

## **Scope of Decisions for Review**

Employees can file a request for review regarding a decision on remuneration made by the remuneration authority (personnel or organization having an authority to make a decision on remuneration) based on the Remuneration Law. Specific examples are as follows:

- ◆ Decision on remuneration (Decision of grade of duty and pay step)
  - Decision on initial salary
  - Decision on pay increase division and pay step increase
  - Decision on grade of duty and pay step after transfer to a job which is subject to another initial salary standards or pay schedule
  - Decision on grade of duty and pay step after obtaining upper qualification, etc.
  - Decision on grade of duty and pay step adjusted upon returning to work
- ◆ Decision on the amount of allowance
  - Approval of a dependent for the Family Allowance
  - Calculation of house rent for the Housing Allowance
  - Approval of commuting route for the Commuter Allowance
  - Decision on work performance rate for the Diligence Allowance
- ◆ Others
  - Decision on payment rate of remuneration during temporary retirement
  - Change of remuneration upon revision of the remuneration system
  - Decision on remuneration of part-time employees

Whether or not a decision made based on the Remuneration Law is illegal (including decisions comparable to an illegal decision) is reviewed.

Employees cannot file a request for review regarding matters that are not a decision on remuneration made by the remuneration authority based on the Remuneration Law as follows:

- ◆ Complaints about not issuing an order of grade increase or change of salary schedule
- ◆ Request for revision or establishment of the remuneration system
- ◆ Decision on remuneration paid based on laws other than the Remuneration Law

Some requests that are not eligible for this review system can be filed as a request for administrative measures related to working conditions (Article 86 of the National Public Service Law).

Employees having a complaint or request about remuneration are recommended to consult with the NPA as the first step.

Employees are also recommended to consult with the NPA whether the case is suitable for filing a request for review of a decision on remuneration.