



Human Resources & Organizational Management Branch (HROM)

Labor and Employee Relations



What we do

- Employee Relations
 - Awards
 - Discipline
 - Performance
 - Work Schedules
 - Unemployment Compensation
 - Workers' Compensation
- Labor Relations
 - Grievances
 - Union Notifications



Standards of Conduct

- All employees expected to adhere to acceptable standards of conduct
- Some things are obvious
 - Follow proper orders of your supervisor
 - Use of foul or inappropriate language
 - Arrive at work on time
- Other things are not so obvious
 - Policy on use of government equipment for personal use
 - Rules on using a government vehicle

**CHECK WITH YOUR SUPERVISOR WHENEVER
YOU DO NOT KNOW OR UNDERSTAND
A WORKPLACE RULE OR POLICY**



Drug-Free Workplace

Policy:

Eliminate illegal use of drugs by civilians by:

- Requiring random testing of employees in certain positions
 - Test-Designated Positions (TDPs)
- Testing of any civilian based on “reasonable suspicion” of illegal drug use or unsafe practices/accidents
- Medical Marijuana
- Safe Harbor



Are You in a Bargaining Unit?

- Check with Human Resources
- Check your SF-50 (Notification of Personnel Action)
 - If block 37 shows any number other than “8888” or a “7777” you are in the bargaining unit
- If you are a supervisor, a management official, a confidential employee, or an employee engaged in intelligence or investigative work you are excluded from the bargaining unit



NOTICE TO ALL BARGAINING UNIT EMPLOYEES

Employee Rights Under the Federal Service Labor-Management Relations Statute

The United States Marine Corps recognizes the rights afforded to employees under the Federal Service Labor-Management Relations Statute (“The Statute”) to bargain collectively, to organize and to participate in any labor organization of their choosing.

As a bargaining unit employee, this notice is to inform you of these rights and to provide you with labor organization contact information.



Employee Rights

5 U.S.C. §7102 provides:

Each employee shall have the right to form, join, or assist any labor organization, or to refrain from any such activity, freely and without fear of penalty or reprisal, and each employee shall be protected in the exercise of such right. Except as otherwise provided under this chapter, such rights includes the right:

1) to act for a labor organization in the capacity of a representative and the right, in that capacity, to present the views of the labor organization to heads of agencies and other officials of the executive branch of the Government, the Congress, or other appropriate authorities, and 2) to engage in collective bargaining with respect to conditions of employment through representatives chosen by employees under this chapter.

5 U.S.C. §7114, in part, provides:

(a)(1) A labor organization which has been accorded exclusive recognition is the exclusive representative of the employees in the unit it represents and is entitled to act for, and negotiate collective bargaining agreements covering, all employees in the unit. An exclusive representative is responsible for representing the interests of all employees in the unit it represents without discrimination and without regard to labor organization membership.

(2) An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at:

--any formal discussion between one or more representatives of the agency and one or more employees in the unit or their representatives concerning any grievance or any personnel policy or practices or other general condition of employment; or

--any examination of an employee in the unit by a representative of the agency in connection with an investigation if the employee reasonably believes that the examination may result in disciplinary action against the employee; and the employee requests representation .



Union Membership

- As provided by the Statute, you have the right to join or to refrain from joining the union. If you wish to join (i.e. become a dues-paying member of the union), you may use Standard Form 1187, Request for Payroll Deductions for Labor Organization Dues, to join the union. The completed form is a request that labor organization dues be deducted from your pay and to notify your labor organization of the deduction. The SF 1187 form may be obtained on the Office of Personnel Management website: <https://www.opm.gov/forms/standard-forms/> or from your servicing Human Resources Office or from your local union.
- By providing this information, the agency is neither encouraging nor discouraging union membership. Further, you have a right to be represented by your union regardless of your dues paying status.
- The American Federation of Government Employees (AFGE) (Quantico = Local 1786 / Indianapolis = Local 2904 / New Orleans = Local 1095) has been certified by the Federal Labor Relations Authority as your exclusive representative. You may contact your local AFGE office by contacting:

