

## 2019 JET Programme Reappointment Procedures

ALTs & CIRs from English-Speaking Countries

SEAs • ALTs & CIRs from countries with a small number of participants

These procedures confirm the intent of the Contracting Organisation (hereinafter, CO) and the JET Programme participant (hereinafter, Participant) regarding reappointment for the 2019/2020 JET Programme year. Please note that reappointment deadlines are different for English-speaking countries, SEAs, and countries with a small number of participants (hereinafter, Minority Countries).

### 1 Reappointment Outline

- 1.1 Reappointment as referred to in these procedures is the renewal of the period of participation of a Participant in the JET Programme for an additional year. Furthermore, multiple appointment procedures may be required within the period of participation in the case where a Participant's CO is a local authority.
- 1.2 In principle, the period of participation on the JET Programme is for one year. However, if a participant's work performance is of the required standard as deemed by his/her contracting organisation, it may be possible for the participant to renew the period of participation for an additional year. (For participants from English-speaking countries who arrived in April, the first reappointment period will be roughly 4 months.) Furthermore, it is generally possible to renew participation up to a total of 3 years (3 years and 4 months for April arrivals) on the Programme.  
However, if the participant's work performance, level of experience, and ability are deemed to be of an exceptionally high standard by his/her contracting organisation, it is possible to renew participation up to a total of 5 years (5 years and 4 months for April arrivals) on the Programme.
- 1.3 In principle, if reappointed, you will remain in the same CO in the same job-type.
- 1.4 Some COs may be unable to reappoint their Participants due to policy changes or budgetary reasons. Please discuss reappointment with your CO supervisor as early as possible, regardless of the deadlines for submission. If necessary, please also consult with your host prefecture/designated city office.
- 1.5 As reappointment of SEAs from China requires discussion with the Chinese government, even if the Participant and the CO agree on reappointment, there may be cases where reappointment cannot occur.

### 2 Reappointment Procedures

**You may not withdraw your intent to accept or not accept reappointment after completion of the reappointment procedures.** If a participant who indicated the intent to reappoint then rescinds his/her decision, the CO may be left without a JET participant for the next year, hindering organisational management. Therefore, if you are considering returning to school or seeking other employment, please do not accept an offer to be reappointed casually, but give the matter careful thought before making a final decision.

- 2.1 If you are given the **CO Intent to Reappoint/Participant Intent as to Reappointment (Form A-1)**, please carefully review the terms and conditions and other provisions of your next appointment and indicate if you will accept or decline reappointment by signing and dating the appropriate section and returning it to your CO.

[ALTs & CIRs from English-Speaking Countries Due date: **Friday, 11 January, 2019**]

[SEAs • ALTs & CIRs from Minority Countries Due date: **Wednesday, 28 November, 2018**]

- 2.2 If you are given the **Notice of Reappointment Decision (Form A-2)**, you unfortunately will not be reappointed. Please review the reasons for not being offered reappointment by your CO and sign and date the form. If you have any questions regarding the reasons indicated on the form, please consult directly with your CO supervisor.

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### **3 Job-type Changes and Changes/Transfers of the CO (exceptional cases)**

As Job-type changes are considered to be exceptional cases, there are not many opportunities for Participants to do so. Job-type changes are only possible when COs recognise a need for such a change. Furthermore, job-type changes are only permitted during the reappointment of a Participant to the same CO, or in the case a Participant will transfer to a CO in the same host prefecture/designated city they are currently in. As such, job-change transfers will not be recognised in the case of a participant transferring to a CO in a different host prefecture/designated city. Furthermore, as SEAs are invited to Japan as specialist sports assistants, they are unable to request job-type changes.

Changes/Transfers of the CO are also considered to be exceptional cases and are therefore only permitted in cases due to truly inevitable reasons. Please consult with your supervisor **upon receiving these reappointment procedures** if you need to request a transfer to a different CO for personal reasons or due to reasons of your CO.

#### **[Cases where reappointment cannot occur due to policy or budget changes of the CO]**

In these cases, a CO may recommend the transfer of a Participant to another CO if there are no problems with work performance and the Participant agrees. A transfer will initially be attempted within the current host prefecture. If that is not possible, a transfer will be attempted to a different host prefecture/designated city. In this case, you may indicate up to 3 host prefectures/designated cities as preferences (listed on the last page of this document). Please note that preferences cannot be guaranteed.

#### **[Cases where a change/transfer of the CO is required for reasons of the Participant]**

- 3.1 Transfers to a different CO within your current host prefecture

**Documents to be submitted:** Transfer Request (Form A-3)

**To be submitted to:** Your current CO supervisor

**Due date for submission:** **Friday, 12 October, 2018**

Transfers within the same host prefecture are considered and implemented by the host prefecture. Please communicate the need for a transfer of the CO **upon receiving these reappointment procedures** and submit the Transfer Request (Form A-3). As the decision to grant a transfer within your current host prefecture

depends on conditions set by the host prefecture and the discretion of the CO that you are requesting to be transferred to, there is no guarantee your transfer will be granted.

