education and training, etc.). In this way, the survey seeks to become a basic resource for study of the dispatch system in the future.

Scope of Survey

(1) Area

Nationwide (except a part of nation)

(2) Industry

The following 14 major groups industries based on the Standard Industrial Classification for Japan, Mining, Construction, Manufacturing, Electricity, gas, heat supply and water, Information and communications, Transport, Wholesale and retail trade, Finance and insurance, Real estate, eating and drinking places, accommodations, Medical, health care and welfare, Education, learning support, Compound Services, Services (not elsewhere classified) (excluding Domestic services, Worker dispatching services and Foreign government and international agencies in Japan)

(3) Subject of Survey

i) Survey on establishments

Establishments with Establishment and Enterprise Census in 2006 as the parent population, which are selected by stratified random sampling method from among privately owned establishments which belong to the industries listed in (2) above and employ 5 or more of regular employees.

ii) Survey on dispatched workers

Dispatched workers extracted at the ratio specified for respective classes from among dispatched workers who are had at the subject establishments of

the survey on establishments in (i) above.

Survey Items

- (1) Survey on establishments
 - a) Characters of establishments ;
 - b) Existence of dispatched workers ;
 - c) Main reason to have dispatched workers ;
 - d) Main reason to do not have dispatched workers ;
 - e) Work of employ dispatched workers ;
 - f) Number of dispatched workers
 - g) Change of number of the dispatched workers ;
 - h) Contract period of the dispatched workers ;
 - i) Number of persons in change of selection at establishments that receive dispatched workers ;
 - j) Existence of enforcement of education training/ability development program to the dispatched workers and the contents ;
 - k) Existence of mid-term terminations of dispatched worker contracts and reasons termination ;
 - l) Grievance claimed by the dispatched workers ;
 - m) Existence of system for promoting dispatched workers to full-time employee status and performance of said system ;
 - n) Situation in which job introduction dispatching system is utilized ;
 - o) Situation of contract workers.
 - p) Percentage of workers in the future ;

- (2) Survey on dispatched workers
 - a) Characters of individuals ;
 - b) Characters of dispatched working ;
 - c) Situation of current existence as dispatched workers ;
 - d) Working conditions ;
 - e) Grievances claimed ;
 - f) Existence of requests to establishments of dispatching undertaking ;
 - g) Existence of requests to establishments of client ;
 - h) Publicity status of job introduction dispatching, and existence of desire to utilize such system ;
 - i) Existence of requests to establishments of dispatching undertaking or

establishments of client ;

Date and Period of Survey

(1) Survey on establishments

This survey was conducted on the situation as of October 1, 2008 from October 1 to October 31, 2008.

(2) Survey on dispatched workers

This survey was conducted on the situation as of October 1, 2008 from October 1 to November 20, 2008.

Survey Method

(1) Survey on establishments

Mail survey was conducted and the sheets were collected by statistical surveyors.

(2) Survey on dispatched workers

Statistical surveyors visited the subject establishments of the survey and requested to deliver survey sheets to the subject persons of the survey. Answers were returned by mail.

Definitions of terms

1. Regular employees

Employees who fall into either of the categories listed below

- (1) Permanent employees or employees with a contract for at least one month
- (2) Workers employed on a daily basis or workers with a contract for less than one month and were employed for at least 18 days in both July and August 2008

However, the following employees are considered as regular employees : Full-time executives such as board members and directors who receive monthly salaries based on the same pay regulations or the same criteria as those for general employees, employers' family members who work for the establishments full time and receive salaries, and part-time workers who fall into either 1 or 2 listed above

2. Dispatched workers

Persons who are employed by an establishment engaged in the dispatch of workers (hereafter "dispatching establishment") and who, under the

aforementioned employment relationship, “receives instructions and orders from another person (hereinafter “receiving establishment”) and engages in labor for the said receiving establishment.

“Registration Type” A dispatching establishment registers workers who desire to receive dispatch work and, when it receives a request from a receiving establishment, employs workers who are appropriate for the request and dispatches said workers to the receiving establishment.

“Regular Employment Type” A dispatching establishment regularly employs workers and dispatches said workers to receiving establishments as part of its business activity.

3. 26 services prescribed by Government Ordinance

Works that are specified under Article 4 of the “Implementing Order for the Law for Securing Proper Operation of Workers Dispatching Business and for Maintenance, etc. of Working Conditions of Dispatched Workers”, the temporary labor introducing period of which is not restricted.

