



What to Do When Starting Work or Changing Jobs

Naka Ward has the highest percentage of foreign residents in Yokohama. Many foreign nationals also work in the ward. Below are some important points about working in Japan.

1. Clearly establish your labor conditions

Whether you are a permanent employee or a part-timer, have your employer provide **in writing (such as a contract) what your pay, working hours, job responsibilities, etc. are, and keep this document in a safe place.**

2. Know your obligations and rights

As a worker, your obligations in Japan include paying taxes and enrolling in social insurance (depending on your work situation), but you also have a legal right to proper breaks, days off, workers' accident insurance, overtime, etc.

Also, the hourly minimum wage in Kanagawa as of October 1, 2016 is 930 yen.

3. Consult before you quit

If you did not receive pay you are owed, can't take days off, or have been suddenly informed you will be dismissed, please consult with the appropriate experts (see page 2) before you quit. If you seek help after time has passed or after quitting, in many cases your grievance cannot be addressed.



Kinds of Insurance for Workers

Employment insurance

If you meet the requirements, you can receive unemployment benefits for a fixed period of time after you lose your job. You will do the procedures yourself after quitting.

Workers' accident insurance

If you are injured on the job or develop a work-related disease, this insurance pays for treatment costs and also covers your salary during the associated absence from work. The employer pays the full cost of this insurance, which also covers part-time and temporary employees.

Social insurance

Health insurance and pension insurance are provided as a set referred to as "social insurance." Health insurance covers 70 percent of the cost of treatment at a hospital or clinic.

Advice from HelloWork (page 2)

HelloWork helps match people with jobs that fit their needs. To find work in Japan, it helps to be able to speak polite, workplace Japanese, not just daily conversational Japanese. It is also easier to find a job if you remember some general rules about work life in Japan:

- be on time and keep promises
- wear clothes appropriate to the job
- be prepared to explain your work history chronologically

Your choice of jobs will be much broader if you are a high-school graduate. The economy is currently good so there are many job postings, but it is easier to find a new position if you have worked in one place for an extended period.



Li Yanwei, advisory staff for foreign residents

Naka International Lounge Japanese Class

A fun class to help you learn practical Japanese.

Taught in small groups, with students separated by level.

*As a general rule, classes are for foreign residents age 16 or older who live or work in Naka Ward.

■ November 15–March 16, 10:30 a.m.–12 p.m. on Tuesdays and Thursdays (30 classes in total, with a winter break)

■ 6,000 yen (30 classes)

The first step is to make an appointment for an interview to determine your Japanese level. Please phone between 10 a.m. and 5 p.m. (8 p.m. on Tuesdays/Saturdays). Closed the 3rd Sunday of each month.

<Naka International Lounge, Tel: 045-210-0667>



にほんごを
まなぼう



Places to Consult about Work (all free of charge)

General trouble with work conditions, workers' compensation insurance, etc.

Kanagawa Labor Center

2F Kanagawa Rodo Plaza, 1-4 Kotobuki-cho, Naka Ward

You will consult with an appropriate expert (pay, labor conditions, dismissals, workers' accident insurance, workplace harassment, etc.). If you can't resolve the issue on your own, center staff will mediate between you and your employer.

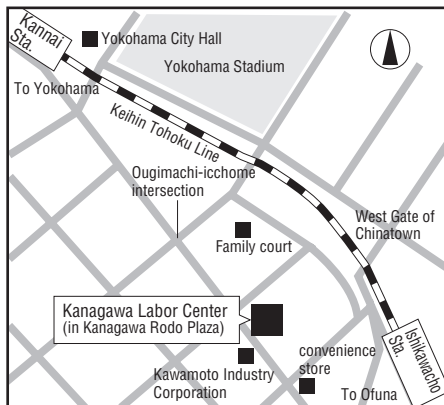
Supported languages/days
(phone calls/interviews)

Chinese: Fridays Tel: 045-662-1103

Spanish: 2nd/4th Wednesday

Tel: 045-662-1166

(Hours for both languages are 1-4 p.m. No reservation is needed and if you bring a Japanese speaker with you, consultations are available Monday-Friday.)



