



## Personnel Policies for Lincoln University

The guiding principle for these policies is *The Rules and Regulation of Lincoln University • Chapter I University Governance: Structure and Functions • Chapter VI Administration and Finance • Chapter VIII University Employment • HRSHB 5.2*


Effective August 13, 2009

# Job Description Policy


### Letter from the President

### Rules and Regulations


### Adjunct Handbook

 Print using your browser's print function.

### Faculty Handbook

 Print using your browser's print function.

### Staff Handbook

 Print using your browser's print function.

### Employees covered by this policy

This policy applies to all Faculty, Staff and Hourly employees at LU and applicants of positions.

### Policy

Job descriptions serve to define the duties and responsibilities of all positions with the university. Each employee will be given a copy of the current job description for her/his position. A copy of each job description will also be maintained in Human Resources. Due to the dynamics of organizational change, job descriptions will not necessarily be updated on a regularly scheduled basis, typically annually or when significant job function changes take place. Each organizational unit is responsible for providing updated job descriptions to Human Resources.

The following components must be included in a written job description:

- position title
- department or office where position is located
- job classification and salary grade
- status under the Fair Labor Standards Act (exempt or non-exempt)
- essential functions and estimated percent of time for each duty
- reporting requirements
- experience requirements
- education and training requirements
- required knowledge and skills
- other pertinent position information
- employee and supervisor acknowledgement signatures