### 3.2 Transfers to a CO in a different host prefecture/designated city

#### **Documents to be submitted:**

- a. Transfer Request (Form A-3)
- b. Documents to support the reason for transfer

(Refer to Acceptable Reasons for a Participant to Request a Transfer to a Different Host Prefecture/Designated City (below))

**To be submitted to:** Your current CO supervisor

**Due date for submission: Friday, 12 October, 2018**

Please communicate the need for a transfer to a different host prefecture/designated city **upon receiving these reappointment procedures** and submit the Transfer Request (Form A-3) as well other necessary documents to support the reason for transfer. CLAIR will send an inquiry to the COs and nearby COs of those indicated by the Participant and negotiate/coordinate a transfer of the CO only in cases where the current CO of the Participant deems him/her fit for recommendation to a CO in a different host prefecture/designated city based on the Participant's work attitude etc., and the Participant's reason for transfer falls under one of the reasons listed below. Furthermore, a transfer will only occur at the discretion of the CO that you are requesting to be transferred to, and as such there is no guarantee your transfer will be granted.

In principle, there are few cases of transfers being acknowledged for Participants who will be entering their 5<sup>th</sup> year. Even after completion of all the necessary procedures, if the criteria listed below are not met, or previously undisclosed facts arise that render you unsuitable, the transfer may be revoked.

#### **[Acceptable Reasons for a Participant to Request a Transfer to a Different Host Prefecture/Designated City]**

Please submit documentation where the necessity for a transfer of the CO, situation and circumstances etc. can be confirmed to support the reason for transfer

- a. **Marriage:** Cases where a transfer to a different host prefecture/designated city is inevitable due to marriage (you must first confirm whether your spouse can move to where you currently live or not).

*Example 1:* You are unable to live with your spouse because of your placement.

*Example 2:* You would be unable to live with your spouse because of your spouse's employment (excluding part-time or temporary work).

*Example 3:* You intend to marry soon (during your next appointment) and would be unable to live with your spouse because of your current placement.

#### **Supporting documents to submit:**

Document(s) proving your marriage such as a marriage certificate or statement from you and your fiancé(e)/spouse indicating your date of marriage.

Documents proving your spouse's employment or work transfer (work transfer notices, employment verification documents, etc).

Declaration from you and your fiancé(e) of intent to marry with the expected date indicated Etc.

- b. **Nursing Care:** Cases where a transfer to a different host prefecture/designated city is inevitable in order

for the Participant to provide care for a parent or child.

*Example 1:* Your parent(s) etc. require you to move in with them in the near future to provide nursing care etc. and your parent(s) is/are unable to move to where you currently live.

*Example 2:* You must provide care for your sick child and would be unable to do so where you currently live if you reappointed with your current CO.

**Supporting documents to submit:**

Medical certificate of the person needing care.

Document(s) proving relationship between you and the person needing care. Etc.

- c. **Health:** Cases where a transfer to a different host prefecture/designated city is inevitable due to health-related reasons.

*Example 1:* You are currently suffering from an illness and the only hospital that can provide treatment is within a different host prefecture/designated city.

*Example 2:* The only solution to your health problems, such as severe allergies, is to relocate.

**Supporting documents to submit:**

Medical certificate Etc.

Note 1: Gathering and providing documents to support the reason(s) for transfer is the responsibility of the Participant.

Note 2: The following are examples of reasons that are inadmissible when requesting a transfer to a CO in a different host prefecture/designated city.

*I want to move to XYZ Prefecture because I requested it when I applied.*

*My abilities are not being utilised in my current workplace.*

*I want to live in a city with a Japanese language school in order to improve my Japanese.*

*My current workplace relations are poor.*

Any other personal reason not attributable to the situations described above in a, b, or c.

### 3.3 When a transfer request is unsuccessful

Transfer requests are only successful if the new CO agrees to accept you. Therefore, it is possible that a transfer request be unsuccessful despite meeting the above criteria. In such situations, your choices are either to complete your appointment with your current CO and finish your tenure on the Programme, or to request to be reappointed by your current CO. If both you and your current CO are in agreement, they may reappoint you for an additional one-year period. Please discuss the possibility of your transfer request being unsuccessful with your supervisor in advance before making a transfer request.

