

SOUTH CENTRAL MISSOURI
COMMUNITY ACTION AGENCY

PERSONNEL AND ADMINISTRATIVE POLICY MANUAL

2016

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SECTION I - GENERAL STATEMENT OF PURPOSE AND POLICIESA. Functions and Purpose of the Corporation

South Central Missouri Community Action Agency (SCMCAA) is chartered by the State of Missouri as a private not-for-profit corporation serving the counties of Butler, Carter, Dent, Reynolds, Ripley, Shannon and Wayne. SCMCAA seeks to improve the development of human resources in the area by identifying and defining the causes and extent of poverty and by organizing and focusing all available resources and community facilities on the elimination of the causes and results of poverty. SCMCAA must conform to Federal Regulations as established by Congress under the Economic Opportunity Act of 1964 and subsequent amendments. Every act of the SCMCAA Board of Directors shall conform to the statutes, court decisions and constitutions of the State and Federal Governments, and the regulations of the appropriate offices therein.

B. Purpose of the Personnel Policies

The Board of Directors of SCMCAA issues this statement of personnel policies and procedures as the official understanding of the obligations of the Board of Directors and the employees to each other and to the public. The purpose of this document is to insure good personnel practices designed to best utilize human resources of the agency in the achievement of its goals and objectives.

C. Statement of Responsibility

The Board of Directors of SCMCAA is the source of all authority for setting personnel objectives and issuing policy statements. All Staff are under the policy authority of the Board of Directors. The Executive Director is responsible for the execution of these policies and for the development and implementation of administrative procedures and directives necessary to execute the policies.

D. Statement of Coverage

This policy statement supersedes and rescinds all previous personnel policy and practice statements and is the official policy statement of the agency. As such and as approved by the Board of Directors of SCMCAA and appropriate funding sources, it will cover all personnel employed by SCMCAA.

E. Amendments

Amendments may be recommended at any regular meeting of the Board of Directors or the Personnel Committee. After study by the Board and opportunity for comment by the Executive Director, an amendment may be passed by the majority of the Board at which a quorum is present, provided that all members of the Board have been mailed a copy of the proposed amendment at least seven (7) days in advance of the meeting. This policy statement will be reviewed at least annually by the Board of Directors. Employees of the agency will be advised in advance of the scheduled review and will be given the opportunity to submit recommended changes.

F. Disclaimer

The Board of Directors of SCMCAA does not intent this policy statement to be construed as a contract of employment and reserves the right to change, interpret, withdraw or add to any of its rules, regulations, policies procedures, benefits, or terms and conditions of employment without prior notice to any employee.

**SOUTH CENTRAL MISSOURI COMMUNITY ACTION AGENCY
ADMINISTRATION ORGANIZATIONAL CHART**



