

Article 33
Position Classification

Section 1: A bargaining unit employee shall be provided a current position description reflecting their principal duties and responsibilities, normally within the first Pay Period of assignment to a position. Employees may discuss with supervisors any perceived substantial differences between the duties assigned or performed, and those contained in the position description. Occasionally, an employee may be required to perform "other duties as assigned" which are incidental to the principal duties and responsibilities of the position, that are impractical to include in the narrative portion of the position description, as well as duties which may be required in emergency situations, consistent with the Agency's mission. When permanent changes in the duties, responsibilities, or supervisory relationship so warrant, the position description shall be amended or rewritten in a reasonable time, generally within 30 calendar days.

Section 2: A bargaining unit employee will be given a reasonable advance notice of any position audit or review that may affect the classification of the employee's position. The Union will be given reasonable advance notice, not less than ten (10) work days of management initiated audits (i.e., not in response to employee requests or dissatisfaction with current title, series or grade) of two (2) or more bargaining unit employees that may affect the classification of the employees' positions. Employees are encouraged to review the "Employee Guide to Desk Audits" to prepare for the audit. Employees have access to this information on the Agency's website <http://www.opm.gov> or they may contact their servicing Human Resources Office. If the audit or review results in proposed changes to the employee's position description, the employee will be notified prior to effecting the change. Additionally, the employee will be provided a copy of any written evaluation prepared by the Agency as a result of an audit or review.

Section 3: An employee dissatisfied with the classification of his/her position should first discuss the classification with his/her supervisor. If the supervisor is unable to resolve the issue to the employee's satisfaction, at the employee's request the appropriate human resources official will explain the basis for the classification/job grading.

Section 4: A General Schedule employee who still believes his/her position is improperly classified may:

A. Request a desk audit at the local level (i.e., the HR office servicing that region, lab, or headquarters component) by submitting a written request to the human resources office, with a copy to his/her supervisor. This step must happen before selecting any other options provided in this section, since an "appeal" is an appeal of the decision made at the local level. At the employee's request a Union representative may participate in the desk audit as a silent observer.

B. File an appeal at the Agency level to the Director, Office of Human Resources, who is the Agency Appellate Authority; or

C. If dissatisfied with the Agency's decision, the employee may file a subsequent appeal, with the Office of Personnel Management through the Agency; or

D. File an appeal directly with the Office of Personnel Management.

Section 5: A Federal Wage System employee who still feels his/her position is improperly classified may:

A. Request a desk audit at the local level (i.e., the HR office servicing that region, lab or headquarters component), by submitting a written request to the human resources office with a copy to his or her supervisor. This step must happen before selecting any other options provided in this section, since an "appeal" is an appeal of the decision made at the local level.

B. File an appeal with the Director, Office of Human Resources who is the Agency Appellate Authority;

C. Provide the name, address, and business telephone number of the employee's representative, if a representative has been selected;

D. Provide information on other decided or pending appeals, complaints, or administrative decisions where the classification of the same position is or was an issue; and

E. If dissatisfied with the Agency's decision the employee may file an appeal with the Office of Personnel Management within fifteen (15) calendar days of the date of the receipt of the Agency's decision.

Section 6: The appeal should discuss the specific aspects of the position that the employee thinks were either misunderstood or not considered adequately. It should also include copies of the current classified Position Description, and any evaluation report by HR. The position description submitted should be the employee's position description of record.

Section 7: When designated as the employee's representative, the Union may assist an employee who has filed a classification appeal in the preparation of such an appeal.

Section 8: When the Agency is afforded the opportunity to review and comment on proposed position classification standards by OPM for bargaining unit positions covered by this Agreement, the Agency will provide notice to the Union at the National Level. The Union may forward its comments separately to OPM.

Section 9: The Agency will, upon request, provide the Union with access to written classification standards and qualification standards that the Agency maintains.

Section 10: The Agency agrees to inform the Union as soon as possible when, due to reorganization or realignment of program responsibilities, the Agency is establishing new positions and/or is making significant changes in the duties and responsibilities of positions within the bargaining unit, and when changes in position classification standards result in changes to title, series or grade, or bargaining unit status of bargaining unit positions. The Union may request to make recommendations and present supporting evidence thereto. The Union must provide its recommendations and supporting evidence to management's representative within fifteen (15) calendar days of the notification. The Agency will consider the Union's recommendations and upon request advise the Union of the results of its review.