



## ARCHDIOCESE OF REGINA

<b>Policy Name:</b>	Employee Job Descriptions	<b>Number:</b>	S6-3
<b>Policy Type:</b>	Management of Staff	<b>Date Approved:</b>	February 2017
<b>References:</b>		<b>Date Revised:</b>	February 2019

**Policy Statement:** Employee Job Descriptions provide clear expectations of the employees and the administrator in charge of the employees such that their duties, responsibilities, education, experience and levels of performance are clearly communicated to applicable parties. Employee Job Descriptions should be reviewed annually to determine if the description continues to be accurate.

The Employee Job Description will be the basis of employee performance reviews.

If an employee believes the description does not reflect her/his job, it is her/his responsibility to meet with the supervisor to whom they are answerable in order to review the description. The supervisor, administrator or the department director and/or the Archbishop may request a change to the duties and responsibilities of an employee. The appropriate changes must be made to the Employee Job Description and the employee must be informed of the changes in expectations.

- Procedure:**
- a) Employee Job Descriptions (Appendix V: Job Performance Standards) will include the following:
    - General information – job title, salary range, position status (full-time or part-time)
    - Education and Training – skills and knowledge needed to perform the duties required.
    - Duties & Responsibilities – the purpose of the job, description of the position duties.
    - Supervisory Responsibilities – if the employee is to supervisor others, a list of supervisory expectations should be provided. the direct supervisor of the employee should also be stated in the terms of the Employment.
    - Terms of Employment
    - Hours of Work
    - Salary Range
    - Other Relevant Requirements
    - Confidentiality Statement

- b) Current copies of Employee Job Descriptions will be kept by the Archbishop and the administrator responsible for Human Resources. Each administrator will have copies of job descriptions that apply to their area(s) of supervision. A copy of all descriptions will be kept at the front reception desk. Each employee will have a copy of their job description.
  
- c) If an employee believes her/his responsibilities have changed and wish a change, he/she must apply in writing to her/his supervisor and the Director responsible for Human Resources. An explanation of what has changed and what changes may be needed to the job description. The administrator responsible for Human Resources will meet with the employee to review and, possibly, make adjustments to the Employee Job Description.