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POSITION DESCRIPTIONS

Every CSU bargaining unit employee has the right to a Position Description. Under the CSUEU contract, new employees should be given a position description within one week of hire and current employees must receive a copy within thirty days (30) of their request.

Position Description forms vary from campus to campus, but all contain basic information about your work:

- Your name and classification, time base and working title.
- Your Appropriate Administrator.
- The purpose of the position in the department.
- Your supervision of others (if applicable).
- The major responsibilities, usually with some percentage of time for each duty.

Your Position Description is important for several reasons:

- It defines your normal duties and is basis for your classification (or later reclassification). Article 17.1
- It is the basis for your performance evaluation (this includes probationary and temporary reviews). Article 10.5
- It defines your reporting relationships (who can and cannot give you orders). Article 17.1
- It can affect any disciplinary action on failure to perform normal and reasonable duties. Article 12

The CSUEU contract requires that your Position Description be an accurate reflection of your assigned duties. Article 17 of the contract covers Position Descriptions and other aspects of assignment (such as the requirement that there be a single appropriate administrator to give you instructions).

Normally, the Position Description includes signature lines for you and your Appropriate Administrator. You must make sure that the Position Description is accurate to protect your job interests. Here are some common problems associate with Position Description:

Duties: Not all duties are listed (sometimes allowing for out-of-class work to go unnoticed). Sometimes duties are listed that are not really being performed or are no longer assigned to you, which can be a problem later when the Appropriate Administrator (or a new one) expects them to be performed. The sum total of duties should be able to fit in a normal work day (eight hours for FLSA non-exempt, less defined but reasonable for FLSA exempt).

Supervision: The person listed is not the actual “supervisor” because someone further down the line is giving direction. In academic settings, the Dean may be listed as the Appropriate Administrator while the work comes from the Department Chair. If supervision is not clear, then conflicting and overwhelming work demands can be made.



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Reassignment

Employees may be reassigned from their original position (Article 17). This may be on a temporary basis (Article 17.11) or a permanent basis (Article 17.8). In either case, management is required to provide notice and record the change in duties. You should receive a new Position Description for either reassignment.

It is important to keep your Position Description up-to-date. Duties can shift over time and changes in department staffing can increase job responsibilities and workload. Without an accurate Position Description, you can lose out on opportunities for reclassification, out-of-class pay or protections against unreasonable work expectations.

Tips for Employees

Make sure to have a copy of your current Position Description.

Review it to make sure it is accurate.

If your duties change, ask your Appropriate Administrator to update your Position Description.

If you are refused a Position Description or an update, talk to a CSUEU steward about requiring compliance with the CSUEU contract.

CSUEU Contract Provisions

17.1 Employees have a right to know who their Appropriate Administrator is and to get written clarifications of instructions.

17.2 Employees have a right to a Position Description and it must be accurate.

17.3 Employees have the right to meet with their Appropriate Administrator to discuss the Position Description and duties.

17.9 Written notice of permanent reassignment fourteen (14) days prior to the change.

17.11 President may reassign an employee for limited period of time.

17.12 Employees are paid for out-of-class reassignments.

17.13 Reassignments are recorded.