

**ARTICLE XXIV  
POSITION MANAGEMENT AND CLASSIFICATION**

1. SECTION 1. Relevant position classification standards and
2. job grading standards will be applied in making
3. classification decisions.
  
4. SECTION 2. Any employee who believes that their position is
5. improperly classified should first consult with their
6. supervisor for information and guidance as to the basis for
7. the classification of their position. However, an employee
8. need not discuss the matter with their supervisor prior to
9. filing an appeal.
  
10. SECTION 3. Job descriptions will be written based upon the
11. duties and responsibilities assigned to positions. All
12. positions within the same organizational element with
13. identical major duties will be covered by the same job
14. description. The job description will conform to the
15. standards as prescribed by the U.S. Office of Personnel
16. Management.
  
17. SECTION 4. Copies of job descriptions will be made
18. available through channels to the employees.
  
19. SECTION 5. All job descriptions will show exempt or non-
20. exempt status and be certified in accordance with current
21. regulations.
  
22. SECTION 6. The clause found in job descriptions "performs
23. other duties as assigned" shall normally be construed to
24. mean the employee may be assigned to duties pertaining to
25. their position. The Employer recognizes that job
26. assignments should be commensurate with job descriptions.
27. The Union recognizes that at times the Employer must deviate
28. from this policy. When such deviation is necessary, the
29. Employer will strive to assign employees whose normal duties
30. and pay level are most nearly associated with those of the
31. temporary assignment. In all cases, such assignments will
32. be kept to a minimum, and an attempt will be made to meet
33. these needs on a volunteer basis. The Employer further
34. agrees to take into consideration when making such
35. assignments, the employee's ability to perform the task and
36. any physical and/or medical restrictions.