

<b>Title:</b>	<b>Creation and Annual Review of Job Descriptions</b>	<b>Effective Date:</b>	<b>07/22/2020</b>
<b>Author:</b>	<b>Camille Tanner</b>	<b>Last Review Date:</b>	<b>06/24/2021</b>
<b>Location:</b>	<b>All Locations</b>	<b>Last Revision Date:</b>	
<b>Functional Area:</b>	<b>Human Resources</b>		

**POLICY**

Job descriptions are designed to accurately reflect the duties of the position. Information contained in job descriptions enable both the employee and management to understand what success in the position looks like and how it contributes to the overall success of the company. As our business evolves and changes over time, so too may job positions and the way work is completed. Annual review of the job description allows for both the employee and manager to ensure that the descriptions are consistent with the way the job is currently done and confirm the overall expectations of the position.

**PROCEDURE**

When a new position is created, either through acquisition of new business or changing business needs, a job description must be created for that position to outline the required duties and qualifications necessary for the position. The author of the job description uses the attached template to create the job description. The final job description is sent to the Vice President of Human Resources for final approval. Once approved the job description will be saved on the shared drive: Shared Drive/General Access/Job Description/(facility name) using the name convention of *Job title facility name date(year-month-day)* (EXAMPLE: *Human Resources Coordinator Corporate 2020-07-22*). New employees will receive a copy of their job description attached to the welcome email that is sent to them prior to their start date by the Human Resources Department. Employees, supervisors and the Vice President of Human Resources will sign these job descriptions. A copy of the signed job description is given to the employee and saved in the employee’s personnel file.

At Focal Point Review time, employees and managers meet to review the employee’s performance, set goals and review past goals. During this meeting, employees and managers will review the employee’s job description for accuracy, relevance and currency.

If there is a change to the existing job description the manager will submit the new job description template to the HR Department to be saved on the shared drive. The employee’s newly signed job description, along with the performance appraisal should be sent to the corporate office 2 weeks prior to the focal point review date. The date the job description was created, reviewed and or/ revised will appear on the job description in the revision history at the bottom of the job description.

**Approved By:** \_\_\_\_\_

**Revision History**

Version	Date	Author	Summary of Changes
#1	07/22/2020	Camille Tanner	Policy Created
#2	06/05/2021	Camille Tanner	Reviewed with no changes