

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY - State Employee Procedure Letter #24
Working Out of Class

1. References:

- a. Article 19, AFSCME/OCSEA Labor Agreement.
- b. Attached Working Out of Classification Grievance Form.

2. If an employee or the Union believes that he/she has been assigned duties not within his/her current classification, the employee or the Union may file a grievance with the Agency Director or designee listed below and on the attached form.

3. All other steps will then be executed in accordance with Article 19 of the AFSCME/OCSEA Labor Agreement.

4. Designees:

EMPLOYEES OF EMERGENCY
MANAGEMENT AGENCY

Ms. Melanie Bish
Adjutant General's Dept.
ATTN: AGOH-SHRD
2825 W. Dublin Granville Rd
Columbus, Ohio 43235-2789

ALL OTHER EMPLOYEES OF
ADJUTANT GENERAL'S DEPT

COL Neil J. Moore
Adjutant General's Dept.
ATTN: AGOH-SHRD
2825 W. Dublin Granville Rd
Columbus, Ohio 43235-2789

Encl
Form

RICHARD C. ALEXANDER
Major General
The Adjutant General

DISTRIBUTION:
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*This memorandum supersedes AGOH-AS-SP memorandum, subject "State Employee Procedure Letter #24, Job Audits For Collective Bargaining Employees", dated 2 July 1989.

