

#### 9.4. UNDER-FILLING AND OVER-FILLING

##### THE PROBLEM

Too many secretaries are not assigned to positions at their proper classification level.

##### DISCUSSION

During the past two years, there has developed an extraordinary number of under-fills and over-fills. This has been due, in large part although not entirely, to the lack of promotions during this two-year period.

Presumably, the number of under-fills/over-fills has now been reduced substantially as the result of the recent successful promotion lists. Nonetheless, under-fills/over-fills continue to exist and secretaries view this as a problem. It is difficult, for example, for a senior SCY-1 filling a SCY-2 or SCY-3 position to understand why she has not been promoted over others, particularly if she has exceeded the requirements of the position. One often hears the complaint that if a secretary's performance in a higher position is outstanding, there should be nothing to prevent her/him from being promoted. Many believe that they should receive automatic promotions after serving in a higher position after a specific period of time.

The Committee realizes that automatic promotions in a rotational stream under the present classification system cannot work because it would eventually lead to a situation in which there are many more persons at a given level than there are positions. While admitting this fact, it should be appreciated also that general ignorance of the rationale behind the classification and promotion systems has resulted in an impression by many secretaries that they are being penalized in the promotion system if they are not filling a position at their proper level. Those who are filling higher positions find it difficult to accept the fact that those filling lower positions are being promoted before them, while those who are filling