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Article 28

Classification

Section 1. General

The parties agree that position descriptions shall accurately state the principal duties and responsibilities of the position.

Section 2. Position Description

- A. The Agency will maintain a complete and up-to-date file of position descriptions of all classified positions in the bargaining unit and will provide each employee with a copy of his/her position description.

- B. When an employee has a question concerning the proper classification of his/her position, the employee will discuss the situation with his/her immediate supervisor. If the immediate supervisor cannot resolve the employee's concerns to the employee's satisfaction, the employee may request that the supervisor arrange for a Classification Specialist to provide further information to the employee.

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25 C. If a classification inquiry results in an audit, the employee will be afforded
26 an opportunity to discuss the results and analysis of the classification
27 audit with his/her immediate supervisor. If the immediate supervisor
28 cannot resolve the employee's concerns to the employee's satisfaction,
29 the employee may request that the supervisor arrange for a
30 Classification Specialist to provide further information to the employee.
31 The request will normally be honored.

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33 D. If a classification audit is determined to be appropriate, the Union will be
34 notified as to the anticipated starting date of the audit. The initiating
35 employee will be provided the results of the classification audit upon
36 completion thereof.

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38 E. Upon request, the Union will be provided a copy of all official information
39 relating to the classification of a position, including but not limited to the
40 position description, analysis/evaluation reports (if available), and
41 organizational and functional information.

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43 F. Where there is a statutory duty to bargain the impact of classification
44 activity on employee(s), SSA will provide notice and an opportunity to
45 bargain consistent with the procedures in Article 4.

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47 G. If a classification audit is adverse (i.e., a position is reclassified at a
48 lower grade) affected employees will be given three pay periods
49 advance notice.

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52 Section 3. Classification Appeals

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54 A. Upon request, the Agency will provide any employee information on the
55 procedures for filing classification appeals to SSA or OPM.

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57 B. An employee who files a classification appeal to SSA or OPM is entitled
58 to a copy of the position description, analysis/evaluation reports (if
59 available), organizational and functional information and other official
60 information related to classification of the position.

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62 C. General Schedule and Federal Wage System employees who file
63 classification appeals to SSA will have their appeals decided within a
64 reasonable period of time. Upon request, the initiating employee and/or
65 his/her union representative will be provided a copy of the classification
66 appeals file.

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69 Section 4. Effective date

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71 Changes in grade level based on reclassification resulting from action other than

72 OPM appeals will be effective on the first pay period following final approval of

73 the action.