

# Dundas Street Centre United Church Policy Manual

## Section: B. Human Resources

### Title: **Job Descriptions**

Policy #: B-06

Approved/Amended: Apr. 12, 2014

Referral Committee: Ministry and Personnel Committee

#### **1.0 POLICY**

All lay positions either full or part-time require a written job description. Job descriptions should include the tasks and responsibilities of the position, the requirements and qualifications for the job, the position's relationship to other positions if any and the relationship to any of the Unified Board Committees.

All new or revised job descriptions shall be approved by the Unified Board.

The role of the M&P Committee is to ensure that current up to date job descriptions exist for all lay employees, are available to all concerned, and are written in an appropriate format.

#### **2.0 PROCEDURE**

2.1 Job descriptions for new positions should be created only after approval in principle is given by the Unified Board for the creation of the position.

2.2 Changes to existing job descriptions can be initiated by the incumbent, the supervisory Board Committee or the Ministry and Personnel Committee.

2.3 The Ministry and Personnel Committee will verify during the annual performance review that the job description is up to date.

2.4 Any proposed changes to an existing job description must be reviewed by the Supervisory Committee, the Ministry and Personnel Committee and the incumbent (if any), prior to being brought to the Unified Board for approval. Any comments from these committees or persons will be brought to the Board at the same time.

2.5 All new or revised job descriptions require approval by the Unified Board. The Board will give consideration to salary changes, if any, as the result of a revision to the job description.