



Title: **Employment Documentation / Contracts**

Original Adoption: 12 October 2006

Approved by DMI BOD: 20 January 2011

Revised/Reviewed: 20 January 2011

Employment documentation shall be as follows:

There will be a written job description for the Executive Vice President position. There will be written contract, including all fringe benefits for the Executive Vice President position.

There will be a written job description for the Risk and Loss Control Consultant position. There will be written contract, including all fringe benefits for the Risk and Loss Control Consultant position.

The DMI "Organizational Chart" shall be made publicly available.