Area Personnel Office Information for AAG Meeting

***October 13, 2009***

9:30 a.m.

Leacock 738

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| **TOPIC** | **PRESENTER** |
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| **Focus Group Regarding Recruitment** |  |
| * Next Step
 | Kathy |
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| **Upcoming Meeting re Pandemic Plans** | Kathy |
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| **Setting up EAP Presentation for supervisors and managers** | Kathy |
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| **New or Updated Forms*** **Request for new position, rematch, posting. To be put on L Drive**
* **Casual checklist re Vacation pay – 4% - 6% - refer to** [**http://www.cnt.gouv.qc.ca/en/home/index.html**](http://www.cnt.gouv.qc.ca/en/home/index.html)
 | EmilyTina |
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| **Setting up Info Session on Probation and Trial Reviews****The Form****The Rationale****The consequences if Using Improperly** | Kathy |
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| **Setting up Info Session re Performance Dialogue and Appraisal** | Kathy |
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| * **Stat Holiday Payment for Part-Time Employees. Refer to** [**http://www.cnt.gouv.qc.ca/en/home/index.html**](http://www.cnt.gouv.qc.ca/en/home/index.html)
 | Emily |