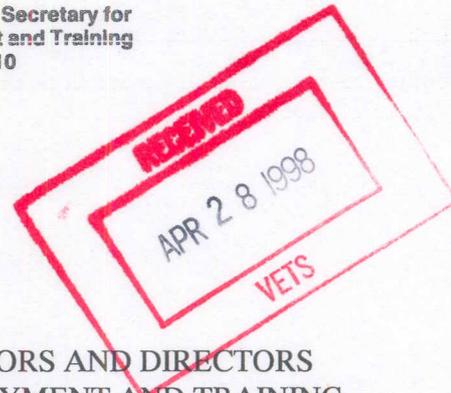


U.S. Department of Labor

Office of the Assistant Secretary for
Veterans' Employment and Training
Washington, D.C. 20210



April 23, 1998



DIRECTOR'S MEMORANDUM NO. 34-98

MEMORANDUM FOR: REGIONAL ADMINISTRATORS AND DIRECTORS
FOR VETERANS EMPLOYMENT AND TRAINING

FROM: *Lester L. Williams Jr.*
LESTER L. WILLIAMS, JR.
Acting Director, Operations and Programs

SUBJECT: Working Out Of Classification

I. PURPOSE: To provide guidance to supervisors on assigning work to subordinates that is within their position description.

II. BACKGROUND: There has been several complaints received in the National Office from field staff about being asked to do work of a higher grade and not being paid for it.

III. GUIDANCE: The Assistant Secretary has made it very clear that no one will be worked out of classification. All supervisors need to ensure that personnel under their purview perform those duties that are commensurate with their grade/classification. For example, the upgraded PD for the Veterans' Program Assistant (VPA) includes USERRA investigations. The PD is very clear as to what involvement the VPA will have in USERRA and what type of cases are to be assigned to VPAs. The PD states "In cases involving clearly discernable, and routine or frequently encountered issues, conduct preliminary investigation . . . Refers complaints involving complex issues to Investigator." If you have specific questions regarding whether or not an assignment is within an employee's grade classification, contact your RA.

RAs have the responsibility of ensuring that all supervisors are assigning work that is within the employee's grade classification.

Any employee that feels that the work that they are being assigned is above their grade classification should address their concerns with their supervisor. If resolution is not obtained from the immediate supervisor, the RA should be contacted to rectify the situation. If resolution is not obtained from the RA, the employee should contact the Director of Operations.

IV. ACTION:

A. Supervisors are to ensure that all subordinates are working within their current grade classification and if they are currently working out of their classification, adjustments are to be made to their work load to ensure that they are working in class.

B. RAs are to ensure that all employees within their region are working within their current grade classification.

C. Any staff member that is currently being assigned work above their current grade classification is to take the steps outlined above to ensure their assignments are adjusted.

VI. INQUIRIES:

Any questions regarding this directive should be addressed to Heather Sexton on (202) 219-9105.