



Employee Job Description Policy	Employee
	Effective Date: March 2018
	Approved Revision Date: March 2018

- (1) The duties and responsibilities of each position shall be specified in a written job description.
- (2) New or revised job descriptions shall be approved by the manager of the position or the College President.
- (3) All new and revised approved job descriptions shall be provided to the Human Resource office, which shall maintain an electronic file of approved job descriptions.
- (4) The Human Resources office shall ensure that accurate and current job descriptions are available for each employee for their position, preferably through electronic means.