• **General Survey on Diversified Types of Employment (2007)**

Aim of Survey

In recent years, response to diversified types of employment of employees has become an important issue. Social interest in related disparities and other problems is rising, and therefore ascertainment of actual conditions surrounding the diversification of types of employment is required.

Consequently, this survey seeks to ascertain actual conditions surrounding types of employment, employees' awareness, and the employment environment as a whole; to study various measures that precisely correspond to future changes in the structure of the economic society; and to serve as a basic resource for implementing said measures.

Scope of Survey

1. Area

Nationwide (excluding some islands, etc.)

2. Industry

The following 14 principal industries, based on the Japan Standard Industrial Classification (revised in March 2002) Mining, Construction, Manufacturing, Electricity, gas, heat supply and water, Information and communications, Transport, Wholesale and retail trade, Finance and insurance, Real estate, eating and drinking places, accommodations, Medical, healthcare and welfare, Education, learning support, Compound Services, Services (not elsewhere classified) (excluding Domestic services in Miscellaneous living-related and personal services and Foreign government and international agencies, and dispatching offices)

3. Covered establishments and workers

(1) Establishments

As the parent population for the FY2004 Establishment and Enterprise Census, approximately 16,000 establishments were selected from privately owned establishments that belong to the industries mentioned in 2 above and that employ five or more regular employees.

(2) Workers

Individuals selected using an established method from employees

employed at the establishments surveyed in the Establishment and Enterprise Census mentioned in (1) above.

Main Survey Items

1. Survey on establishments
 - a) Character of establishments
 - b) Changes in the ratio of workers
 - c) Reason why employ non-regular employee
 - d) Problem in utilizing non-regular employee
 - e) Status of application of systems for each type of employment

2. Survey on workers
 - a) Character of workers
 - b) Current status of employment
 - c) Wages
 - d) Qualifications and licenses
 - e) Systems and level of satisfaction

Surveyed date and period of survey implementation

(1) Establishments

This survey targeted conditions as of October 1, 2007. It was conducted from October 1 to October 31, 2007.

(2) Workers

This survey targeted conditions as of October 1, 2007. It was conducted from October 1 to November 20, 2007.

Survey method

(1) Establishments

Survey sheets were mailed targeted establishments. The sheets were collected by enumerators after they were filled in at the targeted establishments.

(2) Workers

Enumerators visited the targeted establishments and asked the establishments to distribute survey sheets to the targeted individuals. Answers were returned by mail.

Main Definitions of Terms

1. Regular employees

- (1) Persons hired for an indefinite period
- (2) Persons hired for a set period of more than one month
- (3) Persons hired on a daily basis or hired for a set period of less than one month, and who was hired for at least 18 days in both August and September 2007.

However, the following employees are considered as regular employees: Full-time executives such as board members and directors who receive monthly salaries based on the same pay regulations or the same criteria as those for general employees; employer's family members who work for the establishment full time and receive salaries; and part-time workers who fall into either (1), (2), or (3) listed above.

Dispatched workers from human resources companies that engage in labour dispatch work are not included.

2. Type of employment

The types of employment in this survey are defined as follows:

Regular employees: Of permanent employees, the so-called regular employees excluding part-time employees and employees temporarily transferred to other companies

Contract employees: Employees with a fixed contract term who engage in specific work to exercise their specialist capabilities

Reemployed retirees: Those employed by contract, with the purpose of reemploying retired employees for a certain period of time

Transferred employees: Employees temporarily transferred from other companies under secondment agreement, regardless of whether they belong to the companies from which they were transferred

Dispatched workers: Those who were dispatched from employment agencies under the Worker Dispatch Law.

Temporary employees: Those employed on a temporary or daily basis.

Part-time employees: Those who have shorter regular working hours per day or fewer regular number of working days per week than full-time employees.

Others: Employees elsewhere, classified the preceding employees

- Survey on hiring management at enterprises (2007)

Aim of the Survey

The Survey aims to ascertain hiring policies and human resources needs and to contribute to future employment measures, with focus on how enterprises secure human resources, and particularly human resources that become core personnel even among full-time employees.

Scope and subject of Survey

1. Region

The survey targeted all areas of Japan. However, some regions were excluded.

2. Survey target

Using a set method, the survey selected approximately 7,000 establishments from among privately owned establishments having 30 or more regular employees that are affiliated with 14 major industries based on the Japan Standard Industrial Classification (mining; construction; manufacturing; electricity, gas, heat supply and water; information and communications; transport; wholesale and retail trade; finance and insurance; real estate; eating and drinking places, accommodations; medical, healthcare and welfare; education, learning support; compound services; services (not elsewhere classified; excluding domestic services in miscellaneous living-related and personal services and foreign government and international agencies in Japan).

