

**Community Action Team
Personnel Committee Referral Form**

The purpose of this form will be to refer issues to Community Action Team Personnel Committee.

The issues that can be referred to the Committee can be, but not limited to issues such as; policy interpretation, policy change, or recommendations for improving working conditions at Community Action Team.

Please fill out the form with as many details as possible. Please include any additional attachments as you feel are needed to explain the issue. Please note that your name is not required.

When the form is complete please turn it in to any Personnel Committee member. (See Committee Roster for a complete set of Committee Member names.)

Name of Person submitting issue: _____
(Not required, however if you would like contact from a Personnel Committee member, list your name here.)

Date of Request: _____

Name of Program you work for: _____

Please state the problem, request, or situation:

(Please attach additional pages as needed.)

Have you researched the problem or issue in the CAT Policy Manual?

Yes **No (If yes please note article number) _____**

What are your suggested changes to address the problem or situation?

Thank-you for submitting this referral to the Community Action Team Personnel Committee.

<p>FOR OFFICE USE ONLY:</p> <p>Date referral received: _____</p>
