

**Greater Albany SD 8J
Board Policy**

Code: **GAB**
Adopted: 10/14/91
Revised/Readopted: 3/12/01, 5/20/02
Orig. Code(s): BP1701

Job Descriptions

Job descriptions serve: (1) to describe all essential functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation; (2) to describe attendance standards; (3) to help applicants determine the qualifications needed to fill a position; (4) to help district administrators determine which candidates to recommend for appointment; and (5) to assist administrators in the evaluation of the employee's performance of position responsibilities.

"Essential functions" as used in this policy means the fundamental job duties of the employment position. A job function may be considered essential for any of several reasons, including but not limited to the following:

1. The function may be essential because the reason the position exists is to perform the function;
2. The function may be essential because of the limited number of employees available among whom the performance of the job function can be distributed; and/or
3. The function may be highly specialized so that the individual is hired for his/her expertise or ability to perform the particular function.

All employees are responsible to report to work at the designated time, mentally and physically fit for duty. When a supervisor has good faith doubts about an employee's ability to perform the requirements of his/her position, the employee may be required to provide verification of fitness for duty from a treating physician or, at the district's choice, to report for and independent medical examination. The district shall pay the cost of such examinations if not otherwise covered by the employee's medical insurance policy.

All employees must maintain regular attendance, such that absenteeism does not exceed an average of one day per month for illness or injury, except in such cases as major surgery, recovery from a life-threatening accident or illness or as a result of a documented mental or physical impairment that constitutes a disability. Tardiness and leaving work early shall be considered with absenteeism in determining whether a pattern of unsatisfactory attendance exists. If chronic absenteeism occurs and is not corrected upon warning, the district may take disciplinary action up to and including dismissal.

Employees are to report for work at the designated time, mentally and physically fit for duty. If a supervisor has reasonable suspicion which creates doubt of an employees' ability to satisfactorily perform the essential functions of his/her job, the employee may be required to provide verification of fitness form a licensed health practitioner. The district shall pay the cost of any such examination.

Job descriptions will be developed under the supervision of the superintendent for each position in the district. Each job description shall be dated. As job descriptions are reviewed and/or revised new dates will be affixed.

Job descriptions will be coded and retained in a document titled *Job Descriptions for the Greater Albany Public Schools*. The document will be available for inspection by any district employee or patron. Each employee shall receive a copy of his/her job description. Each employee shall affix his/her signature and date after having read the job description.

END OF POLICY

Legal Reference(s):

[ORS 342.850 \(2\)\(b\)\(A\)](#)

[OAR 581-022-1720](#)

Americans with Disabilities Act of 1990, 42 U.S.C. Sections 12101-12213; 29 CFR Part 1630 (2000); 28 CFR Part 35 (2000).

Cross Reference(s):

[ACA](#) - Americans with Disabilities Act