

# MEETING NOTICE

TO: Human Resources Committee Meeting  
Proposals for Personnel Policy and Procedure Manual

Geri Brown  
Janice Dixon  
Zachery Landry

Peggy Paul  
Richard Potier  
Fernando Perez-Viart

FROM: Deidre Ledbetter, Chairperson

DATE: August 1, 2017

RE: Monthly Proposals for Personnel Policy and Procedure Manual Meeting

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The SMILE Community Action Agency's Human Resources Committee will meet to discuss the proposals for the PPPM:

Date: Saturday, August 5, 2017

Time: 9:00 a.m.

Location: St. Martin CAC  
2097 Terrace Road  
St. Martinville, LA 70582

Please plan to attend. If you are not able to attend, please contact Ms. Chaisson-Pitre, Temporary Director of Human Resources at (337) 408-2544.

Thank You!

# **Human Resources Committee Meeting Proposals for Personnel Policy and Procedure Manual**

Saturday, August 5, 2017  
9:00 a.m.  
St. Martin CAC

- I. Call to Order
- II. Prayer
- III. Roll Call
- IV. Old or Unfinished Business
  - a) Ongoing Personnel Policies & Procedure Manual Updates
    - 1) Section 303.1A – Scheduled of Exempt, Non-Exempt and Degreed Employees
    - 2) Section 701.1 – Attendance and Punctuality
    - 3) Section 702.1 - 2 – Short-Term Absence
    - 4) Section 703.1 - 2 – Leave of Absence
    - 5) Section 704.1 – Lunch and Rest Breaks
    - 6) Section 808.1 – Grievance Process
    - 7) Section 906.1 - 3 – Transitional Duty Policy
- V. New Business
  - a) SMILE Board of Directors: Rules and Procedures Manual
- VI. Adjournment