

LCCS POLICY 466

Informational Interviews

Original Issue Date:	3/06/1990
Revision Dates:	11/24/98, 4/2/2021
Revision Number:	2
Current Effective Date:	4/2/2021
Obsolete/Combined Date:	
Reason for Obsoleting/Combining:	
See new Policy #:	

Scope:	All LCCS Supervisors and Human Resources Department
Responsibility:	LCCS Human Resources Department
Purpose:	To provide bargaining unit staff with information regarding job expectations before an offered position is accepted.
Legal Cite:	O.R.C. §5153.11

POLICY STATEMENT

All bargaining unit staff are encouraged to meet with the prospective supervisor regarding specific job duties and expectations, prior to accepting a position.

PROCEDURE

When the Human Resources Representative/Manager offers a bargaining unit position, the employee will be referred to the prospective supervisor for discussion regarding the job duties, written work, hours of work and job expectations.

The Human Resources Representative/Manager will contact the prospective supervisor and provide the name of the employee and request that the prospective supervisor schedule time to review the job with the employee within 48 hours.

CASE PRACTICE GUIDES

RELATED POLICIES and FORMS