

REGION OF QUEENS MUNICIPALITY

Operational Policy No. 4 JOB DESCRIPTIONS

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General Statement of Policy

It shall be the policy of the Region of Queens Municipality to provide all non-union employees with job descriptions that clearly set out roles, responsibilities and duties.

Policy Objectives

1. To ensure that every employee is aware of their specific duties and responsibilities.
2. To provide an opportunity for the timely review of each job description.
3. To provide a tool by which each job position within the Region can be assessed for salary classification.

Policy Directions

1. Each non-union employee of the Region shall, upon commencement of employment, be provided with a copy of his/her job description.
2. Every job description shall be reviewed at least biennially (every two years) during an employee's performance review to ensure it is up-to-date and accurate.
3. When changes are deemed to be needed, the Department/Division Head shall make any such recommendations, in writing, to the Chief Administrative Officer within fourteen (14) days after the conclusion of the performance review.
4. If the Chief Administrative Officer concurs with the recommended change(s), he/she shall then make a recommendation to Council for approval of such changes.

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5. If the Chief Administrative Officer does not concur with the change(s), then he/she shall provide a written response to the Department/Division Head and incumbent employee(s) to explain his/her decision.