SECTION 5. The Union would normally use the copier in the Union Office. On occasion, the copiers in other buildings on this base may be used by the Union for official business only. This does not include use for internal Union business. The Union agrees to abide to CBC NOTE 5600 or its succeeding instruction.

ARTICLE 9

PARTICIPATION IN WAGE SURVEYS

SECTION 1. In accordance with existing regulations, the Union will be notified of area wage survey schedules. The Employer will inform the Union of Instructions received to organize a survey and of starting dates which require action by the Employer. The Employer will furnish survey information to the Union as received.

ARTICLE 10

JOB/POSITION DESCRIPTIONS

SECTION 1. Whenever a job is to be filled, the announcement, the position description or job description and/or the applicable rating definition must coincide with the job to be filled. Employees applying for any advertised position will be authorized to review the position description.

SECTION 2. An employee may request his/her supervisor to initiate action by the Civilian Personnel Office for a review of his/her job, his/her position or job description and/or rating definition for content, title and level when he/she believes that the duties and responsibilities described are not in agreement with the duties assigned and performed. Management will within five (5) working days forward the employee's request to the Civilian Personnel Office, and shall within the same five (5) working days notify the employee in writing of this action, Nothing in this section will infringe upon the right of the Employer to assign employees work outside their regular ratings for short periods of time, After initial discussion between employee and the supervisor, the employee may be represented by his/her shop steward in discussing primary duty assignments that are not in agreement with those noted in his/her position or job description and/or rating definition, In reviewing the job standard used to evaluate the job occupied or in pursuing an appeal.

NOTES:

SECTION 3. The employee will be furnished any additional information he/she may desire on his/her appeal rights and the regulatory procedures to be followed. Employees may appeal the correctness of the rating without restraint, prejudice or reprisal,

SECTION 4. Employees will be furnished a copy of their job descriptions Initially and as changes are made, as requested.

ARTICLE 11

PROMOTIONS

SECTION 1. In consideration of the needs of the service, full utilization will be made of employees' skills and potentials. The Employer will select, assign and promote employees on the basis of merit. The Navy promotion program seeks the following objectives:

a. Selection from among the best qualified persons available to fill vacancies.

b. Opportunity for the progressive development of employees.

c. A high level of employee performance satisfaction.

d. The retention of capable employees. The Union recognizes that vacant positions can be filled by reinstatement, reassignment, transfer, TAPER or temporary appointments, selection from appropriate Office of Personnel Management or Center promotional registers, or from DOD Stopper or priority referral lists, or other appropriate sources.

SECTION 2. The parties agree that a current copy of the Civilian Personnel Office Bulletin will be posted on all official bulletin boards. The Employer will provide the Union with fifty (50) copies of the Civilian Personnel Bulletin. These copies will be distributed to areas where the Union sees the need.

SECTION 3. In accordance with existing regulations a career or career-conditional employee may at his/her request be non-competitively considered for reassignment.

SECTION 4. All authorized selection procedures will continue to conform to prescribed/negotiated procedures and regulations.

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