

Policy title	Category
Job Description Policies for Making Changes to Position Responsibilities	Human Resources
Owner	Approved by
Human Resources	Business and Human Resources Office

Policy statement

Major adjustments in job duties and responsibilities proposals are presented to the Assistant Vice President for Human Resources in writing by the position supervisor for review. Division Senior Executives must approve job description changes before they are submitted for review.

Adjustments to current job descriptions must be actual changes made to current duties and responsibilities by deletion of duties or addition of new responsibilities.

- Adjustments will not be made if changes are just rewording of existing duties and responsibilities, unless the editing makes the information more distinct.
- Assistant Vice President for Human Resources makes decisions about adjustments.

The Senior Executives must approve any changes to job descriptions that will increase the pay of a position.

- Budget impact information and the new job description will be provided to the Senior Executives by the Human Resource Office along with the prior job description.
- A change to the incumbent's pay is communicated to the supervisor by the division Senior Executive and to the incumbent by the supervisor.

Questions about this policy and implementation procedures should be referred to the Human Resource Office.

Last revised date March 7, 2009