Example of a problem resolved by the Labor Center

Content

Worker A was employed at a small retail shop for 1.5 years, working five days a week from 11 a.m. to 8 p.m. The worker was suddenly informed the shop would close. The shop was not enrolled in employment insurance, so no unemployment benefits would be received. The employee also took five days off for back pain the previous year. The worker asked to use annual leave, but the request was refused.

Response and results

After staff explained the employment insurance enrollment requirement to the employer, back dues were paid and the worker was subsequently able to receive unemployment benefits. For annual leave, five days' worth of pay was added to the employee's final salary.



Experts such as lawyers and university professors work with an interpreter to provide consultations for free.

Interviews are conducted in closed rooms and your confidentiality is assured, so please feel free to contact us.

First, Ask Naka International Lounge!



There are many types of issues in labor-related consultations, and dealing with them may require specialized knowledge or negotiations with the employer must proceed in a planned manner. Consult first before you do anything. Naka International Lounge can introduce you to an appropriate specialist.

To prevent problems, **always keep a record of your working hours, etc. on a time card, etc. and store a copy of your contract and 源泉徴収票 (tax withholding slip)!**

Hours: 10 a.m.-5 p.m. (to 8 p.m. on Tue./Sat.)

Languages: English, Chinese, Japanese

Closed: 3rd Sunday of each month and New Year holidays (12/29-1/3)

Location: Naka Ward Office Annex (1F)

Tel: 045-210-0667

Labor standards consultations

To consult about workers' rights and laws, please consult with one of the following.

Telephone Advisory Service for Foreign Workers

Supported languages/days (telephone only)

English: Mon.-Fri. Tel: 0570-001701

Chinese: Mon.-Fri. Tel: 0570-001702

Tagalog: Tue./Wed. Tel: 0570-001705

(Consultations also available in Spanish and Portuguese)

Hours (all languages): 10 a.m.-12 p.m. and 1-3 p.m.

Counselling Corner for Foreign Workers

Yokohama No. 2 Joint Government Office Building (8F)

5-57 Kitanaka-dori, Naka Ward

Tel: 045-211-7351

English: Mon./Fri. 9 a.m.-4 p.m.

(telephone/interviews)

Consultations also available in Spanish (Tue./Thu.) and Portuguese (Wed.). Please confirm availability in advance by phone.

Consultations about Employment Insurance and Job Searches

HelloWork

209 Yamashita-cho, Naka Ward

Tel: 045-663-8609 (telephone, interviews)

Note: The HelloWork office moved in November 2015.

Supported languages/days

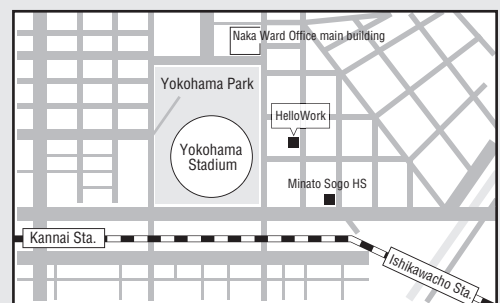
English: Mondays

(Thursday when the Monday is a public holiday)

Chinese: Tuesdays

(Consultations also available in Spanish or Portuguese on Wednesdays)

Hours (all languages): 9 a.m.-12 p.m. and 1-4 p.m.



Responses to inquiries will be in Japanese unless it is clearly indicated that the response should be in English or Chinese.

