

No.	Classification		Position Name	Definition	Requirement(s)	
①	常時勤務/Full-time		常勤職員/Joukin Shokuin	Regular civil servant	A and B	Unlimited
②	常時勤務/Full-time		任期付職員/Ninki-tsuki Shokuin	Civil servant with limited-term of service	A and B	max 3 years but 5 years also (basically non-renewable)
③	常時勤務/Full-time		再任用職員/Sai-ninyou Shokuin	Civil servant appointed after retirement	A and B	1 year (renewal possible)
④	常時勤務/Full-time		臨時的任用職員/Rinjiteki Ninyou Shokuin	Temporarily appointed civil servant	A and B	6 month contract (renewal one time only)
⑤	非常勤/Part-time	短時間勤務/Short-time working	任期付短時間勤務職員/Ninki-tsuki Tanjikan Kinmu Shokuin	Short-time working civil servant with limited-term of service	A	max 3 years but 5 years also (basically non-renewable)
⑥	非常勤/Part-time	短時間勤務/Short-time working	再任用短時間勤務職員/Sai-ninyou Tanjikan Kinmu Shokuin	Short-time working civil servant appointed after retirement	A	1 year (renewal possible)
⑦	非常勤/Part-time	会計年度任用職員/Fiscal-yearly appointed civil servant	フルタイム会計年度任用職員/Full-time Kaikai Nendo Ninyou Shokuin	Full-time fiscal-yearly appointed civil servant	B	Re appointment possible under the principal of "new employment"
⑧	非常勤/Part-time	会計年度任用職員/Fiscal-yearly appointed civil servant	パートタイム会計年度任用職員/Part-time Kaikai Nendo Ninyou Shokuin	Part-time fiscal-yearly appointed civil servant	Neither	Re appointment possible under the principal of "new employment"
⑨	特別職常勤職員/Tokubetsu-shoku Joukin Shokuin/Special Full-time civil servant				As defined in the Local Service Act	Currently undefined
⑩	特別職非常勤職員/Tokubetsu-shoku Hijoukin Shokuin/Special part-time civil servant				3-3	Currently undefined

Requirement A : The position should be held by a regular civil servant who should be appointed for a considerable length of period.

Requirement B : The position has a high enough volume of work that it should be done by a full timer

Note 1 : ①～⑧ is 一般職職員 (Ippanshok Shokuin/General civil servant)

Note 2 : The prescribed weekly working hours for the civil servant are 38.75 hours (7.75x5).

Categories ①～⑥ and ⑨ are currently covered under the Local Civil Service Act. ⑩ which is what most ALTs are classified as is currently not covered under the this act. New categories ⑦ and ⑧ will also be covered under the Local Civil Service Act.

## **Manual for the “Introduction of Fiscal-Yearly Appointed Civil Servant System”**

**First report:** 23 August 2017

**Second report:** October 2018

**Issued by:** Civil Service Division, Autonomy Administration Bureau

### **(Purpose)**

To decrease the number of category ⑩ (currently 215,800 including ALTs, commonly known as “*local civil servant not under the Local Civil Service Act*”) and category ④ (currently 260,298) by transferring many to categories ⑦ or ⑧ which are under the Local Civil Service Act.

### **1. Points (in order of their appearance in the manual)**

- 1) Definition and classification of civil servants (P8). See legend.
- 2) During a review process if it is found that work which should be done by category ① is being done by categories ④~⑥ the local authority should consider allocating the job to categories ① or ②.
- 3) Reluctance to reclassify work currently being done by category ⑩ and ④ (see appendix 1 for a list of these jobs – pg. 14 to 15) to category ⑦ or ⑧ based solely on financial reasons violates the spirit of the recent amendment. (p11)
- 4) Category ⑦ and ⑧ can be selected for employment based not only on a competitive examination, but also through interviews or resume/application in order to evaluate ability. (p18)
- 5) When indicating whether categories ⑦ and ⑧ can be reappointed after one contract period it should be clearly explained that there will be no automatic reappointment or any kind of long-term continuous appointment. (p19)

- 6) In the recruitment and selection process of categories ⑦ and ⑧, equal opportunities should be provided to all applicants regardless of age or gender. (p19)
- 7) As per the Labor Standards Act, the criteria for reappointment of categories ⑦ and ⑧ should be indicated in writing. (p20)
- 8) Regarding categories ⑦ and ⑧, based on the principle of equal treatment and performance, the same person may be reappointed to the same position after objectively demonstrating their ability to perform their duties (p. 21)
- 9) All jobs done by category ⑦ and ⑧ should be considered “newly established jobs” based on yearly fiscal reviews. Therefore, returning to the same job after the term of the contract does not indicate “an extension of the employment term” nor “a reappointment”. It means that the employee is being “appointed to a newly established job. (p34-35)
- 10) Regarding categories ⑦ and ⑧, under the principle of equal treatment and performance, that requirements for hiring and/or rehiring shall not be restricted solely based on the number of times an applicant has been appointed or by the number of years the applicant has worked.
- 11) In the case that a person who has been repeatedly appointed to a job is not appointed at the end of the contract term due to a competitive interview process, abolition of the position based on the yearly fiscal review, etc., the appointee should be given sufficient notice and explanation or introduction to other available work which the person might be qualified for. (p36)
- 12) There should be no retirement age for categories ⑦ and ⑧ and no age restriction on the recruitment of new candidates. (p51)

