

New Article 21

Old Article 26

Position Descriptions

## 26.1 Applicability

The classification of a position involves the determination of the appropriate grade, occupational series, ~~and title, and qualification requirements, including knowledge, skills and abilities which apply to a position.~~ Position descriptions for employees will contain a statement of function and will describe the regular duties of the position with reasonable accuracy and in accordance with NRC Management Directive 10.37, Benchmarking, and in sufficient detail so as to permit proper classification of the position. ~~Further, as the result of NRC's status as an excepted agency within the Federal Civil Service, position classification means position evaluation.~~ However, pPolicies, practices and matters relating to the classification of any position are not conditions of employment as defined by 5 U.S.C., Section 7103(a)(14). Therefore, they are outside the scope of collective bargaining and they are not covered by this Agreement.

## 26.2 Recommendations and Classification Appeals

### 26.2.1 Union Recommendations

The Union may make recommendations and present supporting evidence concerning the adequacy and equity of position descriptions or position classification standards. ~~Position classification standards are position evaluation standards including factor degree definitions and benchmark position descriptions. The NRC agrees to review Union recommendations and supporting evidence in these matters and inform the Union of its position with respect to such recommendations. Disputes concerning position classification will be resolved through classification appeals since such matters are nongrievable.~~

### 26.2.2 Employee Requests for Review Recommendations

If an employee ~~considers~~ believes that his or her ~~their~~ position description (PD) is not accurate, ~~they~~ he/she may request management to review ~~their~~ PD. Management will advise the employee of the results of that review as soon as practicable.

If an employee believes that his/her classification is not accurate, he/she may request a review in accordance with Management Directive 10.37. The Agency will provide the employee with copies of the position analysis, benchmarks and applicable classification standards prior to any desk audit. The NRC will not remove duties from an employee's position description for the purpose of interfering with any position classification appeal. However, the NRC's right to assign work shall be unabridged by the provisions of this section.

## 26.3 Change Notification

The NRC agrees to inform the Union as soon as practicable when significant changes will be made in the duties and responsibilities of a position held by an employee ~~in the unit, and will comply with any bargaining obligations consistent with the requirements of Article 49 (Mid-term Bargaining), due to reorganization.~~ The NRC also agrees to ~~inform~~ provide the Union ~~of~~ with any new or changeds position descriptions or in agency position classification standards.

The NRC will continue to provide each employee with a copy of his/her position description, including any modifications to the position description. All pen and ink changes to the position description should be signed and dated by those authorized to make those changes. New or revised position descriptions will be provided to employees and to the Union within five workdays.

#### ~~26.4—Contents~~

~~Position descriptions for employees will contain a statement of function and will describe the regular duties of the position with reasonable accuracy and in accordance with NRC Management Directive 10.37, Benchmarking. If a duty assigned by NRC requires a significant portion of the employee's time, for example, several hours per administrative workweek on a recurring basis, the duty will be described.~~

#### ~~26.5—Duty Changes/Classification Appeal~~

~~The NRC will not remove duties from an employee's position description for the purpose of interfering with any position classification appeal. However, the NRC's right to assign work shall be unabridged by the provisions of this section.~~

#### ~~26.46~~ Other Duties

When the term “such other duties as assigned” or its equivalent is used in an employee's position description, the term means--

- ~~26.46.1~~ duties that are normally related to the position,
- ~~25.46.2~~ duties that are of an incidental nature,
- ~~26.46.3~~ other duties when work to perform the duties described in the position description is not available, or
- ~~26.46.4~~ duties required by unforeseen workload demands.

#### ~~26.57~~ Assignments Outside Position Descriptions

Nothing in this Article shall preclude the NRC from assigning work to an employee which is not described in the employee's position description. However, the employee may raise a lack of adequate training as a defense to any alleged failure to adequately perform such work. The Union will be notified of any significant changes in job duties or responsibilities in accordance

~~with 26.3, above. The employee will perform such work to the full extent of his/her capabilities. If the employee makes a good faith effort to perform such work, he/she will not be formally disciplined for failure to accomplish such work, and no record will be made of such failure.~~

#### ~~26.8 — Copy Distribution~~

~~The NRC will continue to provide each employee with a copy of his/her position description. When a new position is created or an existing position is modified, one (1) copy of the resulting position description will be sent to the President, NTEU Chapter 208 and the employee. All pen and ink changes to the position description should be signed and dated by those authorized to make those changes.~~