

NORTHCARE NETWORK

POLICY TITLE: Job Descriptions	CATEGORY: Personnel	
EFFECTIVE DATE: 1/1/15	BOARD APPROVAL DATE: 12/10/14	
REVIEW DATE: 8/17/23	REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	OTHER REVISION(S): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
RESPONSIBLE PARTY: HR Specialist	CEO APPROVAL DATE: 9/5/23 Megan Rooney, Interim CEO	

APPLIES TO

NorthCare Network Personnel

POLICY

Each position within NorthCare Network will have a job description outlining the expected essential functions of the position.

PURPOSE

The purpose of this policy is to establish policy and procedures for the development and maintenance of job descriptions for NorthCare Network employees.

DEFINITIONS

N/A

REFERENCES

N/A

HISTORY

NEW POLICY 1/1/15

REVISION DATE: 8/22/16, 6/19/17, 4/20/18, 2/15/19

REVIEW DATE: 12/3/14, 10/16/15, 8/22/16, 7/13/17, 4/20/18, 2/15/19, 11/24/19, 9/29/20, 7/27/21, 10/28/22, 8/17/23

CEO APPROVAL DATE: 12/3/14, 11/9/15, 9/6/16, 7/13/17, 5/10/18, 3/14/19, 12/3/19, 10/6/20, 8/3/21, 11/1/22, 9/5/23

BOARD APPROVAL DATE: 12/10/14

PROCEDURES

At the time of hiring, each employee will be notified regarding conditions of employment. These conditions will include a full description of expected essential functions of the position, which will constitute the individual's job description and will be the basis for performance evaluations.

Job descriptions include job qualifications and essential functions. Job descriptions will be signed by the employee and CEO/Supervisor on the employees' first day and placed in their personnel file. A copy of the signed job description will be provided to the employee. Job descriptions shall be reviewed annually by the employee and the CEO/Supervisor for accuracy. When the essential functions of an individual's position are felt to be significantly changed, the CEO/Supervisor should contact Human

Resources to determine if updates to the job description are needed. Job Descriptions shall state "Michigan" when referring to licensure, registration, certification, etc.

The Job Description format is as follows:

- General Responsibilities
- Essential Functions
- Other Functions
- Employment Qualifications
- Education/Experience/Certifications
- Other Requirements
- Physical Requirements
- Work Environment
- Employee Signature and date
- CEO/Supervisor Signature and date

Review of ADA and other regulatory compliance areas shall be done by the Human Resource Specialist. The Human Resource Specialist shall maintain the Master file of Job Descriptions and Job Classifications.