



Policy Name:  <p style="text-align: center;"><b>POSITION DESCRIPTIONS</b></p>	Policy Number:  <p style="text-align: center;"><b>1002</b></p>
Approved By: <p style="text-align: center;">Executive Team</p>	Effective Date: <p style="text-align: center;"><b>SEPTEMBER 1, 1996</b></p>
Reason for Revision: <span style="float: right; color: gray;">Click on item below and select item from list.</span>  <p style="text-align: center;"><b>CONTENT- Enter BELOW Reason for change Ex: Combined Policy ## and ##.</b></p> <p style="text-align: center;">Added title of Human Relations Manager in policy.</p>	Date Revised: <p style="text-align: center;">October 6, 2021</p> Next Date for Review: <p style="text-align: center;">October 6, 2024</p>
Section: <p style="text-align: center;">Section 10 - Human Resources</p>	Page No: <p style="text-align: center;"><b>Page 1 of 1</b></p>

## Policy

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The Human Relations Manager will ensure that position descriptions are in place for all employees (exempt and unionized), and students, following the established guidelines by The Salvation Army or the Collective Agreement.

Unionized Position Descriptions - In all circumstances where a unionized position description changes, the Employer will provide the United Nurses of Alberta, Local 232 with a copy. Employees, whose position description has been changed will receive, sign, and return a copy to Employee Relations. In the instance where a new position is introduced, the Employer will provide a copy of the position and supporting rationale to the union, including a proposed grid and salary range. Copies of all bargaining unit position descriptions will be provided to the United Nurses of Alberta during each round of negotiations.