

# Outline of Part-Time Employment Act

The purpose of the Act is to organize an employment environment where part-time workers can exercise their abilities more effectively, as business operators improve the part-time workers' satisfaction level, secure equal and balanced treatment for part-time workers as regular workers, and promote their transformation to regular workers.

## 1 Obligation to provide working conditions documentation and explanations

- Business operators shall provide documentation or other measures to clarify the availability of pay raises, retirement allowances and bonuses and a relevant contact window, as well as issue working conditions documents pursuant to the Labour Standards Act (a non-penal fine will be incurred otherwise) (Article 6)
- Business operators shall explain what concerning employment management improvement will be established (including the wage system mechanisms) to part-time workers at the beginning of employment (Article 14-1)
- Business operators shall explain what considerations were taken into account when the part-timer's treatment was determined, if such information is requested by the worker (Article 14-2)
- Business operators shall organize a structure to respond to consultations from part-time workers (Article 16)

## 2 Promotion of equal and balanced treatment

- For all part-time workers, a principle for the treatment of part-time workers shall be established, whereby the treatment of part-time workers must not be irrational compared to that of regular workers, with regard to the job description, range of the change in job description and assignment, and other circumstances (Article 8)
- Discriminatory treatment of part-time workers equivalent to regular workers, shall not be permitted (Article 9)  
\*Part-time workers equivalent to regular workers: Part-time workers whose job description, range of the change in job description and assignment is the same as that of regular workers
- Business operators will be required to commit to establishing treatment of part-time workers that is in balance with that of regular workers, with regard to the wage determination process, availability of education and training, and welfare facilities, according to various workstyles (Article 10 through 12)

## 3 Promotion of Transformation to regular workers

- Business operators shall notify part-time workers when regular workers are recruited, give opportunities to part-time workers to apply for a new regular position when a position arises, provide examinations to part-time workers for transformation to regular workers, and ensure other means to promote their transformation to regular workers (Article 13)

## 4 Handling complaints / assistance to resolve disputes

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

## 5 Insurance of 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 report required 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)