

Policy:

The Village of Innisfree is committed to maintaining a workforce that demonstrates the values and visions of the Village of Innisfree and Council. The Village of Innisfree recruits and hires employees who demonstrate the necessary skills and qualifications to support the needs of the citizens served by the organization in the best possible way.

Purpose:

The purpose of this policy is to ensure that all staff is informed of the job skills, duties, values and qualifications through Job Descriptions and/or Performance Evaluations.

This Policy supersedes any previous Village of Innisfree Personnel Policy Job Descriptions for employees of the Village of Innisfree.

1.0 Definitions:

1.1 “CAO” means Chief Administrative Officer per the *Municipal Government Act*.

2.0 Responsibilities:

2.1 The Chief Administrative Officer is responsible for ensuring awareness and compliance with this policy.

3.0 Job Descriptions – General:

3.1 Every employee shall have a job description.

3.2 Each job description describes:

- Job title
- Job goal
- Qualifications
- Job Requirements
- Education and Training
- Related Work Experience
- Duties and Responsibilities
- Designated Authority
- Terms of the Employment
- Hours of Work
- Other Relevant requirements

3.3 Every employee of the Village must fulfill the components outline in his/her specific Job Description unless special consideration is authorized by the CAO or Council, if required.

4.0 Review of Job Descriptions:

4.1 Job Descriptions are reviewed annually in conjunction with the annual Performance Evaluation.

4.2 The annual review process will be led by the CAO.

4.3 Input from Council will be gathered prior to the Annual Performance Review and used in the review process.

4.4 The review process is intended to keep the Job Descriptions accurate and relevant.

5.0 Creation of New Job Descriptions:

5.1 When a new employment position is created in Public Works or Administration and it does not fall within the job classifications and requirements of the existing Job Descriptions, a new Job Description will be developed.

5.2 The CAO will be responsible to develop a New Job Description.

5.3 The CAO will bring the new Job Description to Council for policy amendment via Council resolution.

6.0 Storage and Cataloguing of Job Descriptions:

6.1 A copy of each Job Description and performance evaluation is kept in the Village of Innisfree Policy Manual, Section 1900, as an addendum to that section.

6.2 The CAO shall provide for the distribution and maintenance of policy updates both in hard and electronic copies.

7.0 End of Procedure