

Revised: October 1, 2012; October 1, 2022; August 26, 2026

Sandhills Community College will maintain a current position description for each established position. Position descriptions support recruitment, classification, compensation, performance evaluation, organizational planning, and compliance; they do not constitute an employment contract or an exhaustive list of every duty that may be assigned.

I. CONTENT AND APPROVAL

1. Each position description should identify the position title, organizational placement, reporting relationship, employment classification, essential duties and responsibilities, minimum qualifications, and any position-specific physical, scheduling, licensing, or working-condition requirements.
2. Human Resources will establish the approved format and review proposed new or substantially revised position descriptions for consistency, classification, compensation, and legal compliance before the position is posted or the revision is implemented.
3. The appropriate Senior Leader and the President or authorized designee will approve new positions and material changes in organizational placement, classification, compensation level, or assigned responsibilities through the applicable College process.

II. REVIEW AND REVISION

1. Supervisors will review position descriptions with employees as part of the annual performance-review cycle and whenever duties, qualifications, reporting relationships, or organizational needs materially change.
2. An employee may identify duties or requirements that appear inaccurate or incomplete. The supervisor will consider the employee's input, but management retains authority to determine and assign the duties and responsibilities of a position, consistent with applicable law and College policy.
3. Each proposed new or revised position description must be provided to the appropriate supervisor and/or Senior Leader for review. After that review, the position description must be submitted to Human Resources using the approved process. Supervisors and employees shall not independently alter an official position description or represent an unapproved revision as final.
4. A position description may be updated outside the annual review cycle. A revised description does not, by itself, require a salary adjustment, reclassification, promotion, or new appointment.

III. RECORDS AND ACKNOWLEDGMENT

1. Human Resources is the official custodian of approved position descriptions and will maintain the current version and related records in accordance with Procedure 5.23.1, Employee Personnel Records Administration, and the applicable records-retention schedule.
2. The supervisor will provide the employee access to the current position description. The College may require the employee to sign or electronically acknowledge receipt. Acknowledgment confirms receipt and does not necessarily indicate agreement.

3. Supervisors should consult Human Resources before assigning a material or continuing change that may affect classification, compensation, exemption status, accommodation requirements, or the essential functions of the position.