

POLICY AND PROCEDURE

REACH for Tomorrow

POLICY: RC-900 H

TITLE: Job Description Policy

EFFECTIVE DATE: 2/8/24

AUTHORIZED BY: Board of Trustees

Purpose

The purpose of this policy is to ensure consistency, clarity, and accuracy in job descriptions within REACH For Tomorrow Inc. Clear and comprehensive job descriptions are essential for effective recruitment, selection, and performance management processes.

Scope

This policy applies to all employees, supervisors, managers, and HR personnel involved in the development and maintenance of job descriptions for positions within REACH For Tomorrow Inc.

Policy Statement

- 3.1. Job descriptions shall be created, reviewed, and updated for all positions within REACH For Tomorrow Inc.
- 3.2. Job descriptions shall accurately reflect the essential functions, qualifications, responsibilities, and expectations associated with each position.
- 3.3. Job descriptions shall adhere to applicable legal requirements, including equal employment opportunity laws and regulations.
- 3.4. Job descriptions shall be used as a foundation for recruitment, selection, performance evaluations, training and development, and other HR-related processes.
- 3.5. Job descriptions shall be regularly reviewed and updated to reflect changes in job duties, responsibilities, and organizational needs.
- 3.6. Job descriptions shall be easily accessible to employees, supervisors, and managers through REACH For Tomorrow Inc's designated system or platform.

Responsibilities

4.1. HR Department

- 4.1.a. The HR department is responsible for overseeing the development, review, and maintenance of job descriptions within REACH For Tomorrow Inc.
- 4.1.b. HR personnel shall ensure that job descriptions comply with applicable laws and regulations.
- 4.1.c. HR personnel shall collaborate with supervisors and managers to accurately capture job duties, responsibilities, and qualifications for each position.
- 4.1.d. HR personnel shall establish a process for regular review and update of job descriptions, in coordination with the relevant stakeholders.

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4.2. Supervisors and Managers

4.2.a. Supervisors and managers are responsible for providing accurate and up-to-date information about job duties, responsibilities, and qualifications to HR personnel for the creation and maintenance of job descriptions.

4.2.b. Supervisors and managers shall review and approve job descriptions for positions within their respective departments to ensure accuracy and alignment with organizational needs.

4.3. Employees

4.3.a. Employees are encouraged to review their job descriptions and provide feedback to their supervisors or HR personnel if they believe any inaccuracies or omissions exist.

4.3.b. Employees shall cooperate with HR personnel and supervisors during the job description review process to ensure accuracy and completeness.

Job Description Content

5.1. Each job description shall include the following components:

5.1.a. Job title and department/functional area.

5.1.b. Summary of the position, including the overall purpose, main responsibilities, and objectives.

5.1.c. Minimum qualifications for the position, including credentials and academic requirements. Credentials includes individuals providing services which requires being credentialed by an Ohio credentialing board and/or a federal agency, e.g. a healthcare prescriber's DEA registration.

5.1.d. Essential functions and duties, including specific tasks and responsibilities associated with the position.

5.1.e. Qualifications and requirements, such as educational background, experience, skills, competencies, certifications, and any physical or mental demands of the job.

5.1.f. Reporting relationships, including the position's supervisor and any direct reports, if applicable.

5.1.g. Work conditions and environment, including any special considerations or physical requirements.

5.1.h. Performance expectations and key performance indicators (KPIs) relevant to the position, if applicable.

Job Description Review and Update

6.1. Job descriptions shall be reviewed and updated at least annually or as necessary due to significant changes in job duties, responsibilities, or organizational needs.

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- 6.2. Supervisors and managers shall initiate the review process by notifying HR personnel of any changes or updates required for their respective job descriptions.
- 6.3. HR personnel shall coordinate the review process, gather necessary information, and collaborate with supervisors and managers to ensure accurate and up-to-date job descriptions.
- 6.4. HR personnel shall document the review and update process and maintain a historical record of job descriptions for reference purposes.

Non-Discrimination

- 7.1. Job descriptions shall comply with equal employment opportunity laws and regulations and avoid any discriminatory language or requirements based on protected characteristics such as race, color, religion, sex, national origin, disability, age, or any other characteristic protected by applicable law.

Training and Communication

- 8.1. HR personnel shall provide training and guidance to supervisors, managers, and employees on the importance of accurate and updated job descriptions and their role in the process.
- 8.2. HR personnel shall communicate any changes or updates to the job descriptions policy and procedures to all relevant stakeholders within REACH For Tomorrow Inc.

Compliance

- 9.1. Failure to comply with this policy may result in disciplinary action, up to and including termination of employment, as determined by REACH For Tomorrow Inc's disciplinary policies and procedures.
- 9.2. HR personnel shall regularly monitor compliance with this policy and address any instances of non-compliance promptly.

Policy Review

- 10.1. This policy shall be reviewed and, if necessary, revised annually by the HR department to ensure its ongoing relevance and effectiveness.