

# Labor White Paper

for Students

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## Introduction

This booklet is mainly targeted at high school students who are considering working. It is edited to help you deal with problems in different situations before, during and after work.

## 1.job search

- key to finding a job

The main conditions that high school students need to be aware of when looking for a job are:

- Duration
- lower limit of the number of attendance times and the upper limit of the time
- Job Description
- ease of taking a break
- shift system

and so on. Although the requirements vary depending on whether you work intensively or continuously during summer and winter vacations, finding a job based solely on hourly pay can be risky. It is important to make a decision from a multifaceted viewpoint of various conditions. It is also important to formalize any shift scheme. There are two main types of shift systems. It is fixed day type and monthly application type. The fixed day type has a fixed shift schedule every Monday, and while you can't flexibly change the schedule to suit your schedule, it has the advantage that the schedule is fixed at an early stage and the people who work with you are fixed to some extent, making it easy to get used to it. The monthly application type is the type to apply for attendance for the month of the month. While you can plan flexible shifts according to your schedule, there is a possibility that you may need to make a shift that is a little difficult depending on the minimum number of attendance for each month.

• Carefully check the conditions of employment at the stage of application.

∅ Pay close attention to conditions other than hourly pay and decide if it's totally appropriate for you

‡ Watch out for shifts

## 2.contract

- Interviews and contracts

When you find a part-time job suitable for you, please apply according to each company's part-time job application method. In some cases, it is necessary to prepare a resume. In many cases, an interview is conducted before joining the company. You will be interviewed at the venue you will be assigned after you have prepared the necessary items. The most important thing is how long you can work each week. It goes without saying that academic achievement is paramount, but you should be reasonably prepared to answer your questions so that you can be compatible with it.

When the interview is over, you will be notified by phone or other means when you are hired. The first thing to be done after the employment is to make a contract. There should be various conditions for working part-time such as working days, hourly pay, period of employment, and contract reconclusion. Make sure the following items are listed:.

√ Duration of Work

ÿ Employment location

? Business description

ÿ Criteria for renewing contracts

ÿ Time at which work begins and ends

ÿ Prescribed working hours

ÿ Holidays, holidays and breaks

∅ Basis and method of calculation of wage accrual, payment method and payment date, and payment period

ÿ Rules for retirement

∅ (In the case of a part-time or other short-term employment contract) Whether to get a raise

Ô (In the case of a part-time or other short-term employment contract) Retirement allowance

ÿ (In the case of a part-time or other short-term employment contract) Whether there is a bonus system or not

ÿ (In the case of a part-time or other short-term employment contract) Consultation service

### 3.If you are in trouble while working

This section deals with problems while working in Q & A format.

Q: When I told them I wanted to have a day off, they said, "Get a replacement."

A: Workers are not responsible for providing replacement personnel when they are absent from work. Of course, it's better if you can do it, but you don't have to feel guilty for not doing it.

Q: The contents of business are different from the contract.

After checking the A contract, you should consult with your boss.

Q: The amount of work clearly does not end within the contract expiration time

A: When I first started working, I'm not used to it, and sometimes I feel like I can't finish my work. However, if you've been working for a while and still feel that you have a lot of work to do, you may want to consult with your coworkers or superiors, or if that doesn't work, consult with your superiors.

#### 4.retirement

- when someone retires

Many companies have a deadline to notify their bosses of their desire to leave, for example, two weeks to a month before the proposed date. According to the rules of the company you work for, if you tell your boss that you are quitting your job, you will be able to quit on the set date. In that case, you should be careful about returning the equipment you borrowed from the company. You need to return company supplied equipment such as uniforms and name tags when you retire. It is necessary to manage it well from the time you enter the company and receive it.

#### Conclusion

In four chapters, we explained the general process and points to be aware of when high school students start, do, and stop working part-time. In each aspect of your work, you may encounter problems that are not covered in the above discussion. In doing so, please refer to the extensive legal explanations and case studies on the site. Even though we are usually protected to some extent under the status of "student", we have to take responsibility as "member of society". And the compensation is the salary. I believe that this awareness will help you to experience a part time job that is trouble-free and infrequent.