

# Davis Applied Technology College: A Utah College of Applied Technology Campus Job Descriptions Policy and Procedures

**Effective Date: 21 November 2002**

CDMT Approval: 12 November 2002

Campus President's Council Approval: 12 November 2002

Board Approval: 21 November 2002

## 1. Purpose

Job descriptions for similar employment positions should be fair and equitable for each position.

## 2. Policy

**2.1.** Written job descriptions are required for all employment positions.

**2.1.1.** The job description details the position's job functions and tasks.

**2.1.2. New Job Descriptions.** The responsible administrator or supervisor shall develop the job description in conjunction with the Human Resource Director and submit such job description for approval by the Campus President's Council. The Human Resource Director shall maintain a file of approved job descriptions indicating approval signatures and date.

**2.1.3.** In the case where an employee works under the supervision of more than one administrator or supervisor, development of the job description shall be the responsibility of the administrator or supervisor to whom the employee is primarily assigned with input from the other administrator(s) involved.

### 2.2. Revising Job Descriptions

**2.2.1.** Each evaluation meeting shall be used as an opportunity for discussion and refinement of the job description.

**2.2.2.** Proposed job description modifications are to be submitted by the supervisor to the Human Resource Director annually by January 15<sup>th</sup> on an official job description change request form. Job description modifications submitted without an official form will not be considered for approval.

**2.2.3.** In the case where an employee feels that a change or re-rating of the job description is in order, but the supervisor does not submit the job description changes or request for re-rating to the Human Resource Director, the employee may make a written request to the Human Resource Director by April 15 to have the job description reviewed.

**2.2.4.** No changes to job descriptions will be considered final until approved by the Human Resource Director. Proposed changes to job descriptions deemed substantial by the Human Resource Director will be submitted to the Campus President's Council for review and re-rating prior to approval.

**2.2.5.** Modified job descriptions are to be used for fiscal year-end evaluations.