

### 10.03.05 Job Descriptions

Original Approval: **DATE**  
Last Updated: **DATE**  
Last Reviewed: **DATE**

#### Policy / Purpose:

It is the policy of Wallace Community College – Selma (WCCS) to ensure compliance with all federal and state laws relating to employee working conditions, including but not limited to the [Students First Act](#), Code of Alabama 16-60-111.4, and Code of Alabama 16-60-111.7.

All positions have a job description that is maintained by the Human Resources Office. In addition, it is the policy of WCCS (ACCS) to be in compliance with [Board Policy 602.02](#), [Chancellor's Procedures 602.04](#), and annual ACCS Salary Schedule Guidelines, which reference job descriptions.

#### Scope:

This policy applies to all WCCS employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

#### Definitions:

*Employee:* For the purposes of this policy, an employee is a person currently employed or a former employee whose employment terminated within the preceding year.

*Job Description:* For the purpose of this policy, a job description is a document that clearly states essential job requirements, job duties, job responsibilities, and qualifications and/or skills required to perform the position. Job descriptions also include the employment status (part-time or full-time), Fair Labor Standards Act (FLSA) status, salary schedule or rate of pay, physical requirements and work environment, and supervisory responsibilities, if applicable.

*Position:* For the purpose of this policy, a position means a job that is performed by an employee of WCCS.

#### Details:

1. **Development of Job Descriptions:** Job descriptions are developed jointly between supervisors and the Human Resources Office for the purpose of outlining responsibilities, required qualifications, physical requirements, and working conditions for a position.
2. **Job Description Maintenance:** Job descriptions are reviewed regularly and maintained by the Human Resources Office in the NEOED system.

#### Procedure(s):

##### Creating a New Job Description Procedures

1. Supervisor requests a job description for a new position by contacting the Director – Human Resources.

2. Director – Human Resources will create a draft job description using the job description template and ensuring standard language and position criteria (required education and years of experience) are followed. A draft job description is forwarded to the Supervisor for review.
3. The Supervisor reviews and recommends edits or approves job description.
4. Director – Human Resources adds job description to NEOED job description.

#### **Editing an Existing Job Description Procedures**

1. Supervisor requests edits of an existing by contacting the Director – Human Resources.
2. Director – Human Resources will evaluate edits against standard language and position criteria (required education and years of experience) and makes edits, if applicable. A draft job description is forwarded to the Supervisor for review.
3. The Supervisor reviews and recommends edits or approves job description.
4. Director – Human Resources adds and/or updates job description to NEOED job description.

#### **Additional Provisions / Information:**

There are no Additional Provisions / Information applicable.