



# 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 forty-five days of their request.

**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 while work comes from the Department Chair (or even directly from faculty). If supervision is not clear, then conflicting and overwhelming work demands can be made.

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

- Your name and classification, time base and working title.
- Your immediate supervisor.
- 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.
- Any specialized requirements, such as licenses, certificates, etc.

### Reassignment

Employees may be reassigned from their original position. This may be on a temporary or permanent basis. 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 (although typically management only provides it for permanent 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 protect yourself against unreasonable work expectations.

*Your Position Description is important for several reasons:*

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

### Tips for Employees

- Make sure you have a copy of your Position Description.
- Review it to make sure it is accurate.
- If your duties change, ask your supervisor 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.

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).

### CSEA Contract Provisions

- **17.1** Written notice of permanent reassignment seven days prior to change.
- **17.2** President may reassign employee for a limited period of time.
- **17.3** Employees are paid for out-of-class reassignments.
- **17.4** Reassignments are recorded.
- **17.5** Employees have a right to return to their permanent assignment.
- **17.6** Employees have a right to know who is the supervisor and to get written clarifications of instructions.
- **17.7** Employees have a right to a Position Description and it must be accurate.
- **17.8** Employees have right to meet with the supervisor to discuss the Position Description and duties.

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

**Duties:** Not all duties are listed (sometimes allowing out-of-class work to go unnoticed). Sometimes duties are listed that are not really being performed, which can be a problem later when the supervisor (or a new one) expects them to be performed. The sum total of the duties should be able to fit in a normal work day (eight hours for FLSA non-exempt, less defined but reasonable for FLSA exempt).

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If you think your rights have been violated, contact your local CSUEU steward

