

5. **Job Description**

It is the policy of the Society that each position within the Society will have a detailed job description. Each job description will contain:

- i Title of position
- ii Reporting direction
- iii Rate of pay/salary
- iv The time frame of the probation period
- v Breakdown of position responsibility
- vi Educational/technical requirements
- vii Expected hours of work (full time and permanent part time only)
- viii Other pertinent position requirements
- ix Start date
- x Completion date (for temporary positions)

Each employee will receive 2 copies of his/her job description upon hiring: one to be retained for reference and one to be signed and returned for personnel filing.

Copies of job descriptions are available on the Spectrum website (under “Job Postings” link).

Salaried caregivers will have a written employment contract that will contain:

- i. Title of position
- ii. Reporting direction
- iii. Rate of pay/salary
- iv. Roles and responsibilities
- v. Expected hours of work
- vi. Description of the living arrangement
- vii. Breakdown of expenses covered by Spectrum and by the employee
- viii. Start date
- ix. Other relevant information including groceries, pets, visitors and sick / vacation arrangements

All job descriptions and employment contracts will follow the approved format and be reviewed by HR.