

**TENTATIVE AGREEMENT**

**RULES GOVERNING THE APPLICATION  
OF JOB DESCRIPTIONS**

The following rules shall govern the application and interpret the intent of job descriptions and will be followed when job descriptions are revised or added:

1. The Determining Duties and Responsibilities are those elements of the job which distinguish it from higher or lower-graded work. Performance of Associated or Incidental Duties and Responsibilities alone is not sufficient to determine a classification. It is intended that such associated or incidental duties shall not be distinguishing elements or determinants of a level of difficulty but are stated either for descriptive purposes or because they are integral and necessary parts of the job.
2. When an employee is temporarily assigned to work falling in a higher labor grade than his/her regular job, he/she shall be paid at the higher rate for each day or major fraction (more than one-half) thereof that he/she remains so assigned. This rule is not intended to permit regular assignment for less than a major fraction of a day to a higher-graded job without payment for that job.
3. When paragraphs under Determining Duties and Responsibilities are numbered 1, 2, 3, etc., each paragraph is considered an alternative requirement.
4. An employee normally will perform some of the work of higher-rated jobs and some of the work of lower-rated jobs in the performance of his/her work assignment. The normal duties of any employee may include:
  - a. Assistance to others, including demonstration of work to be performed and explanation of work area procedures. This does not imply that the employee providing the assistance is responsible for the quantity or quality of work of the employee being assisted.
  - b. The use of proper hand and power tools and special shop equipment required to facilitate the work assignment.
  - c. The submission of his/her completed work assignment or any portion thereof to inspection.
  - d. The reporting of any job handicaps such as errors in materials, assembly procedures, tools, etc., in accordance with shop procedure outlined by supervisor.
5. Work assignments shall be in accordance with established job descriptions. This shall not restrict the right of the Company to alter work functions or to formulate new job procedures and begin work thereon in accordance with Article 13 - Labor Grades - Identification and Application Of. The Company shall have the right to make work

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assignments and require the employees to comply with such assignments. This shall not prevent the employees and/or the Union from processing complaints or grievances arising from alleged misassignments in accordance with Section 13.14 of the Agreement.

6. An employee is required to perform the work operations and duties described in or appraised as being covered by his/her job description with only a normal amount of guidance.
7. Webster's New International Dictionary, Third Edition Unabridged, by G. & C. Merriam Company and the Glossary of Terms and Phrases will be used to establish the meaning of words and phrases used in the job description.