

PATHWAYS ABILITIES SOCIETY

POLICY: JOB DESCRIPTIONS

Applies to: All Personnel and Volunteers

Original Approval Date: 1993

Date Board Approved: December 21, 2023

Replaces Policy Dated: September 25, 2023

Board Member's Signature

Bargaining unit job descriptions are developed as per the most recent collective agreement.

Bargaining unit employees digitally sign their job description upon hire and when they change positions. They can print a copy of their job description or access a copy in ShareVision.

Management employees and volunteers sign a printed job description.

Bargaining unit, volunteers and management job descriptions are reviewed and updated annually in the month of December.

Bargaining unit employees digitally sign their job descriptions in January. Management employees sign a paper copy.

Volunteer's sign their paper copy job description annually in March.

All other job descriptions are updated in November and employees sign a paper copy.