

7. Will I be treated differently after I file a grievance?

No, you are free to present grievances without fear of restraint, interference, coercion, discrimination or reprisal, before and after you file.

8. Should I file a grievance?

Filing a grievance is an individual choice. It is always best to resolve your dissatisfaction at the lowest level possible. Many problems can be resolved through your candid discussion with your supervisor. Many times supervisors are not aware of an issue until it is brought to their attention. If you are still unable to resolve your issues, then filing a grievance may be appropriate.

9. Will I receive assistance with my grievance?

You may request assistance from anyone within your organization or you may contact a Labor/Employee Relations Specialist at your servicing Human Resources Office. You also may contact your local Government of Japan office.

REFERENCES

- Master Labor Contract
- Indirect Hire Agreement
- COMNAVFORJAPANINST 12000.17A



If you have any specific questions regarding MLC/IHA Grievance Procedures, please contact your servicing Human Resources Office below for more information.

Commander, U.S. Naval Forces Japan
Human Resources Office
243-8186/5366/8165 (DSN Phone)
046-816-8186/5366/8165 (COMM Phone)

Atsugi Satellite Office
264-3425 (DSN Phone)
0467-63-3425 (COMM Phone)

Sasebo Satellite Office
252-3431 (DSN Phone)
0956-50-3431 (COMM Phone)

Okinawa Satellite Office
634-6745 (DSN Phone)
098-961-6745 (COMM Phone)



MLC/IHA Employee Grievance Procedures



WHAT YOU NEED TO KNOW

*“Providing Human Resources Services that enable
the Fleet”*

To the Reader

This pamphlet is designed to help you understand grievance procedures for MLC/IHA employees. It explains what a grievance is, how to file a grievance and what will happen procedurally after a grievance is filed. It also provides information about other action that you may want to consider.

Please read this pamphlet carefully. It contains important information that you should know before you decide whether to file a grievance.

If you have any problems or concerns about your work, work environment or work relationships, you have the right to grieve it and have it addressed. Harassment of any type such as intimidation, offensive comments, unwelcome sexually explicit behavior, and offensive slurs will not be tolerated in the workplace. And as a member of the Navy team you have a right to be treated fairly in the workplace. With that right, comes the responsibility to treat others with respect as well.

Often a problem can be resolved quickly and informally, by you and your manager or colleagues just by talking things through. This is normally the best way of dealing with things. If you decide to file a grievance, the following frequently asked questions (FAQs) and answers are provided to assist you with the process.

1. What is a grievance?

A grievance is an employee's stated dissatisfaction with any aspect of his employment, working conditions or work relationships.

2. Who can file a grievance?

Any employee covered under the Master Labor Contract (MLC) and Indirect Hire Agreement (IHA) with the exception of Hourly Pay Temporary (HPT) employees under the IHA. Grievances may not be filed on behalf of another employee.

3. What do the grievance procedures cover?

These grievance procedures apply to almost any aspect of your current employment with some exceptions under the MLC and IHA.

4. Do I have to file a grievance in English?

No, you may file a grievance either in English or Japanese.

5. How do I file a grievance?

To initiate the **First Step** of a grievance under the MLC or IHA, an employee shall present it either orally or in writing to his immediate supervisor or if the grievance involves the immediate supervisor, then it may be presented to the next level supervisor in writing. Below is some additional information:

- The grievance must contain specific issue(s) and the specific personal remedy sought. A remedy must be personal to the employee and may not include a request for disciplinary or other action on another employee.
- There is no specific format required for a written grievance. However, you are required to provide your signature and submission date.
- If you are an employee under the IHA, you are required to file a grievance in writing and present it to the next higher level supervisor.
- Grievances should be filed as soon as possible after the issue causing the grievance becomes known to you.

- For employees under the IHA, the grievance must be submitted within 30 calendar days after the issue causing the grievance became known to you.
- Once you've filed a 1st step grievance, you will be notified of the decision in writing normally within 6 calendar days for MLC grievances and within 10 work days for IHA grievances.
- All grievances will be considered expeditiously, fairly and impartially.

6. What if I am unhappy with the decision on my first step grievance?

If you are dissatisfied with the 1st step decision, you may file a 2nd, 3rd, and up to a final step grievance as prescribed under the MLC and IHA. Once your grievance is elevated to the second step or higher (third and final step), a decision for the grievance is made by designated personnel in accordance with the provisions under the MLC/IHA.

MLC

- 2nd Step Grievances are filed with the Contracting Officer's Representative.
- 3rd Step Grievances are filed with the Contracting Officer's Representative for Appeals.
- Final Step Grievances are filed with the Contracting Officer.

IHA

- 2nd Step Grievances are filed with the U.S. Forces Japan (USFJ) Installation Commander
- 3rd Step Grievances are filed with Commander, U.S. Naval Forces Japan (CNFJ) HRO
- Final Step Grievances are made by the Joint Grievance Review Committee.