

POSITION DESCRIPTION AND CLASSIFICATION

SECTION 1: POSITION DESCRIPTIONS

A. Requirements: Each employee covered by this agreement shall be provided a Position Description (PD) that accurately reflects the major and grade controlling duties, responsibilities, and supervisory relationships of the position. This will be provided to the employee at the time of assignment or upon request. Position Descriptions will be consistent for similar duties among all facilities throughout the Agency. Position Descriptions will be current, accurate, and classified to the proper occupational title, series, and grade in accordance with Chapter 51 of Title 5 U.S.C and OPM regulations for each position covered by this Agreement.

B. Accuracy: The job content, qualifications, and required duties for each job within the bargaining unit are not grievable. The employee may grieve the accuracy of the official position description including the inclusion or exclusion of a major duty in the official PD.

C. Other Duties as Assigned: Any employee may be required to perform other related duties as assigned. In so far as possible, the Agency will normally avoid the assignment of incidental duties that are inappropriate to the employee's position and qualifications. If employees perform duties on a recurring basis which are not covered by the Position Description, management may either amend the position description to incorporate the new duties or discontinue the assignment of the new duties. When the amendment to a position substantially changes the duties of the position, the Union will be notified and a copy of the amended Position Description will be provided to the Union and the employee.

D. Union Requested Review: Upon request the Agency agrees to meet with the Union to review bargaining unit PDs identified by the Union.

E. Notice of Changes: Whenever an existing position description is amended or new descriptions for employees are developed, the Agency will provide copies of the amended or new descriptions to the Union and affected employees normally two (2) weeks in advance of the proposed implementation.

F. Agency Reclassification: The parties recognize that the classification of a position may be periodically reviewed and the position may be reclassified. If the reclassification of a position results in a change in pay, grade, job series, significant duties and/or promotion potential, the employee will be notified in writing and a copy of the notification will be provided to the Union.

G. Communication to OPM: Upon request, the Agency will provide the Union with copies of all Agency guidance provided to OPM in connection with any classification standards and will consider the Union's oral or written views concerning occupational classification standards when making recommendations to the Office of Personnel Management and will notify the Union of outcomes.

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SECTION 2: DESK AUDITS

A. Agency initiated desk audits: Employees, who are the subject of a desk audit initiated by the Agency will be provided timely notice by the Agency prior to the desk audit. Notices will identify the position, reason, purpose, and date/time for the audit.

B. Communication: If an employee has a question concerning his or her classification or position description, he or she is entitled to discuss his or her position description with his or her supervisor. If the employee wishes to pursue the matter further, he or she may request a desk audit, file a grievance as appropriate, or file a classification appeal

C. Employee/Union initiated desk audits: Employees or their designated representatives may request a desk audit through the employee's supervisor. Employees have the right to Union assistance in desk audits and classification appeals. Upon such notification, the Agency will acknowledge receipt of the request and within fourteen (14) workdays provide a reasonable date and time for the audit to be accomplished.

D. Process for audit: As appropriate, desk audits will be performed at the employee's workstation or at a place mutually agreeable to both the employee and Human Resources Office. The reassignment of duties shall not take place while a desk audit is in process, unless necessary for fulfillment of the mission.

E. Conclusion of a desk audit: The Agency may retain the original classification, reclassify the position, or reassign duties. The Agency shall designate an official to discuss the findings with the employee and the Union representative, if the employee requests a representative.

SECTION 3: NEW CLASSIFICATIONS

A. Union Notice: Classification decisions, including the narrative, rendered by the Agency or OPM having the effect of establishing a grade level that did not exist before within an occupation will be forwarded by the Agency to the Union.

B. Effective Date: Pursuant to OPM regulations, grade increases resulting from the application of a new classification standard or correction of a classification error will normally become effective no later than the beginning of the first full pay period following a management determination, provided the applicable qualification, performance, or other requirements for the position are met by the affected employee(s).

SECTION 4: DOWNGRADES

A. Pay and Grade: For a downgraded position, the employee's pay and grade will be set in accordance with law and regulations.

B. Written Notice: An employee whose position is reclassified to a lower grade which is based in whole or in part on a classification decision is entitled to a prompt written notice from the Agency. This notice will be issued to affected employees no later than fourteen (14) work days after the final decision has been provided to the manager. The notice will explain:

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1. The reasons for the reclassification action; and
2. The employee's right to appeal the classification decision; and
3. The time limits within which the employee's appeal must be filed in order to preserve any retroactive benefits under 5 C.F.R. § 511.703; and
4. Any other appeal or grievance rights available under applicable law, rule, regulation, or this CBA; and
5. The effective date of the action.

C. Priority Consideration due to Reclassification Downgrades:

1. Employees who have been downgraded as a result of a classification action are entitled to all rights and procedures afforded as required by OPM regulations and the DoD Priority Placement Program.
2. Upon request, if a bargaining unit employee with priority consideration is not selected, the selecting official will provide feedback to the employee in writing for non-selection.

SECTION 5: CLASSIFICATION APPEALS: Employees have a right to appeal a classification decision to the Agency and/or to OPM through its regulations, including for General Schedule employees, 5 C.F.R. Part 511, Subpart F, and for Federal Wage System (Wage Grade) employees, 5 CFR 532 Subpart G.