

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Personnel

POLICY NO: 03-004

SUBJECT: Job Description

EFFECTIVE DATE: August 1987

Policy:

Cottonwood, Inc. shall establish and maintain a job description for each staff position

Procedures:

1. Each job description shall include the following in its format:
 - a. Job Title
 - b. Job Summary
 - c. Qualifications
 - d. Supervision Received
 - e. Supervision Given
 - f. Job Responsibilities
 - g. Designated Signature Lines
 - h. Dates
 - i. Exempt Status
 - j. Essential Functions
 - k. Revision Date
 - l. Department
 - m. Disclaimer
2. Prior to being hired, the immediate Supervisor will review the job description with the applicant completely.
3. A signed copy of each employee's current job description shall be placed in his/her personnel file and one copy given to the employee.
4. Each job description shall be reviewed at least annually by the departmental director and revisions may be made at that time. A change in job description may be triggered by the annual evaluation, a change in responsibilities, or a department re-organization. The HR Coordinator is the only person authorized to enter the revisions in the electronic document file.

5. Revisions may be made applicable to the specific person who holds the position.
6. All job description will be posted on-line by the HR Coordinator as soon as they have been approved and signed by the CEO and the Administrator of Services.
7. Job descriptions for posted vacant positions will be available to applicants.