



Title: Employee Handbook	
Section: 2.3.0	Job Classification
Policy: 2.3.1	Job Description

Page: 1 of 1
Date: January 31, 2017
Replaces: April 11, 2015

- 2.3.1.1 A copy of the employee’s job description will be given to the employee.
- 2.3.1.2 Employees are required to read and sign the job description associated with their position.
- 2.3.1.3 A copy of the signed job description is kept in the employee’s personnel file and ClearCare E-file
- 2.3.1.4 An employee/Contractor must sign a job description for each position that requires them to conduct 50 percent of the job duties for the specific job description
  - 2.3.1.4.1 An employee/Contractor pay rate may be different depending the role the team member is performing.
  - 2.3.1.4.2 A new contractor agreement or employee/employer agreement must be signed if the job description changes, and the team member will go back on 90 probation period and must receive an probation period evaluation from their direct supervisor.

Departments Involved in Development: Board of Directors, Compliance Committee, Legal Counsel  
Reviewed by Executive Board and approved by the Board 1/31/17  
Reviewed by Compliance Officer and approved 1/25/17  
All previous versions are obsolete