Survey items

1. Items concerning enterprise affiliation

- (1) Description of main business
- (2) Size of regular employee staff in enterprise as a whole

2. Items concerning hiring, etc.

- (1) Employee hiring situation over the past one year
- (2) Hiring of new graduates, mid-career workers, and employees by vocation
- (3) Percentage of full-time employees among all hired persons
- (4) Change in percentage of full-time employees compared to five years previous, and degree of such change
- (5) Recruitment of non-new graduates, and existence of plans to recruit

non-new graduates

- (6) Upper age limit in recruitment of non-new graduates
- (7) Upper limit on time passed since graduation when recruiting non-new graduates
- (8) Implementation of year-long hiring and hiring periods
- (9) Hiring policy for full-time employees for coming three years
- (10) Reasons for expanding hiring of full-time employees
- (11) Reasons for reducing or not hiring of full-time employees

3. Items concerning core personnel of the enterprise

- (1) Current sense of deficiency or concern of future deficiency regarding core personnel of the enterprise
- (2) Measures to eliminate current sense of deficiency or concern of future deficiency
- (3) Methods for ascertaining ability when hiring mid-career workers
- (4) System for promoting non-full-time employees to full-time employees and actual record of such promotions
- (5) Actual record of promoting previously recruited full-time employees to core positions

4. Items concerning future issues

- (1) Issues concerning hiring management, and details of said issues

Surveyed date

This survey targeted conditions as of September 1, 2007. It was conducted from September 1 to September 20, 2007.

• **General Survey on Part-time Workers(2006)**

Aim of Survey

The share of part-time employees among all employees is slightly more than 20%. Thus, given that part-time employees form an essential part of Japan's economic society, measures to establish part-time employment as a form of employment that will allow effective demonstration of employee capabilities are becoming increasingly important.

In order to promote such part-time employment measures more effectively in the future, it will be necessary to ascertain realities in areas that include employment management of enterprises, approaches by labour and management, employment conditions of part-time employees, etc., and social penetration of the "Guidelines for Employers on Improving, etc. Employment Management of Part-time Workers."

Consequently, actual conditions pertaining to the employment management, etc., of part-time employees and other employees will be ascertained, and the results will be used to contribute to future measures in health, welfare, and labour administration that pertain to part-time employment.

Scope and subject of Survey

(1) Area

Nationwide (except a part of nation)

(2) Industry

The following 14 principal industries based on the Standard Industrial Classification for Japan, Mining, Construction, Manufacturing, Electricity, gas, heat supply and water, Information and communications, Transport, Wholesale and retail trade, Finance and insurance, Real estate, eating and drinking places, accommodations, Medical, health care and welfare, Education, learning support, Compound Services, Services (not elsewhere classified) (excluding Domestic services in Miscellaneous living-related and personal services and Foreign government and international agencies in Japan)

(3) Subject of Survey

i) Survey on establishments

Approximately 9,100 establishments, with Establishment and Enterprise Census in 2004 as the parent population, which are selected from among privately owned establishments which belong to the industries listed in (2)

above and employ 5 or more of regular employees.

ii) Survey on individuals

Approximately 14,400 are selected from among part-time employees, etc. that are employed at establishments targeted in the survey on establishments mentioned in (1) above.

Main Survey Items

(1) Survey on establishments

- a) Characteristics of establishments (number of regular employees, size of enterprise, number of employees by type of employment and sex)
- b) Employment conditions of part-time employees, etc.
- c) Reason for employment of part-time employees, etc., and main contents of personnel expenses thought to be economical
- d) Wages of employees
- e) Consideration for balance with regular staff when determining wages of part-time employees, etc.
- f) Treatment for part-time employees, etc.
- g) Specification and the method of specification of labour conditions when hiring part-time workers, etc.
- h) Working conditions of employees
- i) Condition of allowances or systems applied
- j) Existence of systems which transfer type of employment and actual condition of such system of the past five years

(2) Survey on individuals

- a) Characteristics of individual (sex, age group)
- b) Actual condition of employment
- c) Continuous service period in the current company
- d) Way of thinking on work
- e) Reason for working and working on part-time basis
- f) Wish to work in the future
- g) Working conditions, etc.
- h) Number of working days per week and working hours per day
- i) Whether or not adjusting salary/working hours and the reason for adjusting

Date and Period of Survey

(1) Survey on establishments

This survey was conducted on the situation as of October 1, 2006 from October 1 to 30, 2006.

