

PATHWAYS ABILITIES SOCIETY

PROCEDURE: JOB DESCRIPTIONS

Applies to: All Personnel and Volunteers

Effective/Revision Date:

1993
April 28, 2003
September 19, 2005
March 28, 2006
September 12, 2011
January 28, 2013
February 26, 2018

1. Job descriptions for each position in the organization will be developed, with input from the employees and approved by the executive director.
2. A copy of the job description will be given to union representatives.
3. Each job description shall describe the general duties of the position and shall include the following:
 - Job summary
 - Job duties
 - To whom the position is responsible
 - Education requirements
 - Experience requirements
 - Personal qualifications required for the position.
4. Each employee/volunteer will receive a copy of his/her job description and Code of Ethics.
5. The specific area supervisor will review and ensure the employee/volunteer understands the job description, expectations and Code of Ethics.
6. The employee/volunteer will manually sign their job description(s) and Code of Ethics confirming upon hire confirming they understand their job duties. A signed copy is given to the employee/volunteer and a copy placed on their personnel file.
7. In the month of December, job descriptions will be distributed to all employees/volunteers for input and review.
8. In the month of January all employees will sign their job descriptions digitally as identified by the relevant ShareVision list at their performance appraisal meeting. The original document will remain in the employee's file.
9. In the month of March all volunteers will sign their job descriptions.