AFGE 1786: afgelocal1786public@gmail.com 703-291-7933

AFGE 1095: Ann.Fisher@afge.org and 254-245-2159

AFGE 2904: JOHN.D.SUTTON@usmc.mil or 317-200-3439



Work Schedule, Telework and Weather Emergencies

- Work schedule options
 - Straight 8's, Alternative Work Schedules
- Telework
 - Must have signed situational agreement on file
 - Must complete training
- Weather
 - OPM “app” - Pentagon only
 - Mass Notification System (Text and email)
 - Quantico MCB only



Federal Benefits

- Federal Employee's Health Benefits (FEHB)
- Federal Employee's Dental and Vision Insurance Program (FEDVIP)
- Flexible Spending Account (FSA)
- Federal Employee's Group Life Insurance (FEGLI)
- Federal Long Term Care Insurance (FLTC)
- Retirement Plans:
 - Civil Service Retirement System (CSRS/CSRS Offset)
 - Federal Employee Retirement System (FERS)
- Thrift Savings Plan (TSP) and TSP Catch-up
- Military Buyback



Civilian Benefits Center Information

- GRB Platform
 - Online from government computer
 - <https://www.civilianbenefits.hroc.navy.mil/>
 - Phone: 1-888-320-2917
 - Email: navybenefits@us.navy.mil
- ✓ Program is administered by the Office of Civilian Human Resources (OCHR), but we can help!



Leave Policies and Procedures

- General rules
 - You should schedule leave in advance
 - Unscheduled leave should be limited to emergency situations only
- Unscheduled leave
 - Time limits for reporting unscheduled absences
- Supervisor has authority to approve/disapprove
 - Within certain limitations
- Other Leave Types
 - Family Medical Leave Act (FMLA), Family Friendly Leave Act, and Federal Employee Paid Leave Act



Injury Compensation

Federal Employees Compensation Act (FECA)

- Provides benefits to employees for disability due to injury or disease sustained in the performance of duty
 - The Office of Workers' Compensation at the Department of Labor makes all decisions regarding entitlement to FECA benefits
- Payments to dependents if injury or disease causes death
- Injury Compensation Program Administrator, OWCP
 - SMB_HQMC_OWCP@usmc.mil



Civilian Employee Assistance Program (CEAP)

Assistance to employees and their families
who have:

- Alcohol or drug problems
- Financial problems
- Legal problems
- Elder care
- Personal or family problems which have, or may have, an adverse effect on job performance or adherence to acceptable standards of conduct

DON Civilian Employee Assistance Program

1-844-366-2327, <https://magellanascent.com>



Your Performance System

- Your supervisor should meet with you to discuss your performance standards within **30 days from today**
- Performance period: 1 April to 31 March
- Performance System also includes three (3) performance discussions, a documented Progress Review, and an Annual Rating of Record

(Note – MCSC is AcqDemo and subject to different timelines under their system)



LER Provided Training

- LER offers a variety of virtual and interactive instructor-led classes to Federal Supervisors and Managers as well as Employees
- MilSuite Training Recordings:
 - <https://www.milsuite.mil/book/groups/hqmc-hrom-ler-virtual-training>



Contact Information

Labor and Employee Relations (Pentagon)

Room 2C253

Email: smb_hqmc_ler_ptgz@usmc.mil

Phone: (703) 695-3891

Labor and Employee Relations (Quantico)

Building 2004, 1st Deck

Email: smb_hqmc_ler_quan@usmc.mil

Phone: (703) 784-2049

Labor and Employee Relations (MCSC)

Building 2004, 1st Deck, Room 123

Email: smb_hqmc_ler_hrt@usmc.mil

Phone: (703) 935-7834



Questions

photosinbox.com