- 13) Annual paid leave can be carried forward when an appointee meets the “continuous service” requirements based on the Labour Standards Law. (p53)  
(Note: categories ⑦ and ⑧ are not covered by the Labour Standards Law, but some standards may apply)
- 14) Categories ⑦ and ⑧ can be promoted to ① based on competitive examinations, etc.. (p56)
- 15) Salary should be set in compliance with “equal pay for equal work” guidelines. Concretely, the salary of category ① should be considered for appointees doing the same work, with the same academic background, licences, and job experience. (p59)
- 16) Workers in categories ⑨ and ⑩ should meeting the requirements of article 3-3 of the Local Civil Service Act (Appendix II). Currently ALTs are listed as category ⑩ but based on article 3-3 should be in categories ⑦ or ⑧. (p10 – second report)
- 17) Length of appointment for categories ⑦ and ⑧ should not be considered for the sole purpose of not paying bonus. NOTE: Bonus for categories ⑦ and ⑧, and retirement allowance for category ⑦, may be paid to those working not less than six months. (p27 – second report).
- 18) Category ⑦ and ⑧ will be enrolled in shakai hoken and from the second appointment, category ⑦ **will be** enrolled in KYOSAI KUMIAI (health and pension insurance for local civil servants). (p87 – second report).
- 19) In general, the working hours for a teacher in category ⑧ will include time for lesson preparation. (p68 – second report)

20) All the JET program participants will be reassigned to category ⑧. However, considering the nature and purpose of this program, working conditions should remain the same as now. (p85 – second report)

21) Outside work is allowed for category ⑧ but not ⑦. (p6, Opinions of Local Governments)

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## 2. Initial, simple and brief summary

- 1) It is written that one of the purposes of these amendments is to, “Realise a simple and effective system of administration utilizing the full extent of Internet Communication Technology (ICT), the promotion of outsourcing to the private sector, etc.” (p7)
- 2) The central government is encouraging local governments to convert various hiseiki (irregular workers) ④ and ⑩ to categories ⑦ and ⑧ and, any reluctance to do so based solely on financial concerns is discouraged.
- 3) Appointments to second, third terms, etc is not forbidden. In fact, the manuals identify the criteria for further appointments to be based on contract renewal stipulations in the Labour Standards Law (although the Labour Standards Law is not applicable to the consideration of starting pay where job experience is considered).
- 4) Exams are not necessarily required even for the promotion to category ① (as written in 1-14) above.
- 5) Categories ⑦ and ⑧ may be eligible for a bonus and category ⑦ may be eligible for a retirement allowance based solely on the decision of local governments.

6) Categories ⑨ and ⑩ are strictly limited to “Advisors and researchers etc. who have expert knowledge and experience” (see Appendix II)

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## **Appendix I**

### **Work currently being done by category ④ and ⑩ employees.**

Manual pages 14-15.

- Secretarial Assistants
- Teachers
- Nursery School Staff
- School Lunch Cooks
- Library Staff
- School Doctors
- School Nurses
- Custodians
- Consumer Affairs Counsellors

### **BoE related (main jobs)**

- ALT
- External human resources related to the special support education such as nurse for medical care, Speech-language-hearing therapist, occupational therapist, work support coordinator and special support education supporter
- Club activity instructor
- Public hall director and public hall staff (part-timer)
- School counselor and school social worker

### **Police headquarters related (main jobs)**

- Police station safety counselor (re-appointed after retirement)

- Koban counselor (re-appointed after retirement)
  - School support
  - Youth guidance staff
  - Damage recovery advisor
  - Rehabilitation advisor
  - Life counselor
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## **Appendix II**

### **Local Service Act 3-3**

Special jobs shall be the following. ⑨⑩

1. Jobs requiring (public) election, vote or consent of local assembly.
- 1-2. Manager of local public enterprises and the president of corporate groups.
  
- 2 . Temporary or part-time commissioners or a members of committees (including councils and their equivalents) established by laws, ordinances, or regulations of local governments or regulations established by institutions of local governments.
- 2-2. Full-time commissioners of prefectural labor relations commission.
  
3. Temporary or part-time advisors, participants, investigators, temporary staff, and their equivalents.
4. The head of local governments, the chairpersons of local assemblies, and the secretaries of an agencies of local governments designated by ordinance.
5. Part-time firefighters and water defense members
6. Officers of specific locally incorporated administrative agencies

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Concrete examples of category ⑨

Mayors, Deputy Mayors, Superintendents of Education.