Hepatitis B Vaccinations Begin

Vaccinations are essential to ensuring your child is protected against transmissible diseases. Japan added Hepatitis B vaccines to its vaccination schedule on October 1 (Sat.). The Hepatitis B vaccination is provided free of charge to eligible children at cooperating medical institutions.*

Eligibility: Children under the age of one born April 1, 2016 or later

Required items: The child's *Boshi techo* (Mother and Child Health Handbook) and health insurance card

<Naka Ward Office, Health and Welfare (*Fukushi Hoken*) Division, Tel: 045-224-8332>

Seniors, Consider a Pre-Season Flu Shot

Influenza can affect seniors quite seriously. Persons 65 and older can get an influenza vaccination at a cooperating medical institution* in Yokohama for 2,300 yen until December 31 (Sat.). Please bring your residence card or similar identification that shows your name, age and address.

<Naka Ward Office, Health and Welfare (*Fukushi Hoken*) Division, Tel: 045-224-8332>

Get a Rubella Vaccination or Check Your Immunity with an Antibody Test

Children exposed to rubella (German measles) in the womb are at high risk of being born with hearing, sight or heart problems. Women who are considering pregnancy should visit a cooperating medical institution* in the city together with their partner for a **rubella vaccination (3,300 yen)**. If you are already vaccinated, you can double-check your immunity with a free antibody test and get another rubella vaccination if necessary.

Eligibility: Women 19 and older considering pregnancy and their partners and the partners of currently pregnant women

Note: This program is for persons who have not had a mumps and rubella (MR) vaccination

* Please consult with the Naka International Lounge (Tel: 045-210-0667) if you prefer to use a cooperating medical institution that can provide service in English or Chinese.

or stand-alone rubella vaccination, or received the vaccination only once. No questions will be asked about marital status. Program available until March 31, 2017.

<Naka Ward Office, Health and Welfare (*Fukushi Hoken*) Division, Tel: 045-224-8332>

Applications for April 2017 Daycare Accepted from October 14–November 10 by Post

Daycare centers will look after children whose parents are working, ill, etc. and unable to care for their child at home during the day. Daycare is available from the 57th day after the child's birth until the start of elementary school, although different daycare facilities can have different age ranges for children in their care.

Persons who wish to place their child in daycare beginning April 2017 can obtain the Guide to Entering City of Yokohama Daycare (in Japanese and Chinese), from October 14 (Fri.) at the Children and Families Support (*Kodomo Katei Shien*) Division (Counter 54) on the fifth floor of the Naka Ward Office. The guide includes information on the required documents and how to apply, an application form, daycare costs, facility lists, and the hours and programs at each facility.

Please send your application package by post by November 10 (Thu.). Applications will be screened and spots decided in accordance with City of Yokohama standards.

Note: In-person applications will be accepted November 16–18 (Wed.–Fri.) at the Children and Families Support (*Kodomo Katei Shien*) Division.

<Naka Ward Office, Children and Families Support (*Kodomo Katei Shien*) Division, Tel: 045-224-8172>

Seeking Renters for Shiei or Ken'ei Public Housing

The City of Yokohama and Kanagawa Prefecture offer public housing with relatively low-cost rents. **The *sogo annai* (information desk) on the first floor distributes the *Boshu no shiori* ap-**

Naka Ward Multicultural Festival

December 11 (Sun.),

11:00 a.m.–3:30 p.m.

at *Gino Bunka Kaikan*

(outside Isezakichoja-machi Sta.

or JR Kannai Sta.)

Ethnic food and dancing from various countries, an exhibition of children's creative works, a Japanese speech contest and other events.

<Naka International Lounge,

Tel: 045-210-0667>

Enjoy the Songs and Picture Books of Various Countries with Your Child

November 29 (Tue.), 11 a.m. and 2 p.m.

at *Nonbirinko* (3F Belle Yokohama, 1-12-1

Sumiyoshicho, Naka Ward/Kannai Sta.)

Both parents and children can have fun reading

multilingual picture books and singing songs.