(2) Survey on individuals

This survey was conducted on the situation as of October 1, 2006 from October 1 to November 10, 2006.

Survey Method

(1) Survey on establishments

Survey sheets were mailed to the subject establishments and answers were collected by enumerators on the spot establishment.

(2) Survey on individuals

Enumerators visited the subject establishments and requested to deliver survey sheets to the subject persons. Answers were returned by mail.

Definitions of terms

1. Regular employees

- (1) persons hired for an indefinite period
- (2) persons hired with contract for at least one month
- (3) persons hired on a daily basis or hired with a contract for less than one month, and hired for at least 18 days in both August and September 2006

However, the following employees are considered as regular employees : Full-time executives such as board members and directors who receive monthly salaries based on the same pay regulations or the same criteria as those for general employees, employers' family members who work for the establishments full time and receive salaries, and part-time workers who fall into either 1 or 2 listed above.

Transferred employees from human resources companies that engage in labour dispatch work are not included.

2. Type of employment

The types of employment in this survey are defined as follows:

a. Regular staff

So-called regular employees. In general, persons employed under a labour contract for full-time work for an indefinite period.

Regular staff includes employees whose working hours per week are less than 35 hours.

b . Part-time employees, etc.

Employees other than regular staff.

c . Part-time employees

Employees who are not regular staff and who have shorter working hours per week than regular staff, regardless of name (part-timer, part-time worker, associate staff, short-term contract employee, temporary staff, etc.) .

d . “Other”

Employees other than part-time employees.

Employees other than regular staff and other than “part-time employees” as defined above, and whose working hours per week are as long as regular staff.

- Survey on workers who changed job (2006)

Aim of Survey

The aim of this survey is to contribute to employment measures intended to promote smooth labour transfer and eliminate mismatches in labour supply and demand by ascertaining the employment situation of workers who changed job.

Scope and subject of Survey

1. Area

Nationwide, except a part of nation

2. Subject of survey

(1) Survey on establishments

Approximately 6,700 establishments were extracted by predetermined method from private establishments that employ more than 30 regular employees and that belong to 14 major industries based on the Standard Industrial Classification for Japan Mining, Construction, Manufacturing, Electricity, gas, heat supply and water, Information and communications, Transport, Wholesale and retail trade, Finance and insurance, Real estate, eating and drinking places, accommodations, Medical, healthcare and welfare, Education, learning support, Compound Services, Services (not elsewhere classified, but excluding Domestic services in Miscellaneous living-related and personal services and Foreign government and international agencies in Japan)

(2) Survey on individuals

Workers who have changed jobs and were employed at the above (1) establishments were extracted by predetermined method

Survey Items

1. Survey on establishments

(1) Items on characteristics of the establishments

i) Principal activity

ii) Size of total enterprise defined with the number of the regular employees

iii) Total number of regular employees and general regular staffs and general regular staffs who have changed jobs by sex

(2) Situation of general regular staff who have changed jobs

- i) Number of general regular staff who have changed jobs by sex, occupation, and age group
 - ii) Reason for hiring of general regular staff who have changed jobs by occupation
 - iii) Method for recruiting general regular staff who have changed jobs
 - iv) Items considered when determining treatment for general regular staff who have changed jobs
 - v) Problems when hiring general regular staff who have changed jobs
 - vi) Implementation of education and training for general regular staff who have changed jobs
- (3) Plans and reasons for hiring general regular staff who have changed jobs over the coming three years
- (4) Actions desired of the government

2. Survey on individuals

- (1) Items on characteristics of individuals
- i) Sex
 - ii) Age group
 - iii) Last educational background
 - iv) Existence of spouse
 - v) Existence of dependents
 - vi) Change of residence
 - vii) Number of changes of address
- (2) Job situation in previous company and current company
- i) Job description in previous company and current company
 - ii) Position in previous company and current company
 - iii) Type of employment at previous company
 - iv) Employment period at previous company
 - v) Changes in labour conditions (wage, working hours, etc.)
- (3) Reason for leaving employment
- (4) Regarding change of job
- i) Job-seeking activity for employment at current company
 - ii) Preparatory activities and use of education-benefit or training systems when changing jobs
 - iii) Period of job-change activity
 - iv) Reason for choosing current company

- v) Degree of application of previous employment experience
- vi) Level of satisfaction with current company and reason
- (5) Support required for job change

Date of Survey

As a general rule, this survey on establishments was conducted on the situation as of September 1, 2006 from September 1 to 15, 2006. The survey on individuals was conducted on the situation as of September 1, 2006 from September 16 to 30, 2006.