

**1. Purpose**

To provide policy and procedures for the Tooele Applied Technology College (TATC) to create job descriptions in a fair and equitable manner for each position.

**2. Policy**

2.1. Written job descriptions are required for all employment positions

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

**3. Procedures**

**3.1. New Job Descriptions.**

3.1.1. The responsible administrator or supervisor shall develop the job description in conjunction with the V.P. for Finance and Operations and submit such job description for approval by the Campus President. The V.P. of Finance and Operations shall maintain approved job descriptions in each employee's personnel file.

3.1.2. 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.

**3.2. Revising Job Descriptions**

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

3.2.2. Proposed job description modifications are to be submitted by the supervisor to the V.P. for Finance and Operations on an official job description form, noted as "Revised". Job description modifications submitted shall be reviewed by the V.P. of Finance and Operations and then forwarded, if complete, to the Campus President for final approval.

3.2.3. 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 V.P. of Finance and Operations, the employee may make a written request to the V.P. of Finance and Operations to have the job description reviewed. The V.P. of Finance and Operations will then review and forward recommendations to the Campus President for approval. If approved, the immediate supervisor will be informed to begin the process of revising the job description.

3.2.4. No changes to job descriptions will be considered final until approved by the Campus President.

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