

Article XX: Position Description and Classification

Section 1. Position Descriptions

A. A bargaining unit employee will be provided a current position description reflecting their principal duties and responsibilities, it will normally be uploaded to the employee's eOPF (or successor system) within 30 calendar days of assignment to a position. If the PD has not been uploaded within that timeframe, employees should contact their supervisor for a copy. 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.

B. When permanent changes in the duties and responsibilities or supervisory controls so warrant, the position description shall be amended or rewritten and submitted for classification in a reasonable time, generally within 30 calendar days.

Section 2. Union Notification

A. The Agency agrees to inform the Union when, due to reorganization, defined as an effort to transfer, consolidate, authorize, or abolish an organization, the Agency establishes new positions and/or is making significant changes in the duties and responsibilities of positions within the bargaining unit.

B. The Agency agrees to inform the Union when OPM notifies the Agency of changes in position classification standards. From the time of notification, the Union has ten (10) workdays to make recommendations and present supporting evidence thereto. The Agency will consider the Union's recommendations and upon request advise the Union of the results of its review.

C. Nothing in the Article inhibits an employee's right to request a desk audit under 5 CFR 511. 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 the EPA Classification Branch.

FOR THE UNION

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