

MENNONITE VILLAGE POLICY & PROCEDURE

TITLE: <u>Job Description Review</u>	PROCEDURE NO: <u>HR 500.02</u>
REPLACES: <u>None</u>	PAGE(S): <u>1</u>
PREPARED BY: <u>Carol Jensen</u>	DATE: <u>04/2007</u>
LAST REVIEWED BY: _____	DATE: _____
LAST UPDATED BY: <u>Kristen Pattison</u>	DATE: <u>06/2011</u>
APPROVED BY: <u>Ron Litwiller</u>	DATE: <u>6/22/2011</u>

POLICY:

It is the policy of Mennonite Village to review employee job descriptions on an on-going basis. This will ensure that all job descriptions are current and accurate.

PROCEDURES:

1. All job descriptions will be maintained electronically in the Job Descriptions folder on the server's Human Resources drive.
2. Each operating unit will have its own electronic folder on the public drive with a current PDF copy of their department's job description(s).
3. Hiring Supervisors/Managers will review the job description during the recruitment process of a new hire to ensure accuracy.
4. If changes to a job description are needed, they should be made by the supervisor in a colored font.
5. Then the revised job description should be sent to the Human Resources Director for any additional changes and/or approval.
6. After the revised job description is approved, the colored font will be removed and the revised job description will replace the previous version in the electronic folder.
7. Hard copies of any job descriptions that are revised should be sent to the staff members who perform that job so they can review and sign the revised job description.
8. Newly revised and signed job descriptions should be placed in the personnel file of the staff who work in that position.