



# Employment and Working Conditions

## 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.
	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 (for full-time employees)	e.g.) Budget Analyst Step 11, Grade 6 ~ 245,400 yen ~	e.g.) Crane Operator Step 9, Grade 6 ~ 205,200 yen ~	e.g.) Fire Fighter Step 5, Grade 2 ~ 185,600 yen ~	e.g.) Dental Hygienist Step 5, Grade 3 ~ 188,400 yen ~	e.g.) Nurse Step 5, Grade 2 ~ 192,400 yen ~
	e.g.) Secretary Step 1, Grade 4 ~ 195,500 yen ~	e.g.) Counter Attendant Step 5, Grade 3 ~ 163,200 yen ~	e.g.) Guard Step 9, Grade 1 ~ 169,900 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, 2020 and are subject to change.

## Allowances

Allowances are provided to eligible employees in certain condition.

Major allowances	Description
Family Allowance	Family allowances are provided to employees who support their dependents. Spouse: 6,500 yen, Child: 10,000 yen, Dependents other than spouse and child: 6,500 yen per person * For an employee without a spouse, 6,500 yen for one of his/her dependents other than child
Commutation Allowance	Commutation allowances are provided to employees who use transportation services to commute to work (up to 55,000 yen).
Housing Allowance	Housing allowances are provided to employees who rent houses or rooms (up to 28,000 yen).
Regional Allowance	Regional allowances are provided to employees who work in areas with high wage levels in the private sector. Employees working on USFJ bases under the jurisdiction of the Yokota, Yokosuka, and Zama Branch Offices are eligible for this allowance (amount: (base pay + family allowance) x allowance rate (3% to 20%)).
Overtime Pay	Overtime pay is provided to employees who work outside their regular duty time.
Summer and Year-End Allowance	[The amounts of Summer Allowance and Year-End Allowance are those equal to 2.25 months of Base pay, etc. respectively and 4.5 months in total.]
Cold Area Allowance	Cold Area allowances are provided annually, from November until March of the following year, to Trial Period and Permanent Employees who work in cold areas. Employees working on USFJ bases under the jurisdiction of the Misawa Branch Office are eligible for this allowance.
Retirement Allowance	Retirement allowances are provided to Permanent employees when their employment is terminated.

\* The amounts of pay and allowances in the above table are as of April 1, 2020 and are subject to change.  
 Some of the allowances may not be available depending on the type or area of employment.  
 \* Please refer to P5~6 for LMO branch office that is in charge of each US base.

## Working hours:

The normal working hours are 40 hours per week.  
 Part-time employees' working hours are less than 40 hours per week.  
 The normal working hours per day do not exceed 8 hours, excluding a recess period.

\* Some job titles such as guards, firefighters, sales clerks, waiters, and waitresses may be required to work irregular hours.

## Leave:

- Annual leave: 20 days per year (1 day per 30 calendar days during Trial Period)
- Summer leave: 3 consecutive days

In addition, the following leave are also granted: sick leave, marriage leave, pregnancy leave, spouse's childbirth leave, child medical care leave, family medical care leave, child-care leave, family-care leave, and mourning leave.

\* Some of these leaves may not be granted to employees depending on their types of employment.

## Holidays:

Saturdays and Sundays are designated as "rest day" and the following days are holidays:  
 Days other than Saturdays and Sundays may be designated as days off for some employees depending on their types of employment.

\* USFJ's holidays are different from Japanese national holidays.

January ~ June		July ~ December	
January 1	New Year's Day	July 4	Independence Day
January 2 and 3		Third Monday of July	Marine Day
Third Monday of January	Martin Luther King Day	August 11	Mountain Day
Third Monday of February	Washington's Birthday	First Monday of September	Labor Day
Last Monday of May	Memorial Day	Second Monday of October	Columbus Day
In addition to holidays above, there also is an Employee Birthday Holiday.		November 11	Veterans Day
		Fourth Thursday of November	Thanksgiving Day
		December 25	Christmas Day
		December 29 to 31	

\* The holidays above are as of April 1, 2020 and are subject to change.

## Welfare

Various social insurances are available, including health insurance, nursing care insurance, Employee's pension insurance, unemployment insurance, and industrial accident compensation insurance. In addition, the following welfare programs are also available to help USFJ employees lead healthy lives with a sense of security: medical examinations (periodic medical examinations, adult disease preventive health examinations, etc.), workers' property accumulation savings program, calamity benefit, mental health counseling services, etc.

\* Availability of welfare programs differs depending on the types of employment.

## Education and Training

In order to help employees improve their skills, knowledge, and abilities, the USFJ provides various education and training programs, such as computer courses, office skills improvement courses as well as supervisor training courses. (See column below for education of new members.)

### Education of New Members

We introduce one example of the education of new members in the U.S. Navy's Far East Signal Corps.

U.S. Naval Computer And Telecommunications Station Far East  
 Communications Cable Splicer Foreman

**Mr. Kosuge Tatsuya**

In the U.S. military facilities in the Yokosuka and Yokohama area, we conduct telephone line construction, as well as the installation, management, repair, and maintenance of telecommunications equipment.  
 When the system was constructed, the specifications used in the U.S. were taken as the standard, and, because work is also performed in collaboration with U.S. military personnel, it is work that requires not only technical but also language skills.  
 Furthermore, there are a variety of duties to be performed because the district we oversee is vast, but we work hard together every day. The work is divided up among three primary teams, and leaders, experts, and apprentice employees are distributed evenly in each team.  
 If one becomes an expert, there is also work that one can perform alone; however, since there is always an expert associated with an apprentice, one can work without any worries.  
 Due to the fact that communication cables made in the U.S. differ from the Japanese standard, there a lot of things that even those with communication experience do not know, so it is important to first learn how to perform the work when assisting leaders. It takes approximately five years to become independent.