## 4 Schedule (dates are to be strictly observed)

<b>Distribution of this document to Participants</b> (CO → Participant)	English-speaking countries, SEAs, Minority Countries Due date: <b>Wednesday, 3 October, 2018</b>
[In the case of a request for a transfer of the CO for reasons of the Participant] <b>Transfer Request (Form A-3) and</b> <b>Documents to support the reason for transfer</b> (for transfers to a different host prefecture/designated city) (Participant → CO)	English-speaking countries, SEAs, Minority Countries Due date: <b>Friday, 12 October, 2018</b>
<b>Receive</b> <b>CO Intent to Reappoint/Participant Intent as to Reappointment (Form A-1) or</b> <b>Notice of Reappointment Decision (Form A-2)</b> (CO → Participant)	English-speaking countries Due date: <b>Friday, 21 December, 2018</b> SEAs, Minority Countries Due date : <b>Friday, 16 November, 2018</b>
<b>Sign and Submit</b> <b>CO Intent to Reappoint/Participant Intent as to Reappointment (Form A-1) or</b> <b>Notice of Reappointment Decision (Form A-2)</b> (Participant → CO)	English-speaking countries Due date: <b>Friday, 11 January, 2019</b> SEAs, Minority Countries Due date : <b>Wednesday, 28 November, 2018</b>
[In the case where a transfer is successful] <b>Receive CO Intent to Reappoint/Participant Intent as to Reappointment (Form A-1)</b> (new CO → Participant) <b>Sign &amp; Submit CO Intent to Reappoint/Participant Intent as to Reappointment (Form A-1)</b> (Participant → new CO) [In the case where a transfer is unsuccessful] <b>Receive Notice of Reappointment Decision (Form A-2) (current CO → Participant)</b> <b>Sign &amp; Submit Notice of Reappointment Decision (Form A-2) (Participant → current CO)</b> [In the case where a transfer is unsuccessful, but both the current CO and Participant agree to reappointment at the same CO] <b>Receive CO Intent to Reappoint/Participant Intent as to Reappointment (Form A-1)</b> (current CO → Participant) <b>Sign &amp; Submit CO Intent to Reappoint/Participant Intent as to Reappointment (Form A-1)</b> (Participant → current CO)	Due dates set by the CO (Must be submitted at the latest by: English-speaking countries: <b>Friday, 18 January, 2019</b> SEAs, Minority Countries: <b>Wednesday, 5 December, 2018</b> )

## 5 Form explanations

### 5.1 Form A-1: CO Intent to Reappoint/Participant Intent as to Reappointment

5.1.1 The purpose of this form is for your CO to indicate its intend to reappoint you.

5.1.2 Please indicate your intent to accept reappointment by signing and dating the upper portion, or your intent to decline reappointment by signing and dating the lower portion of the space provided.

## 5.2 Form A-2: Notice of Reappointment Decision

- 5.2.1 The purpose of this form is for your CO to indicate its intent not to reappoint you.
- 5.2.2 Please review the reasons for not being offered reappointment by your CO and sign and date the form.
- 5.2.3 If you have any questions regarding the reasons indicated on this form, please consult directly with your CO supervisor.

## 5.3 Form A-3: Transfer Request

- 5.3.1 This form is to be submitted to your current CO in the case where a change/transfer of the CO is required for reasons of the Participant.
- 5.3.2 Please write in detail the reason(s) a transfer is necessary and up to three transfer preferences (COs).
- 5.3.3 If you are requesting a transfer to a CO in a different host prefecture/designated city, please submit documentation where the necessity for a transfer of the CO, situation and circumstances etc. can be confirmed to support the reason for transfer together when you submit this form.

### (Reference) Host Prefecture/Designated City Code List

Place Name	Code	Place Name	Code	Place Name	Code
Hokkaidō	01	Mie	24	Okinawa	47
Aomori	02	Shiga	25	Sapporo City	48
Iwate	03	Kyōto	26	Sendai City	49
Miyagi	04	Ōsaka	27	Yokohama City	50
Akita	05	Hyōgo	28	Kawasaki City	51
Yamagata	06	Nara	29	Nagoya City	52
Fukushima	07	Wakayama	30	Kyōto City	53
Ibaraki	08	Tottori	31	Ōsaka City	54
Tochigi	09	Shimane	32	Kōbe City	55
Gunma	10	Okayama	33	Hiroshima City	56
Saitama	11	Hiroshima	34	Kita-Kyūshū City	57
Chiba	12	Yamaguchi	35	Fukuoka City	58
Tōkyō	13	Tokushima	36	Chiba City	59
Kanagawa	14	Kagawa	37	Saitama City	60
Niigata	15	Ehime	38	Shizuoka City	61
Toyama	16	Kōchi	39	Sakai City	62
Ishikawa	17	Fukuoka	40	Niigata City	63
Fukui	18	Saga	41	Hamamatsu City	64
Yamanashi	19	Nagasaki	42	Okayama City	65
Nagano	20	Kumamoto	43	Sagamihara City	66
Gifu	21	Ōita	44	Kumamoto City	67
Shizuoka	22	Miyazaki	45		
Aichi	23	Kagoshima	46		

Designated Cities