<Naka Ward Community Activity

Center, Tel: 045-224-8138>

Application guide during application periods. The guide provides details in Japanese about public housing, eligibility, etc. If you cannot read the Japanese application guide or are unable to fill out the application in Japanese, the **Kanagawa Housing Support Center for Foreigners** (second floor of the Yokohama YMCA, Tel: 045-228-1752) can provide assistance.

[Next Application Period]

Shiei (municipal) housing: October 12 (Wed.)–21 (Fri.)

Note: *Boshu no shiori* available from October 7

Ken'ei (prefectural) housing: Scheduled for November

Naka Ward Multilingual Website

Information in English, Chinese and Korean and Easy Japanese for administrative services and events. Updated monthly.
<http://www.city.yokohama.lg.jp/naka/english/>



Third *Shi-kenminzei* (Residence Tax) Payment Due Monday, October 31

Persons who received a 納税通知書 (*nōzei tsūchisho*, Notification of Taxes) for residence tax have until October 31 to pay the third installment.

International Service Staff

Naka Ward Office, Counter 22 (second floor)
(English) 10:00 a.m.–5:00 p.m.

International Service Staff provide assistance with matters such as guidance on ward office activities and interpretation at various counters, as well as support for filling out certificate applications. Stop by if you would like assistance.

Help Me Know

Q&A



I regularly send money to family overseas. I heard that documents are now required in order to claim those family members as dependents. What are the required documents?



⇒ You need to provide documents that establish the family relationship and prove that you are sending funds.

Family-related documents

Documents that establish the family relationship (see definition of "family" below) such as a certified copy of the family register, birth record, marriage record, etc.* issued by the national government or other public institution. You may need to provide more than one kind of document to establish the family relationship.

* The certified copy must be an original. A Japanese translation must also be provided.

Money-related documents

Provide a copy of the overseas remittance application form you received from the bank when you sent funds. For multiple family members, you must provide the forms for each individual.

Caution!

- A copy of the application for overseas remittance forms you receive from the bank when sending money overseas is required as proof. You cannot claim family member(s) as dependents if you give cash directly to your family when visiting home or when you ask a friend going home to hand over the money for you. The dependent deduction cannot be claimed without the remittance copies.
- If you are sending money to one representative person (e.g., you are depositing living expenses for both your wife and parents into your wife's account), then you will only be able to claim your wife as a dependent.

Yokohama-naka Tax Office (37-9 Yamashitacho, Naka-ku)

Tel: 045-651-1321 (press 1 after the Japanese voice guidance)

- If your employer does a year-end adjustment on your pay, you will need to provide the above documents to your employer as required.
- Persons who declare taxes to the ward office and/or tax office will attach these documents to the tax forms.

Definition of family member for tax-related dependent purposes

- Is living on the money you remit
- Has an annual income of less than 380,000 yen
- Is at least 16 years old
- Other than your spouse, a family member must be a blood relation within six degrees of kinship or related by marriage within three degrees of kinship (For spouses, use the spousal deduction.)

Important!

Please create an account for each dependent family member in the home country and send funds to each person separately, keeping all the remittance copies.



This Autumn, Enjoy a Yokohama Filled with Music

Go for a Visit

The triennial year Yokohama Music Festival will be held this year. All kinds of free concerts and performances will be held throughout the city. Walk around Yokohama and enjoy some music. For admission-paid performances, please see the Yokohama Music Festival website (in English) at <http://yokooto.jp/en/>

<Yokohama Arts Festival Executive Committee, Tel: 045-663-1365>



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The Street Music Project

Street performances by amateurs and professionals alike.



