



# Employment and Working Conditions

## Employment System and Job Titles

The Government of Japan and the United States Government have concluded three labor furnishing contracts regarding the employment of USFJ employees: the Master Labor Contract (MLC), the Mariners Contract (MC), and the Indirect Hire Agreement (IHA).

The MLC and the IHA differ in terms of workplace. However, they do not greatly differ in terms of wages, working hours, or leave.

Although the MC is similar to the MLC, its stipulations regarding working hours, leave, and holidays are based on the maritime work practices of the Japanese mariners.

In all three labor furnishing contracts, employees work mostly on U.S. military bases to provide support services. Employees are required to have special skills and English language abilities depending on the types of jobs.

Type of job	Description
Clerical and engineering work	Clerical work such as general affairs management, accounting, and interpretation; or engineering work such as construction, civil engineering, and machinery
Skilled and labor work	Skilled work such as machine repair, inspection, and operation, or service work such as cleaning, sales, and waiting tables
Security and firefighting	Security workers, such as security guards and firefighters
Medical work	Medical work in hospitals or clinics as dental hygienists or medical technicians
Nursing	Nursing work in hospitals or clinics as nurses or assistant nurses

## Limitations on Employment

The labor furnishing contracts concluded between the Government of Japan and the United States Government stipulate that the following persons cannot be hired by the Government of Japan (Minister of Defense) for the USFJ.

Master Labor Contract (MLC) and Mariners Contract (MC)	Indirect Hire Agreement (IHA)
Members of the United States Armed Forces (USFJ) its civilian components or their dependents	United States civilian personnel
People undergoing sentence of imprisonment	
People under 18 years old	
People whose employment is prohibited or restricted by labor legislation	

## Types of Employment

There are two main types of employment for MLC and IHA Permanent and Temporary employees.

Permanent	Trial Period Employees	Workers hired for permanent employment work as Trial Period Employees during the first six months. (The trial period may be extended, shortened or exempted.)
	Permanent Employees	Permanent Employees are hired for an indefinite periods of time after a trial period.
Temporary	Daily Employees	Daily Employees are hired on a daily basis for a period not exceeding one month.
	Limited Term Employees	Limited Term Employees are hired for a period not exceeding four months (the period may be extended once for a period not exceeding two months) or for a period not exceeding two years.
	Special Term Employees	Special Term Employees are medical interns, teachers (Japanese language teachers), and other employees hired for special jobs for a period of at least three months and up to one year.
	Post-Retirement Employees	Post-Retirement Employees are hired for a period not exceeding one year until they reach the age 65 after they had been employed as permanent employees and were terminated under the Advanced Age provision.
	Hourly Pay Temporary Employees (HPT)	HPTs are employees hired only under the IHA for a period not exceeding one year in order to do temporary work or to assist permanent employees.

\* Trial Period, Permanent, Limited Term, and Post-retirement employees include full-time and part-time employees.

- Full-time employees work for 40 hours per week.

- Part-time employees work for less than 40 hours per week.

## Base Pay

Basic Wage Table and Grade (Grade 1 to 10) are determined for each job title, and unless the job title is changed, the grade will not be changed in principle. The amounts of base pay for typical job titles are as follows:

Basic Wage Table	Clerical and engineering work	Skilled and labor work	Security and firefighting	Medical work	Nursing
Grade	Grades 1 to 10	Grades 1 to 10	Grades 1 to 7	Grades 1 to 5	Grades 1 to 4
Base Pay (forfull-time employees)	e.g.) Budget Analyst Step 7 Grade 6 ~ 237,700 yen ~	e.g.) Crane Operator Step 7, Grade 6 ~ 199,600 yen ~	e.g.) Fire Fighter Step 5, Grade 2 ~ 181,700 yen ~	e.g.) Dental Hygienist Step 5, Grade 3 ~ 185,400 yen ~	e.g.) Nurse Step 5, Grade 2 ~ 188,800 yen ~
	e.g.) Secretary Step 1, Grade 4 ~ 192,700 yen ~	e.g.) Counter Attendant Step 5, Grade 3 ~ 159,800 yen ~	e.g.) Guard Step 7, Grade 1 ~ 162,700 yen ~		
Step	The step of base pay usually starts from the minimum step at the time of employment, but increases every year on January 1 as a periodic pay raise.				

\* The amounts of base pay are as of January 1, 2018 and are subject to change.