



Job Description Policy	Employee Policies
	Effective Date: May 16, 2019
	Approved Revision Date: May 16, 2019

- (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 Chief HR Officer, Budget Executive for 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 to each employee for their position, preferably through electronic means.