YOKOHAMA OTOMATSURI

10/1 (Sat.)	11:00	Landmark Plaza
	12:00	Plaza in front of JR Sakuragicho Sta.
	14:00	MARK IS Minatomirai
10/15 (Sat.)	12:00	MARK IS Minatomirai
	13:00	Art Plaza, Grand Mall Park
10/22 (Sat.)	13:30	Landmark Plaza
	14:00	Motomachi Shopping Street
10/28 (Fri.)	18:00	CUPNOODLES MUSEUM
10/29 (Sat.)	13:00	Landmark Plaza and Yamashita Park
	13:00	Minatomirai Sta. (outside ticket gates), Plaza in front of JR Sakuragicho Sta.
11/5 (Sat.)	18:00	CUPNOODLES MUSEUM
	11/12 (Sat.)	11:00
11/19 (Sat.)	13:00	Circle Plaza, Grand Mall Park
	12:30	YCC Yokohama Creativity Center (Bashamichi Sta.)
	13:30	Queen's Circle (Queen's Square, 1F)
11/26 (Sat.)	13:00	Plaza in front of JR Sakuragicho Sta.

Yokohama JAZZ PROMENADE 2016 (street performances)

- October 8-9 (Sat./Sun.)
 - In front of Kannai Sta. (at City Hall), Bashamichi-dori (in front of Kannai Hall), Isezaki Mall 1 and 2 St., CROSS STREET (Isezakicho 4-chome), inside Bashamichi Sta. and other locations.
- For admission-paid performances at concert halls and jazz clubs, please see <http://jazzpro.jp/en.php/> (English) or <http://jazzpro.jp/> (Japanese).

Hotch Potch Music Festival 2016

- October 16 (Sun.), 11:30 a.m.-5:30 p.m.
 - Nihon-odori, South Exit of Kannai Station, Yokohama Park
- A fun festival with food and drink stalls and hands-on workshops. For the finale, both performers and the audience will dance together.

Naka Ward Citizens' Festival Hello Yokohama 2016

October 9 (Sun.), 10 a.m.-4 p.m.

Yokohama Park/Nihon-odori

A variety of events, including stage performances (singing and dancing), and food stalls.



<Naka Ward Office, Community Promotion (Chiiki Shinka) Division, Tel: 045-224-8132>

Tower of Music

- October 22 (Sat.), November 26 (Sat.), 1-3 p.m.
- Yokohama Marine Tower, 1F Gallery Hall

Thoughts of a Foreign Resident Life and Culture in Japan



Education is Essential for Finding Work in Japan



The number of foreign children joining parents already living in Japan has increased. We often consult with such parents, who want to know how to put their child into the Japanese education system or have their child take a high school entrance examination. High school exams must be taken in Japanese, so it is a major undertaking for a child to learn Japanese and get used to life in Japan in a short period of time. Sometimes, children choose to work over school or quit high school partway through. There are also cases where parents prefer to have a child earn money rather pursue an education.

However, Japan is a schooling-oriented society, with more than 98 percent of children moving on to high school. Attending a technical college or various qualifications require at least a high school diploma. So one of the basic minimum conditions for a stable life and steady work in Japan is a high school education.

For non-native speakers of Japanese, Kanagawa Prefecture has a special quota of high-school spots and also provides educational counseling and volunteer-led supplementary classes. We encourage parents to take an interest in such options, and the Naka International Lounge can assist you.

The future of your child is the future of your family and the future of society. Supporting your child's education is the best gift you could give.

(from a Chinese advisor at Naka International Lounge)

One-Point Japanese



Communicating with Japanese

A single word in Japanese often has different meanings depending on the context. Your communication will go more smoothly if you can remember how to use the following!

Domo

Domo arigato means "thank you" while *domo sumimasen* means "sorry" (as in an apology). Putting *domo* in front gives a more polite nuance. *Domo okashii* means "it seems weird"; *domo* here expresses feelings of uncertainty. *Domo* by itself is used as an informal greeting or show of thanks; it is a convenient phrase that can mean "it's been a while," "hi" or "thanks."

どうも!



We are currently looking for locations like shop, clinic, organization, etc. to distribute Naka Ward Town News. Please contact us at 045-224-8123 to arrange delivery. The next issue will be published Sunday, January 1.