




POLICY AND PROCEDURE STATEMENT

SUBJECT DESCRIPTION OF JOB POLICY	PAGE 1 OF 1	DATE EFFECTIVE FEBRUARY 1, 2019		
SECTION/POLICY NO. 3.00	APPROVED BY  MAYOR	SUPERSEDES NEW		
PREPARED BY VILLAGE ADMINISTRATOR	 VILLAGE ADMINISTRATOR  PERSONNEL/BENEFITS COMMITTEE	APPROVAL DATE 2/4/2019	ISSUE DATE 2/1/2019	REVIEW DATE
REFERENCE	REVIEW APPROVED BY  PERSONNEL DIRECTOR	DISTRIBUTION LIST WEBSITE, MAYOR, COUNCIL, CLERK- TREASURER, AND VILLAGE EMPLOYEES		

SCOPE

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

POLICY:

- I. The Village of Ashville will have Job Descriptions for all employees working for the village.
- II. The Village of Ashville will not have a Job Description for individuals whose services have been engaged as an Independent Contractor.
 - Service requirements will be outlined in the agreement.
 - Individual performance of staff will be the responsibility of the contracted party.

PURPOSE:

- I. To provide staff information on what their position with the Village of Ashville requires for supervision, essential job functions, communication protocols, experience and qualifications, and physical requirements.
- II. To provide a supervisor with the information for an employee's Performance Appraisal.

PROCEDURE

1. Positions approved by the village will have a corresponding Job Description.
2. Each Job Description will be reviewed annually to determine if changes are needed to reflect job changes and /or changes in regulatory requirements.
3. Job Classifications will fall into four (4) categories:
 - A. Administration/Department Heads
 - B. Full-time Employees
 - C. Part-Time Employees
 - D. Seasonal Employees