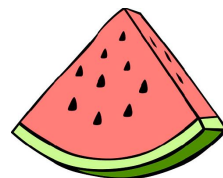


Begunto August 2013



Safety drills

We are still asking for across the board training for all employees. MGT says it's difficult to do it for everyone at one time, we say do it in phases.

Back pay for those travels? Shorter travel time...more travels?

Put your money where your mouth is - we asked MGT for a review of the pay charts- and even though they say travel time is 40 minutes now travels, times will be kept. We mentioned a case where in Yokohama a travel is placed next to a break so if the travel time is tight going to the school then they can "travel out" in their break.

Begunto asked MGT if they wanted to do a dry run along with a union member to show that the train schedule, station crowds and elevators are not accounted for in travel time. MGT said no. You can see the travel chart demand on the right. (We also confirmed in the July 29th Shunto CB that errors in salary can be addressed for a period of two years- that is what the company considers its statute of limitations.)

We asked since a teacher is given a travel & break between Fujisawa & Yokohama what would happen if teachers took their break and full 5 minute break before the travel, left for the other school at the bell to start a lesson and arrived late because of slow elevators, or the distance from the station to the buildings, or infrequent trains- MGT did not have a specific answer for us.

We think they expect us to travel on our time. Travels used to be two. MGT cites changes in rail service, we are saying no one should be dashing from a class, using personal time to travel for company work in the middle of the day. Secretaries and sales people are not docked for travel in work time, but in effect we are. And if you travel at per lesson rates you are getting about 1/2 of a lesson rate depending on your rate.

Monthly leave policy

Not to be indelicate but women in Japan get menstrual leave. It is a right guaranteed by law; it is unpaid time though. You can find it in the Work Rules which should be in every staff room. Look for it in the Work Rules Article 22 Menstrual Leave page E-19 under Leave related to child care. Here is the quote - "Female employees who have significant difficulties due to menstruation can take necessary day(s) off for menstrual leave."

Sick family member leave 1 day per year

Check your policy book, if you qualify, you are entitled to a sick day to tend to a sick family member who lives with you. Policy and Procedures "3.03 E" listed after Bereavement Leave.

BEGUNTO

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July 25, 2013

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Berlitz General Union Tokyo
Exec Pres Paul Kennedy

Demand

Continuation and expansion of safety drills for all employees

The union and local demand continuation and expansion of safety drills at all locations for all employees and bi-monthly training sessions for new secretaries as they enter into employment who need to be instructed on correct procedure in the event of dealing with young students after an earthquake or fire.

The union feels that Berlitz Japan has a responsibility to safeguard its employees' and customers' personal safety.

As secretaries and managers are trained during working hours and are paid for their time during training, the union demands that Berlitz treat its teaching staff in the same manner and provide safety training during paid time.

At a recent collective bargaining for Shunto Demands, Berlitz Management mentioned there would be a suspension of safety drills for this Autumn; safety drills would continue in the coming year.

Traditionally companies and governments in the Tokyo area mark the Kanto Earthquake of 1923 by holding safety drills on September 1 as a way to prepare for disasters.

The union and local consider abandoning safety drills to be a dangerous precedent and demand safety drills be re-instated, be provided to all employees and be paid activities.

The union demands a response by August 10, 2013.

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Demand

Berlitz Review the Travel Charts and Retroactively Pay

The union and local demand that Berlitz Japan review the travel charts and compensate retroactively teachers who travelled between schools where travels have changed.

The union and local also demand that Berlitz adjust the current travel times between LCs (and out-service locations) to reflect the 40 minute unit of travel from the previous 45 minute unit as established in the 2005 Policy and Procedures manual.

The travel time specified should allow the instructor enough time to travel at any time of the day from one Berlitz location to another without having to use personal time such as lunch time or unpaid unit time to complete a travel due to insufficient allocation of travel time by the company.

The union and local demand a response in writing by July 25th, 2013.

continued on side two



Begunto August 2013

Demand for lock up pay?

We asked MGT to specify if lock up is work related or not. Staff can bill for overtime until they lock up, teachers do not get paid beyond the last lesson. Seems fair?

We asked if it was work, we didn't really get a straight answer out of MGT. Finally we listed schools where staff ask teachers to lock up and MGT will look into it.

The idea is simple, if MGT asks us to stay to lock up, pay us. If MGT says it isn't work related, then why do we have to do it at all?

Your break time...what is work?

Do these activities sound familiar?

Looking for a ped card, getting a ped card, deciphering instructions & notes by staff on the card (let's not forget post-its), returning the card from the room, hunting down material, returning the book from the room, speaking to the manager, speaking to the secretaries about new material/follow-up, handing off a student to another teacher, prepping for the lesson, getting forms that were missing are all activities of work which you do in your break time as unpaid and unrecognized work.

Teachers can use the restroom in their break time, but we are also expected to be doing other things then as well to continue business for the company. Conversely a secretary or manager is not docked when they take a "potty break" in effect we, teachers, are. That break time which we are not paid for is also time Berlitz expects us to do the myriad of tasks you read at the top. Think about it.

Do you work on your break? Why are you not being paid for it?

Complaint process

If you have issues, check policy and procedure and work rules first then email the question to your IS/MI that way it is recorded. When they get back to you make sure it is as an email response. If you think they are not following policy or you disagree with the answer, then contact Mr. Mullen at HQ by email for the record. Be polite; be professional. If you still are not getting satisfaction, then you come to the union executive. Until MGT is contacted by the instructor, MGT's response is "we know nothing of it." Changes in the company do start with the employees.

Certification

According to MGT in our last Shunto CB July 29, 2013 - certification allows you the IPE raise at the end of the year. Wasn't it its own hoop to jump through? If that is the case, and you didn't certify and you won't be getting a raise, can you also just skip the whole IPE process and say "No Thank You?"

We think it is a degradation of the working conditions. Certification itself isn't being administered uniformly yet its implications are significant. A case in point- we asked MGT to clarify the recording policy, which originally was stated as a month for the instructor to choose the lessons to record with a local memo stating the MI would chose ONE DAY and you would carry around the recorder. When did 30 days become one day and how small is the element of choice?

If the IPE is an evaluation of your yearly performance and certification is a snapshot of your performance, the snapshot becomes a major hurdle to whether you receive extra lessons or a salary increase at the end of your yearly contract.

Begunto has a demand to MGT to guarantee greater transparency by listing who actually evaluates the employee. For something this important there should be more than a hint of accountability. We await their response.

Summer union assembly meeting

The UA will be held at Shimbashi on August 18th from 5:00 to 7:00 pm.

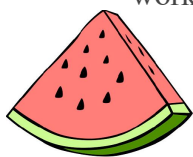
Directions:

JR Shimbashi Station, Karasumori Exit (turn left, walk straight toward a rainbow arc at the head of a street of small restaurants. Walk straight for about 6 minutes, until Nambu's small side street, at which point, turn right.)

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We are the Berlitz General Union Tokyo and our goal is to maintain and improve conditions in the workplace. We can only do that with participation from union members.



continued from side one

