

CVS POLICY & PROCEDURE MANUAL

Policy Area: Human Resources

Policy # & Name: 6.12 Job Descriptions

Group: All Staff

Purpose:

To ensure clear job responsibilities are communicated to staff and regularly reviewed by management and staff. Changes to job descriptions will be communicated to the Union.

Policy Statement:

CVS has a complete job description for each position. Job descriptions are reviewed annually.

Practice Standards:

Job descriptions describe the essential functions of the position and include such information as: reporting relationships, education and experience requirements, specific and personal qualifications required and key duties and responsibilities.

Employees will receive a copy of their job description at the time of hire.

The job description is reviewed annually with the employee and the immediate supervisor at the time of the performance review.

The Executive Director must approve changes to the job descriptions. Revisions to job descriptions are dated.

Policy Audit: March Annually

Date Issued: March 22, 2004

Date Revised:

Position Responsible: Executive Director or designate

References:

- ✍ Job Description and Performance Review Manuals
 - ✍ Collective Agreement
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